

# Walters State Community College

## 2003-2004 College Catalog and Student Handbook

**Please Note:** The bookmarks at the left side of the screen will allow you to navigate through the catalog. Selected information will always appear at the top of the page.

Most bookmarks have drop down lists which can be accessed by clicking on the plus sign to the left of the bookmark.

\*This page is designed to utilize the search capabilities of Adobe Acrobat Reader.

# Walters State Community College



## 2003 - 2004 Catalog/Student Handbook

NOTE: Application for Admission is located on page 229.

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**Volume XXXII, No. 1      2003-2004**

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**Walters State Community College  
500 South Davy Crockett Parkway  
Morristown, Tennessee 37813-6899**

Walters State Community College is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 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 or approved by the following agencies:

- American Bar Association
- 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
- Paramedic Commission on Accreditation of Allied Health Education Programs
- Culinary Arts American Culinary Federation, Inc.

Walters State Community College does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the college. Walters State does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Humans Resources Office at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Services for Individuals with Disabilities at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899.

# Directory for Information

## (Area Code 423)

### Web Address: [www.ws.edu](http://www.ws.edu)

<b>General Inquiries/Campus Operator .....</b>	<b>585-2600</b>
Student Information .....	318-2763 or 1-800-225-4770
Admissions .....	585-2685 or 1-800-225-4770
Admissions - FAX .....	585-6786
<b>ACADEMIC DEPARTMENTS</b>	
Academic Enrichment .....	585-6914
Behavioral/Social Sciences .....	585-2633
Business Careers .....	585-6972
Community Service Programs .....	585-6843
Early Learning Center .....	585-2649
<b>Evening and Off-Campus Classes .....</b>	<b>585-6996</b>
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 Assistant .....	585-6982
Respiratory Care .....	798-7941
Humanities .....	585-6947
Institute for Business and Industry .....	585-2675
Mathematics .....	585-6864
Library .....	585-6903
Public Safety .....	585-2665
Basic Emergency Medical Tech. ....	585-2665
Law Enforcement Academy .....	798-7948 or 798-7950
Fire Protection .....	585-2665
Law Enforcement .....	585-2665
Paramedics .....	585-2672
Science .....	585-6865
Technical Education .....	585-2644
Agriculture .....	585-2663
Computer Science .....	585-2654
Early Childhood Education .....	585-2648
Industrial Technology .....	585-2644
Tech Prep .....	585-2661
<b>STUDENT AFFAIRS</b>	
Athletics .....	585-6754
<b>Bookstore .....</b>	<b>585-6884</b>
Clinic .....	585-6820
<b>Counseling .....</b>	<b>585-6805</b>
Enrollment Development .....	585-2691
<b>Financial Aid .....</b>	<b>585-6811</b>
<b>Graduation Analyst .....</b>	<b>585-2692</b>
<b>Minority Student Recruitment .....</b>	<b>585-6942</b>
<b>Placement Services .....</b>	<b>585-6893</b>
Placement Services - FAX .....	318-2344
<b>Registration .....</b>	<b>318-2763 or 1-800-225-4770</b>
<b>Services for Individuals with Disabilities .....</b>	<b>585-6892</b>
<b>Student Records .....</b>	<b>585-2693</b>
Student Records - FAX .....	585-2631
<b>Testing .....</b>	<b>585-6804</b>
Tutorial Services .....	585-6920
Veterans Information .....	585-2683
<b>ADMINISTRATIVE OFFICES</b>	
Alumni Affairs .....	585-2629
<b>Business Office/Bursar .....</b>	<b>585-2616</b>
Development Office .....	585-2629
Campus Police .....	585-6752
<b>OFF-CAMPUS OFFICES</b>	
Greeneville .....	798-7940
Sevierville .....	865-774-5800
New Tazewell .....	626-6200



**SENATOR HERBERT WALTERS**  
**1891-1973**

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.

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## COLLEGE CALENDAR 2003 - 2004

### FALL SEMESTER 2003

- April 7 - August 13 ..... STAR and STAR\_NET Systems available for registration  
 April 15, May 19, June 18, 19, July 23 and August 19, 21 ..... New Student Orientation, 1 - 6 p.m.  
**(must be signed up to attend)**
- August 22 ..... Readmissions Committee meets in Room 211-CCEN, 9 a.m.  
 August 25 ..... Classes Begin
- Note: Some telecourses and web-based courses begin on August 23 or 24.**  
**Check the class listings for specific information.**
- August 29 ..... Late registration/adding of additional courses ends  
**Fee payment deadline for all registrations/adds done August 23-29 at 4 p.m.**
- September 1 ..... Labor Day Holiday (college closed)
- † October 1 ..... Last day to file an application for a December degree  
 October 13 - 14 ..... Fall Break - No Classes (college open)  
 October 31 ..... Last day to drop a course or withdraw from college  
 Last day for students to make up incomplete(s) grades from Spring or Summer Semester 2003
- November 7 ..... Last day for instructors to turn in grade change form to their  
 division dean for incomplete grades given Spring or Summer Semester 2003
- November 27 - 30 ..... Thanksgiving Holidays (college closed)
- December 4 ..... New Student Orientation (Spring 2004), 1 - 6 p.m.  
**(must be signed up to attend)**
- December 5 ..... Fall Classes end  
 December 8 - 12 ..... Final examinations for Fall Classes  
 December 15 ..... All grades loaded in SIS, 9 a.m.  
 Faculty grade verification sign sheets due in the student records office
- December 24 - January 4, 2004 ..... Christmas Holidays (college closed December 24, 2003 - January 4, 2004)

†NOTE: For graduation information, see page 46 in college catalog.

### SPRING SEMESTER 2004

- November 10 - January 5 ..... STAR and STAR\_NET Systems available for registration  
 December 4 ..... New Student Orientation, 1 - 6 p.m.  
**(must be signed up to attend)**
- January 9 ..... Readmission Committee meets in Room 211-CCEN, 9 a.m.  
 January 12 ..... Classes Begin
- Note: Some telecourses and web-based courses begin on January 10 or 11.**  
**Check the class listings for specific information.**
- January 16 ..... Late registration/adding of additional courses ends  
**Fee payment deadline for all registrations/adds done January 12-16 at 4 p.m.**
- January 19 ..... Dr. Martin Luther King, Jr. Holiday (college closed)
- January 28 ..... Last day to file an application for a May or August degree
- March 1 - 7 ..... Spring Break - No Classes (college open)
- March 19 ..... Last day to drop a course or withdraw from college  
 Last day for students to make up incomplete(s) grades from Fall Semester 2003
- March 26 ..... Last day for instructors to turn in grade change form to their  
 division dean for incomplete(s) grades given Fall Semester 2003.
- April 9 ..... Good Friday Holiday (college closed)
- April 21 ..... Honors Day

**SPRING SEMESTER 2004 (continued)**

April 23 .....	Spring Classes End
April 26 - 30 .....	Final examinations for Spring Classes
April 28 .....	Graduate grades loaded in SIS, Noon
April 29 .....	Conferring of Certificates Ceremony, 7 p.m.
April 30 .....	Nursing Pinning Ceremony, 7 p.m.
May 1 .....	Commencement, 10 a.m.
May 3 .....	All grades loaded in SIS 9 a.m.

Faculty grade verification sign sheets due in the student records office

†NOTE: For graduation information, see page 46 in college catalog.

**SUMMER SEMESTER 2004**

April 5 - July 7 .....	STAR and STAR_NET Systems available for registration
May 7 .....	Readmissions Committee meets in CCEN 215, 9 a.m.
May 10 .....	Early and Extended Early Session classes begin
	Late registration/adding for these sessions ends
May 24 .....	Last day to drop Early Session classes
May 31 .....	Memorial Day Holiday (college closed)
June 2 .....	Early Session classes end
June 3 .....	Ten-Week, and 1st Five-Week Session classes begin
	Late registration/adding for these sessions ends
† June 11 .....	Last day to file an application for an August degree
June 15 .....	Last day to drop Extended Early Session classes
June 23 .....	Last day to drop 1st Five-Week Session classes
TBA .....	Independence Day Holiday (college closed)
July 6 .....	Extended Early and 1st Five-Week Session classes end
July 7 .....	2nd Five-Week Session classes begin
	Late registration/adding for this session ends
July 15 .....	Last day to drop Ten-Week Session classes
July 27 .....	Last day to drop 2nd Five-Week Session classes
August 6 .....	Ten-Week, 2nd Five-Week, RODP Session classes end
August 9 .....	All grades loaded in SIS, 9 a.m.

Faculty grade verification sign sheets due in Student Records Office

†NOTE: For graduation information, see page 46 in college catalog.



## 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.

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**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 and Registration Services.

**EFFECTIVE PERIOD:** Degree / certificate requirements listed in this catalog are in effect for seven years from the beginning of the first academic term listed in this catalog.

This catalog is continuously under examination and revision and is not intended to state contractual terms. **This catalog does not constitute a contract between the student and Walters State Community College.**

**Recent changes to information contained in this catalog may be viewed at  
[www.ws.edu/catalog/updates](http://www.ws.edu/catalog/updates) link.**

# ***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 sixth 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 Career Technology Building was expanded and renovated in 1987 and the new facility was renamed the Technical Education Building. In 2001, this building was renamed the Clifford H. "Bo" Henry Center for Business and Technology. The Life Sciences Building, completed in December 1979, was essential to provide needed classrooms and faculty offices for a rapidly growing student body. This building, which is now known as the Math and Behavioral/Social Sciences Building, was completely renovated during the 2001-02 academic year. It re-opened to students and faculty in the fall of 2002. In the summer of 1979 the construction of the Humanities Complex began. The project was completed in the fall of 1980. The Humanities Complex was renamed the Judge William H. Inman Humanities Complex in 2001. 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 and Science Buildings, Public Safety Center, and Administration Building. The new Library opened in May 1997 and the Natural 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.

In addition to expanding its facilities at the Morristown campus, Walters State has established three satellite campuses; the Sevier County Campus, the Greeneville/Greene County Center for Higher Education, and the Claiborne County Center for Higher Education. In 1999, the first building on the new Sevier County Campus was named Maples-Marshall Hall in honor of Mrs. Wilma Maples and her late husband Rell Maples and Mrs. Reese Marshall Ripatti. In 1995, the Walters State Greeneville/Greene County Center for Higher Education moved into the former Laughlin Hospital building in the heart of downtown Greeneville. The college opened the Claiborne County Center for Higher Education in 1995.

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 Caring 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, a public two-year higher education institution, is a component of the State University and Community College System of Tennessee 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 with the values expressed within the Campus Compact. Walters State is a learning centered, comprehensive community college established to provide affordable and quality higher education opportunities for the residents of upper East Tennessee. The college offers programs of study that lead to the Associate of Science, Associate of Arts, and Associate of Applied Science degrees. The college has built degree programs on a general education foundation and provides information technology instruction across the curriculum. Students may receive a certificate of credit for programs of study of one year or less; students may also receive a certificate of recognition for non-credit programs and services.

Walters State provides:

1. university parallel programs that prepare students to transfer to senior institutions;
2. programs and courses in business, technical education, health, public safety, and arts and sciences that prepare

students for immediate employment in support of workforce development or prepare them to transfer to another college or university;

3. continuing education and community service programs in support of professional growth, personal enrichment, and lifelong learning;
4. cultural enrichment programs and activities that promote the arts and heritage of East Tennessee and celebrate global diversity;
5. public service programs in support of economic, workforce, and community development;
6. advanced, honors, and developmental education programs for academic enrichment;
7. programs, services, and activities designed to enhance student opportunities, achievement, personal development, sense of civic responsibility, leadership skills, and general welfare;
8. research and development activities for continuous improvement of institutional effectiveness; and
9. access that utilizes traditional and non-traditional delivery systems including the institution's virtual college.

To facilitate student learning and transfer, the college maintains articulation, collaboration, and partnerships with public schools, technology centers, colleges, and universities. Service to business and industry is facilitated through the utilization of partnerships, networks, and customized programs and courses supporting the development of competitive products, services, and operations. The college provides faculty and staff of the highest quality dedicated to excellence in teaching and service.

As a comprehensive community college, Walters State provides leadership to a geographically large and diverse service area. The primary service area includes the counties of Claiborne, Cocke, Grainger, Greene, Hamblen, Hancock, Hawkins, Jefferson, Sevier, and Union. The college has a TBR approved expanded service area including other East Tennessee counties for Public Safety and Health programs. The college's strategic planning and continuous improvement system is designed to promote maximum accessibility and accountability and to enhance overall institutional effectiveness. The college assesses and responds to changing community needs and provides opportunities for enhancing the quality of life throughout the service area. Walters State remains committed to the education of a non-racially identifiable student body and promotes diversity and access without regard to race, gender, religion, national origin, age, disability, or veteran status.





# ***Admissions and Records***





## STUDENT INFORMATION CENTER

The Student Information Center, located in the College Center lobby, provides information concerning admissions, student services and other activities available to and sponsored by Walters State Community College. Individuals desiring information about the college or college activities can inquire by telephoning 423-318-2763 or toll-free 1-800-225-4770, Ext. 6 or writing the Center. Information concerning the college can also be obtained by visiting the Walters State home page at: <http://www.ws.edu>

## 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 45 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 and Registration Services.
2. Transfer students must send to the department of Admissions and Registration Services 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 21 and 52 of this catalog.
4. It is strongly recommended that all new students attend the New Student Orientation program for an information session, advisement, and registration.

Applicants under the age of 21 must submit official scores from ACT (American College Testing Program) or SAT (Scholastic Aptitude Test) 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 application is being made. **Advanced Studies students who are not enrolling for an English or math course, students enrolled in certificate programs that do not require math or English, and students enrolling in technical or job-related courses are exempt from this requirement.** Ex-

empt students will, however be required to submit these scores if they change to degree-seeking status prior to reaching the age of 21. While there is no minimum score required for acceptance to Walters State Community College, the ACT (or SAT) test scores are required for placement purposes. 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 and Registration Services 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, ext. 3 or the Counseling and Testing Center, 423-585-6805.

**Entering students 21 years of age or older** are required to undergo placement assessment prior to enrollment unless they present satisfactory ACT or SAT scores less than three years old. Contact the Counseling and Testing Center for further information.

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.
9. Pursuant to federal and state law, every male who was born on or after January 1, 1960, and is a citizen of the United States or a resident of the United States must register with the Selective Service System. Certification of this registration must be furnished to the office of Admissions.

Individuals born on or after January 1, 1960, who did not register with the Selective Service System, must furnish the System with information that the failure to register was not knowing and willful. These individuals must furnish the College a copy of the response from the Selective Service System to the office of Admissions.

Individuals may obtain their Selective Service number at: <http://www.sss.gov>

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 stan-

dards 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 and Registration Services.
2. All official transcripts must be on file in the department of Admissions and Registration Services.
3. All official test scores (ACT/SAT or EDP/GED) must be on file.
4. ACT/SAT test must have been taken no later than three years prior to the beginning date of classes of the term for which application is being made.
5. Students who consider themselves inadequately prepared to pursue a college-level course may request to take the PLACEMENT test, only after being referred by a faculty member in that particular course. 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, ext. 3 or the Counseling and Testing Center, 423-585-6805.

#### ASSESSMENT AND PLACEMENT PROCEDURES

1. **Appropriate assessment is required for enrollment in Basic, Developmental, or College-Level courses.**  
Assessment decisions are based on valid ACT/SAT scores. Valid ACT/SAT scores are those earned within three years prior to the first day of a student's entering term. No program assessment is required of any student with a valid ACT composite score of 26 or higher. ACT/SAT scores is the primary measure of placement in courses. Other assessment is used as secondary or challenge tests to provide for optimal placement decisions.
2. **Requirements for Assessment and Placement**  
The academic assessment and placement program is designed for two purposes: 1) to assess student readiness for college-level courses and 2) to indicate placement in appropriate college-level or college preparatory courses.

##### Assessment Criteria:

- a. **Degree-seeking Students less than 21 years of age** will be assessed for DE placement according to ACT scores.  
An ACT score that is less than 19 in the subject areas of reading, writing, or math will require placement in DE or further assessment.
- b. **Degree-seeking Students 21 Years of Age or Older** (who are not required to submit ACT scores).
  1. may submit valid ACT/SAT scores and will be placed accordingly, or
  2. will be required to complete assessment tests in reading, writing, and math.
- c. **Transfer Students.**
  1. Students without college-level English composition credit will be assessed in writing based on a valid ACT score or other appropriate assessment test.

2. Students without college-level algebra-based mathematics credit will be assessed in mathematics based on a valid ACT score or other appropriate assessment test.
- d. **Non-Degree Seeking Students.**
    1. Students without college-level English composition credit will be assessed in writing prior to enrollment in college-level English or any course with English as a prerequisite.
    2. Students without college-level algebra-based mathematics credit will be assessed in mathematics prior to enrollment in college-level math or any course with math as a pre-requisite.
    3. Students who change to degree-seeking status will be screened under guidelines for degree-seeking students.
  - e. **GED Students.**  
Students entering with the GED credential must complete assessment tests in reading, writing, and math or present a valid ACT score.
  - f. **Students with High School Deficiencies.**  
Deficiencies in English or mathematics units may be removed by
    1. scoring at college level on placement tests;
    2. completing DE requirements; or
    3. scoring 26 or above on the ACT composite.
  - g. **International Students.**
    1. May submit valid ACT/SAT scores then follow appropriate guidelines, or
    2. Must complete assessment tests in reading, writing, and math.





h. **Referred Students.**

1. Students who are not required to undergo assessment may request testing.
2. Instructors may recommend testing for students who did not undergo assessment and later showed deficiencies.
3. Students who have been assessed may be moved within the program based on further holistic assessment.

i. **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. **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 Readmissions 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 9 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.

4. **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.
5. **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.
6. **Withdrawal from DE Courses.** Persistence in the program is essential. Students, therefore, must be counseled prior to withdrawal from a course.
7. **Grades to be Assigned.** Grades to be assigned in DE courses are: A, B, C, F ; I, incomplete and W, withdrawal. Students will not be allowed to audit DE courses.
8. **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.

## 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 listed below on file in the department of Admissions and Registration Services no later than 60 days prior to the beginning date of the term the applicant wishes to enroll:

1. A completed application for admission and a nonrefundable \$10 application fee.
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 first-time student must present a minimum TOEFL score of 600 on the paper exam or 210 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 Admissions and Registration Services. Verification can only be done if the student has requested the testing agency to release their score to WSCC. WSCC institution code is 1893.

**Exception:** TOEFL is not required if:

- a. English is the official language of the country of citizenship.
- b. A bachelor's or master's degree is conferred on an official transcript from a United States accredited four-year college or university.
- c. A student can show evidence to satisfy 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.
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 Scholastic Aptitude Test (SAT) battery.  
**Entering students 21 years of age or older** are required to undergo placement assessment prior to enrollment where applicable. Contact the department of Counseling and Testing 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 be 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 or furnish documentation reflecting comparable coverage. Forms may be secured from the office of the vice president for Student Affairs.
10. A verification from a United States licensed health agency documenting 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 ADMISSIONS 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 Admissions and Registration Services. Under normal conditions the applicant should apply for admission at least 60 days prior to the beginning date of classes.

When all admission documents have been received in the department of Admissions 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 testing, advising, and registration services are available.

## 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 Admissions 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. Special students must: (a) meet entry level standards for each course in which they enroll, (b) be able to complete assignments, and (c) be able to read and write at the required level. 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 21 years of age or older and has not completed all requirements for a **regular high school diploma**, or has not received a **GED** with a composite score of 45, may be admitted as a special student under the following conditions:

- a. These students may take **ONLY** developmental studies program courses, or other collegiate level courses approved by the vice president for Academic Affairs/vice president for Student Affairs.
- b. Students in this category will only be permitted to accumulate 21 hours of credit before being required to produce a regular high school diploma or pass the GED.

A person who is under 21 years of age and has not earned a **regular high school diploma** or has not received a **GED** will not be admitted. A student will be immediately withdrawn and refunded 100% of their tuition/fees upon notification that a regular high school diploma or GED has not been awarded.

**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.

## 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). Advanced placement in English may be obtained with an ACT English subtest score of 27 - 30 (credit for ENGL 1010) or 31 or higher (credit for ENGL 1010 and 1020). Students contemplating transfer of such credit, however, should be aware that senior institutions vary in their willingness to accept this credit and may require testing. When credit is awarded, high test scores on ACT, CEEB, and CLEP examinations will be converted to a grade of "P" and will not affect the student's quality point average.

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 Division in consultation with the student. 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 Veterans Affairs. The DD Form 214 or other documentation of such experiences must be submitted to the department of Veterans Affairs 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 and Registration Services 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.

## EARLY ADMISSION OF FIRST-TIME FRESHMEN

1. **High School GPA.** Applicants must have completed the 9th, 10th, and 11th grades with a minimum grade point average of 3.2 based on a 4.0 scale or the equivalent.
2. **Standardized Examination Score.** Applicants must have an Enhanced ACT composite score of at least 22.
3. **Prescribed Courses.** Applicants must provide a written statement from their high school principal specifying the college courses that will be substituted for the remaining high school courses needed for high school graduation.
4. **Endorsements.** Applicants shall provide written endorsements from their high school counselors and from their parents or guardians.

## 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

## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

## Subject Examinations

CLEP Test	WSCC Course Number	Credit (Semester Hours)	Minimum Score
<b>Composition and Literature</b>			
American Literature	ENGL 2110, 2120	6	50
Analyzing and Interpreting Literature	Humanities Elective	6	50
English Literature	Humanities Elective	6	50
Freshman College Composition	ENGL 1010 and Humanities Elective	6	50
<b>Foreign Languages</b>			
French Language Level 1 (2 semesters)	FREN 1010, 1020	6	50
French Language Level 2 (4 semesters)	FREN 2010, 2020 & Humanities Elective	12	52
German Language Level 1 (2 semesters)	GERM 1010, 1020	6	50
German Language Level 2 (4 semesters)	GERM 2010, 2020 & Humanities Elective	12	63
Spanish Language Level 1 (2 semesters)	SPAN 1010, 1020	6	50
Spanish Language Level 2 (4 semesters)	SPAN 2010, 2020 & Humanities Elective	12	54
<b>Social Sciences and History</b>			
American Government	POLI 1120	3	50
History of the US I: Early Colonization to 1877	HIST 2010	3	50
History of the US II: 1865 to Present	HIST 2020	3	50
Human Growth and Development	PSYC 2420	3	50
Humanities	HUM 2010, 2110	6	50
Introduction to Educational Psychology	EDUC 2010	3	50
Principles of Macroeconomics	ECON 2010	3	50
Principles of Microeconomics	ECON 2020	3	50
Introductory Psychology	PSYC 1310	3	50
Social Sciences and History	SOCI 1020, HIST 2020	6	50
Introductory Sociology	SOCI 1020	3	50
Western Civilization I: Ancient Near East to 1648	HIST 1110	3	50
Western Civilization II: 1648 to Present	HIST 1120	3	50
<b>Science and Mathematics</b>			
Biology (consult department head to determine lab credit)	BIOL 1010, 1020	6	50
Calculus	MATH 1830	3	50
Chemistry (consult department head to determine lab credit)	CHEM 1110, 1120	6	50
Finite Mathematics	MATH 1630	3	50
Natural Sciences (consult department head to determine lab credit)	PHYS 2010, 2020	6	50
Trigonometry	MATH 1720	3	50
<b>Business</b>			
Principles of Accounting	ACCT 2210, 2220	6	50
Introductory Business Law	BUSN 2510	3	50
Information Systems and Computer Applications	MGMT 1100	3	50
Principles of Marketing	MKTG 1010	3	50
Principles of Management	MGMT 2550	3	50

**NOTE:** The information listed above applies to the Computer-Based CLEP Examination. Students receiving scores from the paper and pencil CLEP Test need to contact the Counseling and Testing Office to determine minimum scores accepted.

## Advanced Placement Examinations

Test Area	WSCC Course Number	Credit (Semester Hours)	Minimum Score
Art	ART 1110	3	4
Biology	BIOL 1010, 1011, 1020, 1021	8	3
Chemistry	CHEM 1110, 1120	8	3
Computer Science	CPSC 1350	3	3
Economics	ECON 2010/2020	6	3
* Microeconomics			
** Macroeconomics			
English	ENGL 1010, 1020	6	3
Foreign Language	FREN 2010, 2020	6	3
	GERM 2010, 2020		
	SPAN 2010, 2020		
History	HIST 1110, 1120	6	3
Mathematics	Mathematics Test AB **	5 - 6	3
	Mathematics Test BC ***	10	3
Physics	PHYS 2010, 2011, 2020, 2021	8	3
Political Science	POLI 1120	3	3
Psychology	PSYC 1310	3	3
U.S. History	HIST 2010, 2020	6	3

\* Must have a 3, 4, or 5 in BOTH courses.

\*\* Mathematics Test AB - 1630, 1830 or 1710, 1720 or 1910

\*\*\*Mathematics Test BC - 1910, 1920

courses, utilizing workbased and worksite learning, while eliminating duplication of efforts among high schools, technology centers, and community colleges 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 25 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 occupations, business or applied economics" (1998 Perkins Act).

### Definition of Tech Prep Student

- A Tech Prep student is one who has a four-year or six-year plan that includes participating in an approved official Tech Prep program designed specifically to prepare the student for a postsecondary degree, certificate, or approved apprenticeship leading to employment in related technical career fields.
- To be approved, a Tech Prep program must be governed by a consortium between secondary and postsecondary education institutions with a formal articulation agreement.

### Secondary Tech Prep Student Criteria

1. Student plans to pursue an associate's degree, a certificate or approved apprenticeship in a technical career field following high school graduation (Student Six-Year Educational Plan is the record of this requirement).
2. Student enrolls in either the Dual or Technical Path.
3. Student's course of study includes at least three units in a vocational-technical area of concentration and one unit in a related vocational-technical area or four units in the same area. (Vocational-Technical Concentrator)
4. Student's course of study is a program with a formal Articulation Agreement between high school and a postsecondary institution.

### 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.

### Articulation Procedures/Requirements for Credit

1. Meet with the high school counselor or teachers and determine appropriate Tech Prep curriculum plan.
2. Complete the initial four years of the Tech Prep curriculum plan and receive a high school diploma.
3. Achieve a grade of "B" or better for the technical courses within the curriculum plan.
4. Pass the secondary level final exam with a "C" or better for each course for which credit is requested.
5. 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 and the student's six-year plan.

6. Meet all admission requirements and enroll at the post secondary institution within two years.
7. Complete specified hours of non-articulated credit or other conditions as outlined in Individual Program Areas, excluding remedial and developmental courses and high school deficiencies. (see Tech Prep Coordinator)
8. 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

##### Agriculture Business

- AGRM 1110/1111 Fundamentals of Animal Science w/Lab
- AGRM 1210/1211 Introduction to Crop Science w/Lab

##### Culinary Arts

- CULN 2100 Sanitation and Safety
- CULN 2310 Culinary Arts I (Food I)

##### Hotel and Restaurant Management

- HMGT 1010 Foundations of Hospitality

#### Health Programs

##### Nursing - RN

- Reserves five nursing slots
- CPSC 1100 Using Information Technology

##### Physical Therapist Assistant

- CPSC 1100 Using Information Technology
- PTA 1010 Introduction to Physical Therapist Assistant

#### Public Safety

##### Basic Emergency Medical Technician (Technical Certificate)

- EMTB 1040 First Responder

##### Criminal Justice

- CRJT 1010 Overview of Criminal Justice
- CRJT 2990 Special Topics in Criminal Justice

##### Law Enforcement

- CRJT 1010 Overview of Criminal Justice
- CRJT 2990 Special Topics in Criminal Justice

##### Paramedic: Technical Certificate

- EMTB 1040 First Responder

#### Technical Education

##### Computer Networking

- CPSC 1230 Introduction to Programming
- CPSC 2820 CISCO Networking Fundamentals
- CPSC 2830 CISCO Router Fundamentals
- CPSC 2840 CISCO Advanced Routers
- CPSC 2850 CISCO WAN Technologies
- INTC 1080 Hardware Support

##### Computer Science Technology

- CPSC 1100 Using Information Technology
- CPSC 1230 Introduction to Programming

##### Early Childhood Education

- CPSC 1100 Using Information Technology
- ECED 1010 Introduction to Early Childhood Education

##### Drafting and Design

- CPSC 1100 Using Information Technology
- ITDD 1010/1011 Engineering Graphics I w/Lab
- ITEE 1010/1011 Electrical Applications w/Lab

##### Electrical/Electronics

- CPSC 1100 Using Information Technology
- ITDD 1010/1011 Engineering Graphics I w/Lab
- ITEE 1010/1011 Electrical Applications/Lab

**Manufacturing Technology**

CPSC 1100	Using Information Technology
ITDD 1010/1011	Engineering Graphics I w/Lab
ITEE 1010/1011	Electrical Applications w/Lab

**Production Horticulture****Greenhouse Management**

AGRM 1410	Environmental Horticulture
AGRM 1440/1441	Interior Landscape w/Lab
AGRM 2460/2461	Turfgrass Management w/Lab

**Golf Course and Turfgrass Management**

AGRM 1410	Environmental Horticulture
AGRM 2460/2461	Turfgrass Management w/Lab

**Other Articulated Programs Within Tech Prep****Walters State Community College and The United States Navy**

This agreement allows Navy personnel to earn an associate of applied science degree in electrical/electronics or manufacturing. This agreement enables those who are in the Navy (enlisted or formerly enlisted) or who will enter the Navy (Delayed Entry program) to receive credit for military training and experience. General Education requirements will be completed through the college by on-campus course work or through various combinations of distance learning. Credit may be awarded for training in nine Navy ratings: Nuclear Electronics Technician, Nuclear Electrician's Mate, Advanced Electronics Technician, Fire Controlman, Nuclear Machinist Mate, Submarine Electronics Technician, Submarine Fire Control, Submarine Technician, Missile Technician and Submarine Machinist Mate.

**East Tennessee Cooperative**

This agreement allows those students in high school articulated programs with no corresponding post secondary programs to enroll at a post secondary institution where articulation can be provided. The following community colleges are a part of this articulation cooperative arrangement.

- River Valley Tech Prep Consortium  
(Chattanooga State Technical Community College)
- Ocoee Regional Tech Prep Consortium  
(Cleveland State Community College)
- Northeast Tennessee Partnership  
(Northeast State Technical Community College)
- Blount/Knox Consortium  
(Pellissippi State Community College)
- Big South Fork Tech Prep Consortium  
(Roane State Community College)
- Mid-East Tennessee Tech Prep Consortium  
(Walters State Community College)

**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 Admissions 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 WSCC application.
2. Submit I.E.P. and Certificate of Giftedness form.
3. All required forms must be on file in the department of Admissions 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 courses will be entered on the student's permanent record. Grade point averages from transfer institutions will not be included with the Walters State average.

**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 Admissions 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 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 and Registration Services 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 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

Transcripts of credits must be made to the Records Office. Requests may be made in one of two ways. An e-mail request will be honored for transcripts to be sent to an agency, school, or employer. These requests may be made by sending the request to: [jim.wilder@ws.edu](mailto:jim.wilder@ws.edu). The request must include the student's social security number and where the transcript is to be sent. **REQUESTS FOR PERSONAL COPIES OF TRANSCRIPTS MUST BE REQUESTED IN WRITING TO THE RECORDS OFFICE.** Written requests for transcripts must include the student's name, social security number, the address to which the transcript is to be sent and a signature. Personal copies of transcripts will be marked "ISSUED TO STUDENT". Students should be aware that hand carried personal copies of transcripts may not be acceptable to a third party.

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	WMXX FM 94.1, WCRK AM 1150, WMTN AM 1300, WJDT FM 106.5
Newport	WLIK, WNPC 1060
Jefferson City	WJFC 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, WEYE FM 104.3
Sevierville	WSEV AM
Tazewell	WNTT, WSVQ
Tri Cities	WKPT-TV
Mountain City	WMCT 1390
Johnson City	WJHL-TV, WAE2-FM 99.3, WQUT
Kingsport	WKPT-TV, WTFM AM 1400
Oak Ridge	WOKI 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 423-318-2763  
select option 1  
Info Connect: 423-581-1233, select 1045

Weather-related cancellations will also be posted on the college's web site at [www.ws.edu](http://www.ws.edu).

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.

Semester Quality Hours	Minimum Cumulative QPA
0-14	no minimum
14.1-26.0	1.0
26.1-40.0	1.4
40.1-48.0	1.7
48.1-56.0	1.9
56.1 - and above	2.0

### 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.

## STUDENT EDUCATIONAL RECORDS

Type of Educational Record	Information in Record	Position of Custodian	Location of Record
Academic Record	Courses taken and credits earned	Vice President for Student Affairs	CCEN-208
Admissions Office Files	Credit reports, application for degree, degree certification, degree analysis forms, and add/drop forms.	Vice President for Student Affairs	CCEN-208
Counseling Reports	Demographic, student grade report, ACT profile, high school information, counseling summary, GED test results and placement test requirement array	Director of Counseling and Testing	CCEN-212
Disciplinary	Violations and penalties	Vice President for Student Affairs	CCEN-120
Health Records	Medical information	College Nurse	CCEN-127
Incident Report	Details concerning incidents and persons involved	Chief of Campus Police	Information Ctr,
Individual Personal Folders	Financial aid data	Director of Financial Aid	CCEN-212
International Student	Immigration information and recommendation	Vice President for Student Affairs	CCEN-120
Placement	Name, telephone, address, honors, work experience, military data, educational experience, and ratings of active registrants.	Director of Placement Services	CCEN-210
Residency Classification	Residency information	Vice President for Student Affairs	CCEN-118
Student Admissions File	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.	Vice President for Student Affairs	CCEN-118
Test Scores	SAT and ACT Placement Test	Director of Counseling and Testing	CCEN-212
Traffic Notices	Names and offenses	Chief of Campus Police	Information Ctr.
Transfer Evaluation	Transfer evaluation credit from other colleges	Director of Counseling and Testing	CCEN-212
Vehicle Registration Card	I.D. of persons and vehicles	Chief of Campus Police	Information Ctr.



### 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 9 a.m. on the day before classes begin.

### 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".

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.

### REGISTRATION FOR COURSES

Once a student has filed an application with the department of Admissions and Registration Services the student will be permitted to register for classes via the STAR System or STAR\_NET. 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.

### CHANGE OF REGISTRATION (Drop - Add)

A student is allowed to change registration during the "Drop-Add" period at the beginning of each semester. After this period, courses dropped from a student's schedule will be reflected by a "W" when official procedures are followed. The last day to drop from a class is listed in the College Calendar. The following procedures are to be followed in adding or dropping courses.

1. All drop/adds will be done using the Star Telephone Registration System or the STAR\_NET web-based system. Dates for drop/adds and instructions for STAR may be found in the *Timetable of Classes*.
2. Students incurring additional fees through drop/adds are responsible for paying these in the office of Business Affairs, College Center, Room 103, before the end of the drop/add period.
3. Failure to drop a course no longer being attended by the student will result in a grade of "F" for the course.
4. If a student is dropping all classes and will be withdrawn from college for that semester, they must follow the procedures listed on page 18 of the college catalog under the heading, "Withdrawals and Honorable Dismissals".
5. Following any change of registration, it is the student's responsibility to check the change(s) for accuracy of the revised schedule. Errors in registration for courses must be addressed prior to the end of the first week of class for appropriate corrective action.

### VETERANS' AFFAIRS

The Veterans' Affairs Department is a service oriented operation, sensitive to the needs, problems, potentials of students eligible for educational assistance benefits under the G.I. Bill.

Please contact the Veterans' Affairs Department (208-CCEN) for information concerning eligibility under the various chapters of the G.I. Bill.

### SERVICES OFFERED

#### Counseling

Counseling is available to all veterans in the Veterans' Affairs Department whenever needed. The department works closely with the Counseling Center so that our veterans at Walters State may receive any counseling that may be needed.

#### Work Study Program

Funds are available, under the G.I. Bill, for work study students working for the Veterans' Affairs Department.

#### Tutorial Services

An eligible veteran, or dependent of a veteran, attending college on a half-time or more basis who has a deficiency in a subject may receive individual tutorial assistance in order to continue in an approved program at an educational institution. A veteran who qualifies may receive an allowance to pay for special

tutorial service. The educational institution must certify that individual tutorial assistance is required, that the tutor is qualified, and the charges do not exceed the customary charge for such service.

Anyone having questions concerning eligibility or about the G.I. Bill should contact the Veterans' Affairs Department for assistance.

## HIGH SCHOOL CORE UNITS REQUIRED FOR UNIVERSITY PARALLEL DEGREES

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. 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:

1. Students who graduated from high school prior to spring 1989.
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:

English 1	Basic or developmental courses
English 2	Basic or developmental courses
English 3	Basic or developmental courses
English 4	Basic or developmental courses
Algebra 1	Basic or developmental courses
Algebra 2	Basic or developmental courses
Geometry/Advanced Math	Math 0990 or 1720*
Natural/Physical Science	GEOL 1030/31* or ASTR 1030/31* or higher level Natural/PHYSCI course*
Natural/Physical Science w/lab	CHEM 1000* or higher level Natural/PHYS SCI course*
Social Studies	GEOG 1000* or 1013* or 1014* or HIST 1110* or HIST 1120*
U.S. History	HIST 1000* or HIST 2010* or HIST 2020*
Foreign Language 1	FREN 1010*, GERM 1010* or SPAN 1000* or SPAN 1010*
Foreign Language 2	FREN 1020*, GERM 1020* or SPAN 1000, 1001* or SPAN 1010, 1020*
Visual/Performing Arts	ART 1000*, ART 1030*, or MUSC 1000*, MUSI 1030* or THEA 1030*

\*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 should reference the categories listed below or contact the department of Admissions and Registration Services for further information concerning removal of these deficiencies.

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.



# *Cost*



## 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: \$68 per semester hour, not to exceed \$800 per semester (see note below) for the fall and spring semesters. Summer term fees are \$68 per semester hour with no maximum limit relative to fee assessment.

## OUT-OF-STATE TUITION

Please see page 26 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: \$207 per semester hour, not to exceed \$2,396 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 2003-2004 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 and Registration Services 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 \$10 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** - \$25. This fee will be charged during the entire period of late registration. Non-refundable.

**Technology Access Fee** - \$7 per semester hour to a maximum of \$62.50. 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 - \$10 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 credit hour course - \$45.

Two credit hour course - \$90.

2) Basic Police Recruit School - A flat charge inclusive of maintenance, incidental registration, application, and materials fees assessed for the BPRS school.

3) Culinary Arts Food Consumption - A flat charge inclusive of maintenance, incidental registration, application, and materials fees assessed for certain culinary arts classes. Please refer to current *Timetable of Classes*.

**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.

**Diploma Replacement** - \$20.

**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) - \$65.

GED Retest - \$11 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) - \$30.

5) Strong Campbell Test - \$12.

6) COMPASS Retest - \$20.

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, technology access, and student activity fees, subject to payment of the campus access fee.

- 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, technology access, and student activity fees, subject to payment of service fees at the rate of \$75 per semester and the campus access fee.

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 and Registration Services 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 one week 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 for credit on a space available basis without the payment of maintenance, student activity, technology access fees and campus access fee. Employees are responsible for special course fees, such as music and culinary arts. 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 or other defacement 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 offers to buy back books at the end of each semester to be used in the coming semester when possible. There are many reasons that the Bookstore might not buy back a book including but not limited to: 1) more in stock than can be sold, 2) a new textbook has been adopted, 3) the textbook has media (CD's, disks, etc.) that cannot be used again and the department required the media be available to the student and 4) the textbook has pages that can be torn out and are needed in class. Hours of the buy-back will be posted on the bulletin board outside the Bookstore and in the current *Timetable of Classes*.

### Bookstore on the WEB

The Bookstore is on the WEB at: <http://bookstore@ws.edu>  
Access this site to get a list of textbooks and supplies needed for all 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.

## 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 deemed "emancipated 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 therefore 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.





# ***Student Affairs***



## 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 member's 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 11 member schools in the TJCCAA, six in the Eastern Division and five in the Western Division. WSCC competes in the Eastern Division. In the NJCAA, WSCC is a member of Region VII, made up of 14 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 gymnasiums 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 men's basketball team posted a 26-11 record and won the 2001-2002 TJCCAA/NJCAA Region VII Tournament and advanced to the National Basketball Tournament in Hutchinson, Kansas. The senators won two (2) games in the National Tournament and wound up 8<sup>th</sup> in the Nation in the final NJCAA poll. Coach Carlyle was voted the regional coach of the year; his 11<sup>th</sup> coach of the year award in his 25 years at Walters State. Coach Carlyle has also been inducted into the TJCCAA Sports Hall of Fame. His Senators basketball teams have averaged 20+ wins per season during his tenure at Walters State; over 100 former Senators have been awarded scholarships to four-year colleges and universities. Senators basketball has been ranked among the top 20 teams in the Nation five of the last nine years.

The Lady Senators basketball program is Nationally recognized and is considered one of the Nation's most outstanding programs. The 2001-2002 team (26-8) was a runner-up in the 2001-2002 TJCCAA/NJCAA Region VII Women's Tournament. Three Lady Senator's teams have advanced to the National Tournament in the 1990's. The Lady Senators have won six TJCCAA Championships, have been the TJCCAA/NJCAA Region VII runner-up four times and won 10 Eastern Division Championships. Nine players have earned NJCAA All-American honors and two have earned Academic All-American. Coach Dave Kragel's teams have averaged 20+ wins per season in his 25 years at Walters State. He is among the top 10 winningest NJCAA women's basketball coaches in the Nation.

The 2001-2002 Senators baseball team will be recognized as one of the best teams in school history. They posted a 51-6 record, won the TJCCAA Eastern Division, won the TJCCAA/NJCAA Region VII Baseball Tournament and were runners-up in the East Central District Baseball Tournament (to Middle Georgia College). This team was one win away from a return trip to the NJCAA Baseball World Series in Grand Junction, Colorado. The 2001-2002 team's number two National ranking was the highest ranking of any Walters State team in the college's history. Coach Ken Campbell received the regional coach of the year award; his third consecutive coach of the year award since taking over the program three (3) years ago. The Senators have had ten (10) former players selected to NJCAA All-American teams and seven (7) receive most-valuable player awards in the TJCCAA/NJCAA Region VII. The Senators baseball program is again recognized as one of the best in the Country.

Golf was reinstated as an intercollegiate sport in 1986 and has dominated conference and Region VII play. The Senators golf teams have won 13 consecutive TJCCAA/NJCAA Region VII crowns and qualified to play in the NJCAA National Championships. The 2001-2002 team (73-20) again advanced to the National Tournament in Scottsdale, Arizona, and wound up 11<sup>th</sup> in the Nation in the final NJCAA poll. The Senators have had the individual medallist at the Region VII Tournament the last 10 seasons. Walters State's golf coach, Bill Gardner, was inducted into the TJCCAA Hall of Fame for his many contributions during his 30-year tenure.

The Lady Senators softball team also had their best season in the history of the program (1993); they posted a 41-10 record and were ranked 19<sup>th</sup> in the Nation in the NJCAA poll. In his five years at WSCC, Coach Larry Sauceman has compiled a 157-59 record and four second place finishes in the Eastern Division. Coach Larry Sauceman's teams have consistently been one of the top 10 teams in the Nation in hitting.

Walters State Senators and Lady Senators teams reached a new milestone in 2001-2002; all five WSCC intercollegiate teams were ranked in the top twenty in the nation. The current teams look forward to continuing "the tradition of excellence" in the upcoming seasons.



## 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.

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 Counseling, Testing and Support Services Department. Applicants should be present by 7 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 applicant. 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 \$65. Prior application is required and must be accompanied by the \$65 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 Counseling, Testing, and Student Support Department at Walters State Community College or by calling **423-585-6804** or **1-800-225-4770, ext. 3**.

## ENROLLMENT DEVELOPMENT DEPARTMENT

The Enrollment Development Department, located in Room 119-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. Additionally, this office recruits and serves adult students who have delayed or interrupted their college education; retention services include personalized referrals to college support programs.

### 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 program includes advising, registration, an introduction to administrative officers, faculty, and students, presentations involving campus facilities and student activities.

## 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, 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 deliver the graduate follow-up survey to this department (210-CCEN) during the last semester.**

**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 TUTORING

The office of Student Tutoring provides free tutorial services and assists students in their classroom performance as well as demonstrates methods of academic growth and development.

The office is more than a tutorial service, it is a support unit that encourages positive attitudes toward learning. The Student Tutoring office is here to help improve student grades in general education and core course requirements, prepare for quizzes and class exams, learn good study habits, and organize time and thoughts more effectively. Services include but are not limited to: one-on-one tutoring, small group tutoring, test proctoring, and reading exams to students.

The office of Student Tutoring is located in Room 219-CCEN.

## 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. Students may also apply for financial aid on the web at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). 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 24) 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.

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 in-state maintenance 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 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 a male and a 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 to be 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. HENDRY, 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 DEWOLFE 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.

**WINFREDE 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 pre-medical 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 tuition scholarships yearly.

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

**DEAN DARRELL AND MARY SIMMONS SCHOLARSHIP** to be awarded to entering full-time freshman.

**FRANCES P. STAMBAUGH / PTK MEMORIAL SCHOLARSHIP** awarded to a sophomore who is a member in good standing of the Phi Theta Kappa honorary society.

**DOUGLAS TRIPP MEMORIAL SCHOLARSHIP** awarded to a recent high school graduate majoring in Criminal Justice and planning a career in law enforcement or to active members of the Tennessee Highway Patrol who wish to continue their professional education at Walters State.

**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 scholarship 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 Jessee 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.

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

**WSSC 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.

**2003-2004 RESTRICTED SCHOLARSHIPS ADMINISTERED BY WSSC**

100 BLACK MEN OF GREATER KNOXVILLE  
ALPHA DELTA KAPPA - TN NU CHAPTER  
AMERICAN SOCIETY FOR QUALITY  
BARGAIN HOUSE FURNITURE  
BERKLINE  
BETA SIGMA PHI  
BETHEL DISTRICT BAPTIST MISSIONARY & EDUCATIONAL ASSOCIATION  
BLACKS IN GOVERNMENT - OAK RIDGE CHAPTER  
BOSCH BRAKING SYSTEMS  
BUREAU OF INDIAN AFFAIRS  
C.H. GUENTHER & SON, INC.  
CAREER OPPORTUNITIES THROUGH EDUCATION  
CHESTNUT HILL RURITAN CLUB  
CHICK-FIL-A  
CITIZENS FOR JUSTICE, EQUALITY, AND FAIRNESS  
COSBY SCHOOL  
DANNY WESTER - SPECIAL SCHOLARSHIP  
DELTA SIGMA THETA SORORITY  
DOVER PRESBYTERIAN CHURCH  
DR. DAVID KICKLITER  
FELLOWSHIP OF CHRISTIAN ATHLETES  
FIRST UNITED METHODIST CHURCH -  
CRUSADERS SUNDAY SCHOOL CLASS  
FLOYD & ASSOCIATES LLP  
FRIENDS OF NATURAL BRIDGE RURITAN  
FULTON HIGH SCHOOL

GATLINBURG CHAMBER OF COMMERCE  
 GATLINBURG HOTEL/MOTEL ASSOCIATION  
 GRAINGER CO. EDUCATION ASSOCIATION  
 GREENE CO. DEMOCRATIC WOMEN  
 HAMBLIN CO. FARM BUREAU  
 HAWKINS CO. FARM BUREAU  
 HAWKINS FARMERS COOPERATIVE  
 HOLSTEN RIVER CHAPTER ABWA  
 JAMES RUNNION  
 JEFFERSON COUNTY CHAMBER OF COMMERCE  
 JEFFERSON FEDERAL SAVINGS AND LOAN  
 JEFFERSON MEMORIAL HOSPITAL AUXILIARY  
 JOHN ALAN TEMPLIN MEMORIAL SCHOLARSHIP  
 KEN NEAL SCHOLARSHIP  
 KIWANIS CLUB OF GREENEVILLE  
 LAUGHLIN MEMORIAL HOSPITAL  
 LOWLAND CREDIT UNION  
 MARTIN L. KING SCHOLARSHIP FUND  
 MARTIN'S GREENHOUSE  
 MINCO, INC.  
 MORRILL MOTORS, INC.  
 NATIONAL KIDNEY FOUNDATION, INC.  
 NEWPORT BUSINESS WOMEN'S CLUB  
 NEWPORT RIDING CLUB  
 NOLACHUCKEY CHAPTER NSDAR 3058 TN  
 PAPER ALLIED INDUSTRIAL CHEMICAL AND ENERGY WORKERS  
 PRESBYTERIAN WOMEN IN THE CONGREGATION OF THE THIRD PRESBYTERIAN CHURCH MISSIONS  
 ROTARY CLUB OF PIGEON FORGE  
 RURITAN NATIONAL FOUNDATION  
 RUTLEDGE HIGH SCHOOL  
 SARAH ELIZABETH ROGERS MEMORIAL  
 SEVIER CO. SCHOOLS FEDERAL CREDIT UNION  
 SEVIERVILLE ROTARY CLUB  
 SEVIERVILLE SUNRISE ROTARY  
 SOPHONDA PIZZAS INC.  
 SUSAN B. ANTHONY FUND  
 TENNESSEE PAPTIST CONVENTION  
 TENNESSEE BAPTIST FOUNDATION  
 TENNESSEE GROCERS EDUCATION FOUNDATION  
 TENNESSEE STATE ASSOC. OF LETTER CARRIERS  
 TENNESSEE TOURISM ROUNDTABLE  
 TUFF TORQ  
 WIMP MCDANIEL SCHOLARSHIP  
 WOMEN GROCERS OF AMERICA  
 WOODCRAFT, INC.

### 2003-2004 AGENCY FUND SCHOLARSHIPS

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

ABWA - DAVY CROCKETT CHAPTER  
 ADDA DINSMORE EDUCATIONAL FUND  
 AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS  
 AMSOUTH  
 AMVETS OF DEPARTMENT OF TENNESSEE  
 AMVETS OF NEWPORT  
 BAPTIST HOSPITAL OF COCKE CO. VOLUNTEER DEPT.  
 BERT MAHONEY SCHOLARSHIP  
 BRUNSWICK FOUNDATION SCHOLARSHIP  
 CARMEN COX SCHOLARSHIP FUND  
 CHUCKEY DOAK HIGH SCHOOL  
 CITIZEN'S SCHOLARSHIP FOUNDATION  
 COCA-COLA SCHOLARS FOUNDATION  
 COCKE COUNTY HIGH SCHOOL  
 COLONIAL HEIGHTS OPTIMIST CLUB  
 DISABLED AMERICAN VETERANS - MORRISTOWN CHAPTER #58  
 DON E. BENTLEY SCHOLARSHIP  
 EAST ROGERSVILLE BAPTIST CHURCH  
 EAST TENNESSEE FOUNDATION  
 EDUCATIONAL SERVICES OF AMERICA  
 FALL FESTIVAL TRUST OF HANCOCK COUNTY  
 FIRST BAPTIST CHURCH OF NEWPORT  
 FIRST UNITED METHODIST CHURCH OF SEVIERVILLE

FREE WILL BAPTIST FAMILY MINISTRIES SCHOLARSHIP FUND  
 GAMMA IOTA  
 GILES INDUSTRIES  
 GRAND CHAPTER OF TENNESSEE OF EASTERN STAR  
 GREENE COUNTY COUNCIL OF RURITANS  
 HAMBLIN COUNTY FOUNDATION FOR EDUCATIONAL EXCELLENCE  
 JEFFERSON COUNTY HIGH SCHOOL  
 KIWANIS CLUB OF NEWPORT  
 LEADVILLE LODGE NO. 390  
 LEARNING SYSTEMS GROUP  
 LOYAL ORDER OF MOOSE  
 M.M. & DOROTHY BULLARD SCHOLARSHIP  
 M-H HOSPITAL AUXILIARY  
 MOUNTAIN STATES HEALTH ALLIANCE  
 NASHUA CORPORATION  
 NATIONAL SERVICE AWARD  
 NCOA SCHOLARSHIP FUND  
 POLLY BOYD SCHOLARSHIP  
 PRESIDENT'S STUDENT SERVICE SCHOLARSHIP  
 ROGERSVILLE PRESBYTERIAN CHURCH  
 SCHOLARSHIP PROGRAM ADMINISTRATORS  
 SEVIER COUNTY EDUCATIONAL FOUNDATION  
 SEVIER CO. HIGH SCHOOL ALUMNI ASSOCIATION  
 SEVIER CO. SCHOOLS FEDERAL CREDIT UNION  
 SEVIERVILLE POLICE DEPARTMENT  
 SOUTH GREENE HIGH SCHOOL  
 SPEED PARKS OF PIGEON FORGE  
 TATE SPRINGS LODGE  
 TENNESSEE ELKS BENEVOLENT TRUST  
 TENNESSEE GROCERS EDUCATION FOUNDATION  
 TENNESSEE TOURISM ROUNDTABLE  
 THE CLARA ABBOTT FOUNDATION  
 TUCKALEECHIE UNITED METHODIST CHURCH  
 U.S. LAWNS OF KNOXVILLE  
 UNAKA SCHOLARSHIP FOUNDATION  
 UNION COUNTY OPTIMIST CLUB  
 WAL-MARK FOUNDATION SCHOLARSHIP  
 WASHBURN HIGH SCHOOL ALUMNI  
 WASHBURN HIGH SCHOOL SCHOLARSHIP FUND  
 WOMEN'S CIVIC CLUB OF ELIZABETHTON

### Federal Family Education Loan Programs

Applications and information can be obtained from the Financial Aid Department and from any lending institution, but eligibility for the loan programs is determined by the Financial Aid Department. For more information contact the Financial Aid Department or write to the Tennessee Student Assistance Corporation, Suite 1950, Parkway Towers, 404 James Robertson Parkway, Nashville, Tennessee 37219-5097.

### 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 RECRUITMENT**

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. The office of Minority Student Recruitment is located in the College Center, Room 119C. This office is responsible for recruiting and improving the rate of retention, progression, and graduation of minority students. Services include assisting with academic advising, counseling, and career planning; and providing financial aid information.

### **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 and Registration Services, 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 **Institute for Business and Industry**, the office of **Continuing Medical Education and Community Service Programs**. The programs offered are consistent with the mission of Walters State Community College and are designed to meet the needs of individuals, government, industry and the business community. Continuing Education Units (CEU's) and certificates of achievement are used 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 degree programs and are separate and distinct from the college's credit program which leads to the associate degree. The recording of the CEU's provides a permanent record of an individual's participation in non-degree activities and on request a record can be obtained from the office of Admissions and Records.

### Continuing Medical Education

Continuing Medical Education courses, seminars and conferences are offered to physicians, nurses, nurse practitioners and other health care professionals in the ten-county area served by Walters State Community College. Working collaborative with area doctors, hospitals, and other health care providers we offer courses, seminars and conferences that are designed to refresh, upgrade existing skills, teach new skills and to disseminate up-to-date information on current topics and treatments. Clinical courses offered include: Advanced Cardiac Life Support (ACL), Pediatric Advanced Life Support (PALS), and Cardiopulmonary Resuscitation (CPR). General courses include Medical Terminology, Basic ICD-9 Coding, CPT Coding, and Basic Spanish for Health Care Professionals, and in most cases, can be taught on-site.

### Community Service Programs

General interest, personal development and enrichment classes are offered through Community Service Programs, a division of Community and Economic Development. Courses, workshops and programs are scheduled for both adults and children, as appropriate. Serving students from the surrounding ten-county area, *The Talented and Gifted Program for Children (T.A.G.)* has been offered to students, grades five through eight, since 1983. The T.A.G. Program presents approximately 36 different courses geared for and designed to challenge these students in a wide array of subjects, including, but not limited to: chemistry, biology, physics, astronomy, theater, computers, news casting and foreign languages. The Tennessee Legislature, starting January 2001, mandated the Parents, Children and Divorce education seminar. Divorcing couples, with minor children, are required to attend a parent education seminar. The *Parents, Children and Divorce* seminar is an approved four-hour parent education seminar meeting the requirements of this law. This program is offered in Greeneville, Morristown and Sevierville.

Our objective is to meet and exceed the needs and interests of the communities served by Walters State Community College and we offer a diverse selection of course subjects. A few courses that the office of Community Service Programs offers are: Motorcycle Rider Education, Beginning Driver's Education, Dog Obedience, Permit to Carry a Firearm, Scuba Diving, Auctioneering, Parents, Children & Divorce, various art classes and an assortment of other courses and field trips designed for area youth.

### 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 and Registration Services 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 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.

### General Business and Industry Related Courses

By contracting with companies at convenient times and locations, the Institute for Business and Industry provides customized training packages for traditional classroom, on-site facilitation, or on-line delivery. Industrial training packages are offered in technical certifications, supervisory and leadership training, conversational Spanish and German, mechanical engineering technologies, drafting and design, real estate, and other topics. Consulting and training is available to our small business constituents in areas of start-up, web development marketing, managing employees, legal issues, and valuing a business. Several exam preparation programs are offered such as the CPS, PHR, SPHR, Residential Contractors Limited License, and others.

### Computer Technology

The Institute has complete computer training and certification programs available for the general public as well as exclusive customized training programs for industries. Popular application software instruction can be delivered in any of the three dedicated computer-training labs located in Morristown, Sevierville and Greeneville. Participants will receive training in programming environments, operating systems, and specialized technical programs. The instructors can deliver programs designed for certification programs as well as customize instruction to meet the needs of the participants. Some of the application software taught in the

Institute includes: Microsoft Word, Excel, PowerPoint, Access, Outlook and Project. The Institute offering training that will lead to computer industry certification programs such as CompTIA's A+, Networking +, I-Net+, and others.

The Institute serves as the CISCO Regional Academy Program leaders for the upper East Tennessee area for the CISCO networking program. As the regional academy, the Institute for Business and Industry serves as the contact for the local high school programs. Currently, local academies have been established in high schools in Greene, Sevier, Hawkins, Grainger and Sullivan counties. The staff can train students as well as train teachers to become CISCO Certified Authorized Instructors. For more information on establishing a local academy for your high school or for more information on becoming a certified instructor, contact the office at 423-318-2740 or visit our office in the Technical Education Building, room 206. When Microsoft introduced the Office User Specialist programs, (M.O.U.S.) Walters State led the state of Tennessee in instructor certification. Our programs for Word, Excel, PowerPoint, Outlook, Project and FrontPage utilize the Microsoft Official Curriculum and provide certified instructors for assisting students. The Institute for Business and Industry is designated as the IQCenter for administering the MOUS exams.

As a Sylvan Prometric Authorized Testing Center, the Institute for Business and Industry offers certification exams provided by the software vendors such as Microsoft, CompTIA, Linux, CISCO, Adobe and many others. Testing center hours are from 8 a.m. - 3:30 p.m. and exams may be scheduled by calling the office at 423-585-2675. In many of our classes, students will receive the certification exam voucher as a part of the class registration fees. Our objective is to provide the total package for the students' convenience in their personal technical development.

The Institute for Business and Industry serves as vendor for Profiles International products in the ten-county service area. Profiles offer pre-employment evaluation and assessment products that meet the requirements of the EEOC and the ADA. Participants can be assessed for hiring, promoting, managing, and on-going evaluation. A product call the Step-One Survey offers pre-employment screening indexes for Integrity, Work Ethic, Dependability and Substance Abuse. Interviewing questions will be generated based upon the applicant's responses that meet EEOC guidelines. In addition, another product call the Profile measures Learning Style, Interest Style, and Thinking Style. Other products can provide a 360-leadership evaluation and on-line or on-site training programs. Staff members set up assessments, develop job studies and provide training for your staff in utilizing this technology for your employees. For individuals seeking a direction, a Career Coach can be generated to make a participant's learning abilities, interest areas, and behavioral traits to the Department of Labor's National Job Database and will generate a report for career matches. To schedule a demo, or for more information, please contact our office at 423-318-2740 or come by the Technical Education Building, Room 206.

In addition to training programs for popular accounting software packages such as Quickbooks, our staff members can provide on-site consulting in computer or accounting issues. Staff members participate in the Certified Pro Advisor program with Intuit.

The Institute's staff is also available to provide on-site consulting on issues of software installation, network troubleshooting, database development, programming, software application assistance and others.

### 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.

## 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.

## WORKFORCE INVESTMENT ACT PROGRAM

Walters State Community College plays a leading role in the implementation of training and job placement services authorized in the Workforce Investment Act (WIA). 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 Workforce Investment Board (WIB) and an administrative entity / grant recipient. The college was selected as the administrative entity / grant recipient by the WIB and approved by the Consortium of Local Elected Officials. As such, the college is responsible for program administration. The Workforce Investment Board has both policy making and program oversight responsibilities. A majority of the WIB members are private business or industry representatives. Local elected officials are charged with electing members of the WIB and must also approve the SDA's Job Training Plan.

### Training Services

Several types of training programs are available to eligible individuals through approved WIA 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 an appropriate 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-half 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 WIA staff and often includes both classroom and OJT components.

Most WIA 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 responsibility of the student 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.

Should it be necessary to deviate from the suggested curriculum of courses, the student should consult the head of the department in the major field of study in order to prepare a course substitution request.

## TRANSFER OF CREDIT

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/articulation agreement/equivalency table and reflect upon it during advising and registration to ensure that the courses selected meet the first two years' requirements at the receiving institution.

Please be advised that should there be a question regarding the transfer of credit from Walters State Community College by the four-year school, a copy of the transfer evaluation from the four-year school must be provided to the Counseling, Testing and Student Services Department staff member for the purposes of discussing the course(s) in question.

For assistance regarding transfer of credit from Walters State to a four-year institution, please contact the Counseling, Testing and Student Services Department, CCEN-212, by telephone at 423-585-6805 or 1-800-225-4770, ext. 3 or by visiting the Walters State web page at [www.ws.edu](http://www.ws.edu).

## ATTENDANCE REGULATIONS

Students must attend the first day of class or contact the instructor prior to the first class if they intend to remain in the class. If this procedure is not followed, the students **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.**

## 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 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 other college-sponsored activities.

Cellular phone use during classroom instruction or college-sponsored activity is prohibited. 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.

## STUDENT LOAD

The recommended semester-hour load for the average student is 15 to 16 hours of credit. A student desiring to take more than 21 semester hours of credit must receive approval prior to registration by completing an Overload Request form with approving signatures from the advisor, division dean, and the vice president for Academic Affairs.

## 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.

Grade	Quality Points Awarded Per Semester Hour
A - Highest Proficiency	4
B - High Proficiency	3
C - Proficiency	2
D - Low Proficiency	1
F - Failure	0

The scholastic 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 average of 2.00.

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

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

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 incompleted course requirements must be completed by a date agreed upon between the instructor and the student but no later than the drop deadline of the next semester (see College Calendar for specific dates). If the incomplete 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 graduating 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.

## GRADE PROTESTS

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) under the preceding condition. 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, which may be obtained from the Counseling Office, CCEN 212, 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 count toward meeting requirements for graduation but would 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 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 60 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 18 hours of the last 26 hours towards the degree being completed at Walters State Community College.
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 Academic Profile 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, spring and summer 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 office of Evening and Distance Education coordinates academic credit classes at off-campus centers, at satellite campuses and on the main campus during evening hours. These classes are consistent with the college's overall mission to provide affordable, quality educational opportunities to residents in the ten county service area. The Evening and Distance division strives to offer both accessible and flexible education within and beyond the traditional classroom. Classes, utilizing varying forms of delivery, provide lifelong learning to individuals seeking professional growth or personal enrichment in a society coping with rapidly changing lifestyles.

### Admission Requirements and Commitment to Instruction

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 equivalent in all academic considerations to campus day classes.

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-CCEN, telephone 423-585-6899.

### 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. Hospitality Business certificates and degrees for Hotel/Restaurant Management and Culinary Arts and a degree in Professional Entertainment are offered to address the specialized educational/training needs of the community.

The Sevier County Campus 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. Over 1200 credit students are served each year through the Sevier County Campus. 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 campuses of Cocke County High School and Ben Hooper Vocational School. Students desiring local information should call 623-6631.

## CLAIBORNE COUNTY CENTER FOR HIGHER EDUCATION

**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, web-based courses and face-to-face instructional delivery methods are utilized to bring a full range of classes to this rural area.

The Claiborne County Center 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 Web-based 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 and 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 using this format are offered at the four sites listed above. Additionally, selected nursing courses are transmitted from the Morristown campus to the Gray site of Northeast State Technical Community College. *Interactive television courses are good choices for students who may be unable to travel to the main campus for a particular course.*

**Web-based 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 423-585-6899. 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 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. 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.

For additional information about the Greeneville/Greene County Center call 423-798-7940.

## 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. 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 out 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.

## 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 Clifford H. "Bo" Henry Center for Business and Technology, 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 half-day and full-day program options.

1. Morning Enrichment 7:15 a.m. - noon
2. Extended Session noon - 5:15 p.m.

Parents may choose Monday - Friday; Monday, Wednesday, Friday; or Tuesday, Thursday care. Costs range from \$3 - \$85 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 audio/visual services to students, faculty, and staff. CETV is comprised of a TV production studio, a closed circuit television control center, an interactive television (ITV) classroom, a multimedia/graphics developmental lab, a video information control center, and a technical equipment repair center. The Center provides audio/visual support services including maintenance and operation of sound systems in specific locations and setup and operation of televisions and/or sound systems for special occasions. Teleconferencing services are provided through the use of a satellite downlink system. 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/lab equipped with a television as well as to strategic locations throughout the campus. A distributed TV-based information system provides items of interest to students, staff, and visitors at the main and Sevier County campuses. The Center's ITV classroom is connected to a similar ITV classroom in the Clifford H. "Bo" Henry Center for Business and Technology and an ITV classroom at each of the other three college campuses and the Northeast State Technical Community College Center in Gray, Tennessee. Through the use of compressed video technology, classes originating at any one of these ITV classrooms can be received at other ITV classroom locations and provide simultaneous classroom interaction. The ITV classroom system can also be used to provide interactive teleconferencing services to other locations within the state, the nation, and the world. A preliminary multimedia/graphics development lab is available to aid in the development of presentations and classroom instruction and for interactive learning activities. The Center is responsible for providing all telephone services within the institution. The Center provides consulting services in all aspects of the use of audio/visual technologies.

## 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.

Program	Page(s)	Program	Page(s)
Associate of Arts - University Parallel .....	51	Division of Humanities (continued)	
Associate of Science - University Parallel .....	51	Humanities .....	85
University Parallel		Mass Communications .....	87
Statement of Purpose and Curricula Descriptions .....	51	Music .....	89
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General Education Courses .....	55	Division of Mathematics .....	93
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Geography .....	60	Pre-Occupational Therapy, Pre-Optometry .....	97
History .....	61	Pre-Pharmacy, Pre-Physical Therapy .....	98
Military Science .....	62	Pre-Veterinary Medicine .....	99
Physical Education, Health and Recreation .....	62	Division of Public Safety .....	100
Political Science .....	63	Criminal Justice, Public Safety,	
Psychology .....	63	Law Enforcement .....	100
Sociology / Anthropology .....	64	Fire Protection .....	101
Social Work .....	65	Basic Law Enforcement Education, Police In-Service,	
Division of Business .....	66	Protective Services .....	101
Accounting .....	68	Basic Emergency Medical Technician .....	102
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Business Administration .....	69	Paramedic .....	105
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Division of Health Programs .....	72	Greenhouse Management .....	108
Nursing .....	72	Golf Course and Turfgrass Management .....	108
Health Information Technology .....	75	Computer and Information Science .....	110
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Medical Coding .....	81	Electrical / Electronics .....	113
Medical Insurance Specialist .....	81	Manufacturing .....	114
Medical Transcription .....	82		
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# 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.ws.edu](http://www.ws.edu). Students following an articulation agreement with East Tennessee State University, Tennessee Technological University, or the University of Tennessee-Knoxville must complete the Intent to Articulate Form in the department of Counseling and Testing and must graduate from Walters State Community College in order to have the agreement honored. Students should consult with their advisors, the Counseling Center at Walters State, or with the transfer institution for more information.

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.

### 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)

	Credit Hours
Computer Science .....	3
English Composition .....	6
Fine Arts .....	3
Foreign Language .....	6
Freshman Experience / Learning Strategies .....	0 - 1
History .....	6
Humanities .....	3
Literature .....	3
Mathematics .....	3
Natural Science .....	8
Physical Education Activities (two separate courses) .....	2
Speech .....	3

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#### (Associate of Science Degree)

	Credit Hours
Computer Science .....	3
English Composition .....	6
Freshman Experience / Learning Strategies .....	0 - 1
History .....	6
Humanities .....	6
Literature .....	3
Mathematics .....	3
Natural Science .....	8
Physical Education Activities (two separate courses) .....	2
Speech .....	3

40-41



### THE REGENTS ON-LINE DEGREE PROGRAM

Beginning Fall 2001, the Tennessee Board of Regents colleges and universities joined together in offering Regents On-line Degree Programs (RODP). Courses completed in the Regents On-line Degree Programs will be entirely on-line and will be completely transferable among all the participating institutions which are fully accredited.

Walters State Community College joins with the other Tennessee Board of Regents institutions in offering the Regents On-line Degree Program (ROPD). The three on-line degrees offered by Walters State are:

Associate of Applied Science in Professional Studies Concentration in Information Technology

Associate of Arts in General Studies (University Parallel)

Associate of Science in General Studies (University Parallel)

For specific program information go to: <http://www.tn.regentsdegrees.org/campus/wsc>



## Tennessee Board Of Regents' Minimum Degree Requirements and Transferability Of Courses That Fulfill Minimum Degree Requirements

All universities and community colleges in the Tennessee Board of Regents System (TBR) share a common set of minimum requirements for baccalaureate degrees or associate degrees designed for transfer. The minimum degree requirements specify 32 semester credit hours in the following subject areas:

SUBJECT AREA	SEMESTER CREDIT HOURS REQUIRED
<b>English Composition</b> .....	6
<b>Humanities</b> (including at least 3 semester credit hours in literature) .....	9
<b>History</b> .....	6
TBR universities require American History, except in a limited number of majors exempted from the requirement. (see specific university catalogs concerning majors that are exempt.)	
Community colleges may specify American History, Western Civilization, World Civilization, or World History in accordance with the requirements of institutions to which students plan to transfer.	
At either universities or community colleges, students may substitute three semester credits of Tennessee History for the American History required.	
<b>Natural/Physical Sciences and Mathematics</b> .....	9
to include one year of science and at least one course in mathematics.	
<b>Physical Education Activity Courses</b> (to be taken as two one-semester credit hour courses) .....	2
Institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experiences for physical education activity courses.	
<b>TOTAL</b> .....	<b>32</b>

Every TBR institution incorporates the 32 semester hours listed above into its degree program requirements and accepts all courses designated as meeting these requirements at other TBR institutions. By ensuring the transferability of courses fulfilling the Minimum Degree Requirements, the TBR has eliminated unnecessary repetition of these courses by students transferring to institutions within the TBR system. Because each TBR institution has a unique mission and its own distinctive curriculum, an institution may require students to complete additional courses in the minimum degree subject areas and in other areas that may comprise an institutional General Education Program. Students planning to receive a bachelor of arts or associate of arts degree must demonstrate proficiency in a foreign language as prescribed in the institutional degree requirements.

### Identifying Courses Satisfying the Minimum Degree Requirements

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

## 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 60 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:

	Semester Hours
Oral Communications .....	3
Written Communications .....	3
Mathematics .....	3
Humanities or Fine Arts .....	3
Behavioral or Social Sciences .....	3
Natural Sciences or an additional Mathematics course .....	3
Freshman Experience / Learning Strategies .....	0-1
	18-19

### Freshman Experience/Learning Strategies

ALL degree-seeking students must register for either DSPS 0800 **OR** EDUC 1010. Students who have taken the placement assessment and placed in DSPS 0800 must take DSPS 0800.

**Special students and transfer students** who graduate from Walters State must take DSPS 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

ECON 2010	Principles of Economics I
ECON 2020	Principles of Economics II
GEOG 1012	Introduction to Cultural Geography
GEOG 1013	World Geography I
GEOG 1014	World Geography II
HIST 1110	Survey of World Civilization I
HIST 1120	Survey of World Civilization II
HIST 2010	American History I
HIST 2020	American History II
HIST 2030	Tennessee History
HIST 2100	Introduction to Women's Studies
HIST 2200	Women in Society
HLTH 2210	Personal Health
HLTH 2220	Human Sexuality
POLI 1120	Introduction to American Government
POLI 2010	Introduction to Political Science
PSYC 1310	Introduction to Psychology
PSYC 2310	Abnormal Psychology
PSYC 2320	The Psychology of Helping
PSYC 2340	The Psychology of Adjustment
PSYC 2410	Psychology of Childhood and Adolescence
PSYC 2420	Developmental Psychology
SOCI 1020	General Sociology, Institutions and Society
SOCI 1240	Introduction to Cultural Anthropology
SOCI 2020	Social Problems and Human Values
SOCI 2110	The Family, Society, and the Individual

### HUMANITIES

#### Art

ART 1030	Art Appreciation
ART 1810	School Art
ART 2040, 2050	Art History Survey I, II

#### Fine Arts and/or Humanities

ART 1110, 1120	Basic Design I, II
ART 2210, 2220	Photography I, II
ART 2410, 2420	Ceramics I, II
ART 2510, 2520	Painting I, II
ART 2610, 2620	Sculpture I, II
ART 2710, 2720	Printmaking I, II
ENGL 2810, 2820	Creative Writing I, II
MUS 1050	Concert Choir
MUS 1060	College Community Chorale
MUS 1090	Jazz Band
MUS 1510, 1520	Class Voice I, II
MUS 1610, 1620	Class Piano I, II
MUS 1730	Choral Studies
MUS 1810, 1820	Class Guitar I, II
MUS 1912	Individual Music Instruction - Voice
MUS 1922	Individual Music Instruction - Keyboard
MUS 1932	Individual Music Instruction - Instrument
MUS 1933	Individual Music Instruction - Guitar
MUS 1934	Individual Music Instruction - Woodwinds
MUS 1935	Individual Music Instruction - Brass
MUS 1936	Individual Music Instruction - Percussion
MUS 1937	Individual Music Instruction - Strings
MUS 2090	College Community Symphonic Band
SPCH/THEA 1210	Voice and Physical Preparation
THEA 2410/2450	Acting I / II
THEA 2430	Stagecraft
SPCH/THEA 2440	Oral Interpretation
THEA 2500	Major Production

#### Humanities

HUM 2010 /2110	Human Adventure I / II
HUM 2020 /2030	African-American Studies I / II

HUM 2100	Introduction to Women's Studies
HUM 2150	Women in Literature
HUM 2200	Women in Society
HUM 2900	Problems and Topics in Cultural Studies

#### English

ENGL 1010	Composition I
ENGL 1020	Composition II
ENGL 2110 / 2120	American Literature I / II
ENGL 2410 / 2420	Western World Literature I / II
ENGL 2510	Folklore

#### Music

MUS 1020	Fundamentals of Music
MUS 1030	Music Appreciation

#### Philosophy

PHIL 1030	Human Nature and Life
PHIL 1110	Elementary Logic
PHIL 2020	Self and Values
PHIL 2210	Religion and Culture

#### Speech

SPCH 2010	Introduction to Speech Communication
SPCH 2020	Advanced Speech Communication
SPCH 2030	Debate
SPCH 2040	Interpersonal Communication

#### Theatre

THEA 1030	Introduction to Theatre
THEA 2990	Theatre Problems

### MATHEMATICS

MATH 1530	Probability and Statistics
MATH 1630	Finite Mathematics
MATH 1710	Mathematical Functions I
MATH 1720	Mathematical Functions II
MATH 1830	Calculus A
MATH 1910	Calculus I with Computer Projects
MATH 1920	Calculus II with Computer Projects

### NATURAL SCIENCE

BIOL 1010	General Biology I w/Lab
BIOL 1020	General Biology II w/Lab
BIOL 1110	Organization and Function of the Cell w/Lab
BIOL 1120	Biodiversity w/Lab
BIOL 2010	Human Anatomy & Physiology I w/Lab
BIOL 2020	Human Anatomy & Physiology II w/Lab
BIOL 2510	General Microbiology w/Lab
CHEM 1010	Introductory Chemistry w/Lab
CHEM 1020	Organic and Biochemistry w/Lab
CHEM 1110	General Chemistry I w/Lab
CHEM 1120	General Chemistry II w/Lab
GEOL 1030	Geology w/Lab
PSCI 1010	Physical Science I w/Lab
PSCI 1020	Physical Science II w/Lab
ASTR 1030	Astronomy w/Lab
PHYS 1130	Conceptual Physics w/Lab
PHYS 2010	General Physics I w/Lab
PHYS 2020	General Physics II w/Lab
PHYS 2110	Physics I w/Lab
PHYS 2120	Physics II w/Lab

### COMPUTER SCIENCE

CPSC 1100	Using Information Technology or higher numbered CPSC course
MGMT 1010	Basic Business Computer Applications
AGRM 2630	Agricultural Microcomputer Applications

## ACADEMIC DIVISIONS

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## ACADEMIC ENRICHMENT

The office of Academic Enrichment provides administration and leadership for the college's developmental education program and honors program relative to meeting the institution's stated mission. These programs are guided in meeting the special academic needs of its student constituency by a well-defined statement of purpose consistent with the overall mission of the college.

### DEVELOPMENTAL EDUCATION

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 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 (DSPM)

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

DSPM 0700	Basic Mathematics
DSPM 0800	Elementary Algebra
DSPM 0850	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 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 (DSPR)

The following is a listing of Developmental Reading (DSPR) courses. Please refer to page 163 for a complete listing of course descriptions and credit hours.

DSPR 0700	Basic Reading
DSPR 0800	Developmental Reading

Sections with the suffix **ESL** (English as a Second Language) are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

#### 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 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 (DSPW)

The following is a listing of Developmental Writing (DSPW) courses. Please refer to page 137 for a complete listing of course descriptions and credit hours.

DSPW 0700	Basic Writing
DSPW 0800	Developmental Writing

Sections with the suffix **ESL** (English as a Second Language) are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

#### English as a Second Language (ESL)

1. As a result of tests and interviews, non-native English speakers will be placed in the appropriate **ESL writing, reading, and language laboratory** sections and other classes when appropriate. The core 9-hour program is required of all beginning ESL students.
2. ESL students enrolled in 0700 reading and writing courses are limited to the core courses until satisfactory completion. However, ESL students enrolled in 0800 level writing and/or reading classes may begin their math sequence and the required study skills course.
3. Students enrolled in 0800 level writing courses may take, in addition to study skills and math classes, any of the following courses.

##### KEYBOARDING

OADM 1040	Keyboarding .....	3 credits
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## ART ACTIVITIES

ART	2410	Ceramics I .....	3 credits
ART	2420	Ceramics II .....	3 credits
ART	2510	Painting I .....	3 credits
ART	2520	Painting II .....	3 credits
ART	2610	Sculpture I .....	3 credits
ART	2620	Sculpture II .....	3 credits
ART	2710	Printmaking I .....	3 credits
ART	2720	Printmaking II .....	3 credits

## MUSIC ACTIVITIES

MUS	1050	Concert Choir .....	1 credit
MUS	1060	College-Community Chorale .....	1 credit
MUS	1912, 1922, 1932, 1933, 1934, 1935, 1936, 1937	Individual Music Instruction in Voice, Keyboard, Instrument, Guitar, Woodwinds, Brass, Percussion, or Strings .....	1-2 credits

## PHYSICAL ACTIVITIES

PHED	1010	Physical Conditioning .....	1 credit
PHED	1020	Adaptive Physical Education .....	1 credit
PHED	1110	Archery .....	1 credit
PHED	1210	Badminton .....	1 credit
PHED	1250	Tennis .....	1 credit
PHED	1410	Bowling .....	1 credit
PHED	1610	Golf .....	1 credit
PHED	1710	Soccer .....	1 credit
PHED	1810	Karate .....	1 credit

4. Students will be allowed to enroll in other college level courses only upon successful completion of DSPW 0800 plus any other required developmental courses **and passing the TOEFL.**

### 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 134 for a complete listing of course descriptions and credit hours.

DSPS 0800 Learning Strategies

### 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.

## 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. Students who are 21 years of age or older without an ACT composite of 24 may submit both a score of 68 or above on the writing portion and a 50 or above on the algebra portion of the Computer Placement Assessment and Support System (COMPASS) in place of the ACT. After one or more semesters at Walters State, a student with a cumulative grade point average of 3.5 in 12 or more college-level hours may apply.

#### 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 the office of Academic Enrichment, 201-CCEN or call 423-585-6914.

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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 Secondary Education/Liberal Arts

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
EDUC 2010***	Psychology of Human Development for Teachers .....	3
or		
EDUC 2300*	Foundations of Education	
EDUC 2100	Orientation to the Profession of Education .....	1
EDUC 2910**	Field Study in Education .....	3
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
MATH***	Six hours .....	6
MATH 1630	Finite Mathematics	
MATH 1530	Probability and Statistics	
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Fine Arts .....	3
	History*** .....	6
	Humanities/Fine Arts*** .....	3
	Natural Science*** .....	8
	Physical Education Activity .....	2
	Social Science Elective*** .....	6

**TOTAL CREDIT HOURS 65 - 66**

\*Those students transferring to ETSU will need to enroll in both EDUC 2010 and EDUC 2300.

\*\*Those students transferring to ETSU must have completed EDUC 2100, EDUC 2300, and EDUC 2910 by the fall semester before transfer.

\*\*\*See advisor about senior institution requirements.

#### Degree: Associate of Science

##### Emphasis: Education K-8 Teaching

Course No.	Course Title .....	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
EDUC 2010	Psychology of Human Development for Teachers .....	3
or		
EDUC 2300*	Foundations of Education	
EDUC 2910**	Field Study in Education .....	3
EDUC 2100	Orientation to the Profession of Education .....	1
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
GEOG 1013***	World Geography I .....	3
or		
GEOG 1014***	World Geography II	
or		
GEOG 1012***	Introduction to Cultural Geography	
MATH***	Six hours to be chosen from: .....	6
MATH 1630	Finite Mathematics	
MATH 1830	Calculus A	
MATH 1530	Probability and Statistics	
MATH 1410	Number Concepts and Algebraic Structures	
MATH 1420	Problem Solving, Geometry & Statistics	
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence)*** .....	6
	or Health/PHED 2810/EDUC 2010	
	History*** .....	6
	Humanities*** .....	6
	Literature*** .....	3
	Natural Science*** .....	8
	Psychology*** .....	3
	Sociology*** .....	3
	Physical Education Activity*** .....	2

**TOTAL CREDIT HOURS 65 - 66**

\*Those students transferring to ETSU will need to enroll in both EDUC 2010 and EDUC 2300.

\*\*Those students transferring to ETSU must have completed EDUC 2100, EDUC 2300, and EDUC 2910 by the fall semester before transfer.

\*\*\*See advisor about senior institution requirements.

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



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## Degree: Associate of Science

### Emphasis: General Studies

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110**	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES**	Humanities .....	6
	Literature .....	3
	Mathematics (MATH 1630, 1710, or 1530) .....	3
	Natural Science .....	8
	Other* .....	20
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>60 - 61</b>

\* University Parallel

\*\*See advisor about senior institution requirements.

## REGENTS ON-LINE DEGREE PROGRAM

### Degree: Associate of Science (University Parallel)

#### Emphasis: General Studies

For program information:

<http://www.tn.regentsdegrees.org/campus/wsc/>

## 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

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
GEOG 1013	World Geography I .....	3
GEOG 1014	World Geography II .....	3
GEOG 1012	Introduction to Cultural Geography .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
PHIL 2210	Religion and Culture .....	3
POLI 2010	Introduction to Political Science .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities (MUS 1030 or ART 2040-2050)* .....	3
	Mathematics (MATH 1630, 1710, or 1530)* .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>64 - 65</b>

\*See advisor about senior institution requirements.

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

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## 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

Course No.	Course Title	Credit Hours
ART 2040	Art History I .....	3
or		
ART 2050	Art History II .....	
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
GEOG 1013	World Geography I .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I .....	
HIST 2020	American History II .....	
MUS 1030	Music Appreciation .....	3
PHIL 2210	Religion and Culture .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Literature .....	6
	Mathematics (MATH 1630, 1710, or 1530)* .....	3
	Natural Science .....	8
	Other .....	3
	Physical Education Activity .....	2
	Social Science* .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64 - 65</b>

\*See advisor about senior institution requirements.

### Degree: Associate of Science

#### Emphasis: American Studies

Course No.	Course Title	Credit Hour
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2110	American Literature I .....	3
ENGL 2120	American Literature II .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I .....	
HIST 2020	American History II .....	
PHIL 2210	Religion and Culture .....	3
POLI 1120	Introduction to American Government .....	3
SOCI 1020*	General Sociology, Institutions and Society .....	3
or		
SOCI 1240	Introduction to Cultural Anthropology .....	
SOCI 2110	The Family, Society, and Individual .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Mathematics (MATH 1630, 1710, or 1530)* .....	3
	Natural Science .....	8
	Other .....	9
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>64 - 65</b>

\*See advisor about senior institution requirements.

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## 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.

## PHYSICAL EDUCATION, HEALTH, AND RECREATION

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

### Degree: Associate of Science

### Emphasis: Physical Education, Health and Recreation

Course No.	Course Title	Credit Hours
BIOL 1010*	General Biology I .....	3
BIOL 1011	General Biology I Lab .....	1
BIOL 1020	General Biology II .....	3
BIOL 1021	General Biology II Lab .....	1
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
EDUC 2910**	Field Experience .....	3
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110***	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
HLTH 2310	Safety and First Aid .....	3
MATH 1630***	Finite Mathematics .....	3
or		
MATH 1530	Probability and Statistics	
PHED 2010	Introduction to Health, Physical Education and Recreation .....	3
PHED 2110	Human Motor Behavior .....	3
PHED 2310	Physical Activities in American Society .....	3
PHED 2810	Skills & Teaching of Activities & Movement .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Humanities*** .....	6
	Literature*** .....	3
	Other*** .....	3
	Physical Education Activity*** .....	4
<b>TOTAL CREDIT HOURS</b>		<b>63 - 64</b>

\*Students transferring to ETSU should enroll in BIOL 2010 and 2020 (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.

\*\*\*See advisor about senior institution requirements.



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## 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

Course No.	Course Title	Credit Hour
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
GEOG 1013	World Geography I .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
PHIL 1030	Human Nature and Life .....	3
POLI 1120	Introduction to American Government .....	3
POLI 2010	Introduction to Political Science .....	3
POLI 2990	Problems in Political Science .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Mathematics (MATH 1630, 1710, or 1530)* .....	3
	Natural Science .....	8
	Other* .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>64 - 65</b>

\*See advisor about senior institution requirements.

## PSYCHOLOGY

Psychology focuses on the study of behavior and mental processes. Facts, theories and hypotheses about people are examined within the framework of psychological research and knowledge.

### Degree: Associate of Science

#### Emphasis: Psychology

Course No.	Course Title	Credit Hour
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1530	Probability and Statistics .....	3
PHIL 2020	Self and Values .....	3
PSYC 1310	Introduction to Psychology .....	3
PSYC 2310	Abnormal Psychology .....	3
PSYC 2420	Developmental Psychology .....	3
SOCI 1020	General Sociology, Institutions & Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	HUM/MATH/ LANGUAGE (Intermediate Sequence) .....	6
	Literature .....	3
	Natural Science* .....	8
	Psychology/Sociology Electives* .....	6
	Physical Education Activity* .....	2
<b>TOTAL CREDIT HOURS</b>		<b>61 - 62</b>

\*See advisor about senior institution requirements.

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## SOCIOLOGY

Sociology uses social science perspectives and methods to study human behavior, cultures, and societies. Sociology provides preparation for those working with global and local social institutions, policies, and problems.

### Degree: Associate of Science

#### Emphasis: Sociology/Anthropology

Course No.	Course Title	Credit Hour
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1530	Probability and Statistics .....	3
PHIL 2020*	Self and Values	
or		
PHIL 1030	Human Nature and Life	
or		
PHIL 2210	Religion and Culture .....	3
PSYC 1310	Introduction to Psychology .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SOCI 1240	Introduction to Cultural Anthropology .....	3
SOCI 2020	Social Problems and Human Values .....	3
SOCI 2110	The Family, Society and the Individual .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	HUM/MATH/LANGUAGE (Intermediate)* .....	6
	Literature* .....	6
	Natural Science* .....	8
	Physical Education Activity* .....	2
<b>TOTAL CREDIT HOURS</b>		<b>61 - 62</b>

\*See advisor about senior institution requirements.

### Degree: Associate of Arts

#### Emphasis: African-American Studies

Course No.	Course Title	Credit Hour
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
HUM 2020	Introduction to African-American Studies I .....	3
HUM 2030	Introduction to African-American Studies II .....	3
or		
SOCI 1005	The African-American Experience I	
SOCI 1010	The African-American Experience II	
MATH 1630	Finite Mathematics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
or		
SPCH 2020	Advanced Speech Communication	
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities/Fine Arts*	
	(ART 2040-2050; MUS 1030; .....	
	SPCH 1210 or PHIL 1030-2020) .....	6
	Natural Science .....	8
	Other* .....	3
	Physical Education Activity .....	2
	Social Science* .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64 - 65</b>

\*See advisor about senior institution requirements.

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## Degree: Associate of Science

### Emphasis: Social Work

The social work curriculum is designed to prepare students to transfer to colleges and universities offering a bachelor's degree in social work. The associate of science degree builds on a liberal arts base and includes an array of courses from such fields as psychology, sociology, political sciences and economics.

Course No.	Course Title	Credit Hour
CPSC 1100	Using Information Technology .....	3
ECON 2010	Principles of Economics I .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1530	Probability and Statistics .....	3
PHIL 2020	Self and Values .....	3
POLI 1120	Introduction to American Government .....	3
PSYC 1310	Introduction to Psychology .....	3
PSYC 2320	Psychology of Helping .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SOCI 2110	The Family, Society, and the Individual .....	3
SOWK 1010	Introduction to Social Work .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Literature .....	6
	Natural Science* .....	8
	Physical Education <b>Activity</b> * .....	2
<b>TOTAL CREDIT HOURS</b>		<b>62 - 63</b>

\*See advisor about senior institution requirements.

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

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## DIVISION OF BUSINESS

### Purpose

The Division of Business provides educational programs designed to prepare individuals to assume positions in business/industry and government, skills development training for the currently employed and appropriate academic course work for those who plan to transfer to a four year institution of higher education. All business programs are accredited by the Association of Collegiate Business Schools and Programs.

### 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. Students planning to transfer to the University of Tennessee at Knoxville or East Tennessee State University should follow the requirements outlined in Transfer Option A and Transfer Option B respectively. Students transferring to other institutions should follow the General Transfer Option, carefully choosing elective courses to meet the requirements of the specific institution chosen. Because senior institution requirements change often and without notice, students should **not** rely solely on the outlines below. In planning any transfer program, students should regularly see a faculty advisor for the most current information available.

#### General Transfer Option

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
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science Elective <sup>1</sup> .....	3
	Business/Non-business <sup>2</sup> .....	8
	Computer Science <sup>3</sup> .....	3
	History <sup>4</sup> .....	6
	Humanities/Fine Arts <sup>5</sup> .....	6
	Literature <sup>6</sup> .....	3
	Mathematics <sup>7</sup> .....	3
	Natural Science <sup>8</sup> .....	8
	Physical Education Activity .....	2
TOTAL CREDIT HOURS		61 - 62

#### Footnotes:

Students expecting to transfer to the University of Tennessee at Knoxville or East Tennessee State University should follow the more specific requirements described in Option A and Option B below.

Students transferring to other institutions are strongly encouraged to seek advice from a Business Division faculty advisor and to determine in advance the specific requirements of the transfer institution. The ability to transfer any specific course to any other institution is not guaranteed by the college.

#### <sup>1</sup> Behavioral/Social Science Elective:

Select from any general education courses listed under Behavioral/Social Science on page 55 of the catalog not otherwise required in the degree program.

#### <sup>2</sup> Business/Non-business Electives:

For students planning to transfer, selection of business and or non-business electives will depend on senior institution requirements. Students should review their selections with a Business Division faculty advisor. ECON 2020 is strongly recommended.

#### <sup>3</sup> Computer Science Elective:

Select from any general education courses listed under Computer Science on page 55 of the catalog.

#### <sup>4</sup> History Electives:

Select from any HIST general education courses listed under Behavioral/Social Science on page 55 of the catalog.

#### <sup>5</sup> Humanities/Fine Arts Electives:

Select from any general education courses listed under Humanities on page 55 of the catalog not otherwise required in the degree program.

#### <sup>6</sup> Literature Elective:

Students should select from ENGL 2110, 2120, 2410, or 2420.

#### <sup>7</sup> Mathematics Elective:

Students should select from MATH 1530, 1630, or 1710.

#### <sup>8</sup> Natural Science Electives:

Select from any general education courses listed under Natural Science on page 55 of the catalog.

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



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**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.

## Transfer Option A

### For Students Planning to Transfer to the UNIVERSITY OF TENNESSEE AT KNOXVILLE

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
ACCT 2220	Principles of Accounting II .....	3
BUSN 2010	Business Functions .....	4
ECON 2010	Principles of Economics I .....	4
ECON 2210	Business Statistics I .....	3
or		
MATH 2050	Probability and Statistical Applications	
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MGMT 1010	Basic Business Computer Applications .....	1
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science Elective <sup>1</sup> .....	3
	Humanities <sup>2</sup> .....	6
	Literature <sup>3</sup> .....	3
	Mathematics <sup>4</sup> .....	6-10
	Natural Science <sup>5</sup> .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>61 - 66</b>

#### Footnotes:

##### <sup>1</sup> Behavioral/Social Science Elective:

Public Administration majors must select POLI 1120.

Accounting majors should select from SOCI 1020, 1240, 2020, or PSYC 1310.

All other majors should select from POLI 1120, 2010; SOCI 1020, 1240, 2020; PSYC 1310; GEOG 1013 or 1014.

##### <sup>2</sup> Humanities Electives:

All majors must select one course from ART 2040, 2050, or MUSC 1030. The other course may be selected from PHIL 1110, 2020, 2025, 2210 or an additional literature course (see footnote 4 below.)

##### <sup>3</sup> Literature Elective:

Students should select from ENGL 2110, 2120, 2410, or 2420.

##### <sup>4</sup> Mathematics Elective:

Students should select from MATH 1630 and 1830 or 1910 and 1920.

##### <sup>5</sup> Natural Science Electives:

Accounting and Public Administration majors should select a course sequence from BIOL 1010-11 and 1020-21; CHEM 1110-11 and 1120-21; or PHYS 2010-11 and 2020-21.

All other majors should select from BIOL 1010-11 and 1020-21; BIOL 2010-11 and 2020-21; CHEM 1110-11 and 1120-21; or PHYS 2010-11 and 2020-11.

NOTE: The above curriculum is not totally applicable to students transferring to the University of Tennessee - Knoxville as a Statistics major. Statistics majors should see a Business Division faculty advisor for further information.

Students may progress into a major in the College of Business at the

University of Tennessee - Knoxville on the basis of the availability of space in the college. While the minimum cumulative grade point average is subject to change, the minimum required for an accounting major is 3.0, and the minimum required for all other majors is 2.75.

## Transfer Option B

### For Students Planning to Transfer to the EAST TENNESSEE STATE UNIVERSITY

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
ACCT 2220	Principles of Accounting II .....	3
CPSC 1100	Using Information Technology .....	3
ECON 2010	Principles of Economics I .....	4
ECON 2020	Principles of Economics II .....	2
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 2010	American History I .....	3
HIST 2020	American History II .....	3
MATH 1530	Probability and Statistics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science Elective <sup>1</sup> .....	3
	Behavioral/Social Science/Humanities <sup>4</sup> .....	6
	Humanities <sup>2</sup> .....	3
	Literature <sup>3</sup> .....	3
	Natural Science <sup>5</sup> .....	8
	Non-business .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>61 - 62</b>

#### Footnotes:

##### <sup>1</sup> Behavioral/Social Science Elective:

Select from GEOG 1012; POLI 1120; PSYC 1310; SOCI 1020, or 1240.

##### <sup>2</sup> Humanities Elective:

Select from ART 1030, 2040, 2050, MUSC 1030 or THEA 1030.

##### <sup>3</sup> Literature Elective:

Select from ENGL 2110, 2120, 2410, or 2420.

##### <sup>4</sup> Behavioral/Social Science/Humanities Electives:

Select one course from HUMA 2100; PHIL 1030, 2020, 2210; or SOCI 2020. Select an **unduplicated** course from ART 1030, 2040, 2050; ENGL 2110, 2120, 2410, 2420; HIST 1110, 1120; HUMA 2100; MUSC 1030; PHIL 1030, 2020, 2025, 2210; SOCI 2020; or THEA 1030.

##### <sup>5</sup> Natural Science Electives:

Select two courses from ASTR 1030-31; BIOL 1010-11, 1020-21, 1110-11, 1120-21, 2010-11, 2020-21; CHEM 1000-01, 1010-11, 1020-21, 1110-11, 1120-21; GEOL 1030-31; PHYS 2010-11, 2020-21, 2110-11, 2120-21; PSCI 1010-11.

Students planning to major in accounting must have a minimum overall GPA of 2.5 and complete ACCT 2210 and 2220 with a letter grade of C or better to be admitted to the program.

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

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**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 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
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MGMT 1010	Basic Business Computer Applications .....	1
MGMT 1110	Electronic Spreadsheets and Database Applications ..	3
MGMT 2210	Principles of Management and Quality Improvement .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Humanities/Fine Arts .....	3
	Mathematics .....	6
	Natural Science .....	4
<b>TOTAL CREDIT HOURS</b>		<b>61-62</b>

## Concentration: Agriculture Business

The Agriculture Business concentration emphasizes the development of agriculture business and production agriculture.

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
ACCT 2220	Principles of Accounting II .....	3
AGRM 1010	Perspectives in Agriculture .....	3
AGRM 1110	Fundamentals of Animal Science .....	4
AGRM 1210	Introduction to Crop Science .....	4
AGRM 1710	Agriculture Economics .....	3
AGRM 2030	Soil Science .....	4
AGRM 2140	Farm Animal Health & Mgt. Practices .....	4
AGRM 2630/2631	Agricultural Microcomputer Applications .....	3
ECON 2010	Principles of Economics I .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1630	Finite Mathematics .....	3
MGMT 1010	Basic Business Computer Applications .....	1
MGMT 2210	Principles of Management and Quality Improvement .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Agriculture .....	6
	Humanities/Fine Arts .....	3
	Mathematics (3) or Natural Science (4) .....	3-4
<b>TOTAL CREDIT HOURS</b>		<b>63-64-65</b>

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

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**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: Business Administration

The Business Administration concentration prepares graduates for entry-level positions and/or career advancement in business, industry and government.

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
ACCT 2220	Principles of Accounting II .....	3
BUSN 1310	Business Comm. & Correspondence .....	3
BUSN 2510	Legal Environment of Business .....	3
ECON 2010	Principles of Economics I .....	4
ECON 2410	Managerial Economics .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing .....	
MATH 1630	Finite Mathematics .....	3
MGMT 1010	Basic Business Computer Applications .....	1
MGMT 1110	Electronic Spreadsheets and Databases .....	3
MGMT 2110	Advanced Word Processing and Desktop Publishing .....	3
MGMT 2530	Human Relations .....	3
MGMT 2210	Principles of Management and Quality Improvement .....	3
MGMT 2590	Business Presentations .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Business: (Select from the following:	
	BUSN 1010, 1290; BANK 1010; ECON 2210;	
	LAW 2990; MGMT 2500, 2570; MKTG 1010;	
	RELS 2110) .....	6
	Humanities/Fine Arts .....	3
	Mathematics/Natural Science .....	3-4
<b>TOTAL CREDIT HOURS</b>		<b>63-65</b>

### Concentration: Culinary Arts

*(Accredited by the American Culinary Federation)*

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
CULN 2100	Sanitation and Safety .....	2
CULN 2150	Nutrition and Menu Planning .....	2
CULN 2210	Tableservice and Beverage Management .....	2
CULN 2310	Culinary Arts I .....	3
CULN 2320	Culinary Arts II .....	3
CULN 2330	Culinary Arts III .....	3
CULN 2400	Bakery Skills .....	3
CULN 2410	Advanced Baking and Pastry Skills .....	3
CULN 2550	Garde-Manger and Catering .....	3
CULN 2600	International Cuisine and Buffets .....	3
CULN 2700	A La Carte .....	3
CULN 2910	Culinary Internship .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
HMGT 1010	Foundations of Hospitality .....	3
HMGT 2820	Food and Beverage Controls .....	3
MGMT 1010	Basic Business Computer Applications .....	1
MGMT 2210	Principles of Management and Quality Improvement .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Humanities/Fine Arts .....	3
	Mathematics .....	3
	Natural Science .....	4

**TOTAL CREDIT HOURS 67-68**

Note: College credit may be awarded for the Certified Executive Chef or Certified Pastry Chef designation awarded by the American Culinary Federation. See a faculty advisor for additional information.

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

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## Concentration: Hotel and Restaurant Management

The Hotel and Restaurant Management concentration is a comprehensive degree program offering course work in competencies encompassing all operations of a "full service" lodging facility. The program includes practical courses in food preparation and management courses in lodging and food and beverage. In addition, the program includes a business core requirement, affording students with a broader base of business skills useful in the industry. The program will prepare students to enter various phases of the hospitality industry, one of the most dynamic and fastest growing fields open to college graduates today.

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
BIOL 1010	General Biology I .....	3
BIOL 1011	General Biology I Lab .....	1
BUSN 1310	Business Comm. & Correspondence .....	3
BUSN 2510	Legal Environment of Business .....	3
CULN 2150	Nutrition and Menu Planning .....	2
CULN 2210	Table Service and Beverage Management .....	2
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
HMGT 1010	Foundations of Hospitality .....	3
HMGT 1060	Hospitality Housekeeping and Engineering .....	3
HMGT 2310	Hospitality Food Production .....	3
HMGT 2640	Hospitality Human Resource Management .....	3
HMGT 2670	Front Office Procedures .....	3
HMGT 2770	Hospitality Sales and Marketing .....	3
HMGT 2805	Convention Management and Service .....	3
HMGT 2820	Food and Beverage Controls .....	3
HMGT 2910	Hotel / Restaurant Internship .....	3
MATH 1630	Finite Mathematics .....	3
MGMT 1010	Basic Business Computer Applications .....	1
MGMT 1110	Electronic Spreadsheets and Database Applications ..	3
MGMT 2210	Principles of Management and Quality Improvement .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Humanities/Fine Arts .....	3
<b>TOTAL CREDIT HOURS</b>		<b>65-66</b>

## Concentration: Legal Assistant (Approved by the American Bar Association)

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.

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
LAW 1100	Introduction to Paralegal Practice .....	3
LAW 1200	Legal Research .....	3
LAW 1300	Litigation I: Civil Trial and Appellate Procedure .....	3
LAW 1400	Real Property Law .....	3
LAW 1600	Contracts .....	3
LAW 1950	Business Associations .....	3
LAW 2200	Legal Writing .....	3
LAW 2500	Interviewing and Investigation for the Paralegal .....	3
LAW 2600	Legal Office Management .....	3
MGMT 1010	Basic Business Computer Applications .....	1
MGMT 2110	Advanced Work Processing and Desktop Publishing .....	3
MGMT 2210	Principles of Management and Quality Improvement .....	3
POLI 1120	Introduction to American Government .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Humanities/Fine Arts .....	3
	Mathematics .....	3
	Mathematics/Natural Science .....	3-4
	Law (Select from the following: LAW 1500, 1700, 1800, 1900, 2100, 2300, 2400, 2910, 2990) .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64-65-66</b>

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

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**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 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.

Course No.	Course Title	Credit Hours
ACCT 1410	Small Business Record Keeping .....	3
BUSN 1010	Introduction to Business .....	3
BUSN 1290	Professional Development and Business Ethics .....	3
BUSN 1310	Business Comm. & Correspondence .....	3
BUSN 2510	Legal Environment of Business .....	3
EDUC 1010 or DSPS 0800	The Freshman Experience .....	0-1
	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 2310	Technical Writing .....	3
MATH 1630	Finite Mathematics .....	3
MGMT 1110	Electronic Spreadsheet and Database Applications .....	3
MGMT 2110	Advanced Word Processing/ Desktop Publishing .....	3
MGMT 2500	PowerPoint Presentations and Web Page Design .....	3
MGMT 2210	Principles of Management and Quality Improvement .....	3
OADM 1010	Document Preparation I .....	3
OADM 1020	Document Preparation II .....	3
OADM 1210	Administrative Office Procedures and Simulation .....	3
OADM 2310	Word Processing Transcription .....	3
OADM 2220	Word Processing .....	3
OADM 2500	PowerPoint Presentations and Web Page Design .....	3
OADM 2900	Office Proficiency Assessment Certification Review .....	0-1
OADM 2990	Office Administration Internship .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Humanities/Fine Arts .....	3
	Mathematics (3) or Natural Science (4) .....	3-4
<b>TOTAL CREDIT HOURS</b>		<b>66-69</b>

Note: College credit may be awarded for successful completion of the Certified Professional Secretaries examination. See a faculty advisor for additional information.

## 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.

Course No.	Course Title	Credit Hours
CULN 2100	Sanitation and Safety .....	2
CULN 2150	Nutrition and Menu Planning .....	2
CULN 2210	Tableservice and Beverage Management .....	2
CULN 2310	Culinary Arts I .....	3
CULN 2320	Culinary Arts II .....	3
CULN 2330	Culinary Arts III .....	3
CULN 2400	Bakery Skills .....	3
CULN 2930	Culinary Internship .....	2
HMG2 2820	Food and Beverage Controls .....	3
<b>TOTAL CREDIT HOURS</b>		<b>23</b>

**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, medical insurance specialist, 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 2010 and 2011, BIOL 2020 and 2021, and CPSC 1100 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.*

*Consideration is given to Tech Prep students.*

### 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 director of Nursing a "Request for Admission into Clinical Nursing" 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 fall semester nursing class. The student must attach to the form a current transcript of all the college courses taken.

### 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
  - b. 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 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 class 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 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 director of Nursing, TECH 106D 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 to a drug test if requested by the dean of Health Programs or 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 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:

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**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.

1. A student must schedule an appointment with their faculty advisor or with the 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 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 1180/1181 (Transition to Nursing) may request admission into the first semester of Nursing. No readmission to NURS 1180/1181 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.
7. Visual ability sufficient for observation and assessment necessary in nursing care.
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 modification can be reasonably made. A student should contact the director of Nursing for assistance.



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### 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

Course No.	Course Title	Credit Hours
BIOL 2010	Human Anatomy and Physiology I.....	3
BIOL 2011	Human Anatomy and Physiology I Lab .....	1
BIOL 2020	Human Anatomy and Physiology II .....	3
BIOL 2021	Human Anatomy and Physiology II Lab .....	1
CPSC 1100	Using Information Technology .....	3

### GENERAL EDUCATION / CORE REQUIREMENTS

Course No.	Course Title	Credit Hours
BIOL 2510	Microbiology w/Lab .....	4
PSYC 2420	Developmental Psychology.....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
MATH 1630	Finite Mathematics	
or		
MATH 1530	Probability and Statistics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVE	Humanities/Fine Arts .....	3

### NURSING COURSES

Course No.	Course Title	Credit Hours
NURS 1100	Nursing Concepts and Processes .....	1
NURS 1150	Nursing Skills .....	1
NURS 1160/1161	Introduction to Nursing Process .....	4
NURS 1130	Pharmacology .....	3
NURS 2600/2601	Nursing Process I .....	10
NURS 2610/2611	Nursing Process II .....	10
NURS 2620/2621	Nursing Process III .....	5
NURS 2630/2631	Nursing Process IV .....	4

TOTAL CREDIT HOURS 68-69

*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 nursing courses, the program requires four academic semesters.*

*All General Education and core requirements must be completed prior to the beginning of NURS 2620/2621 and NURS 2630/2631.*

### CAREER MOBILITY PROGRAM

The Career Mobility Program is an accelerated curriculum track for the licensed practical nurse (LPN) which recognizes the knowledge and skills of the LPN. Individuals seeking admission into the program must meet college admission requirements, be a graduate of a practical nursing program, have a total of one or more year's working experience as an LPN within the last three years and meet the same academic requirements in the pre-clinical, science and general education courses as students admitted under the regular nursing program. When the above requirements are met the student should contact the director of Nursing regarding application for admission to the clinical nursing and registration for NURS 1180/1181 (Transition to Nursing). Upon completion of NURS 1180/1181 with a grade of "C" or higher, credit will be awarded for NURS 1170 (Nursing Process-CM) and the student will then be admitted into the second year of the clinical nursing program.

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## 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.

*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 a Registered Health Information Technician (RHIT).*

### 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 physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated acknowledgement of the Drug/Alcohol Abuse Policy and consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees 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.

### GENERAL EDUCATION

Course No.	Course Title	Credit Hours
BIOL 2010	Human Anatomy and Physiology I .....	3
BIOL 2011	Human Anatomy and Physiology I Lab .....	1
BIOL 2020	Human Anatomy and Physiology II .....	3
BIOL 2021	Human Anatomy and Physiology II Lab .....	1
CPSC 1100	Using Information Technology .....	3
EDUC 1010 or DSPS 0800	The Freshman Experience .....	0-1
ENGL 1010	Learning Strategies .....	3
MATH 1530	Composition I .....	3
SPCH 2010	Probability and Statistics .....	3
ELECTIVES	Introduction to Speech Communication .....	3
	Behavioral/Social Science Elective .....	3
	Humanities/Fine Arts Elective .....	3

### MAJOR CORE

Course No.	Course Title	Credit Hours
HITC 2010	Fundamentals of Health Information Management ...	3
HITC 2020	Applications in Healthcare Information Systems .....	3
HITC 2030	Quality Improvement and Assessment in Healthcare ..	3
HITC 2040	Health Statistics and Registries .....	2
HITC 2050	Health Information Technology Practice I .....	3
HITC 2060	Health Information Technology Practice II .....	3
HITC 2070	Supervisory and Legal Aspects .....	3
MDCD 1010	Basic ICD-9-CM Coding .....	3
MDCD 1020	Basic CPT/HCPSC Coding .....	3
MDCD 1030	Intermediate ICD-9-CM Coding .....	3
MDCD 1040	Advanced Coding for Reimbursement .....	3
MDTR 1010	Medical Terminology .....	5
MDTR 1030	Fundamentals of Medical Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>66-67</b>

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## 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. Pharmacy Technician students are not required to take or complete the college's Compass Exam or any basic/developmental courses prior to enrolling in the program.
2. Student should indicate Pharmacy Technician (PHAR) as their major.
3. Prior to enrolling for PHAR courses a student must complete the Criminal Conviction Statement and the Alcohol and Chemical Abuse Statement forms. These forms may be obtained from the program faculty.
4. The student will complete a work history/experience form and identify one professional reference. These forms may be obtained from the program faculty.
5. After completion of the pharmacy technician admission procedure, the student's application for admission will be reviewed by the Pharmacy Technician Admission Committee. The committee will consist of the pharmacy technician faculty and will be chaired by the associate program director. The committee will select qualified candidates based on the admission criteria including: a) admission to Walters State Community College; b) Pharmacy Technician major; c) no history of criminal conviction; d) signed alcohol and chemical abuse form; e) positive reference checks.

Exceptions can be made at the discretion of the program faculty for a student who chooses to take a non-clinical based pharmacy technician course as an elective or enrichment.

6. While in the program, students must comply with the college's policies and successfully meet program curriculum requirements.
7. Prior to the clinical training phase of the program, the student must obtain the following: a physical examination, laboratory tests, immunizations, and liability insurance, all at the student's expense. Liability insurance is obtained in the amount specified by the program's director.
8. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Course No.	Course Title	Credit Hours
PHAR 1000	Pharmacy Oriented Anatomy and Medical Terminology .....	2
PHAR 1010/1011	Intro to Pharmacy Technician Practice .....	2
PHAR 1020	Pharmacy Calculations .....	3
PHAR 1030	Pharmacology and Therapeutics .....	3
PHAR 1050	Principles of Pharmacy Practice .....	3
PHAR 1060	Sterile Product Technology .....	2
PHAR 1070	Pharmacy Jurisprudence and Ethics .....	2
PHAR 2055	Institutional Pharmacy Practice .....	3
PHAR 2080	Retail Pharmacy Practice .....	3
TOTAL CREDIT HOURS		23

\* Requirements pending per TBR approval

## Degree: Associate of Applied Science

### Emphasis: Physical Therapist Assistant

The Physical Therapist Assistant program prepares students to apply to take the National Licensing Examination for Physical Therapist Assistants (PTA) and perform physical therapy related duties under the supervision of a physical therapist in the United States health care industry. Physical therapist assistants perform physical therapy procedures such as exercise, heat and cold treatments, or gait training in order to improve patients' function. Patients with diagnoses of fractured bones, strokes, arthritis, open wounds, burns, cerebral palsy, or other dysfunctions of the neuro-musculoskeletal systems are frequent candidates for physical therapy treatment. Physical therapist assistants may be employed to work with physical therapists in hospitals, private physical therapy practices, home health agencies, school, and nursing home facilities. At this time there are numerous job opportunities for the PTA nationwide. Annual starting salaries for the PTA in the Upper East Tennessee area average \$23,000-\$26,000.

#### LEGAL LIMITATION FOR LICENSURE

Graduates of the program will be eligible to apply to take the National Licensing Examination to become physical therapist assistants. Obtaining a passing score on the national examination is required to practice as a physical therapist assistant in the state of Tennessee. 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 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 division of Health Programs prior to registering for classes and obtain faculty approval to register.
4. Complete all required developmental courses.
5. Complete BIOL 2010 and 2011, BIOL 2020 and 2021, and MATH 1530 or 1630 prior to making application for the PTA specialty courses. A grade of "C" or better must be achieved in each required science course, with a GPA of at least 2.0 in the other general education/core requirements completed. Biological science courses previously taken must have been completed within the last 10 years.
6. Students cannot audit any PTA courses without the approval of the department director and the dean of Health Programs.

#### APPLICATION REQUIREMENTS:

The Physical Therapist Assistant program accepts 16-20 new students each fall semester. 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 clinic or at least 20 hours of observation in a physical therapy practice.
3. Submission of a completed PTA program application packet no later than April 15 of the year the student wishes acceptance. Application packets can be obtained from the Health

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Programs office usually beginning in November of the year prior to when the student wishes admission.

4. Eligibility for liability insurance coverage (liability insurance is at the student's expense).
5. 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 student expense to fulfill specific clinical standards. (Please see Health and Physical Considerations for Physical Therapist Assistant Students).
6. 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 at Walters State. Students may not transfer basic science classes over 10 years old, or specific PTA classes over five years old. Students who are transferring Kinesiology from another institution will be required to complete additional assignments during the fall semester in the program. Students who have failed in another physical therapist assistant program must disclose this in the PTA program admissions packet, and acceptance will be considered on a case-by-case basis by the PTA faculty, dean of Health Programs.

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 PTA 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-PTA and general education/core requirements.
2. Number of successfully completed general education/core requirements for the PTA program.
3. Full-time work experience of three months or more in a physical therapy clinic, or 20 hours of observation in a physical therapy practice under the supervision of a physical therapist or physical therapist assistant.
4. Reference from the supervising physical therapist or physical therapist assistant under whom a student worked or observed.
5. Prior completion of a college degree (not a requirement for admission).
6. A personal interview of the top ranked applicants (based on the criteria in 1-4) by practicing physical therapists and physical therapist assistants.

The PTA program completes decisions on admission usually by mid-July. Decisions on admissions are final.

Students notified of admission into the Physical Therapist Assistant Specialty Course Program must: a) give verbal confirmation, followed by returning the written acceptance form indicating intent to be included in the fall class by the specified date on the form, b) sign and date an acknowledgement of the Drug/Alcohol Abuse Policy and consent form. Students who do not respond or who do not plan to attend will have their positions filled by other applicants based on the criteria rankings. Students not selected for admission may reapply for a subsequent class.

Contact the director of the Physical Therapist Assistant program, 423-585-6981, for further information.

#### PROGRESSION/RETENTION POLICIES

To remain in good standing once admitted to the PTA specialty courses, the student must:

1. Adhere to all WSCC, PTA program, and clinical agencies policies.
2. Maintain a 2.0 GPA in each PTA specialty course.
3. Satisfactorily complete the theory, clinical and skills requirements of each PTA specialty course, including exhibiting safe and competent clinical behavior as defined by written criteria given to each PTA student.
4. Demonstrate professional, ethical, and legal conduct.
5. Maintain liability insurance.
6. Maintain CPR certification.

#### 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. Such essential requirements may include the ability to perform certain tasks, and suitable emotional fitness. Any appraisal measures used to determine such physical and/or emotional fitness will be in compliance with section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, so as not to discriminate against any individual on the basis of disability. Students are strongly encouraged to carry a personal health insurance policy, which is required by a majority of clinical affiliation sites.

The following core performance standards have been adopted by the PTA program. Admission to and progression in the PTA 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, 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.
7. Visual ability sufficient for observation and assessment necessary in physical therapy care.
8. Tactile ability sufficient for physical assessment.

The practicing PTA must be capable of long periods of concentration in selecting correct techniques, equipment and safety measures to assure maximum care and safety of the patient. Therefore, the applicant must be able to exercise independent judgement under both routine and emergency conditions. A person abusing alcohol or conscious altering drugs could not meet this criteria. Completion of this program does not guarantee employment. The applicant should realize relocation may be necessary in order to obtain employment.

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### PRE-PTA REQUIREMENTS

Course No.	Course Title	Credit Hours
BIOL 2010/2011	Human Anatomy and Physiology I/ Lab I .....	4
BIOL 2020/2021	Human Anatomy and Physiology II/ Lab II .....	4
MATH 1530	Probability and Statistics	
or		
MATH 1630	Finite Mathematics .....	3

### GENERAL EDUCATION/CORE REQUIREMENTS

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience	
or		
DSPS 0800	Learning Strategies .....	0-1
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
PSYC 2420	Developmental Psychology .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVE	Humanities/Fine Arts .....	3

### PTA SPECIALTY COURSES

Course No.	Course Title	Credit Hours
PTA 1010	Introduction to Physical Therapist Assistant .....	2
PTA 1040/1041	Kinesiology / Lab .....	4
PTA 1100/1101	Modalities / Lab .....	3
PTA 1200/1201	Orthopedic Conditions / Lab .....	5
PTA 1300/1301	Neurological Conditions / Lab .....	3
PTA 1331	Clinical I .....	1
PTA 2120/2121	Medical Surgical Conditions / Lab .....	5
PTA 2300/2301	Neurological Conditions II / Lab .....	4
PTA 2331	Clinical II .....	2
PTA 2431	Clinical III .....	3
PTA 2500/2501	Correlative PTA Procedures .....	3
PTA 2531	Clinical IV .....	5

TOTAL CREDIT HOURS 69 - 70

*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 Certification Examination for Entry Level Respiratory Therapist 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 2010 and 2011, BIOL 2020 and 2021, and CPSC 1100 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 April 30 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

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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 May 15 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 the 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.

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5. Gross and fine motor abilities sufficient to monitor and assess health needs.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in respiratory care.
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, 1248 Harwood Road, Bedford, Texas 76021-4244. Telephone 1-817-283-2835.

#### PRE-CLINICAL RESPIRATORY CARE REQUIREMENTS

Course No.	Course Title	Credit Hours
BIOL 2010	Human Anatomy & Physiology I .....	3
BIOL 2011	Human Anatomy & Physiology I Lab .....	1
BIOL 2020	Human Anatomy & Physiology II .....	3
BIOL 2021	Human Anatomy & Physiology II Lab .....	1
CPSC 1100	Using Information Technology .....	3

#### GENERAL EDUCATION / CORE REQUIREMENTS

Course No.	Course Title	Credit Hours
BIOL 2510	General Microbiology .....	3
BIOL 2511	General Microbiology Lab .....	1
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
MATH 1630	Finite Mathematics .....	3
or		
MATH 1530	Probability and Statistics	
PSYC 1310	Introduction to Psychology .....	3
SPCH 2010	Introduction to Speech Communications .....	3
ELECTIVE	Humanities/Fine Arts .....	3

#### RESP SPECIALTY COURSES

Course No.	Course Title	Credit Hours
RESP 2010	Respiratory Care I .....	3
RESP 2011	Respiratory Care I Lab .....	1
RESP 2022	Clinical Practice I .....	1
RESP 2040	Cardiopulmonary Anatomy & Physiology .....	4
RESP 2050	Respiratory Care II .....	3
RESP 2051	Respiratory Care II Lab .....	1
RESP 2052	Clinical Practice II .....	3
RESP 2060	Respiratory Care III .....	3
RESP 2061	Respiratory Care III Lab .....	1
RESP 2062	Clinical Practice III .....	7
RESP 2066	Cardiopulmonary Diagnostic Testing .....	3
RESP 2090	Pathology of Respiratory Diseases .....	4

**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.*

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## 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 Associate (CCA) 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. 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 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.
4. Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.
5. In addition, admission into an allied health program requires the following: (a) a completed physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated Acknowledgement of the Drug/Alcohol Abuse Policy and Consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees are at the student's expense.

Course No.	Course Title	Credit Hours
HITC 2010	Fundamentals of Health Information Management ....	3
MDCD 1010	Basic ICD-9-CM Coding .....	3
MDCD 1020	Basic CPT/HCPSCS Coding .....	3
MDCD 1030	Intermediate ICD-9-CM Coding .....	3
MDCD 1040	Advanced Coding for Reimbursement .....	3
MDTR 1010	Medical Terminology .....	5
MDTR 1030	Fundamentals of Medical Science .....	3
TOTAL CREDIT HOURS		23

## Degree: Technical Certificate

### Emphasis: Medical Insurance Specialist

The Medical Insurance Specialist program is a two-semester certificate program designed to prepare individuals to understand billing procedures, basic coding, insurance guidelines, medical terminology, and regulatory changes affecting insurance billing and coding. Employment of individuals with these skills is essential for healthcare providers, whether the provider is a physician, clinic, hospital or nursing home. A concentrated amount of time is dedicated to those skills to provide the students with optimal knowledge and skill to function in the marketplace. The program is designed to offer a wide variety of learning experiences including classroom lecture, computerized software and clinical practicum.

#### ADMISSION, RETENTION AND GRADUATION REQUIREMENTS

1. **Admission:** All students admitted into the Medical Insurance Specialist 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.

In addition, admission into an allied health program requires the following:

- a. a completed physical health form
- b. evidence of malpractice liability insurance (if applicable)
- c. a signed and dated Acknowledgement of the Drug/Alcohol Abuse Policy and Consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees are at the student's expense.

The physical health form and malpractice insurance are at the student's expense.

2. **Retention:** Each student enrolled in the medical insurance specialist 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 Medical Insurance Specialist program. A student must maintain the following standards or he/she will be dismissed from his/her respective program:
  - a. a grade of "C" or better in each course
  - b. complete designated pre-requisite/co-requisite courses
3. **Graduation:** Program graduation requirements include the successful completion of the courses listed below with a minimum grade of "C" in each course.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
MDCD 1010	Basic ICD-9-CM Coding .....	3
MDCD 1020	Basic CPT/HCPSCS Coding .....	3
MDIS 1010	Physician Office Billing .....	3
MDIS 1020	Insurance Procedures Practicum .....	3
MDTR 1010	Medical Terminology .....	5
MDTR 1030	Fundamentals of Medical Science .....	3
TOTAL CREDIT HOURS		23

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## 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 physical health form; (b) evidence of malpractice liability insurance; and (c) a signed and dated Acknowledgement of the Drug/Alcohol Abuse Policy and Consent forms. The physical health form, malpractice insurance, and Tennessee Professional Assistance Fees 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.

Course No.	Course Title	Credit Hours
OADM 1040	Keyboarding .....	3
MDTR 1010	Medical Terminology .....	5
MDTR 1020	Basic Medical Transcription .....	4
MDTR 1030	Fundamentals of Medical Science .....	3
MDTR 1040	Advanced Medical Transcription .....	5
MDTR 1050	Clinical Practicum .....	3
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 interests. 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 Education

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
EDUC 2010	Psychology of Human Development for Teachers .....	3
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1630/ 1710 or 1530	Finite Mathematics / Mathematical Functions I or Probability & Statistics ..	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Art Studio .....	27
	Foreign Language (Intermediate Sequence) .....	6
	Literature .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>70-71</b>

### Degree: Associate of Arts

#### Emphasis: Art History

Course No.	Course Title	Credit Hours
ART 2040	Art History I .....	3
ART 2050	Art History II .....	3
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Art (2000 Level) .....	9
	Foreign Language (Intermediate Sequence) .....	6
	Literature .....	6
	Mathematics (MATH 1630, 1710, or 1530) .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
	Social Science .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

### Degree: Associate of Arts

#### Emphasis: Art Studio

Course No.	Course Title	Credit Hours
ART 2040	Art History I .....	3
ART 2050	Art History II .....	3
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Art (2000 Level) .....	9
	Foreign Language (Intermediate Sequence) .....	6
	Literature .....	6
	Mathematics (MATH 1630, 1710, or 1530) .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
	Social Science .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

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## Degree: Associate of Arts

### Emphasis: Fine Arts/Art

Course No.	Course Title	Credit Hours
ART 1110	Basic Design I .....	3
ART 1120	Basic Design II .....	3
ART 2040	Art History I .....	3
ART 2050	Art History II .....	3
ART 2510	Painting I .....	3
ART 2520	Painting II .....	3
ART 2610	Sculpture I .....	3
ART 2620	Sculpture II .....	3
ART 2710	Printmaking I .....	3
ART 2720	Printmaking II .....	3
or		
ART 2210	Photography I .....	
ART 2220	Photography II .....	
or		
ART 2410	Ceramics I .....	
ART 2420	Ceramics II .....	
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1630/ 1710 or 1530	Finite Mathematics/ Mathematical Functions I or Probability & Statistics ..	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Literature .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>70-71</b>

## 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

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
ENGL 2510	Folklore .....	3
ENGL 2810	Creative Writing I .....	3
ENGL 2820	Creative Writing II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I .....	
HIST 2020	American History II .....	
MATH 1630/ 1710 or 1530	Finite Mathematics/ Mathematical Functions I or Probability & Statistics ..	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities .....	
	(ART 2040, MUS 1030, PHIL 2210, or THEA 1030) .....	3
	Natural Science .....	8
	Other .....	3
	Physical Education Activity .....	2
	Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

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## FOREIGN LANGUAGE

The Foreign Language discipline seeks to reveal how other peoples express, interpret and live out their personal existences through their language and culture.

### Degree: Associate of Arts

#### Emphasis: French, German, or Spanish

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 2020	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities .....	12
	Literature .....	6
	Mathematics (MATH 1630 or 1530) .....	3
	Natural Science .....	8
	Other .....	3
	Physical Education Activity .....	2
	Social Science .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

## HUMANITIES

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 civilizations through the process of critical thinking.

### Degree: Associate of Arts

#### Emphasis: General Studies

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Fine Arts .....	6
	Foreign Language (Intermediate Sequence) .....	6
	Humanities .....	9
	Literature .....	6
	Mathematics (MATH 1630, 1710, or 1530) .....	3
	Natural Science .....	8
	Other* .....	2
	Physical Education Activity .....	2

**TOTAL CREDIT HOURS 60 - 61**

\* University Parallel

## REGENTS ON-LINE DEGREE PROGRAM

### Degree: Associate of Arts (University Parallel)

#### Emphasis: General Studies

For program information:

<http://www.tn.regentsdegrees.org/campus/wsccl>

\* For a list of approved General Education electives in Behavioral/Social Science, Humanities, Mathematics, and Natural Science see page 55.

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## Degree: Associate of Arts

### Emphasis: Liberal Arts

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1630/ 1710 or 1530	Finite Mathematics/ Mathematical Functions I or Probability & Statistics ..	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Fine Arts .....	3
	Foreign Language (Intermediate Sequence) .....	6
	Humanities .....	3
	Liberal Arts .....	6
	Literature .....	6
	Natural Science .....	8
	Other .....	6
	Physical Education <b>Activity</b> .....	2
	Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

## Degree: Associate of Arts

### Emphasis: Religious Studies

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
PHIL 1030	Human Nature and Life .....	3
PHIL 2020	Self and Values .....	3
PHIL 2210	Religion and Culture .....	3
PHIL 1600	Issues in Philosophy .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SOCI 1240	Introduction to Cultural Anthropology .....	3
SOCI 2110	Family, Society, and the Individual .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities/Fine Arts (ART 2040 or 2050, MUS 1030 or THEA 1030) .....	3
	Literature .....	3
	Mathematics (MATH 1630, 1710, or 1530) .....	3
	Natural Science .....	8
	Physical Education <b>Activity</b> .....	2
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

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## Degree: Associate of Arts

### Emphasis: Women's Studies

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
HUMA 2150	Women in Literature .....	3
HUMA 2200	Women in Society .....	3
or		
HIST 2200	Women in Society	
MATH 1630/	Finite Mathematics/	
1710 or 1530	Mathematical Functions I or Probability & Statistics ..	3
SPCH 2010	Introduction to Speech Communication .....	3
or		
SPCH 2020	Advanced Speech Communication	
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities/Fine Arts .....	6
	(ART 2040 or 2050; MUS 1030	
	PHIL 1030 or 2020; SPCH 1210 or THEA 1030)	
	Natural Science .....	8
	Other .....	3
	Physical Education <b>Activity</b> .....	2
	Social Science .....	6
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

## MASS COMMUNICATIONS

Mass Communications courses seek to enable students to think critically and communicate effectively thereby preparing them for careers in the fields of broadcasting, journalism and mass communications.

## Degree: Associate of Arts

### Emphasis: Broadcasting

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1630	Finite Mathematics .....	3
MATH 1530	Probability and Statistics .....	3
MCOM 1020	Introduction to Mass Communications .....	3
MCOM 2030	Reporting .....	3
MCOM 2600	Survey of Broadcasting .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Natural Science .....	8
	Other .....	3
	Physical Education <b>Activity</b> .....	2
	Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

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## Degree: Associate of Arts

### Emphasis: Journalism

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1530	Probability and Statistics .....	3
MATH 1630	Finite Mathematics .....	3
MCOM 1020	Introduction to Mass Communications .....	3
MCOM 2030	Reporting .....	3
MCOM 2600	Survey of Broadcasting .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Natural Science .....	8
	Other .....	3
	Physical Education <b>Activity</b> .....	2
	Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

## Degree: Associate of Arts

### Emphasis: Mass Communications

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1630	Finite Mathematics .....	3
MATH 1530	Probability and Statistics .....	3
MCOM 1020	Introduction to Mass Communications .....	3
MCOM 1040	Writing for Mass Media .....	3
MCOM 1050	Introduction to Video Technology .....	3
MCOM 2010	Technical Video Production .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Natural Science .....	8
	Physical Education <b>Activity</b> .....	2
	Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

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## MUSIC

This discipline presents traditional and non-traditional musical styles through both listening and score reading. Opportunities are provided for attending, interpreting and participating in performances.

### Degree: Associate of Arts

#### Emphasis: Music

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1630	Finite Mathematics .....	3
MUS 1040	Ear Training I .....	1
MUS 1045	Ear Training II .....	1
MUS 1110	Theory I .....	3
MUS 1120	Theory II .....	3
MUS 2010	Advanced Ear Training I .....	1
MUS 2020	Advanced Ear Training II .....	1
MUS 1030	Music Appreciation .....	3
MUS 2110	Advanced Theory I .....	3
MUS 2120	Advanced Theory II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Individual Music Instruction .....	8
	Literature .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>67 -68</b>

### Degree: Associate of Arts

#### Emphasis: Music Education

Course No.	Course Title	Credit Hours
ART 1030	Art Appreciation .....	3
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1630	Finite Mathematics .....	3
MUS 1030	Music Appreciation .....	3
MUS 1040	Ear Training I .....	1
MUS 1045	Ear Training II .....	1
MUS 1110	Theory I .....	3
MUS 1120	Theory II .....	3
MUS 2010	Advanced Ear Training I .....	1
MUS 2020	Advanced Ear Training II .....	1
MUS 2110	Advanced Theory I .....	3
MUS 2120	Advanced Theory II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Individual Music Instruction .....	8
	Literature .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>70 - 71</b>

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### Degree: Associate of Science

#### Emphasis: Professional Entertainment - Performance

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1630	Finite Mathematics	
or		
MATH 1530	Probability & Statistics .....	3
MUS 1040	Ear Training I .....	1
MUS 1045	Ear Training II .....	1
MUS 1110	Theory I .....	3
MUS 1120	Theory II .....	3
MUS 1745	Music Business .....	3
MUS 2010	Advanced Ear Training I .....	1
MUS 2020	Advanced Ear Training II .....	1
MUS 2110	Advanced Theory I .....	3
MUS 2120	Advanced Theory II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
THEA 1200	Audition Techniques .....	1
APPLIED MUSIC	(Choose from MUS 1912, 1922, 1933, 1934, 1935, 1936, 1937) .....	1
ENSEMBLE	(Choose from MUS 1050, 1090, 1730 or 2990) .....	3
MUSIC HISTORY	(Choose from MUS 1030, 1070, 1072, 1074, 1076) .....	3
ELECTIVES	Literature .....	3
	Natural Science .....	8
	Physical Education Activity	
	(Choose 2 from these DANC performance courses - 1530, 1535, 1540, 1545, 1550, 1555, 1560, 1565, 1570) .....	4
<b>TOTAL CREDIT HOURS</b>		<b>63-64</b>

### Degree: Associate of Science

#### Emphasis: Professional Entertainment - Stage Management/Technician

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I	
HIST 1120	Survey of World Civilization II	
or		
HIST 2010	American History I .....	3
HIST 2020	American History II .....	3
MATH 1630	Finite Mathematics	
or		
MATH 1530	Probability & Statistics .....	3
MUS 2990	Music Problems .....	3
MCOM 1020	Introduction to Mass Communications .....	3
SPCH 2010	Introduction to Speech Communication .....	3
THEA 1210	Voice and Physical Preparation .....	3
THEA 1030	Introduction to Theater .....	3
THEA 2410	Acting I .....	3
THEA 2430	Stagecraft .....	3
ELECTIVES	Internships .....	6
	Mass Communications .....	3
	Natural Science .....	8
	Physical Education Activity .....	2

**TOTAL CREDIT HOURS 64-65**



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## 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

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1630/	Finite Mathematics/	
1710 or 1530	Mathematical Functions I or Probability & Statistics ..	3
PHIL 1030	Human Nature and Life .....	3
PHIL 1110	Elementary Logic .....	3
PHIL 1600	Issues in Philosophy .....	3
PHIL 2020	Self and Values .....	3
PHIL 2210	Religion and Culture .....	3
SOCI 1020	General Sociology, Institutions and Society .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Natural Science .....	8
	Physical Education <b>Activity</b> .....	2
	Social Science .....	3

**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

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1630/	Finite Mathematics/	
1710 or 1530	Mathematical Functions I or Probability & Statistics ..	3
SPCH 2010	Introduction to Speech Communication .....	3
SPCH 2020	Advanced Speech Communication .....	3
SPCH 2030	Debate .....	3
SPCH 2040	Interpersonal Communication .....	3
or		
SPCH 2050	Introduction to Film & Media Criticism	
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Humanities .....	3
	Natural Science .....	8
	Other .....	3
	Physical Education <b>Activity</b> .....	2
	Social Science .....	6

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## THEATRE AND DANCE

### THEATRE

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

#### Degree: Associate of Arts

##### Emphasis: Theatre

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I .....	
HIST 2020	American History II .....	
MATH 1630/	Finite Mathematics /	
1710 or 1530	Mathematical Functions I or Probability & Statistics ..	3
SPCH 2010	Introduction to Speech Communication .....	3
THEA 1210	Vocal and Physical Preparation .....	3
THEA 1030	Introduction to Theatre .....	3
THEA 2410	Acting I .....	3
THEA 2430	Stagecraft .....	3
THEA 2990	Theatre Topics .....	3
or		
THEA 2450	Acting II .....	
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Natural Science .....	8
	Other .....	3
	Physical Education <b>Activity</b> .....	2
	Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>



### DANCE

This discipline presents traditional and non-traditional dance styles and provides opportunities for involvement in dance analysis, interpretation, and public performances.

#### Degree: Associate of Arts

##### Emphasis: Dance

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
DANC 1030	Introduction to Dance .....	3
<b>DANCE STYLES*</b>		<b>14</b>
DANC 1530	and/or	
DANC 1535	Ballet I / II	
DANC 1540	and/or	
DANC 1545	Jazz I / II	
DANC 1550	and/or	
DANC 1555	Modern I / II	
DANC 1560	and/or	
DANC 1565	Tap I / II	
DANC 1570	Clogging	
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
ENGL 2420	Western World Literature II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1630	Finite Mathematics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Foreign Language (Intermediate Sequence) .....	6
	Natural Sciences .....	8
	Social Sciences .....	3
	Physical Education <b>Activity</b> .....	2
<b>TOTAL CREDIT HOURS</b>		<b>63 - 64</b>

\*Students are required to take 14 hours of dance styles (Ballet, Jazz, Modern, Tap and/or Clogging) with no more than eight hours recommended in any one style.

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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

Course No.	Course Title	Credit Hours
CPSC 2160	Fortran Math/Engineering .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110*	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
or		
HIST 2010	American History I	
HIST 2020	American History II	
MATH 1530	Probability and Statistics .....	3
or		
MATH 2050	Probability and Statistical Applications	
MATH 1910	Calculus I .....	5
MATH 1920	Calculus II .....	5
MATH 2110	Calculus III .....	5
MATH 2120	Differential Equations .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Humanities/Social Science .....	6
	Literature .....	3
	Natural Science .....	8
	Other .....	1
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>60-61</b>

### 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.

Course No.	Course Title	Credit Hours
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CPSC 2160	Fortran/Math Engineering .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ITDD 1015/1016	Pre-Engineering Graphics .....	2
MATH 1910	Calculus I .....	5
MATH 1920	Calculus II .....	5
MATH 2110	Calculus III .....	5
MATH 2120	Differential Equations .....	3
PHYS 2210	Statics .....	4
PHYS 2220	Dynamics .....	4
PHYS 2110	Physics I w/lab .....	4
PHYS 2120	Physics II w/lab .....	4
ELECTIVES	Approved History courses .....	6
	Approved Literature course .....	3
	Approved Humanities/Social Science course .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>68-69</b>

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 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
MATH 2010	Matrix Algebra .....	2

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## 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: Biology

Designed for students planning to pursue an academic program in biology. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Course No.	Course Title	Credit Hours
BIOL 1110	Organization and Function of the Cell w/lab .....	4
BIOL 1120	Biodiversity w/Lab .....	4
BIOL 1130	Population Biology w/Lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1910	Calculus I .....	5
MATH 1920	Calculus II .....	5
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education Activity .....	2
TOTAL CREDIT HOURS		67-68

### Degree: Associate of Science

#### Emphasis: Chemistry

Designed for students planning to pursue an academic program in chemistry. Students should be fully aware of the curriculum of the institution to which they plan to transfer and must follow close advisement.

Course No.	Course Title	Credit Hours
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1910	Calculus I .....	5
MATH 1920	Calculus II .....	5
PHYS 2110	Physics I w/lab .....	4
PHYS 2120	Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History sequence .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education Activity .....	2
TOTAL CREDIT HOURS		63-64

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

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## 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.

Course No.	Course Title	Credit Hours
BIOL 2010	Human Anatomy & Physiology I w/lab .....	4
BIOL 2020	Human Anatomy & Physiology II w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1710	Mathematical Functions I .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education <b>Activity</b> .....	2
<b>TOTAL CREDIT HOURS</b>		<b>67-68</b>

## 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.

Course No.	Course Title	Credit Hours
BIOL 1110	Organization and Function of the Cell w/lab .....	4
BIOL 1120	Biodiversity w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1710	Mathematical Functions I .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
PSYC 1310	Introduction to Psychology I .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education <b>Activity</b> .....	2
<b>TOTAL CREDIT HOURS</b>		<b>70-71</b>

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

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**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-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 1010	General Biology I w/lab .....	4
BIOL 1020	General Biology II w/lab .....	4
or		
BIOL 1110	Organization and Function of the Cell w/lab	
BIOL 1120	Biodiversity w/lab	
BIOL 2010	Human Anatomy & Physiology I w/lab .....	4
BIOL 2020	Human Anatomy & Physiology II w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1630	Finite Mathematics .....	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
<b>TOTAL CREDIT HOURS</b>		<b>67-68</b>

## 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 1110	Organization and Function of the Cell w/lab .....	4
BIOL 1120	Biodiversity w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1710	Mathematical Functions I .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
or		
PHYS 2110	Physics I w/lab	
PHYS 2120	Physics II w/lab	
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
<b>TOTAL CREDIT HOURS</b>		<b>70-71</b>

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** 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 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.

Course No.	Course Title	Credit Hours
BIOL 1010	General Biology I w/lab .....	4
BIOL 1020	General Biology II w/lab .....	4
or		
BIOL 1110	Organization and Function of the Cell w/lab .....	4
BIOL 1120	Biodiversity w/lab .....	4
BIOL 2010	Human Anatomy & Physiology I w/lab .....	4
BIOL 2020	Human Anatomy & Physiology II w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1530	Probability and Statistics .....	3
PHYS 2010	General Physics I w/lab .....	4
PSYC 1310	Introduction to Psychology .....	3
PSYC 2310	Abnormal Psychology .....	3
PSYC 2420	Developmental Psychology .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Sociology .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>68-69</b>

## 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.

Course No.	Course Title	Credit Hours
BIOL 1110	Organization and Function of the Cell w/lab .....	4
BIOL 1120	Biodiversity w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

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.

BIOL 2510	General Microbiology w/lab .....	4
MATH 1830	Calculus A .....	3
or		or
MATH 1910	Calculus I .....	5
PSYC 1310	Introduction to Psychology .....	3

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.**

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**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-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.

Course No.	Course Title	Credit Hours
BIOL 1010	General Biology I w/lab .....	4
BIOL 1020	General Biology II w/lab .....	4
or		
BIOL 1110	Organization and Function of the Cell w/lab	
BIOL 1120	Biodiversity w/lab	
BIOL 2510	General Microbiology .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1830	Calculus A .....	3
or		
MATH 1910	Calculus I .....	5
MATH 1530	Probability and Statistics .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>76-77</b>

## 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.

Course No.	Course Title	Credit Hours
BIOL 1010	General Biology I w/lab .....	4
BIOL 1020	General Biology II w/lab .....	4
or		
BIOL 1110	Organization and Function of the Cell w/lab	
BIOL 1120	Biodiversity w/lab	
BIOL 2010	Human Anatomy & Physiology I w/lab .....	4
BIOL 2020	Human Anatomy & Physiology II w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1720	Mathematical Functions II .....	3
MATH 1530	Probability and Statistics .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved History courses .....	6
	Humanities .....	6
	Literature .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>67-68</b>

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
SOCI	Social Science .....	9

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.

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## Degree: Associate of Science

### Emphasis: Pre-Veterinary Medicine

Students wishing to pursue the Arts and Science degree while preparing for the study of Veterinary Medicine may take the first two years of study directed by a pre-veterinary advisor. Students should be fully aware of the curriculum of the institution to which they plan to transfer and follow close advisement.

Course No.	Course Title	Credit Hours
BIOL 1110	Organization and Function of the Cell w/lab .....	4
BIOL 1120	Biodiversity w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
HIST 1110	Survey of World Civilization I .....	3
HIST 1120	Survey of World Civilization II .....	3
MATH 1710	Mathematical Functions I .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/lab .....	4
PHYS 2020	General Physics II w/lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Approved Social Science .....	3
	Humanities .....	6
	Literature .....	3
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>70-71</b>

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.

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## 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, University Parallel\*

Course No.	Course Title	Credit Hours
CRJT 1010	Overview of Criminal Justice .....	3
CRJT 1350	Community Policing .....	3
CRJT 1510	Criminal Law and Procedures .....	3
CRJT 2300	Criminology .....	3
CRJT 2980	Current Issues of Public Safety .....	1-2
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
PSYC 2010	Creative Problem Solving .....	3
or		
PSYC 2310	Abnormal Psychology	
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Computer Science .....	3
	Criminal Justice .....	3
	(CRJT 1020, 1140, 1320, 1610, 1840, 2130, 2140, 2150, 2220, 2260, 2270, 2330, 2550, 2730, 2970, 2990)	
	History .....	6
	Humanities .....	6
	Literature .....	3
	Mathematics .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>60-61</b>

\*Students who plan on transferring to the University of Tennessee or Carson-Newman please see the head of Sociology in the division of Behavioral/Social Science.



### 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.

#### Concentration: Law Enforcement

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
CRJT 1010	Overview of Criminal Justice .....	3
CRJT 1260	Report Writing .....	3
CRJT 1320	Criminal Justice Work with Juveniles .....	3
CRJT 1350	Community Policing .....	3
CRJT 1510	Criminal Law and Procedures .....	3
CRJT 2130	Crime Scene Specialist .....	3
CRJT 2140	Criminal Investigation .....	3
CRJT 2300	Criminology .....	3
CRJT 2980	Current Issues of Public Safety .....	2
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
EMTB 1080	Critical Incident Control .....	3
ENGL 1010	Composition I .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Criminal Justice .....	6
	Humanities .....	3
	Mathematics .....	3
	Natural Science .....	4
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>60-61</b>

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

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**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: Fire Protection

Course No.	Course Title	Credit Hours
CHEM 1010	Introductory Chemistry .....	3
CHEM 1011	Introductory Chemistry Lab .....	1
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
EMTB 1040	First Responder .....	4
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing .....	
FIPT 1020	Fire Science .....	3
FIPT 1050	Hazardous Materials for Firefighters .....	3
FIPT 2010	Building Construction for Firefighters .....	3
FIPT 2020	Fire Prevention and Education .....	3
FIPT 2110	Fire Hydraulics and Water Supply .....	3
FIPT 2220	Industrial Fire Hazards .....	3
FIPT 2330	Fire Protection Management .....	3
FIPT 2350	Fire Protection Codes and Standards .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Criminal Justice Elective .....	3
	Humanities .....	3
	Mathematics .....	3
	EMTB or FIPT course selection .....	5
<b>TOTAL CREDIT HOURS</b>		<b>61-62</b>

### TECHNICAL CERTIFICATE

#### Emphasis: Basic Law Enforcement Officer Education

The Basic Law Enforcement 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.

Course No.	Course Title	Credit Hours
CRJT 1030	Basic Firearms Education .....	3
CRJT 1130	Defensive and Tactical Driving .....	3
CRJT 1350	Community Policing .....	3
CRJT 1510	Criminal Law and Procedures .....	3
CRJT 1720	Physical Defense Tactics .....	3
CRJT 2930	Basic Law Enforcement Procedures and Techniques .....	3
EMTB 1080	Critical Incident Control .....	3
PHED 1010	Physical Conditioning .....	1
PHED 1720	Weight Training .....	1
<b>TOTAL CREDIT HOURS</b>		<b>23</b>

#### 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.

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

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## TECHNICAL CERTIFICATE

### Emphasis: Basic Emergency Medical Technician

#### Admission Requirements

A prospective student seeking admission to the Basic Emergency Medical Technician (EMTB) Program must complete the following procedures according to State of Tennessee, Department of Emergency Medical Services, and Walters State Community College policies.

1. Complete an Application for Admissions/Readmission and submit it to the department of Admissions and Registration Services and be accepted by Walters State Community College.
2. Meet with an advisor from the division of Public Safety, Center for Emergency Service Programs department prior to registering and obtain clearance to register.
3. Provide documentation supporting First Responder certification or successful completion of EMTB 1040\* or a similar course, approved by a program director, with a grade of "C" or better. Applicant must provide documentation of a passing grade that is within one year of admission.
4. Provide proof of and maintain non-cancelable medical malpractice liability insurance coverage in amount of \$1,000,000/3,000,000 aggregate for the entire length of the program.
5. Submit evidence supporting a regular high school graduation or GED.
6. Submit evidence of an acceptable physical examination, provided by a physician, which has been performed within the last six months as it relates to the requirements of the profession.
7. Must be 18 years of age.
8. Meet all other admission requirements specific to the program. Also, any state and National Registry of Emergency Medical Technician requirements must be met.

#### Retention/Progression Policies

To remain in good standing, once admitted, a student must maintain the following standards or be dismissed from the program:

1. Adhere to all Walters State Community College, Center for Emergency Service Programs Department and Clinical Affiliate policy.
2. Earn and maintain a grade of "C" or better in the EMTB program. Students' grades will be evaluated during each semester by the department faculty.
3. Satisfactorily maintain and complete a minimum cumulative GPA of 2.0.
4. Satisfactorily complete the theory, clinical and/or skills requirements. A grade of "D" or "F" in theory will result in a grade of "F" for the entire course. A "not yet competent" in clinical will result in a grade of "F" for the entire course.
5. Exhibit safe clinical behavior.

6. Demonstrate professional, ethical and legal conduct.
7. Maintain professional, ethical and legal conduct.
8. Maintain CPR certification.
9. Submit to a drug test if requested by the dean of Public Safety, director of Center of Emergency Service Program or Emergency Medical Technician Program director at any time during the program. A positive drug test is grounds for immediate dismissal.

#### 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.

#### Health and Physical Considerations for EMTB Students

The Center for Emergency Service Programs Department and the college strive to provide as much as possible, a reasonably safe environment for its EMTB students and their patients. During the course of the program a student may be required to demonstrate physical and/or emotional fitness to meet the essential requirements of the program. Such essential requirements may include, but not limited to, 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.

The following core performance standards are adopted and these standards 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 judgment.
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 area or environment to another and maneuver in small spaces.
5. Gross and fine motor abilities sufficient to provide safe and effective prehospital care.
6. Auditory abilities sufficient to monitor and assess health needs.
7. Visual ability sufficient for observation and assessment necessary in prehospital care.
8. Tactile ability sufficient for physical assessment.

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If a student believes that one or more of the standards cannot be met without accommodation or modification, the Center for Emergency Service Programs will determine whether or not accommodations or modifications can be reasonably made. A student should contact the director of the Center for Emergency Service Programs for further assistance.

### Legal Limitation for Licensure

Students who successfully complete requirements for the Basic Emergency Medical Technician technical certificate are eligible to take the National Registry Emergency Medical Technician Examination licensure exam to become an Emergency Medical Technician. However, the Division of EMS may deem an individual who successfully completes the EMTB program ineligible for licensure in the State of Tennessee because of an individual's violation of the EMS rules and regulations.

#### OPTION 1

Course No.	Course Title	Credit Hours
EMTB 1010	Basic Emergency Medical Technician I* ..... 8 These 8 credit hours include: Preparation for EMTB Airway Management Patient Assessment Medical/Behavioral / OB/GYN Clinical Practicum I	
EMTB 1020	Basic Emergency Medical Technician II ..... 8 These 8 credit hours include: Intravenous Initiation Therapy EMS Operations Basic Trauma Assessment Clinical Practicum II	

\*EMTB 1040 (First Responder) is a prerequisite.

#### OPTION 2

Course No.	Course Title	Credit Hours
EMTB 1050	Basic Emergency Medical Technician I and II* ..... 16 These 16 credit hours include: Preparation for EMTB Airway Management Patient Assessment Medical/Behavioral / OB/GYN Intravenous Initiation Therapy EMS Operations Clinical Practicum I Basic Trauma Assessment Clinical Practicum II	

\*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 National Registry Paramedic Examination.

The following criteria must be met in order for an applicant to be considered for admission to the Paramedic Training Program:

1. **Licensure:** Applicants must be currently licensed as Emergency Medical Technicians in the State of Tennessee.
2. **Experience:** One year full-time and/or two years part-time EMS experience as a EMT-IV Technician is preferred.
3. **Application:** Complete the WSCC Application for Admission / Readmission and submit it to the college's Office of Admissions and Records.
4. **Transcripts:** All official, notarized high school, college or trade school transcripts must be received. The student's academic performance in the EMT and/or EMT IV course along with the student's GPA will be factors used in determining his/her acceptance into the program.
5. **Documentation:** All documentation and evaluations, except for Paramedic entrance exam scores, must be completed and submitted to Paramedic Program Director.
6. **Interview:** All applicants must be interviewed by the Paramedic Advisory Board. Date to be announced after applications have been received by Program Director.
7. **Prerequisite:** Applicants must have completed all Developmental Education courses with a passing grade.
8. **Program Application:** Applicant must complete application process specific to the Program Director.

#### Application Process

A prospective student seeking admission to the Emergency Medical Technician - Paramedic Program must complete the following procedures according to the State of Tennessee, Division of Emergency Medical Services and Walters State guidelines.

1. Complete an Application for Admissions/Readmission form and remit required fees to the WSCC Admissions Office. **This does not apply if you have ever attended WSCC.** If applications are needed call the office of Admission at 1-800-225-4770. For admission requirements refer to the WSCC Catalog.
2. **If you are 21 years of age or older and have not had prior college-level English or Math classes, you must take the COMPASS test prior to registration.** If the results of the COMPASS test show you need to take remedial classes, you then must take these classes prior to admission into the WSCC Paramedia Program. **If you are under 21 years**

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**of age, the ACT test is required.** After receiving your ACT scores, contact the department of Counseling and Testing for evaluation of your scores (423-585-6800). The testing dates for the COMPASS test are available from the office of Admissions and Records. Make arrangements to test during one of the listed sessions on the testing calendar found in the *Timetable of Classes*. If you have any questions regarding the ACT test, call 1-800-225-4770. You must submit your COMPASS test results to the Paramedic Program Director. Applicant must schedule COMPASS test well in advance of this date. If this information is not available prior to interviews you will not be interviewed for entrance into the program. For admission requirements as well as degree requirements refer to the WSCC Catalog.

3. Submit an official copy of your high school transcript or GED certification to the office of Admissions and Records.
4. Submit an official copy of all college transcripts to the office of Admissions and Records if previous college credit has been earned.
5. Submit to the Paramedic Program Director the application and other documents specific to the Paramedic Program.
6. Be currently licensed as an Emergency Medical Technician in the State of Tennessee. You must submit a copy of a current EMT card to the Paramedic Program Director.
7. You should have completed a CPR course that includes one-person, two-person, infant and child CPR. A copy of the CPR certificate must be submitted to the Paramedic Program Director.
8. Submit written evidence, on appropriate form (supplied in packet), of a physical examination within the past six months showing you to be in good physical and mental health and that you possess no physical handicaps or disabilities which would impede your ability to fulfill the functions and responsibilities of a paramedic.
9. Submit forms and records of immunization noting dates as required by the clinical program. HBV vaccines series must be completed prior to starting clinical rotations and proof of vaccine given to Clinical Program Director.
10. Submit a letter of recommendation and endorsement which indicates amount of experience, strengths and weaknesses, attitude, maturity, and professionalism, from your employer to the Paramedic Program Director.
11. Submit two letters of recommendation and endorsement to the Paramedic Program Director: one from an active Emergency Department Physician, and another from an active Emergency Department Registered Nurse. These letters should inform us about your strengths and weaknesses, attitude, maturity, and professionalism.
12. Applicants must complete the Paramedic Entrance Exam for the State of Tennessee with an acceptable score. This exam will only be given at the dates, times and locations listed in the application. **If you fail to take the test at these schedule times, you will not be eligible for acceptance into this paramedic program.**

13. Applicant must take a psychological examination given by a licensed psychological examiner named by Walters State. The report must state emotional stability and psychological fitness to perform the duties of a paramedic. This report should be returned to the Paramedic Program Director. **It is the applicant's responsibility to pay the \$110 testing fee at the time of testing. Only a money order or cashier's check, payable to Mountain View Psychological Center (or MVP) will be accepted. You will not be allowed to take the exam without prior payment. Schedule your exam date by returning the enclosed form and confirm by calling Sondra Humphreys at 423-585-2672. This will be scheduled on first come first serve basis.**
14. The screening process includes a personal interview with the WSCC EMT-Paramedic Advisory Board. The applicant is rated by each committee member on appearance, motivation, maturity, professionalism, oral and written communication skills, confidence, experience, and general knowledge of the profession. You will be scheduled a day and time in which you are to appear before the board. The student's academic performance in the EMT and/or EMT IV courses along with the student's GPA will be factors used in determining his/her acceptance into the program. **You must maintain a 2.0 cumulative GPA to graduate from the program. Due to time constraints, you must make arrangements to appear at that scheduled time because it will not be adjusted. You will be notified of the date and time by letter.**
15. Scores are awarded in three areas: the interview, psychological exam, and paramedic entrance exam. An overall minimum score of 2.5 is required by EMS regulation for entrance into the paramedic program. The program may set a higher standard for acceptance but may not set it less than 2.5.
16. Final student recommendation is by the WSCC EMT-Paramedic Advisory Board. You will be notified of the decision regarding your acceptance by letter.

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 Crises and Stress .....	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**

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## Degree: Associate of Applied Science

### Emphasis: Paramedic

#### PREREQUISITE

Course No.	Course Title	Credit Hours
EMTB 1040*	First Responder .....	4
EMTB 1010/1020	Basic Emergency Medical Technician I & II .....	16
or		
EMTB 1050	Emergency Medical Technician I & II .....	16

\*This prerequisite may be waived by the dean of the division of Public Safety based upon specific recommendation of the CESP Director or equivalent course substitution.

#### GENERAL EDUCATION

Course No.	Course Title	Credit Hours
BIOL 2010	Human Anatomy & Physiology .....	3
BIOL 2011	Human Anatomy & Physiology Lab .....	1
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II	
or		
ENGL 2310	Technical Writing .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Humanities .....	3
	Mathematics .....	3
	<b>TOTAL</b>	<b>26</b>

#### CENTER FOR EMERGENCY SERVICE PROGRAMS

Course No.	Course Title	Credit Hours
PARA 2010	Paramedic Roles and Responsibilities .....	1
PARA 2020	Human Systems and Patient Assessment .....	4
PARA 2030	Shock and Trauma .....	3
PARA 2040	Medical Emergencies .....	3
PARA 2050	Behavioral Crises .....	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
	<b>TOTAL</b>	<b>39</b>
	<b>TOTAL CREDIT HOURS</b>	<b>65</b>

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## DIVISION OF TECHNICAL EDUCATION

### Purpose

Provide a high quality education for students who wish to enter careers in business, industry, agriculture, or early childhood education, assist business and industry by acting as a resource to promote technology transfer, and support students in their pursuit of AAS degrees, certificate programs, and AS degrees designed to transfer to four year institutions.

### 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)

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 and (7) Golf Course/Turfgrass Management.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing	
ITMF 1010	Fundamentals of Industrial Technology .....	3
ITMF 1430	Quality Assurance .....	4
MATH 1630	Finite Mathematics .....	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
<b>TOTAL CREDIT HOURS</b>		<b>64-65</b>

\*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.

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## AGRICULTURE

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 Hours
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 1010	General Biology I w/lab .....	4
BIOL 1020	General Biology II w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1830	Calculus A .....	3
PHIL 1030	Human Nature and Life .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Agriculture .....	6
	History .....	6
	Literature .....	3
	Mathematics .....	3
	Physical Education Activity .....	2
TOTAL CREDIT HOURS		69-70

### Degree: Associate of Science

#### Emphasis: Animal Science - Pre-Veterinary Medicine

The Animal Science - Pre-Veterinary Medicine program is designed for students desiring a degree in Animal Science prior to entering a college of Veterinary Medicine or those students with a Veterinary Medicine degree who also desire a degree in Animal Science.

Course No.	Course Title	Credit Hours
AGRM 1010	Perspectives in Agriculture .....	3
AGRM 1110	Fundamental of Animal Science .....	4
AGRM 2030	Soil Science .....	4
AGRM 2630	Agriculture Microcomputer Applications .....	3
BIOL 1010	General Biology I w/lab .....	4
BIOL 1020	General Biology II w/lab .....	4
CHEM 1110	General Chemistry I w/lab .....	4
CHEM 1120	General Chemistry II w/lab .....	4
CHEM 2010	Organic Chemistry I w/lab .....	4
CHEM 2020	Organic Chemistry II w/lab .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1830	Calculus A .....	3
PHIL 1030	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		70-71

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 2010	General Physics I .....	4
PHYS 2020	General Physics II .....	4

### Degree: Associate of Applied Science

#### Emphasis: Management

#### Concentration: Agriculture Business

Refer to page 68 for the Agriculture Business program.

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## Degree: Associate of Applied Science

### Emphasis: Production Horticulture

The Production Horticulture program prepares students to assume highly skilled 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.

Course No.	Course Title	Credit Hours
AGRM 1410	Environmental Horticulture .....	3
AGRM 1440	Interior Landscaping .....	2
AGRM 1510	Basic Landscape Plants .....	4
AGRM 1520	Supplemental Landscape/Herb. Plants .....	3
AGRM 1710	Agriculture Economics .....	3
AGRM 2010	Pests and Pesticides .....	4
AGRM 2030	Soil Science .....	4
AGRM 2210	Greenhouse Crop Production .....	4
AGRM 2310	Greenhouse Management .....	3
AGRM 2460	Turfgrass Management .....	4
AGRM 2630	Agriculture Computer Applications .....	3
AGRM 2910	Cooperative Seminar .....	3
BIOL 2210	General Botany .....	3
BIOL 2211	General Botany Lab .....	1
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing	
MATH 1630	Finite Mathematics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Agriculture .....	6
	Behavioral/Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>65-66</b>

### 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.

Course No.	Course Title	Credit Hours
AGRM 1410	Environmental Horticulture .....	3
AGRM 1510	Basic Landscape Plants .....	4
AGRM 1610	Turf Power Equipment .....	5
AGRM 1620	Irrigation Systems and Drainage .....	3
AGRM 1710	Agriculture Economics .....	3
AGRM 2010	Pests and Pesticides .....	4
AGRM 2030	Soil Science .....	4
AGRM 2440	Landscape Installation and Maintenance .....	3
AGRM 2460	Turfgrass Management .....	4
AGRM 2470	Professional Turfgrass Management .....	3
AGRM 2480	Golf Organization and Maintenance .....	4
AGRM 2630	Agriculture Computer Applications .....	3
AGRM 2910	Cooperative Seminar .....	3
AGRM 2990	Individual Problem Study .....	3
BIOL 2210	General Botany .....	3
BIOL 2211	General Botany Lab .....	1
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing	
MATH 1630	Finite Mathematics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>68-69</b>

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## EARLY CHILDHOOD EDUCATION

The Early Childhood Education 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: Early Childhood Education

Course No.	Course Title	Credit Hours
<b>GENERAL EDUCATION CORE</b> <b>25-26 Credit Hours</b>		
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1630	Finite Mathematics .....	
or		
MATH 1530	Probability and Statistics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Humanities .....	3
	Natural Science .....	4

#### MAJOR CORE **32 Credit Hours**

ECED 1010	Introduction to Early Childhood Education .....	2
ECED 2010	Safe, Healthy Learning Environment .....	3
ECED 2015	Early Childhood Curriculum .....	3
ECED 2020	Infant, Toddler, Child Development .....	3
ECED 2040	Family Dynamics and Community Involvement .....	3
ECED 2060	Development of Exceptional Children .....	3
ECED 2070	Developmental Assessment .....	3
ECED 2080	Language and Literacy in Early Childhood .....	3
ECED 2085	Math and Science in Early Childhood .....	3
ECED 2130	Clinical Practicum I .....	2
ECED 2140	Clinical Practicum II .....	2
ECED 2150	Clinical Practicum III .....	2

#### GUIDED ELECTIVE (select 1 of the following) ..... 3

ECED 2030	Infant and Toddler Care
ECED 2050	Psychomotor Development
ECED 2090	Creative Development
ECED 2100	The Mentoring Teacher
ECED 2110	Advanced Learning Environments
ECED 2120	Administration of Child Care Centers
ECED 2230	Literature for Children
ECED 2990	Special Problems in Early Childhood Development

**TOTAL CREDIT HOURS 60-61**

### Degree: Associate of Science

#### Emphasis: Early Childhood Education

Course No.	Course Title	Credit Hours
<b>GENERAL EDUCATION CORE</b> <b>40-41 Credit Hours</b>		
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
MATH 1630	Finite Mathematics .....	
or		
MATH 1530	Probability and Statistics .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	History .....	6
	Humanities (one must be Art/Music) .....	6
	Literature .....	3
	Physical Education Activity .....	2
	Science .....	8

#### MAJOR CORE **20-21 Credit Hours**

ECED 2010	Safe, Healthy Learning Environment .....	3
ECED 2020	Infant, Toddler, Child Development .....	3
ECED 2040	Family Dynamics and Community Involvement .....	3
ECED 2050	Psychomotor Development .....	3
ECED 2060	Development of Exceptional Children .....	3
ECED 2070	Developmental Assessment .....	3

#### GUIDED ELECTIVE (select 1 of the following) ..... 2/3

ECED 2030	Infant and Toddler Care .....	3
ECED 2090	Creative Development .....	3
ECED 2100	The Mentoring Teacher .....	3
ECED 2110	Advanced Learning Environments .....	3
ECED 2120	Administration of Child Care Centers .....	3
ECED 2130	Clinical Practicum I .....	2
ECED 2140	Clinical Practicum II .....	2
ECED 2230	Literature for Children .....	3
ECED 2990	Special Problems in Early Childhood Development ..	3

**TOTAL CREDIT HOURS 60-62**

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## TECHNICAL CERTIFICATE

### Emphasis: Early Childhood Education

The Early Childhood Education Certificate prepares those who work with or plan to work with preschool children and their families in a variety of child care provider settings/agencies. The program is based upon the criteria developed by the National Association for the Education of Young Children. The program provides the student with training to obtain the competencies required to successfully complete the National Child Development Associate (CDA) credentialing process.

Course No.	Course Title	Credit Hours
ECED 2010	Safe, Healthy Learning Environments .....	3
ECED 2015	Early Childhood Curriculum .....	3
ECED 2040	Family Dynamics and Community Involvement .....	3
ECED 2130	Clinical Practicum I .....	2
ECED 2140	Clinical Practicum II .....	2
<b>TOTAL CREDIT HOURS</b>		<b>13</b>

## 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

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
CPSC 1230	Introduction to Programming .....	3
CPSC 1350	Introduction to Computer Science I .....	4
CPSC 1530	Introduction to Computer Science II .....	4
CPSC 2000	Computer Organization .....	3
CPSC 2010	Assembly Language .....	4
CPSC 2270	Business Oriented Programming .....	4
CPSC 2290	File Processing .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies .....	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
ENGL 2410	Western World Literature I .....	3
HIST 2010	American History I .....	3
HIST 2020	American History II .....	3
MATH 1530	Probability and Statistics .....	3
and		
MATH 1720	Mathematical Functions II .....	3
and		
MATH 1830	Calculus A .....	3
OR		
MATH 1910	Calculus I .....	5
and		
MATH 1920	Calculus II .....	5
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Humanities .....	3
	Natural Science .....	8
	Physical Education Activity .....	2
<b>TOTAL CREDIT HOURS</b>		<b>69 - 70</b>

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## 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. Also offered under this program is a concentration in computer networking.

### Concentration: Computer Science

Course No.	Course Title	Credit Hours
ACCT 1410	Small Business Record Keeping	
or		
ACCT 2210	Principles of Accounting I .....	3
CPSC 1100	Using Information Technology .....	3
CPSC 1230	Introduction to Programming .....	3
CPSC 1350	Introduction to Computer Science I .....	4
CPSC 1530	Introduction to Computer Science II .....	4
CPSC 2000	Computer Organization .....	3
CPSC 2010	Assembly Language .....	4
CPSC 2270	Business Oriented Programming	
or		
CPSC 1380	RPG/400 Programming .....	4
CPSC 2290	File Processing .....	4
CPSC 2370	System Project .....	4
CPSC 2770	Data Base Management Systems .....	4
CPSC 2790	Network+ .....	3
ECON 2010	Principles of Economics I .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Computer Science .....	3-4
	Humanities .....	3
	Mathematics .....	6

**TOTAL CREDIT HOURS 68 - 69 - 70**

### Concentration: Computer Networking

This A.A.S. program emphasizes the various aspects of networking and other basic computer skills needed in the field of information technology. The training will qualify students to assume positions with business and industry employing computer technologies. Students will work in the planning, design, implementation, and maintenance of different size of networks. Special emphasis will be placed on Cisco and Microsoft NT. Students will also be prepared with basic PC hardware support and programming skills. Basic computer skills (CPSC 1100 or equivalent) are required for enrollment of the program.

Course No.	Course Title	Credit Hours
ACCT 2210	Principles of Accounting I	
or		
ACCT 1410	Small Business Record Keeping .....	3
CPSC 1230	Introduction to Programming .....	3
CPSC 1235	Visual Basic for Applications .....	3
CPSC 2790	Network+ .....	3
CPSC 2820	Cisco Network Fundamentals .....	3
CPSC 2830	Cisco Router Fundamentals .....	3
CPSC 2840	Cisco Advanced Router .....	3
CPSC 2850	Cisco WAN Technologies .....	3
ECON 2010	Principles of Economics I .....	4
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II	
or		
INTC 1020	Writing for Technicians .....	3
MATH 1630	Finite Mathematics .....	3
INTC 1080	Hardware Support .....	3
INTC 2010	Windows 2000 Professional .....	3
INTC 2020	Windows 2000 Server .....	3
INTC 2050	Windows 2000 Active Directory .....	3
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	*Computer Science .....	3
	*Computer Science .....	3
	Humanities .....	3
	Mathematics .....	3

**TOTAL CREDIT HOURS 64 - 65**

\* Computer Science Electives: please see advisor for approval.

## REGENTS ON-LINE DEGREE PROGRAM

### Degree: Associate of Applied Science

### Emphasis: Professional Studies

### Concentration: Information Technology

For program information:

<http://www.tn.regentsdegrees.org/campus/wsccl/>

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## 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. This 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.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
ELECTIVES	Computer and Information Science or Information Technology .....	<u>12</u>
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

## TECHNICAL CERTIFICATE

### Emphasis: Microsoft Application Specialist

This certificate is designed to help prepare individuals for new career opportunities in the fast growing job market of information technology. The program will provide students with basic as well as advanced skills for using Microsoft application packages such as Microsoft Word, Excel, PowerPoint, and Access. Completion of this program should help students to prepare for MOUS certification exams authorized through Microsoft. Prerequisite: CPSC 1100 or equivalent computer skills.

Course No.	Course Title	Credit Hours
CPSC 1115	Microsoft Word .....	3
CPSC 1240	Microcomputer Business Applications .....	3
CPSC 1280	Database Applications .....	3
CPSC 1285	Internet/E-mail .....	3
CPSC 1290	PowerPoint .....	<u>3</u>
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

## TECHNICAL CERTIFICATE

### Emphasis: Web Developer Specialist

This program is designed for those who are interested in multi-media development such as Web design and development, computer graphic and animation, authoring tools and a programming language for the web. Prerequisite: CPSC 1100 or equivalent skills.

Course No.	Course Title	Credit Hours
INTC 1050	Computer Graphics/ Animation .....	3
INTC 1060	Web Design/Development .....	3
INTC 1070	Authoring Multimedia .....	3
INTC 1090	Internet Programming I .....	3
INTC 2090	Internet Programming II .....	<u>3</u>
<b>TOTAL CREDIT HOURS</b>		<b>15</b>

## TECHNICAL CERTIFICATE

### Emphasis: Networking Specialist

This program will provide the students with networking knowledge and skills to become network professionals and help prepare students to sit for the corresponding certification exams. Prerequisite: CPSC 1100 or equivalent skills and one programming language.

Course No.	Course Title	Credit Hours
CPSC 1230	Introduction to Programming .....	3
CPSC 1235	Visual Basic .....	3
CPSC 1345	Basics of Operating Systems .....	3
CPSC 2790	Network + .....	3
INTC 1060	Web Design & Development .....	3
INTC 1080	Hardware Support .....	3
INTC 1090	Internet Programming I .....	3
or		
INTC 2000	JAVA .....	3 - 4
INTC 2010	Windows 2000 Professional .....	3
INTC 2020	Windows 2000 Server .....	3
INTC 2030	Windows 2000 Network Infrastructure .....	3
INTC 2050	Windows 2000 Active Directory Services .....	<u>3</u>
<b>TOTAL CREDIT HOURS</b>		<b>33-34</b>

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## INDUSTRIAL TECHNOLOGY

The Industrial Technology program provides education and training which produces highly skilled technicians, technical managers and supervisory personnel who are employable in the fields of Drafting and Design, Electrical/Electronics and Manufacturing.

The program emphasizes: 1) upgrade training to those presently employed who may not be interested in acquiring an Associate of Applied Science degree, 2) support for students in the associate degree program who may wish to continue their education in pursuit of a baccalaureate degree, and 3) assistance to business and industry by serving as a resource promoting technology transfer.

### Degree: Associate of Applied Science

#### Emphasis: Industrial Technology

The Industrial Technology program prepares students to assume highly skilled technical and supervisory positions in business and industry. The program contains three specialized concentrations of study including: Drafting and Design, Electrical/Electronics, and Manufacturing. 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 Industrial Technology. Fifty percent of the course work must be completed at Walters State.

#### Concentration: Drafting and Design

The Drafting and Design concentration emphasizes design concepts and graphical techniques involved in the production of engineering and architectural drawing. Emphasis is placed on computer aided drafting and design utilizing the latest in commercial software.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing	
ITDD 1010	Engineering Graphics I .....	4
ITDD 1020	Engineering Graphics II .....	4
ITDD 1410	Technical Illustration .....	4
ITDD 2430	Computer Aided Drafting .....	4
ITDD 2510	Architectural CAD .....	4
ITDD 2610	CAD Applications .....	4
ITEE 1010	Electrical Application .....	4
ITMF 1010	Fundamentals of Industrial Technology .....	3
ITMF 2610	Occupational Safety .....	3
MATH 1630	Finite Mathematics .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
	Industrial Technology (Advisor Approved) .....	7-9

**TOTAL CREDIT HOURS 66-68-69**

## Concentration: Electrical/Electronics

The Electrical/Electronics concentration emphasizes technical skills needed in an industrial environment where trouble-shooting abilities and a knowledge of electrical concepts are required. The concentration includes classroom theoretical instruction supplemented by extensive hands-on laboratory training.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technologies .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020 or	Composition II .....	3
ENGL 2310	Technical Writing	
ITDD 1010	Engineering Graphics I .....	4
ITEE 1010	Electrical Applications w/Lab .....	4
ITEE 1320	DC Electrical Circuits w/Lab .....	4
ITEE 1330	AC Electrical Circuits w/Lab .....	4
ITEE 1510	Digital Electronics w/Lab .....	4
ITEE 1710	Electronics w/Lab .....	4
ITEE 1910	Microprocessors w/Lab .....	4
ITEE 2610	Electrical Power w/Lab .....	4
ITEE 2730	Industrial Controls w/Lab .....	4
ITMF 1010	Fundamentals of Industrial Technology .....	3
ITMF 2610	Occupational Safety .....	3
MATH 1630	Finite Mathematics .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/Lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3

**TOTAL CREDIT HOURS 67-68**

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## 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.

Course No.	Course Title	Credit Hours
CPSC 1100	Using Information Technology .....	3
EDUC 1010	The Freshman Experience .....	0-1
or		
DSPS 0800	Learning Strategies	
ENGL 1010	Composition I .....	3
ENGL 1020	Composition II .....	3
or		
ENGL 2310	Technical Writing	
ITDD 1010	Engineering Graphics I .....	4
ITEE 1010	Electrical Application w/Lab .....	4
ITMF 1010	Fundamentals of Industrial Technology .....	3
ITMF 1210	Industrial Materials and Processes .....	3
ITMF 1430	Quality Assurance .....	4
ITMF 1810	Industrial Supervision .....	3
ITMF 2610	Occupational Safety .....	3
ITMF 2710	Production and Materials Control .....	4
ITMF 2720	Facilities Planning .....	4
ITMF 2740	Industrial Measurements & Cost Systems .....	4
ITMF 2800	CIM Technology Applications .....	4
MATH 1530	Probability and Statistics .....	3
MATH 1630	Finite Mathematics .....	3
MATH 1720	Mathematical Functions II .....	3
PHYS 2010	General Physics I w/Lab	
or		
CHEM 1110	General Chemistry I w/Lab .....	4
SPCH 2010	Introduction to Speech Communication .....	3
ELECTIVES	Behavioral/Social Science .....	3
<b>TOTAL CREDIT HOURS</b>		<b>68-69</b>

## TECHNICAL CERTIFICATE

### Emphasis: Industrial Maintenance

The Industrial Maintenance technical certificate program prepares individuals to support and maintain industrial systems including: computer-controlled electrical and mechanical production equipment, material process and material handling equipment, general maintenance and facility support systems. A preparation for supervisory level positions in the industrial environment is provided along with an overview of world class industrial operations.

Course No.	Course Title	Credit Hours
ITEE 1010	Electrical Applications w/Lab .....	4
ITEE 2730	Industrial Controls w/Lab .....	4
ITMF 1010	Fundamentals of Industrial Technology .....	3
ITMF 1610	Industrial Print Reading .....	3
ITMF 1620	Basic Industrial Fluid Power .....	3
ITMF 1630	Mechanical Power Transmission .....	3
ITMF 2610	Occupational Safety .....	3
<b>TOTAL CREDIT HOURS</b>		<b>23</b>

## 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.

Course No.	Course Title	Credit Hours
ITMF 1010	Fundamentals of Industrial Technology .....	3
ITMF 1430	Quality Assurance .....	4
ITMF 1510	Total Quality Applications .....	4
ITMF 1610	Industrial Print Reading .....	3
MATH 1530	Probability and Statistics .....	3
MATH 1630	Finite Mathematics .....	3
MATH 1720	Mathematical Functions .....	3
<b>TOTAL CREDIT HOURS</b>		<b>23</b>

**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.

◆ Courses have a common alpha/numeric rubric with all TBR institutions, and will transfer as part of the minimum degree requirements.

### COURSE DESIGNATIONS

**F** - course offered Fall Semester

**S** - course offered Spring Semester

**Su** - course offered Summer Semester

## 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. **S**

### ACCT 2210 Principles of Accounting I ..... 3 credits

Introduction to financial accounting theory and practice with emphasis on preparation and reporting of financial information. **F, S, Su**

### 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) **F, S, Su**

### 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 1610, or consent of the instructor). **F**  
3 hours lecture / 2 hours laboratory

### ACCT 2560/2561 Accounting Practice I ..... 4 credits

A course designed to prepare students for complex book-keeping 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 1610, or consent of instructor) **F**  
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. **S**

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) **S**

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 turf-grass 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).

2 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 ..... 1 credit**

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 1170/1171 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.

*1 hour lecture / 4 hours laboratory*

**AGRM 1180/1181 Adv. Livestock Event Management .... 3 credits**

A continuation of AGRM 1170 with more emphasis on the business part of livestock events with more in-depth study of budgeting and liability concerns.

*1 hour lecture / 4 hours laboratory*

**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 2010/2011 Pests and Pesticides ..... 4 credits**

Compliance with EPA regulations in the safe use, storage, and disposal of pesticides are 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 ..... 4 credits**

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 .... 3 credits**

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 ..... 4 credits**

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 ..... 4 credits**

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 ..... 3 credits**

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 2410/2411 Residential Landscape Design ..... 3 credits**

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, basic graphic skills, and detailed cost analysis.

*2 hours lecture / 2 hours laboratory*

**AGRM 2420/2421 Landscape Design and****Operations ..... 3 credits**

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 ..... 3 credits**

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 ..... 4 credits**

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*



**AGRM 2470/2471 Professional Turfgrass**

**Management ..... 3 credits**  
Principles and practices of professional turfgrass managers of lawn, sports turf, and golf courses. Selection of improved cultivars, construction of specialized turf areas, fertilizer program development, equipment selection, insect, disease and weed management.

*2 hours lecture / 2 hours laboratory*

**AGRM 2480/2481 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.

*3 hours lecture / 2 hours laboratory*

**AGRM 2520 Farm Management ..... 3 credits**

A study of practical farm management skills related to owning and operating a farm. This course will cover both crop and livestock management along with the proper use of farm records.

*3 hours lecture*

**AGRM 2630/2631 Agricultural Microcomputer**

**Applications ..... 3 credits**  
An introduction to microcomputer technology as related to agricultural and horticultural applications. Acquisition and use of commercially available software packages, electronic spreadsheets, communications, mechanical system controllers and operating systems.

*2 hours lecture / 2 hours laboratory*

**AGRM 2910 Cooperative Seminar ..... 3 credits**

Student practical experience in a cooperative program with area agricultural business and industry. May be repeated to six credits maximum.

*6 hours laboratory*

**AGRM 2990 Individual Problem Study ..... 3 credits**

Student basic research project focusing on his/her agricultural or horticultural needs and interests. May be repeated to six credits maximum. (Permission of instructor required prior to registration.)

*2 hours lecture / 3 hours laboratory*

**ART (ART)**

It is traditional for art departments to hold rights to students' work for use as examples. The Art Department is 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 1030 ♦ Art Appreciation ..... 3 credits**

Experiencing art - form, meaning and history in visual arts. Lecture-discussion. Especially for non-majors. (formerly ART 1010)

**ART 1110 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 1120 Basic Design II ..... 3 credits**

Studio fundamentals: Two dimensional design. Surface composition and color. (Prerequisite: Non-Art Majors - None; Art Majors - ART 1110)

**ART 1510 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 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 2040 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 2050 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 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 2210 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 2220 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 2410 Ceramics I ..... 3 credits**

Handbuilding. An introduction to all ceramic handbuilding techniques, including forming methods, glazing, clay preparation, firing, small and large scale pieces.

*2 hours lecture / 4 hours studio*

**ART 2420 Ceramics II ..... 3 credits**

Throwing. An in-depth investigation of thrown ceramic forms. Functional utilitarian pottery techniques, glazing and firing methods studied. (Prerequisite: 2410)

*2 hours lecture / 4 hours studio*

**ART 2510 Painting I ..... 3 credits**

Capacities of oil painting on canvas. (Prerequisite: Art Majors - ART 1110; Non-Art Majors - None)

*2 hours lecture / 4 hours studio*

**ART 2520 Painting II ..... 3 credits**

Techniques of expression in oil. (Prerequisite: Art Majors - ART 1110; Non-Art Majors - None)

*2 hours lecture / 4 hours studio*

**ART 2610 Sculpture I ..... 3 credits**

Explores basic materials and techniques including stone carving, clay modeling, plaster construction.

*2 hours lecture / 4 hours studio*

**ART 2620 Sculpture II ..... 3 credits**

Development and extension of skills and techniques begun in Sculpture I. Introduction of metal, wood, and plastics. (Prerequisite: ART 2610)

*2 hours lecture / 4 hours studio*

**ART 2710 Print making I ..... 3 credits**

Introduction to screen printing a fine art medium, emphasis upon development and application of various basic stencils in compositional printing. (Prerequisite: Art Majors - ART 1110; Non-Art Majors - None)

*2 hours lecture / 4 hours studio*

**ART 2720 Print making II ..... 3 credits**

Development and extension of skills and techniques begun in Print making I. Introduction to Intaglio. (Prerequisite: Art Majors - ART 2710; Non-Art Majors - None)

**ART 2990 Art Problems ..... 3 credits**

Special topics in 1) drawing/painting, 2) ceramics, 3) sculpture, 4) print making, 5) art history, 6) school art. Further study of the capacities in certain disciplines as initiated by either instructor or student. (Prerequisite: Determined by department for each individual; topic may be repeated.) (Permission of instructor required prior to registration.)

**ASTRONOMY (ASTR)****ASTR 1030/1031♦ 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. (*formerly PHYS 1015/1016*) F

*3 hours lecture / 3 hours laboratory*

**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 2990 Special Problems in Banking ..... 1-6 credits**

Special topics dealing with banking and financial services.

**BIOLOGY (BIOL)****BIOL 1010 ♦ General Biology I ..... 3 credits**

Course dealing with cell structure and functions, osmosis, diffusion, mitosis, meiosis, genetics, plant tissues, chemistry, nucleic acids, protein synthesis, cellular respiration, photosynthesis, ecology, pollution, population problems, survey of bacteria, protists, fungi, and plants. (Corequisite: BIOL 1011) (*formerly BIOL 1100*) F, Su

*3 hours lecture*

**BIOL 1011 ♦ General Biology I Laboratory ..... 1 credit**

Course with laboratory experiments and exercises which correspond to lecture material in BIOL 1010. (Prerequisite or corequisite: BIOL 1010) *(formerly BIOL 1110)* F, Su

3 hours laboratory

**BIOL 1020 ♦ General Biology II ..... 3 credits**

Course 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 1021) *(formerly BIOL 1200)* S, Su

3 hours lecture

**BIOL 1021♦ General Biology II Lab ..... 1 credit**

Course with laboratory experiments and exercises which correspond to lecture material in BIOL 1020. (Prerequisite or corequisite: BIOL 1020) *(formerly BIOL 1201)* S, Su

3 hours laboratory

**BIOL 1110♦ Organization and Function of the Cell ... 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. *(formerly BIOL 2140)* F

**BIOL 1111♦ Organization and Function of the Cell 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. *(formerly BIOL 2141)* F

**BIOL 1120♦ 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. *(formerly BIOL 2130)* S

**BIOL 1121♦ 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. Experiments and exercises correspond to lecture material in Biodiversity. Intended for science majors. *(formerly BIOL 2131)* S

**BIOL 1130♦ Population Biology ..... 3 credits**

Principles of population biology including taxonomy and systematics, evolutionary processes, the phylogenetic history of life on earth and population ecology. Intended for science majors. (Prerequisite: BIOL 1120; Corequisite: BIOL 1131) *(formerly BIOL 2150)* Su

**BIOL 1131♦ Population Biology Lab ..... 1 credit**

Laboratory experiments and exercises in population biology designed to correspond to lecture material. (Prerequisite: BIOL 1121; Corequisite: 1130) *(formerly BIOL 2151)* Su

**BIOL 2010♦ 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 the CNS. *(formerly BIOL 2310)* F, Su

3 hours lecture

**BIOL 2011♦ 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 2010. (Corequisite: BIOL 2010) *(formerly BIOL 2311)* F, Su

3 hours laboratory

**BIOL 2020♦ 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. *(formerly BIOL 2320)* S, Su

3 hours lecture



**BIOL 2021♦ 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 2020. (Corequisite: BIOL 2020) (*formerly BIOL 2321*) S, Su

3 hours laboratory

**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) S

3 hours lecture

**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). S

3 hours laboratory

**BIOL 2510 Introduction to Microbiology ..... 3 credits**

A survey of microorganisms with emphasis on morphology, growth and pathogenesis of bacteria, fungi and viruses. Human defense mechanisms against disease are emphasized. (Corequisite: BIOL 2511) F, S, Su

3 hours lecture

**BIOL 2511 Introduction to****Microbiology Laboratory ..... 1 credit**

Laboratory exercises designed to demonstrate the distribution, isolation, cultivation, identification, and control of microorganisms. The use of microorganisms in biotechnology will be examined. (Corequisite: BIOL 2510) F, S, Su

3 hours laboratory

**BIOL 2530 Food Microbiology ..... 3 credits**

Microorganisms in production of foods, in preservation and spoilage and in food-borne diseases. Methods of controlling microorganisms in foods. (Corequisite: BIOL 2531) F

**BIOL 2531 Food Microbiology Lab ..... 1 credit**

Laboratory exercises designed to demonstrate the importance of microorganisms in production, preservation and spoilage of food in food-borne diseases. Methods of controlling food-borne microbial diseases will be investigated. (Corequisite: BIOL 2530) F

**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. S

3 hours lecture

**BIOL 2611 Genetics Laboratory ..... 1 credit**

An introductory course in genetics with laboratory experiments performed with the fruit fly, *Drosophila melanogaster*. (Corequisite: BIOL 2610) S

**BIOL 2910 Independent Study ..... 1-6 credits**

A course designed to further the interest and education of students who desire to increase their knowledge and familiarity with a specific biological study area.

**BUSINESS (BUSN)****BUSN 1010 Introduction to Business ..... 3 credits**

An orientation program dealing with the basic concepts of operating a business. Major topics include economics, management, marketing, labor relations, and social responsibility. F, S

**BUSN 1290 Professional Development and****Business Ethics ..... 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: 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. The course will also heavily emphasize appropriate development of business ethics through simulation exercises and case studies. There are no prerequisites to this course. S

**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). F, S

**BUSN 2010 Business Functions ..... 4 credits**

Understanding how business works through application and integration of fundamental business functions. Includes aspects of marketing, finance, logistics, operations, organizational behavior, and information management. (Prerequisites: ECON 2010, ACCT 2210, and MGMT 1010. Corequisite: ECON 2210 or MATH 2050)

**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. F, S



## 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. **S**

*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. **S**

*3 hours laboratory*

### CHEM 1010♦ 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. (*formerly CHEM 1310*) **F, S**

*3 hours lecture*

### CHEM 1011♦ Introductory Chemistry Lab ..... 1 credit

An introductory laboratory course with experiments and exercises which correspond to lecture material in CHEM 1010. (*formerly CHEM 1311*) **F, S**

*3 hours laboratory*

### CHEM 1020♦ 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 1010) Will not substitute for CHEM 1120. (*formerly CHEM 1320*) **S**

*3 hours lecture*

### CHEM 1021♦ Organic and Biochemistry Lab ..... 1 credit

A laboratory course with experiments and exercises which correspond to lecture material in CHEM 1020. (*formerly CHEM 1321*) **S**

*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; thermochemistry; 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) **F, S, Su**

*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) **F, S, Su**

*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 proper-

ties 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) **S, Su**

*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) **S, Su**

*3 hours laboratory*

### CHEM 2010♦ 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) (*formerly CHEM 2310*) **F**

*3 hours lecture*

### CHEM 2011♦ 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 2010. (Corequisite: CHEM 2010) (*formerly CHEM 2311*) **F**

*3 hours laboratory*

### CHEM 2020♦ 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 B-dicarbonyl compounds. (Prerequisite: CHEM 2010) (*formerly CHEM 2320*) **S**

*3 hours lecture*

### CHEM 2021♦ 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 2020. (Corequisite: CHEM 2020) (*formerly CHEM 2321*) **S**

*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.

## COMPUTER AND INFORMATION SCIENCE (CPSC)

### CPSC 1100 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.

### CPSC 1115 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.

### 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 Microcomputer Business Applications . 3 credits

This course is designed to convey in-depth knowledge about computer applications involving spreadsheets. Students will work on one or more popular commercially available software packages such as Excel. Topics covered include use of formulas, functions, charts, macros, advanced formatting, multiple worksheets and workbooks, designing forms, importing spreadsheets with other programs, and data analysis.

### CPSC 1280 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.

### CPSC 1285/1286 Internet/E-mail ..... 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 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 the concepts of operating systems that include history of operating systems, data and memory management, overview of a variety of operating system packages and hands-on experience of using and supporting different operating systems. Instruction provided will begin the preparation for taking the A+ exam.

*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 logic files, source entry utility (SEU) and screen design and utility (SDU). (Prerequisite: CPSC 1230 or equivalent)

*3 hours lecture / 2 hours laboratory*

### 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 / 2 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 multiprogramming, multiprocessing, 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 1230 or equivalent)

### 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 1910)

*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 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 1230 or equivalent)

*3 hours lecture / 2 hours laboratory*

**CPSC 2790/2791 Network+ ..... 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. Instruction provided will begin the preparation for taking Network+ exam.

*2 hours lecture / 2 hours laboratory*

**CPSC 2820/2821 Cisco Networking Fundamentals .. 3 credits**

The first of four courses covers basic networking terminology, the OSI model, LANs, networking topologies, devices and protocols. Students also learn about cabling, MAC and IP addressing, and wiring. Hands-on labs will involve making cables, setting up mini-networks with hubs, switches, router, patch panels and more. (Prerequisite: knowledge of using computers)

*2 hours lecture / 2 hours laboratory*

**CPSC 2830/2831 Cisco Router Fundamentals ..... 3 credits**

The second of four courses covers TCP/IP protocol, routing protocols, basic routing processes, commands and configuration. Hands-on labs will provide students with access to routers to apply routing processes, commands, configurations and testing. (Prerequisite: CPSC 2820)

*2 hours lecture / 2 hours laboratory*

**CPSC 2840/2841 Cisco Advanced Routers ..... 3 credits**

This course introduces advanced router configuration, advanced LAN switching theory and design, VLANs, Novell IPX, Access Lists, and threaded case studies. Topics include router elements and operations, adding routing protocols to a configuration, monitoring IPX operations on the router, LAN segmentation, and advanced switching methods. (Prerequisite: CPSC 2830)

*2 hours lecture / 2 hours laboratory*

**CPSC 2850/2851 Cisco WAN Technologies ..... 3 credits**

This course also introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. (Prerequisite: CPSC 2840)

*2 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)

## CRAFTS (CRFT)

**CRFT 1040 Craft History I ..... 3 credits**

Craft History is a survey of craft development from the Colonial period through the Industrial Revolution to the present. This course will examine the craft evolution and scope of application for a variety of crafts in today's society.

**CRFT 2210 Blacksmithing and Foundry I ..... 3 credits**

This is an introductory course that demonstrates the basic techniques of blacksmithing and green sand foundry casting. This course will examine practical application in forming molds, casting metals, handforming and welding from the forge.

*2 hour lecture / 4 hour laboratory*

**CRFT 2220 Blacksmithing and Foundry II ..... 3 credits**

This course continues to build the competencies to produce the student's abilities for production of useful craft objects. Emphasis will be placed on individual expression in the design of marketable products. This course will further practical application of metal forming techniques. (Prerequisite: CRFT 2210)

*2 hour lecture / 4 hour laboratory*

**CRFT 2310 Woodcarving and Leather I ..... 3 credits**

This is an introductory course that demonstrates the basic techniques of woodcarving and leathersmithing. This course will examine practical application in additive and subtractive methods for carving basic wood objects. Basic leathersmithing applications for production of wearable leather products will be demonstrated.

*2 hour lecture / 4 hour laboratory*

**CRFT 2320 Woodcarving and Leather II ..... 3 credits**  
An in-depth investigation in production of woodcarving techniques. Topics will include finishing and preservation of carved objects. Leathersmithing applications will include design of original craft objects and construction of non-wearable objects. Course will further student's skills in woodcarving and leather. (Prerequisite: CRFT 2310)

*2 hour lecture / 4 hour laboratory*

**CRFT 2410 Blown Glass I ..... 3 credits**  
This is an introductory course that demonstrates the basic techniques of glass furnace techniques. This course will examine practical application in blown glass, safety procedures for molten glass, and raw materials survey. Basic designs for objects of production will be emphasized.

*2 hour lecture / 4 hour laboratory*

**CRFT 2420 Blown Glass II ..... 3 credits**  
A continuation of Blown Glass I focusing on production, equipment maintenance, product design and production cost. Emphasis is placed on refining skills and knowledge to become a demonstrating craftsman. (Prerequisite: CRFT 2410)

*2 hours lecture / 4 hour laboratory*

## CRIMINAL JUSTICE TECHNOLOGY (CRJT)

*(† indicates courses not designed for transfer)*

**All CRJT courses are offered F, S, Su**

**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 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 1100 Man Tracking ..... 3 credits**  
Tracking is the knowledge of knowing what to look for after a person has gone through an area. Tracking today is mainly used for lost persons or fleeing fugitives. Good trackers do not have to be descended from mountain men nor be part Indian. Good trackers are not born – they are trained and then practice for many years.

**† 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. (BPRS, 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, 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 1170 Commercial Vehicle Accident Investigation ..... 3 credits**  
This course is designed for the investigation of all types of commercial vehicle accidents. This includes but is not limited to tractor trailer units and buses. It also covers Hazmat concerns. It is recommended to take Advanced Accident Investigating before taking this course.

**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 1190 Internal Affairs/Background****Investigation ..... 3 credits**

This course is designed to provide the basic methods of conducting a fair and thorough internal or background investigation.

**CRJT 1200 Domestic Terrorism/Dignitary****Protection Driving ..... 3 credits**

This course focuses on measures that may be employed by local law enforcement to anticipate, prevent, and/or resolve a terrorist threat or incident. It is designed to raise awareness, understanding, and operational management skills regarding the domestic terrorist threat environment. The course also provides an overview of the officers' role in dignitary protection operations, including surveillance, foot formations, motorcades and tactical driving maneuvers.

**+ CRJT 1210 Traffic Accident Investigation ..... 3-6 credits**

This is a comprehensive course 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.

**+ 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 1260 Report Writing for Public Safety ..... 3 credits**

Theory of and practice in the writing of technical letters and reports for public safety 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.

**CRJT 1270 School Resource Officer ..... 3 credits**

This course will deal with the history of the School Resource Officer Programs, their impact, future and day-to-day applications. It will enable departments to set up and implement their own School Resource Officer Program.

**CRJT 1280 Fingerprint Technology ..... 3 credits**

This course will deal with all aspects of fingerprint techniques including identification, collection, preservation and court testimony.

**CRJT 1290 1st Line Supervisors ..... 3 credits**

This course will provide the participants with the knowledge and skills necessary to carry out the functions and duties of a first line supervisor as an effective manager. It is designed for those officers recently promoted or those about to be promoted.

**CRJT 1300 Hazardous Devices and Booby Traps ..... 3 credits**

This will be an officers' safety course to familiarize the participants with hazardous devices and booby traps that may be encountered on patrol, during a law enforcement career.

**CRJT 1320 Criminal Justice Work****With Juveniles ..... 3 credits**

A study of youth crimes and techniques used by police and courts in prevention and control; a review of the Tennessee Juvenile Code; and community service agencies providing services to delinquents.

**+ 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 certificates: 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**

This course focuses on 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 1360 Pedestrian Car Collision ..... 3 credits**

This course will develop a technical understanding of pedestrian dynamics and behavior and be able to recognize, interpret, and prepare physical evidence for identifying vehicle, medical and pedestrian behavior during collisions. (Prerequisite: CRJT 1210 and an understanding of basic accident investigation math.)

**CRT 1380 Ethics for Law Enforcement ..... 3 credits**

This course provides the law enforcement officer with Biblical, philosophical and motivational hypotheses that lay the foundation of ethics, we well as standards for personal and professional conduct.

**CRJT 1390 Advanced Crime Scene ..... 3 credits**

This class will take the instruction given in the basic crime scene class and expand on that information. There will be technical up-dates as well as a lot of hands-on practical exercises.

**CRJT 1400 Mid Management ..... 3 credits**

This class is designed for those officers who are in mid management level positions - sergeants, lieutenants, and captains or those about to be promoted to these levels. It will cover all aspects of management and supervision.

**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, fight-

ing 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 1440 Advanced Instructor Development ..... 3 credits**

This course is designed to expand on the Instructor Development courses. The emphasis will be on new instructional approaches as well as technical up-dates to include Power Point presentations.

**CRJT 1450 Questionable Documents ..... 3 credits**

This class is designed to enable officers to learn about a handwriting analysis, investigations, forgeries, bad checks and all other forms or altered documents.

**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 him/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 1830 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 1930 Advanced Street Survival ..... 3 credits**  
 This course is designed to expand upon the lessons learned in the Basic Street Survival Tactics class. In addition to tactics for high risk patrol situations, officers will also be introduced to Rapid Response to the Active Shooter and Quick Action Deployment (QUAD) techniques.

**CRJT 1990 Transition to Law Enforcement ..... 3 credits**  
 This transition course is designed for law enforcement graduates from Tennessee state-approved academies. It is designed to assess and evaluate the students' knowledge and associated skills required in law enforcement. Students who successfully complete this course may receive equivalent college credit from Walters State Community College for selected courses completed at their respective academy. The credit may be applied toward the degree of associate of applied science with a concentration in law enforcement.

**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, resource 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 2270 Serial Killers/Pathological Maturity ..... 3 credits**  
 This course will familiarize the student with the background of serial killers and violent youth. The course will demonstrate the correct method of investigating such matters.

**CRJT 2280 Domestic Violence ..... 3 credits**

A study into violence, focusing on physical, sexual, and emotional abuse in the family and society.

**CRJT 2290 Gangs ..... 3 credits**

This course will address gang cultures and profiles with emphasis on how and why kids are lured into gangs, showing the efforts of law enforcement and the communities to combat the trend.

**CRJT 2300 Criminology ..... 3 credits**

A scientific study of crime and criminal behavior, including causes, legal aspects and control.

**CRJT 2330 Crime Lab Technology ..... 3 credits**

The scientific evaluation of physical evidence in the crime lab: firearms examination; comparative micrography, 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 ..... 1-2 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 ..... 1-6 credits**

An individually assigned field service activity relative to the criminal justice field.

**CULINARY ARTS (CULN)****CULN 1400 Introduction to the**

**Personal Chef Career ..... 1 credit**  
 Introduction to the responsibilities of a personal chef and the personal characteristics necessary to become a personal chef.

**CULN 1410 Sanitation and Safety for**

**Personal Chefs ..... 1 credit**  
 Covers codes and health concerns that are necessary to operate a successful personal chef business. The National Food Safety Professionals Association certified examination will be given at the conclusion of the class and a certificate will be awarded to each student who passes the examination.

**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. F

**CULN 2150 Nutrition and Menu Planning ..... 2 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. S

**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. F

**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. (CULN 2100 must be taken as a prerequisite or concurrently.) F, S  
*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) F, S  
*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) F, S  
*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) **F**

*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) **S**

*1 hour lecture / 4 hours laboratory*

**CULN 2430 Chocolate Skills ..... 3 credit s**  
An intermediate course covering all aspects of chocolate work. Students will learn the types of chocolate, principles of tempering, molding and centerpiece sculpturing. Many varieties of uses with chocolate in baking and individual pastries will be taught.

*1 hour lecture / 4 hours laboratory*

**CULN 2440 Art of Decorating Cakes ..... 3 credits**  
This course teaches the methods of icing cakes, all piping techniques, flower making and writing on cakes. In this class you will also learn how to make theme cakes and wedding cakes. Basic icing techniques will also be taught.

*1 hour lecture / 4 hours laboratory*

**CULN 2550 Garde-Manger and Catering ..... 3 credits**  
Preparation of basic garnitures, gelatins, aspics, pates, force-meats, 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) **S**

*1 hour lecture / 4 hours laboratory*

**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) **S**

*1 hour lecture / 4 hours laboratory*

**CULN 2700 A La Carte ..... 3 credits**  
This class will operate like a "real life" restaurant. Students will design the menu, order products, schedule and produce meals for the Cafe.

*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) **F, S, Su**

**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 A... 1-6 credits**  
Special topics and projects in culinary arts.

**CULN 2991 Special Problems in Culinary Arts B ..... 1 credit**  
Special topics and projects in culinary arts.

**CULN 2992 Special Problems in Culinary Arts C ..... 1 credit**  
Special topics and projects in culinary arts.

## DANCE (DANC)

**DANC 1030 Introduction to Dance ..... 3 credits**  
A survey of dance from primitive to the present with emphasis on understanding and appreciating the physical and aesthetical nature of the art form.

**DANC 1530 Ballet I ..... 2 credits**  
Instruction and practice in elementary classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1530)

**DANC 1535 Ballet II ..... 2 credits**  
Instruction and practice in intermediate classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1535)

**DANC 1540 Jazz I ..... 2 credits**  
Instruction and practice in elementary classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1540)

**DANC 1545 Jazz II ..... 2 credits**  
Instruction and practice in intermediate classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1545)

**DANC 1550 Modern Dance I ..... 2 credits**  
Instruction and practice in elementary classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1550)

**DANC 1555 Modern Dance II ..... 2 credits**  
Instruction and practice in intermediate classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1555)

**DANC 1560 Tap Dance I ..... 2 credits**  
Instruction and practice in elementary classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1560)

**DANC 1565 Tap Dance II ..... 2 credits**  
Instruction and practice in intermediate classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1565)

**DANC 1570 Clogging ..... 2 credits**  
Instruction and practice in elementary classical clogging techniques. May be repeated. Maximum 4 hours. (Equivalent to PHED 1570)

**DANC 2010 Dance for the Theatre ..... 3 credits**  
Techniques of dance for musical, comedy, opera, television, style, and choreography for these forms. (Prerequisites: DANC 1535, 1545, 1555, 1565 or equivalent)

**DANC 2020 Choreography ..... 3 credits**  
Explanation of movement technique sequences, and choreographic forms. Basic elements of notation. (Prerequisites: DANC 1550, 1555, 2010)

**DANC 2500 Dance Production ..... 1 credit**  
Supervised production work and practical exercises in all aspects of dance relating to the mounting of a performance for presentation. Course may be repeated for credit.

**DANC 2990 Dance Problems ..... 1-3 credits**  
A course featuring in-depth study in the field of dance. The course may be repeated for credit provided the theme is not repeated. Prior approval of instructor is required.

### **DSPM (See Mathematics)**

### **DSPR (See Reading)**

### **DSPS (See Education)**

### **DSPW (See English)**

## **EARLY CHILDHOOD EDUCATION (ECED)**

### **ECED 1010 Introduction to Early Childhood**

**Education ..... 2 credits**  
An introduction to the early childhood education profession including an emphasis on professionalism and developmentally appropriate practice. Includes an overview of history of early education, theoretical program models, different types of early childhood programs, community resources, professional organizations, and contemporary trends and issues in programs for children ages birth to nine. Field experiences required.

**ECED 2010 Safe, Healthy Learning Environments .... 3 credits**  
A study of the basic principles and practices of safety, health and nutrition as they relate to the early childhood setting, home, and community for children ages birth to nine. Also included is a study of principles of creating appropriate learning environments for young children. Field experiences required.

**ECED 2015 Early Childhood Curriculum ..... 3 credits**  
A study of developmentally appropriate practices and the teacher's role in supporting development of young children ages birth to nine. An emphasis on curriculum planning including goals, environment, roles of teachers and parents, materials, and settings. Field experiences required. (Prerequisite: ECED 1010, 2010 or department approval.)

**ECED 2020 Infant, Toddler, Child Development ..... 3 credits**  
The study of the physical, cognitive, social, and emotional aspects of young children and their application to the care, guidance, and development of the child birth to nine. Laboratory observation and interaction. (Prerequisite: ECED 1010, 2010 and completion of all DSP requirements for reading, writing, and learning strategies or department approval.)

**ECED 2030 Infant and Toddler Care ..... 3 credits**  
A course on the care and education of infants and toddlers, birth to age three in group settings (i.e. child care centers, family child care homes, Early Head Start). Includes rationales and strategies for supporting the whole child including cognitive, language, social-emotional, and physical development in a safe, responsive environment. Emphasis is on relationship-based care and education with special attention to the unique environmental aspects of programs for the child under three.

### **ECED 2040 Family Dynamics and Community**

**Involvement ..... 3 credits**  
The role of the family and community in the physical, cognitive, social and emotional growth of the child in a diverse society. Includes benefits of and strategies for developing positive, reciprocal relationships with families in an early childhood setting ages birth to age 9. Field experiences required. (Prerequisite: ECED 2015 or department approval.)

### **ECED 2050 Psychomotor Development ..... 3 credits**

This course discusses the major theories of psychomotor development and the application to the development of the young child ages birth to nine. Particular emphasis is placed on the positive development of motor skills. Field experiences required. (Prerequisite: ECED 2020 or department approval.)

### **ECED 2060 Development of Exceptional Children ..... 3 credits**

Explores practices that early childhood professionals can apply to develop a more inclusive and accessible environment for all children ages birth to nine. Provides students with skills to include children of all abilities through appropriate arrangement of the environment. Includes strategies for developing strong relationships with families and other community agencies. Field experience is required. (Prerequisite: ECED 2020 and 2040 or department approval.)

### **ECED 2070 Developmental Assessment ..... 3 credits**

This course will cover assessment for children from birth to nine years of age. Both form and informal instruments will be discussed with the emphasis on tools that can be used by teachers of young children. Considerations in choosing, administering, and reporting results of assessments will also be addressed. Field experiences required. (Prerequisite: ECED 2020 or department approval.)

### **ECED 2080 Language and Literacy in Early**

**Childhood ..... 3 credits**  
The research-based principles and practices for providing young children aged birth to nine a strong foundation in language and literacy within a developmentally appropriate approach. Field experiences required. (Prerequisite: ECED 2015, 2020 or department approval.)

### **ECED 2085 Math and Science in Early Childhood ..... 3 credits**

A course on the standards, principles, and practices in teaching mathematics and science to young children ages birth to nine. An emphasis will be placed on developing an integrated math and science curriculum that includes appropriate content, processes, environment and materials, and child-centered choices. Field experiences required. (Prerequisite: ECED 2015, 2020 or department approval.)

### **ECED 2090 Creative Development ..... 3 credits**

This course provides strategies for promoting creative development of the child ages birth to nine. Students will gain an understanding of the concept of creativity: what it is, why it is important, and how the development of creativity in young children can be encouraged. Emphasis is on the development of creativity in relation to art, music, language, movement, and dramatic arts. Field experiences required.

**ECED 2100 The Mentoring Teacher ..... 3 credits**

A study of the philosophy, principles, and methods of mentoring adults who have varying levels of training. Emphasis will be on the role of mentors as facilitators of adult learning while simultaneously addressing the needs of children, parents, and other staff. (Prerequisite: department approval)

**ECED 2110 Advanced Learning Environments ..... 3 credits**

This course focuses on the skill, knowledge, and materials development that are necessary in the provision of a developmentally appropriate environment for young children ages birth to nine. Field experience required. (Prerequisite: department approval)

**ECED 2120 Administration of Child Care Centers ... 3 credits**

A study of organization and administration practices applicable to the child care center. Topics of special consideration will include leadership, enrollment and public relations, staff-management, financial management, facilities, regulations, parent relations, and program development. Field experiences required.

**ECED 2130 Clinical Practicum I ..... 2 credits**

Supervised practicum with a minimum of 15 clock hours in seminar and 45 clock hours in an early childhood practical experiences. Course includes a study of the physical and human qualities that combine to create an environment that is safe and healthy, and promotes optimum learning for young children ages birth to nine. (Prerequisite or corequisite: ECED 2100 or department approval.)

**ECED 2140 Clinical Practicum II ..... 2 credits**

Supervised clinical experience with a minimum of 15 clock hours in seminar and 45 clock hours in an approved clinical site (NAEYC, NAFCC, NSACA accredited agency, or department approved site). Course includes emphasis on using reflective practice to examine components of quality, set goals, and design a plan for professional growth for the early childhood educator of children ages birth to nine. (Prerequisite: ECED 1010, 2010, 2015, 2040, 2130 or department approval.)

**ECED 2150 Clinical Practicum III ..... 2 credits**

Supervised practicum experience with a minimum of 15 clock hours in seminar and 45 clock hours of approved early childhood practical experiences. This course focuses on the student's demonstration of competencies that produce positive developmental outcomes for young children ages birth to nine. (Prerequisite: ECED 1010, 2010, 2015, 2040, 2130, 2140 or department approval.)

**ECED 2990 Special Problems in ECED ..... 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.

**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. F, S, Su

**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) S

**ECON 2210 Business Statistics I ..... 3 credits**

A course in 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 2050.) (Prerequisite: MATH 1830 or MATH 1910) F, S

**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. S

**EDUCATION / LEARNING STRATEGIES (EDUC)****DSPS 0800 Learning Strategies ..... 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.) (formerly EDUC 0800) F, S, Su

**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. F, S, Su

**EDUC 1130 Drivers Education:****Defensive and Tactical Driving ..... 3 credits**

This course is designed to instill in students the knowledge and skill of vehicular defensive driving. The decisions needed to drive defensively and legality issues of driving are emphasized.

**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. There is a 10-hour service learning component that takes place outside of class time as an optional component of this course. **F, S**

**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.) **F, S**

**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. There is a 10-hour service learning component that takes place outside of class time as an optional component of this course. **F, S**

**EDUC 2400 Drivers Education:**

**Vehicle Dynamics Awareness ..... 3 credits**  
 This course is designed to acquaint students with the safe handling dynamics of automobiles which they regularly drive. Students must demonstrate safe practical skills while operating an automobile at various speeds, execute safe skid control techniques, and low speed precision skill maneuvers as they pertain to daily vehicle operations.

**EDUC 2450 Drivers Education:**

**Advanced Technical Driving ..... 3 credits**  
 This course is designed to prepare drivers with the tactical knowledge and practical skills to execute advanced vehicle maneuvers. Also, this course can prepare drivers to plan and evaluate instructor objectives, student outcomes, organize subject matter, and communicate those principles as they pertain to public sector driving training.

**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. **F, S**

**EDUC 2910 Field Study in Education ..... 3 credits**

This course builds on observation techniques and is designed to expose students to the field of teaching. It is a pre-practicum experience including classroom observation, attendance of school board meetings, lesson plans, etc. (Prerequisite or corequisite: EDUC 2010 or EDUC 2300) Due to the laboratory nature of this course, final evaluation will be recognized by a grade of Pass (P) or Fail (F). This course requires a 45-hour field observation component. Class meeting times are adjusted to accommodate for this field component. **F, S**

**EDUC 2990 Problems in Education ..... 1-3 credits**

Designed for the study of special problems and/or current topics in the field of education. May also be used for preparation for the ACT.

## **EMERGENCY MEDICAL TECHNICIAN (EMTB)**

**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 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 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 or equivalent) **F**

**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) **S**

**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 licensure examination given by the Tennessee Department of Health, Division of Emergency Medical Services. (Prerequisites: Students must hold current Tennessee licensure as an EMT to sit for licensure.) 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. **F, S, Su**

**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. **F, S, Su**

**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 care, pediatric emergency care, and intravenous therapy. This course is a combination of EMTB 1010 and EMTB 1020, offered in one semester (Prerequisite: EMTB 1040 or equivalent) Includes previous course EMTB 1050 as listed in 1993-94 WSCC Catalog. **F, S**

**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. **F, S, Su**

**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. **F, S, Su**

**EMTB 1080 Critical Incident Control ..... 3 credits**

This course is designed for all emergency personnel working for emergency agencies. Hazardous materials, medical emergencies and critical incident stress are the three components of this three credit hours course. Successful completion of this course will result in certification in CPR and First Aid.

**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. **F, S, Su**

**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. **F, S, Su**

**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. **F, S, Su**

**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.) **F, S, Su**

**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. **F, S, Su**

**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. **F, S, Su**

**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. **F, S, Su**

**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. **F, S, Su**

*8 hours lecture / 14.5 hours laboratory*

**EMTB 1170 First Responder Recertification ..... 1 credit**

This course is designed to meet the requirements of the state of Tennessee regarding license renewal for First Responders. The course content includes review of information from prior training and an update to current standards of care. **Su**

**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. **F, S, Su**

**EMTB 2300 Overview of****Emergency Medical Systems ..... 3 credits**

A philosophy and history of the emergency medical services, including the role of the layperson, emergency 911 facilities, first responder agencies, basic and advanced emergency medical services, hospital emergency departments and other hospital components. **F, S, Su**

**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. **F, S, Su**

**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. **F, S, Su**

**ENGLISH****Developmental Writing (DSPW)**

Sections with the suffix **ESL** are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

**\*\*DSPW 0700 ..... Basic Writing  
3 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.) (*formerly ENGL 0710*) (**DSPW 0700 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) **F, S, Su**

**\*\*DSPW 0800 ..... Developmental Writing  
3 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.) (*formerly ENGL 0820*) (**DSPW 0800 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) **F, S, Su**

**\*\*These courses constitute the TBR required sequence based on placement.**

**College English (ENGL)****ENGL 1010♦ 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. (*formerly ENGL 1110*) **F, S, Su**

**ENGL 1020♦ Composition II ..... 3 credits**

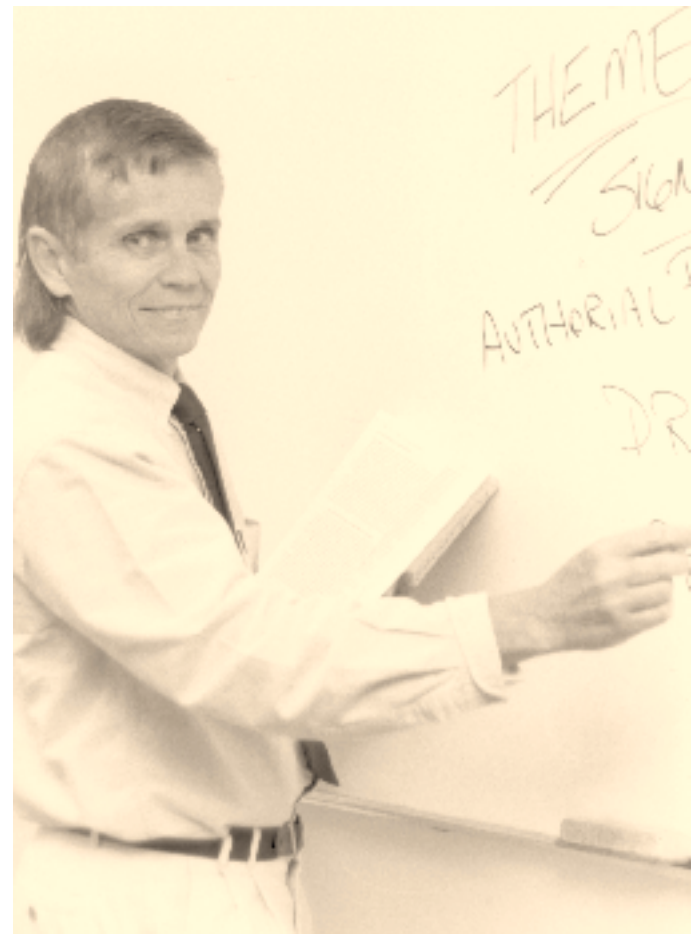
A composition course emphasizing documented critical writing, based on an introduction to fiction, drama, and poetry. (Prerequisite: ENGL 1010) (*formerly ENGL 1120*) **F, S, Su**

**ENGL 1010 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 1020 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 1010, or referral; Corequisite: ENGL 1111)





**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.) F, S, Su

**ENGL 2110♦ American Literature I ..... 3 credits**  
A survey of American masterpieces from the Colonial Period to the Civil War. (Prerequisite: ENGL 1010 and ENGL 1020) (formerly ENGL 2210) F, S

**ENGL 2120♦ American Literature II ..... 3 credits**  
A survey of American masterpieces from the Civil War to the present. (Prerequisite: ENGL 1010 and ENGL 1020) (formerly ENGL 2220) F, S

**ENGL 2230 Literature for Children ..... 3 credits**  
A survey of literature for early childhood through middle school. (Prerequisite: ENGL 1010 and ENGL 1020) S

**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 1010; Corequisite: ENGL 1111) F, S

**ENGL 2400 Appalachian Literature ..... 3 credits**  
This course provides an opportunity to explore and appreciate the richness, diversity, and vitality of the literary heritage of East Tennessee and the Southern Appalachian region. The course focuses on how our cultural traditions and values have been recorded and interpreted both by natives of the region and outsiders and, ultimately, what impact these traditions have had on modern Appalachia. The course includes works by writers such as Mary Murfree, John Fox, Jr., Elizabeth Madox Roberts, Thomas Wolfe, James Agee, Jesse Stuart, Harriette Simpson Arnow, James Still, Wilma Dykeman, and John Ehle.

**ENGL 2410♦ Western World Literature I ..... 3 credits**  
A survey of the masterpieces of Western World literature: Ancient, Medieval, and Renaissance. (Prerequisite: ENGL 1010 and ENGL 1020) (formerly ENGL 2260) F, S, Su

**ENGL 2420♦ Western World Literature II ..... 3 credits**  
A survey of the masterpieces of Western World literature: Enlightenment, Romantic and Modern. (Prerequisite: ENGL 1010 and ENGL 1020) (formerly ENGL 2265) F, S, Su

**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. F, S

**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. F, S

**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. F, S

**ENGL 2990 English Problems ..... 1-3 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. F, S, Su

**LANG 1111 Language Laboratory I ..... 1 credit**  
The course is adapted to the individual needs of the student to aid in achieving satisfactory competency in communications and language processing skills (LANG 1111 is recommended for credit with beginning ESL-designated courses). Course may be repeated.

**LANG 1211 Language Laboratory II ..... 1 credit**  
The course is adapted to the individual needs of the student to aid in achieving satisfactory competency in communications and language processing skills (LANG 1211 is recommended for credit with beginning ESL-designated courses). Course may be repeated.

## FIRE PROTECTION (FIPT)

All FIPT courses are offered F, S, Su

**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 codes. 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 fire 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.

## 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. F

**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) S

**FREN 2010 Intermediate French I ..... 3 credits**  
A continuation 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) F

**FREN 2020 Intermediate French II ..... 3 credits**  
A continuation of French grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: FREN 2010). S

## GEOGRAPHY (GEOG)

**GEOG 1000 Area Studies ..... 3 credits**  
This course is a prerequisite to college level geography. It is designed for students who have not had high school social studies. The student must maintain a grade of C or better and will receive elective credit only. The course is designed to instill in students a sense of place. It is orientated toward a study of the location of countries, important mountain ranges, bodies of water, and climates around the world. It will also include a treatment of cultural diversity in languages, religions, economics, and governments. Course designed to remove high school deficiency only.

**GEOG 1012 Introduction to Cultural Geography .... 3 credits**  
A survey of the spatial characteristics and value systems of cultures throughout the world. S

**GEOG 1013 World Geography I ..... 3 credits**  
Selected world regions and topics (especially those with problems or situations of contemporary interest) are used to illustrate geographic concepts and techniques. (formerly GEOG 1010) F

**GEOG 1014 World Geography II** ..... 3 credits  
A continuation of World Geography I. (*formerly GEOG 1010*) S

**GEOG 2010 Geographic Information Systems** ..... 3 credits  
The study of techniques and theory of cartographic and spatial data rectification and enhancement, and spatial information extraction.

**GEOG 2990 Projects in Geography** ..... 1-3 credits  
Designed for the study of special projects and/or current topics in the field of geography.

## GEOLOGY (GEOL)

**GEOL 1030/1031♦ 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. (*formerly PHYS 1001/1002*) S  
3 hours lecture / 3 hours laboratory

## 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. F

**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) S

**GERM 2010 Intermediate German I** ..... 3 credits  
A continuation 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) F

**GERM 2020 Intermediate German II** ..... 3 credits  
A continuation of German grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: GERM 2010) S

## 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.

## 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 1110♦ Survey of World Civilization I** ..... 3 credits  
Major economic, political and social developments from ancient times to 1660. (Developmental Reading and Writing required.) (*formerly HIST 1010*) F, S, Su

**HIST 1120♦ Survey of World Civilization II** ..... 3 credits  
A continuation of World Civilization I from 1660 to the present. Emphasis on Western Civilization. Writing emphasis course (3000 words). (Developmental Reading and Writing required.) (*formerly HIST 1020*) F, S, Su

**HIST 2010♦ 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. F, S, Su

**HIST 2020♦ 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. F, S, Su

**HIST 2030♦ Tennessee History** ..... 3 credits  
A study of the geographical background, political, social and cultural history of Tennessee from earliest times to the present. (*formerly HIST 2210*)

**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 HUM 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.)

**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 HUM 2200) S

**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. F  
*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) S  
*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) S  
*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) F  
*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, MDCD 1020, HITC 2040) F  
*1 hours 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) S  
*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 2010, HITC 2020, HITC 2040) F  
*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. F

**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. S

**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. **S, Su**

## HOTEL AND RESTAURANT MANAGEMENT (HMG T)

**HMG T 1010 Foundations of Hospitality ..... 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. **F/S**

**HMG T 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.

**HMG T 1060 Hospitality Housekeeping and Engineering ..... 3 credits**  
This course covers the housekeeping and engineering departments of a hotel. Students will learn what it takes to direct these day-to-day operations of these vital departments, from "big picture" management down to technical details. **F**  
*3 hours lecture*

**HMG T 1250 Service Management ..... 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/show rooms.

**HMG T 2310 Hospitality Food Production ..... 3 credits**  
Beginning culinary skills such as knife skills are taught in this course. Students practice basic cooking methods and prepare soups, stocks and minor sauces. Standard weights and measures are applied to recipe conversions. Proper sanitation techniques for a food service operation will be emphasized. **F/S**  
*1 hour lecture / 4 hours laboratory*

**HMG T 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.

**HMG T 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. **S**

**HMG T 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.

**HMG T 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. **F**

**HMG T 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.

**HMG T 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.

**HMG T 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!

**HMG T 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.

**HMG T 2765 Hospitality Law ..... 3 credits**  
Explains the legal considerations of hospitality property management in straight-forward, 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.

**HMG T 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. **F**

**HMG 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. S

**HMG 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 menu pricing, cost-volume-profit analysis, and automated systems for food, beverage, and labor cost control. Gives forms and suggestions for implementing effective cost control procedures and covers computer applications and the menu's effect on planning and control. F/S

**HMG 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.

**HMG 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.

**HMG 2910 Hotel/Restaurant Internship ..... 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. (Permission of instructor required.)

## HUMANITIES (HUM)

**HUM 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. F, Su

**HUM 2110 Humanities: The Human Adventure II . 3 credits**

This introductory course will explore the human 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. S, Su

**HUM 2020 Introduction to****African-American Studies I ..... 3 credits**

Multidisciplinary approach to the Afro-American experience through the Civil War and Reconstruction years. 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)

**HUM 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)

**HUM 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. HUM 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 HUM 2100 and HIST 2100.) F

**HUM 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.

**HUM 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 HUM 2200 and HIST 2200) S

**HUM 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.

**HUM 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)

**HUM 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.

## 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 reports, 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 ..... 4 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.

*3 hours lecture / 2 hours laboratory*

### INTC 1050 Computer Graphics/Animation ..... 3 credits

This course covers knowledge and skills of using computer graphic devices and software packages.

*2 hours lecture / 2 hours laboratory*

### INTC 1060/1061 Web Design and Development ..... 3 credits

Training includes design, image manipulation, hypertext language, hyperlinks, image maps, graphic images, tables, frames, forms, Cascading Style sheets, multimedia, Web editors, and JavaScript. (Prerequisite: CPSC 1100 or equivalent)

*2 hours lecture / 2 hours laboratory*

### INTC 1070/1071 Authoring Multimedia ..... 3 credits

This course provides the basic knowledge and skills to create interactive Web applications and multimedia applications and projects using current technology. (Prerequisite: CPSC 1100 or equivalent)

*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 basic software and hardware configuration, troubleshooting and diagnosis, along with associated safety issues. Instruction provided will begin the preparation for taking the A+ Certification Exam.

*2 hours lecture / 2 hours laboratory*

### INTC 1090/1091 Internet Programming I ..... 3 credits

This course provides an introduction to client- and server-side programming using the scripting languages and the environments of VBScript, JavaScript, Active Server Pages. (Prerequisite: INTC 1060 or knowledge of HTML)

*2 hours lecture / 2 hours laboratory*

### INTC 2000/2001 Java ..... 4 credits

This course will provide students with necessary knowledge and skills of programming using Java. (Prerequisite: CPSC 1230 OR INTC 1060 or some programming experience)

*3 hours lecture / 2 hours laboratory*

### INTC 2010 Windows 2000 Professional ..... 3 credits

This course teaches the strategies and tactics for installing, configuring, administering and troubleshooting Windows 2000 Professional in a networking environment

*2 hours lecture / 2 hours laboratory*

### INTC 2020 Windows 2000 Server ..... 3 credits

This course teaches the strategies and tactics for installing, configuring, administering and troubleshooting Windows 2000 Server in a networking environment

*2 hours lecture / 2 hours laboratory*

### INTC 2030/2031 Windows 2000 Network

#### Infrastructure ..... 3 credits

This course is designed to teach the basic skills required to install, support and troubleshoot the various networking components and services included with Windows 2000 to include DNS, DHCP, Remote Access, WINS and NAT. (Prerequisite: INTC 2020)

*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*

### INTC 2050/2051 Windows 2000 Active Directory ..... 3 credits

This course teaches strategies and tactics for implementing, administering, and troubleshooting information systems that incorporate Windows 2000 Active Directory in an enterprise computing environment. (Prerequisite: INTC 2020)

*2 hours lecture / 2 hours laboratory*

### INTC 2090/2091 Internet Programming II ..... 3 credits

This course focuses on creating dynamic Web applications that interact with a database using client-side scripts, server-side scripts, and compiled server programs. (Prerequisite: INTC 1090 or equivalent)

*2 hours lecture / 2 hours laboratory*

## 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.

*2 hours lecture / 4 hours laboratory*

### ITDD 1015/1016 Pre-Engineering Graphics ..... 2 credits

A course of study designed specifically for the Pre-engineering student pursuing the associate of science degree who plans on transferring to an engineering program at a university. The course consists of basic freehand sketching and creating two-dimensional drawings using AutoCAD 2002, creating two dimensional layouts and schematics using AutoCAD 2002, and creating three dimensional models using AutoCAD Mechanical Desktop or AutoCAD Inventor.

*1 hour lecture / 2 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 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 2430/2431 Computer Aided Drafting ..... 4 credits**

A continuation of drawing utilizing the micro-computer (CAD) system. Topics include machine and working drawing, library construction, menu development and CAD project analysis. (Prerequisite: ITDD 1010)

*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 1010/1011)

*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 or 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: completion of 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 1311. (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 Program-

mable 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**

An overview of manufacturing organization, operations management and the responsibilities of the various functional manufacturing departments. Current manufacturing topics are discussed such as Lean, JIT, KanBan, Agile, Flexible, Integrated Management, and others. A heavy emphasis is placed on Deming quality methods and their application.

*3 hours lecture*

**ITMF 1210/1211 Industrial Materials****and Processes ..... 3 credits**

A study of the industrial materials and processes with special emphasis on both metals and non-metals, their properties, selection and use. Included will be material molding, forming, shaping, joining, and etc. In this class one will experiences CAM and CNC programming with application to a lathe turned part. Other topics include CAPP, machine set-up, as well as product design and enhancement. Laboratory training will include techniques of CIM, flexible work cells, adaptive control, agile manufacturing, and lean manufacturing. (Prerequisite: ITMF 1010 or consent of instructor)

*3 hours lecture*

**ITMF 1430/1431 Quality Assurance ..... 4 credits**

A study of the SPC quality function within the manufacturing environment for data collection, organization, and analysis. The course includes techniques used to construct check sheets and control charts for variable and attribute data to determine process control and capability. In conjunction with the above, the diagnostic journey will include Pareto charts, and cause and effect diagrams along with reading and interpretation of manufacturing blueprints and GD&T. Also included are the techniques and instruments used in measuring product characteristics. Computer methods will be discussed. (Prerequisite: ITMF 1610, MATH 1610, and MATH 1530 or consent of instructor)

*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 Peter Senge and 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 or corequisite: ITMF 1430)

**ITMF 1610 Introduction to Industrial****Print Reading ..... 3 credits**

A study of drawing topics that will include lettering, sketching, dimensioning, projections, drawing perspectives, sectional views, reading of machine and mechanical drawings, tooling blueprints, and welding and fabrication drawings used in industrial systems. A brief introduction to Geometric Dimensioning and Tolerancing is included.

*3 hours lecture*

**ITMF 1620/1621 Basic Industrial Fluid Power ..... 3 credits**

A course of study combining classroom lecture and laboratory exercises for fluid-power 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. Included is an extensive study of electrical-mechanical and hydraulic-pneumatic symbols and schematics. (Prerequisites: ITMF 1610, or ITDD 1010 or consent of instructor)

*2 hours lecture / 2 hours laboratory*

**ITMF 1630 Mechanical Power Transmission ..... 3 credits**

Mechanical Power Transmission/motion control is critical to modern profitability among industry and commerce. This study examines forces and work, adjustable speed drives, controls and sensors, Motors, and many support accessories. It is designed to: motivate the learner to new products, technology, and concepts; provide experience in solving problems using SI and common units; introduce the learner to subjects common to most practitioners; and develop basic knowledge base necessary to effectively solve open-ended application problems. (Prerequisites: ITMF 1610 and ITMF 1620)

**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 the supervisor within the management structure, the responsibilities of supervision, and regulatory and legal ramifications of supervisory behavior and decisions. This study emphasizes leadership, teamwork, and Lean methods with a strong human relations emphasis. (Prerequisite: ITMF 1010, ITMF 2610 or consent of instructor)

*3 hours lecture*

**ITMF 2610 Occupational Safety ..... 3 credits**

A study of the Tennessee Annotated Codes pertaining to Workman's Compensation and the Tennessee Occupational Safety and Health Administration (TOSHA). Topics include employee and managerial responsibility to potential safety and health situations. Other topics include hazards, fire safety, the anatomy of fire, spills and releases and emergency response. Total Safety Management, liabilities, safety systems, accident prevention and accident reporting with emergency response. An introduction to the EPA and disposal of hazardous wastes are addressed in this course as well.

*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 (MRP II), 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**

Work methods analysis and planning for the functions of the storage and retrieval of production materials and supplies. This study looks at 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. (Prerequisites: ITMF 2610, 2710, ITMF 2740, or consent of instructor)

*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. This course includes 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. Included are 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: MATH 1610, ITMF 1430 or consent of instructor)

*3 hours lecture / 2 hours laboratory*

**ITMF 2800/2801 CIM Technology Applications ..... 4 credits**

A study of the manufacturing automation, hardware control and information integration with management systems (Computer Integrated Manufacturing (CIM)). With this system manufacturing management works through factory automation, with all processes functioning under computer control, elimination of most of the paper functions and efficiently learning all systems for improved productivity and material handling. Included are scheduling, collection, and analysis of quality and production data. The student will experience CAM programming, MCL robot programming, 3 axis mill operation, automated material handling, and file and data transfer. (Prerequisite: ITMF 1010, ITEE 1010, ITDD 1010, and consent of instructor)

*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. F, S

### 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, Shepards, 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. F, S

### 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. F, S

### 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 parental 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 and 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. F, S

**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/bookkeeping 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)

**MANAGEMENT (MGMT)****MGMT 1010 Basic Business Computer Applications ..... 1 credit**

An introduction to business software applications utilizing IBM compatible computers. The course will include basic computer hardware concepts. Word Processing software will be used to format, create, and edit business letters and reports. Spreadsheet software will be used to create and print worksheets and graphs. Presentation software will also be introduced.

**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 for the microcomputer. (Prerequisite: MGMT 1010) F, S

**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: MGMT 1010) S

**MGMT 2210 Principles of Management and**

**Quality Improvement ..... 3 credits**  
This course provides an introduction to the fundamental principles and theory of business management including the process of decision-making and problem solving related to planning, organizing, leading and controlling in the typical business firm. Designed to provide a brief history of the origins of modern quality management, and review of basic tools for evaluating and achieving performance excellence.

**MGMT 2500 PowerPoint Presentations and**

**Web Page Design ..... 3 credits**  
This course should provide in-depth introduction of using Microsoft PowerPoint. Topics include basic and advanced skills of PowerPoint, the design concepts of creating presentations. Also, the course should present fundamental concepts and applications of Microsoft FrontPage to build and publish Web sites, manage existing Web sites, use FrontPage with existing Office 97 applications, and create hyperlinks and HTML documents. Because basic computer-use knowledge is required, prerequisites to this course would be MGMT 1110 and MGMT 2110.

**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. F, S

**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 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) **S**

**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.

## MATHEMATICS

*(Calculators are required in all mathematics courses.)*

### Developmental Mathematics (DSPM)

**\*\*DSPM 0700 Basic Mathematics ..... 3 credits**

A pre-algebra course including problem solving with fractions, percents, proportions, integers, geometry, variables, simple linear equations, tables and graphs. Satisfactory completion of this course allows the student to exit to DSPM 0800 Elementary Algebra. (Prerequisite: admission is only by the college assessment and placement procedure.) **F, S, Su**

**\*\*DSPM 0800 Elementary Algebra ..... 3 credits**

This course extends the topics of DSPM 0700 and includes problem solving with algebraic expressions including simple trinomial factoring, and linear equations, inequalities, and functions. Satisfactory completion of this course allows the student to exit to DSPM 0850 Intermediate Algebra. (Prerequisite: admission is only by the college assessment and placement procedure or successful completion of DSPM 0700 Basic Mathematics) **F, S, Su**

**\*\*DSPM 0850 Intermediate Algebra ..... 3 credits**

This course extends the topics of DSPM 0800 and includes problem solving with polynomial, quadratic, rational, and radical functions. Satisfactory completion of this course allows the student to exit to college-level mathematics. (Prerequisite: admission is only by the college assessment and placement procedure or successful completion of DSPM 0800 Elementary Algebra.) **F, S, Su**

\*\*These courses constitute the TBR required sequence based on 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 DSPM 0800. Students may be enrolled in DSPM 0850 concurrently.) Students must complete this course with a grade of "C" or better. It will **not** meet any graduation requirement. **S**

**MATH 1410♦ Number Concepts and****Algebraic Structure ..... 3 credits**

Students will investigate the role of numbers in expressing and relating quantities. Number systems to be explored include whole, rational, integer and real numbers. Students will explore a variety of functional relationships that arise from diverse problem situations using verbal, numerical, graphical, and algebraic representations. Tools used to explore concepts include computer software and a graphing calculator. (Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics.) **F, S**

**MATH 1420♦ Problem Solving,****Geometry and Statistics ..... 3 credits**

Students will use problem solving and logic to discover geometric and trigonometric concepts. Facility with statistics to be developed includes probabilities in experiments and measures of central tendency and variation. Tools used to explore concepts include computer software and a graphing calculator. (Prerequisite: Two years of algebra and one year of geometry in high school or completion of developmental mathematics and removal of geometry deficiency.) *(formerly MATH 2000)* **F, S**

**MATH 1530♦ 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 1530 and MATH 2050 Probability and Statistical Applications. (Prerequisite: Two years of high school algebra and one year of geometry in high school or completion of developmental mathematics.) *(formerly MATH 1080)* **F, S, Su**

**MATH 1630♦ Finite Mathematics ..... 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.) *(formerly MATH 1022 and MATH 1610)* **F, S, Su**

**MATH 1710♦ 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.) *(formerly MATH 1035)* **F, S**

**MATH 1720♦ Mathematical Functions II ..... 3 credits**

A pre-calculus course in trigonometric functions. Preparation for MATH 1910 and to satisfy the requirements of other technical and pre-professional programs. (Prerequisite: MATH 1630 or MATH 1710 or permission of instructor.) (MATH 1710 is the preferred prerequisite for math, science, and engineering majors) *(formerly MATH 1040)* **F, S**

**MATH 1830♦ Calculus A ..... 3 credits**  
A one-semester course in the differential and integral calculus of algebraic, exponential, and logarithmic functions with applications. (Prerequisite: MATH 1630 or 1710 or permission of the instructor.) (*formerly MATH 1032*) F, S, Su

**MATH 1910♦ 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 1720) (*formerly MATH 1110*) F, S, Su

**MATH 1920♦ 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. (Prerequisite: MATH 1910) (*formerly MATH 1120*) S, Su

**MATH 1910 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 a half a year of trigonometry in high school plus satisfactory placement scores, or MATH 1720. ACT Math subscore of 24 or permission of instructor required.) F, S

**MATH 1920 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. (Prerequisite: MATH 1910. ACT Math subscore of 24 or permission of instructor required.) S, Su

**MATH 2010 Elementary Matrix Algebra ..... 2 credits**  
An introduction to matrix calculations, determinants, inverses, systems of linear equations, eigenvalues and eigenvectors, basis and dimension of Euclidean spaces, linear transformations. (Prerequisite: MATH 2110) S

**MATH 2050♦ Probability and Statistical  
Applications ..... 3 credits**  
A course in 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 MATH 2050 and ECON 2210.) (Prerequisite: MATH 1830 or MATH 1910) (*formerly MATH 2900*) F, S

**MATH 2110♦ Calculus III w/Computer Projects ..... 5 credits**  
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 included. (Prerequisite: MATH 1920) (*formerly MATH 2210*) F

**MATH 2110 Honors Calculus III  
w/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 included. (Prerequisite: MATH 1920) ACT Math subscore of 24 or permission of instructor required. F

**MATH 2120♦ Differential Equations ..... 3 credits**  
A first course, emphasizing solution techniques. Includes first-order equations and applications, theory of linear equations, equations with constant coefficients, Laplace transforms, and series solutions. Offered spring semester only. (Prerequisite: MATH 2110) (*formerly MATH 2710*) S

**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 mentor to supervise the study.)

## 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.

## MASS COMMUNICATIONS (MCOM)

**MCOM 1020 Introduction to Mass  
Communications ..... 3 credits**  
Nature, functions, responsibilities of mass communications media and agencies. Survey of newspapers, magazines, radio, television, film, advertising, public relations, press associations, 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 overview, 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**

Theory and production techniques using portable video equipment. Location lighting. Audio and camera work. Basics of video tape editing and story construction of a news interview.

**MCOM 1230 TV and Radio Advertising ..... 3 credits**

Principles of successful radio-television advertising; emphasis on media research, rate structure, programming, creativity; television commercials. Lecture and labs.

**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 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 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 techniques and trends, brought about functional changes. Ethics and codes of journalism are studied. The role of journalism 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 provided 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. This course is a combination of classroom and on-line instruction. This course includes extensive use of computers and coding software. (Prerequisite or corequisite: MDTR 1010) F

*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. This course is a combination of classroom and on-line instruction. This course includes extensive use of computers and coding software. (Prerequisite or corequisite: MDTR 1010) F

*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. This course is a combination of classroom and on-line instruction. This course includes extensive use of computers and coding software. (Prerequisite or corequisite: MDCD 1010, MDTR 1030) S

*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 (DRGs) and outpatient services (APCs). Coding issues are emphasized and optimization skills developed and applied. This course includes a clinical practicum in a medical facility. This course is a combination of classroom and on-line instruction. This course includes extensive use of computers and coding software. (Prerequisite: MDCD 1010, MDCD 1020; Corequisite: MDCD 1030) S

*2 hours lecture / 3 hours clinical per 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 INSURANCE SPECIALIST (MDIS)****MDIS 1010 Physician Office Billing ..... 3 credits**

This course is designed to teach students legal issues affecting insurance claims and medical records, the health insurance claim form and the basics of health insurance, electronic data interchange, tracing delinquent claims, and insurance problem solving, collections strategies, health care payers including managed care systems, private insurance, Medicare, state programs, workers' compensation, Tricare and CHAMPVA and disability. (Corequisite: MDCD 1010, MDCD 1020) F

*3 hours lecture / week*

**MDIS 1020 Insurance Procedures Practicum ..... 3 credits**

This course is designed to continue to teach students the health insurance claim form (UB-92), and insurance procedures and provide students a clinical practicum. The clinical practicum will be at health care facilities such as hospitals, clinics, and physicians offices to provide the student hands-on training in a healthcare setting. (Prerequisites: MDTR 1010, MDCD 1010, MDCD 1020, MDIS 1010. Corequisite: MDTR 1030, CPSC 1100) S

*1 hour lecture, 4 hours practicum / week*

**MEDICAL TRANSCRIPTION (MDTR)****MDTR 1010 Medical Terminology ..... 5 credits**

An introductory study of medical terminology utilizing the body systems approach including anatomy and physiology, laboratory / pathology terms, pharmacology concepts, terms and abbreviations. This is an on-line course that meets in person once for orientation to using on-line software. F, Su

*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) F

*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. This is an on-line course that meets in person once for orientation to using on-line software. (Prerequisite: MDTR 1010) S

*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: MDTR 1030) S

*10 hours lab / week*

**MDTR 1050 Clinical Practicum ..... 3 credits**

Transcription practice in a medical facility. (Pre/ Corequisite: MDTR 1040) S

*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.

**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.

**MUSIC (MUS)****MUS 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.

**MUS 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. F

**MUS 1030♦ Music Appreciation ..... 3 credits**

An introduction to music through listening to recordings of standard works, lectures, recitals and other media to encourage cultural development. (formerly MUSC 2100) F, S, Su

**MUS 1040/1045 Ear Training I and II ..... 1/1 credit**

Development of proficiency in identifying and writing basic rhythmic, melodic, and harmonic components of traditional music. (No prerequisite for 1040. Prerequisite for 1045 is 1040.) F, S



**MUS 1050 Concert Choir ..... 1 credit**  
A choral singing organization for students desiring a musical experience which includes learning quality literature and public performances. F, S

**MUS 1060 College-Community Chorale ..... 1 credit**  
A choral organization for community members and students which presents public concerts throughout the academic year. F, S

**MUS 1070 Survey of Popular Music: Country Music ..... 3 credits**  
A chronological study of country music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of country music and its role in their culture.

**MUS 1072 Survey of Popular Music: Rock and Roll ..... 3 credits**  
A chronological study of rock and roll music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of rock and roll music and its role in their culture.

**MUS 1074 Survey of Popular Music: Jazz ..... 3 credits**  
A chronological study of jazz music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of jazz music and its role in their culture.

**MUS 1076 Survey of Popular Music: Folk ..... 3 credits**  
A chronological study of folk music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of folk music and its role in their culture.

**MUS 1078 Survey of Sacred Music ..... 3 credits**  
A chronological study of sacred music through listening to recordings of standard works, lectures, and other media. Students will develop an understanding of sacred music and its role in their culture.

**MUS 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) F, S

**MUS 1110 Theory I ..... 3 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. Required for freshman music majors. F

**MUS 1120 Theory II ..... 3 credits**  
A continuation of Music 1110 using more advanced techniques. Required of freshman music majors. (Prerequisite: MUS 1110 or permission of instructor) S

**MUS 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. F, S

**MUS 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: MUS 1510 or permission of the instructor) S

**MUS 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. F, S

**MUS 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: MUS 1610 or permission of the instructor) F, S

**MUS 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.

**MUS 1730 Choral Studies ..... 1 credit**  
Participation and public performances of a variety of popular and commercial music. Open by audition only. F, S

**MUS 1745 Music Business ..... 3 credits**  
A systematic look at career options in the music industry. Topics discussed include: songwriting, record contracts, music publishing, national and international copyright law, music licensing, artist management, and concert promotion.

**MUS 1750/1760 Commercial Instrumental Styles I & II ..... 1/1 credit**  
Commercial Instrumental Styles is designed for instrumentalists who plan to work in the entertainment industry as a studio musician or performer. Emphasis is placed on 1) playing different styles of music, 2) improvisation, 3) learning to play a chord chart and 4) ear training.

**MUS 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. F, S

**MUS 1820 Class Guitar II ..... 3 credits**  
A continuation of MUS 1810 with advanced techniques of guitar production and solo literature. Daily practice required. May be used to fulfill credit for fine arts requirements. (Prerequisite: MUS 1810 or permission of the instructor) S





**MUS 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. F, S

**MUS 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. F, S

**MUS 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. F, S

**MUS 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. F, S

**MUS 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. F, S

**MUS 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. F, S

**MUS 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. F, S

**MUS 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.

**MUS 2010/2020 Advanced Ear Training I & II ..... 1/1 credit**

Development of proficiency in identifying and writing complex rhythmic, melodic and harmonic components of traditional music. (Prerequisite for 2010 is 1040. Prerequisite for 2020 is 2010.) I - F; II - S

**MUS 2090 College-Community Symphonic Band ... 1 credit**

An instrumental organization with rehearsals meeting once each week in the evening. Auditions are open to all adult college or high school students seeking admission. Public performances may be scheduled. (Prerequisite: Permission of the director) F, S

**MUS 2110 Advanced Theory I ..... 3 credits**

A continuation of the study of harmony with concentration on the 19th and 20th centuries. Exercises in writing and analysis. May be used for credit in fine arts. Required of sophomore music majors. (Prerequisite: MUS 1120 or permission of instructor) F

**MUS 2120 Advanced Theory II ..... 3 credits**

A continuation of Music 2110 using more advanced techniques. Exercises in writing and analysis. May be used for credit in fine arts. Required of sophomore music majors. (Prerequisite: MUS 2110 or permission of instructor) S

**MUS 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) F, S

**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 2010/2011, 2020/2021, and CPSC 1100. Corequisites: NURS 1130, 1150, 1160/1161) F

**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 2010/2011, 2020/2021 and CPSC 1100. Corequisites: NURS 1100, 1150, 1160/1161) F

**NURS 1150 Nursing Skills ..... 1 credit**

The study and application of nursing skills necessary in meeting patient needs. Clinical experiences are in the skills lab. (Prerequisites: BIOL 2010/2011, 2020/2021 and CPSC 1100. Corequisites: NURS 1100, 1130, 1160/1161) F  
*3 hours clinical experience*

**NURS 1160/1161 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 2010/2011, 2020/2021 and CPSC 1100. Corequisites: NURS 1100, 1130, 1150 and satisfactory progress in NURS 1150) F  
*3 hours lecture / 3 hours clinical experience*

**NURS 1170 Nursing Process - CM ..... 13 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 1180/1181.

**NURS 1180/1181 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 2010/2011, 2020/2021 and CPSC 1100) **Su**

*5 hours lecture / 3 hours clinical experience*

**\*NURS 2600/2601 Nursing Process I ..... 10 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, clinical decision-making, professional behaviors and teaching-learning are emphasized. Clinical experiences are in parent/child, psychiatric hospital settings and community sites. (Prerequisites: NURS 1100, 1130, 1150, 1160/1161 or 1180/1181. **F, S**)

*6 hours lecture / 12 hours clinical experience*

**NURS 2610/2611 Nursing Process II ..... 10 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, 1130, 1150, 1160/1161 or 1180/1181.) **F, S**

*6 hours lecture / 12 hours clinical experience*

**NURS 2620/2621 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 2600/2601, 2610/2611, EDUC 1010, ENGL 1010, BIOL 2510/2511, PSYC 2420, SPCH 2010, HUM Elective, MATH 1630 or 1530. Corequisites: NURS 2630/2631.) **S**

*3 hours lecture / 6 hours clinical experience*

**NURS 2630/2631 Nursing Process IV ..... 4 credits**

This course 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, professional behaviors and teaching-learning. Emphasis is on the development of professional behaviors. Clinical experiences are within health care system and the community. (Prerequisites: NURS 2600/2601, 2610/2611, EDUC 1010, ENGL 1010, BIOL 2510/2511, PSYC 2420, SPCH 2010, HUM Elective, MATH 1630 or 1530. Corequisites: NURS 2620/2621.) **S**

*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.

**\*Nursing Students Graduating Spring 2004**

Nursing students who will graduate May 2004 and **only** those students who will graduate May 2004 will be enrolled in the following courses:

**NURS 2500/2501 Nursing Process I ..... 12 credits**  
6 hours lecture / 12 hours clinical experience **F, S**

**NURS 2510/2511 Nursing Process II ..... 12 credits**  
6 hours lecture / 12 hours clinical experience **F, S**

**NURS 2520/2521 Nursing Process III ..... 5 credits**  
3 hours lecture / 4 hours clinical experience **S**

**NURS 2530/2531 Nursing Process IV ..... 5 credits**  
2 hours lecture / 6 hours clinical experience **S**

**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. (Prerequisites: one year of high school typewriting or successful completion of OADM 1040 Keyboarding) **F**

**OADM 1020 Document Preparation II ..... 3 credits**

Processing information for executive, production, marketing, accounting, governmental, medical and legal offices is emphasized. Advanced text-editing functions are introduced. (Prerequisite: OADM 1010) **S**

**OADM 1040 Keyboarding ..... 3 credits**

Designed to improve proficiency in alpha-numeric keyboarding skills needed for inputting on electronic typewriters, microprocessors, word processors and computer terminals. Credit is assigned on a pass/fail basis. **F, S**

**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 emphasis 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 and Simulation ..... 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. Students will also have simulated office experiences with the principles and techniques taught in the course. (Prerequisites for this course include OADM 1040 or equivalent and OADM 1010.) **F**

**OADM 2220 Word Processing ..... 3 credits**

Introduction to word processing utilizing IBM-PC compatible microcomputers. Emphasis will be on basic computer concepts, terminology, and formatting and producing documents. **F**

**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. (Prerequisite: OADM 1010) **F**

**OADM 2900 Office Proficiency Assessment****Certification Review ..... 1 credit**

An application-oriented assessment of entry-level skills for office administration students. The course is a pass/fail evaluation of students' proficiency in keyboarding, word processing, language arts skills, records management, financial record keeping, spreadsheets, and databases. Students in the office administration major must be enrolled in their final semester of classes to take this course. **S**

**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 administrative offices. (Prerequisite: OADM 1010 and OADM 1210)  
F, S

## PARAMEDIC TECHNOLOGY (PARA)

**PARA 2010 Paramedic Roles and Responsibilities .... 1 credit**  
Students are introduced to the role of the EMT-Paramedic in the health care delivery system. Duties and responsibilities of the EMT-Paramedic as well as legislation affecting job performance 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-systems injury, signs and systems, and treatment. The pathophysiology of shock, types of shock and treatment are included.

**PARA 2040 Medical Emergencies ..... 3 credits**  
Assessment of management for victims of poisoning, bites, stings. Drug and alcohol emergencies. Epinephrine module. Assessment and management of heart attack, stroke, diabetic emergencies, and dyspnea. Principles of early defibrillation. Seizures, communicable diseases, geriatrics, and acute abdomen along with other advance skills are covered.

**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 pace-makers, 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 2220 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 2230 Advanced Trauma Care ..... 1 credit**  
This course correlates with the Basic Trauma Life Support Advanced 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**  
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 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 pre-hospital 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. **F, Su**

**PHAR 1010/1011 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. **F, Su**

*1 hour lecture / 2 hours laboratory*

**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. **F, Su**

*2 hours lecture / 2 hours laboratory*

**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) **F**

**PHAR 1050 Principles of Pharmacy Practice ..... 3 credits**

A study of novel and common pharmaceutical dosage forms and delivery systems as well as applications of pharmacy automation. The student will learn how to prepackage medications. Other topics include over-the-counter medications, herbal supplements, vitamins, and poisons / antidotes. (Pre/corequisite: PHAR 1000) **F, S**

**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. (Pre/corequisite: PHAR 1020/1021) **F, S**

*1 hour lecture / 2 hours laboratory*

**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. **F, S**

**PHAR 2055 Institutional Pharmacy Practice ..... 3 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 1010/1011, PHAR 1020/1021, PHAR 1030, PHAR 1040, PHAR 1060/1061. Pre/corequisite: PHAR 1070 and consent of the program director.) **S, Su**

**PHAR 2080 Retail Pharmacy Practice ..... 3 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 1060/61. Pre/corequisite: PHAR 1070 and consent of the program director.) **S, Su**

**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)

## PHYSICAL EDUCATION, HEALTH AND RECREATION (PHED)

### \*Fitness Activity

### †Lifetime Activity

#### PHED 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) F, S, Su

#### PHED 1020 Adaptive Physical Education I ..... 1 credit

An independent specialized activity program for the disabled student. (Activity Course) F, S, Su

#### PHED 1030 Adaptive Physical Education II ..... 1 credit

An advanced independent specialized activity program for the disabled student. (Activity Course) F, S, Su

#### PHED 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)

#### PHED 1137 Power Walking \* ..... 1 credit

A health oriented activity designed to provide instruction of walking programs necessary for achievement of lifetime fitness. A sequential series of routines formulated for better overall physical health and wellness related issues. F, S, Su

#### PHED 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) F, S

#### PHED 1210 Badminton † ..... 1 credit

Development of basic fundamental skills, rules, and strategy necessary to play the game of badminton. (Activity Course)

#### PHED 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) S, Su

#### PHED 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) F, S, Su

#### PHED 1310 Basketball † ..... 1 credit

Development of basic skills, basic rules and strategy for the game situation. (Activity Course) F, S

#### PHED 1350 Softball † ..... 1 credit

Introduction, development of basic skills and acquiring knowledge related to rules and strategy of softball. (Activity Course)

#### PHED 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) F, S, Su

#### PHED 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)

#### PHED 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)

#### PHED 1530 Ballet I † ..... 2 credits

Instruction and practice in elementary classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1530)

#### PHED 1535 Ballet II † ..... 2 credits

Instruction and practice in intermediate classical ballet techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1535)

#### PHED 1540 Jazz I † ..... 2 credits

Instruction and practice in elementary classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1540)

#### PHED 1545 Jazz II † ..... 2 credits

Instruction and practice in intermediate classical jazz techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1545)

#### PHED 1550 Modern Dance I † ..... 2 credits

Instruction and practice in elementary classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1550)

#### PHED 1555 Modern Dance II † ..... 2 credits

Instruction and practice in intermediate classical modern dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1555)

#### PHED 1560 Tap Dance I † ..... 2 credits

Instruction and practice in elementary classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1560)

#### PHED 1565 Tap Dance II † ..... 2 credits

Instruction and practice in intermediate classical tap dance techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1565)



**PHED 1570 Clogging † ..... 2 credits**  
Instruction and practice in elementary classical clogging techniques. May be repeated. Maximum 4 hours. (Equivalent to DANC 1570)

**PHED 1610 Golf † ..... 1 credit**  
Development of basic skills and techniques of the strokes, general rules, and knowledge of the game. (Activity Course) F, S, Su

**PHED 1710 Soccer † ..... 1 credit**  
Introduction, development of basic skills and acquiring knowledge related to rules and strategy of the game. (Activity Course)

**PHED 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) F, S, Su

**PHED 1730 Volleyball † ..... 1 credit**  
The introduction and development of the basic fundamental skills, rules, and strategy related to the game of volleyball. (Activity Course) F

**PHED 1810 Karate † ..... 1 credit**  
A study of techniques and practices that will result in an increase awareness of the students capacity for physical control by the knowledge and discipline of Karate. The course is designated to contribute to the philosophy of physical education in coordinating the dual nature of the human being – physical and mental. (Activity Course) F, S

**PHED 1910 Aquatics \* ..... 1 credit**  
Development of basic and intermediate swimming strokes, survival floating, diving, and rescue techniques with emphasis on water safety. (Activity Course) Su

**PHED 1920 Water Exercise \* ..... 1 credit**  
Aerobic exercising using the buoyancy and resistance of the water to improve overall fitness without stress and soreness to the muscles. All ages, fitness levels, co-ed, swimmers and non-swimmers. (Activity Course)

**PHED 1930 Snow Skiing † ..... 1 credit**  
Introduction and development of basic knowledge and skills necessary for the safety and enjoyment of skiing. (Activity Course) S

**PHED 2010 Introduction to PHED ..... 3 credits**  
This course is designed to introduce Physical Education Majors to the history of Physical Education and to familiarize them with opportunities available in various fields. F

**PHED 2070 Sports Officiating ..... 2 credits**  
A detailed techniques and methods officiating course. It will cover rule interpretations, specific play situations and ethical behavior of the participant.

**PHED 2110 Human Motor Behavior ..... 3 credits**  
This course will provide current theories and principles explaining motor behavior; psychological factors related to and/or affecting motor skill acquisition, performance, and perceptual motor programs. S

**PHED 2310 Sport and Physical Activity in American Society ..... 3 credits**  
A course dealing with the social and psychological influences which affect behavior in sports settings and/or environments.

**PHED 2320 Care and Treatment of Athletic Injuries ..... 3 credits**  
Analysis, theory, and practice in the prevention, treatment and/or care of basic athletic injuries. F

**PHED 2810 Skills and Teaching of Elementary Activities and Movement Education ..... 3 credits**  
This course is designed to provide instruction and experiences in planning elementary physical education programs. Emphasis is on planning and teaching activities and movement experiences taught by the theme approach in dance, games, and gymnastics for elementary children. S

**PHED 2990 Problems in Health, Physical Education and Recreation ..... 1 - 3 credits**  
The course will be specifically designed to meet the unique need of the problems course in the field of health, physical education and recreation.

## PHILOSOPHY (PHIL)

**PHIL 1030♦ Human Nature and Life ..... 3 credits**  
A study of philosophical perspectives of human nature and the meaning of life. F, S

**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) S

**PHIL 1600 Issues in Philosophy ..... 3 credits**  
This course will cover current issues in philosophy. This course may be repeated for credit provided the theme is not repeated. S

**PHIL 2020 Self & Values ..... 3 credits**  
A study of the concepts of "self" and "value." F, S, Su

**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.) F, S

**PHYSICS (PHYS)**

**PSCI 1010/1011♦ Physical Science I..... 4 credits**  
Principles, concepts and topics related to physics and astronomy for non-science majors. (*formerly PHYS 1010/1011*)  
**F**

*3 hours lecture / 3 hours laboratory*

**PSCI 1020/1021♦ Physical Science II..... 4 credits**  
Principles, concepts and topics related to chemistry, geology and oceanography for non-science majors. (*formerly PHYS 1020/1021*) **S**

*3 hours lecture / 3 hours laboratory*

**PHYS 1130 Conceptual Physics..... 4 credits**  
Topics from mechanics, heat, sound, light, electricity and magnetism, and atomic and nuclear physics with applications to familiar phenomena, including the environment.

**PHYS 2010/2011♦ General Physics I/Lab..... 4 credits**  
An introductory precalculus survey course in general physics including: mechanics, work and energy, rotation and vibration, wave motion, fluids and sound. (Prerequisite: MATH 1720; corequisite: PHYS 2011) (*formerly PHYS 2110/2111*) **F, Su**

*Lecture / 3 hours laboratory*

**PHYS 2020/2021♦ General Physics II/Lab..... 4 credits**  
Thermodynamics, electricity and magnetism, optics, atomic and nuclear physics. (Prerequisite: PHYS 2010; corequisite: PHYS 2021) (*formerly PHYS 2120/2121*) **F, Su**

*Lecture / 3 hours laboratory*

**PHYS 2110/2111♦ 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 1910; corequisite: PHYS 2111) (*formerly 2610/2611*) **F**

*Lecture / 3 hours laboratory*

**PHYS 2120/2121♦ Physics II..... 4 credits**  
Thermodynamics, electricity and magnetism, optics, atomic and nuclear physics. (Prerequisites: MATH 1120 and PHYS 2110; corequisites: PHYS 2121 and MATH 2120) (*formerly PHYS 2620/2621*) **S**

**PHYS 2210 Statics (with Calculus)..... 4 credits**  
A study of forces, moments, vector quantities, static equilibrium with applications to structures, friction, center of gravity, and second moments. (Prerequisite: MATH 1920) **F**

*3 lectures and one discussion / week*

**PHYS 2220 Dynamics (with Calculus)..... 4 credits**  
Absolute and relative kinetics of particles and rigid bodies using Newton's laws, work-energy, and impulse-momentum principles. (Prerequisite: PHYS 2210) **S**

*3 lectures and one discussion session / week*

**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.

**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. national government. **F**

**POLI 2010 Introduction to Political Science..... 3 credits**  
A comprehensive introduction to the study of political science with emphasis on the theory, processes, and institutions of politics and governments in the modern world. **S**

**POLI 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 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 HUM 2900 and SOCI 2900)

**POLI 2990 Problems in Political Science..... 1-3 credits**  
A course featuring an examination of a topical issue in government and politics. This course may be repeated for credit provided the theme is not repeated.

**PSYCHOLOGY (PSYC)**

**PSYC 1310 Introduction to Psychology..... 3 credits**  
This course is an introduction to the guiding principles and primary approaches of the study of human and animal behavior. This broad-based course includes the following topics: psychobiology, conditioning, learning, sensation, perception, motivation, emotion, intelligence, personality, life span development, abnormal behavior, social psychology, group processes, stress, and career development. **F, S, Su**

**PSYC 2010 Creative Problem Solving..... 3 credits**  
The purpose of this course is to strengthen those basic psychological processes essential to creative intelligence and problem solving. These processes consist of such behaviors as differentiation, association, generalization, decision making 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. **F, S**

**PSYC 2310 Abnormal Psychology..... 3 credits**  
Topics covered include abnormal reactions to frustrations, psychotherapy, theories of personality structure, neural functions, receptor mechanism, attention, and perception. Principles are included that related to law enforcement. **F, S**

**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. **F, S**



**PSYC 2340 Psychology of Adjustment ..... 3 credits**

This course is a study of personality development and structure, with major emphasis on personal adjustment and the functional aspects of the psychology of daily living. Topics covered include development of adjustment patterns, individual adjustment to life situations, societal definitions, treatment of the maladjusted, personal appraisal systems, and modification of behavior. This course is writing and oral intensive. **F, S**

**PSYC 2410 Psychology of Childhood and**

**Adolescence ..... 3 credits**  
Psychological and physiological growth and development of the human organism beginning with conception and continuing through adolescence. **F, S, Su**

**PSYC 2420 Developmental Psychology ..... 3 credits**

A study of psychological and physiological growth and development from conception to death looking at various theories through the entire life span. Course is designed for, but not limited to nursing students. **F, S, Su**

**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.

## PHYSICAL THERAPIST ASSISTANT (PTA)

**PTA 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. (Corequisites: PTA 1040/1041, 1100/1101) **F**

**PTA 1040/1041 Kinesiology ..... 4 credits**

This course presents the anatomy of neuro-muscular-skeletal systems in more detail. Emphasis is placed upon normal motion and movement patterns, especially as they apply to physical rehabilitation. (Corequisites: PTA 1010, 1100/1101) **F**

*3 hours lecture / 2 hours laboratory*

**PTA 1100/1101 Modalities ..... 3 credits**

Principles of physical agents using modalities such as heat, cold, sound, light, and water are taught. Basic concepts of tissue healing, inflammation, and pain are introduced with laboratory skill practice and demonstration of modalities in simulated patient situations. Documentation of modalities within designated plans of care will be included. (Prerequisite: Admission into the PTA program. Corequisites: PTA 1010, 1040/1041) **F**

*2 hours lecture / 3 hours laboratory*

**PTA 1200/1201 Orthopedic Conditions ..... 5 credits**

Pathologies and medical/physical therapy management of orthopedic conditions and dysfunctions are presented, along with tests and measurements such as goniometry and manual muscle testing. Students will have didactic and laboratory sessions on physical therapy intervention principles and technical skills related to patients with orthopedic conditions, including additional documentation and beginning psychosocial and professional issues. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101. Corequisite: PTA 1300/1301, 1331) **S**

*3 hours lecture / 6 hours laboratory*

**PTA 1300/1301 Neurological Conditions I ..... 3 credits**

Several common neurological conditions are presented along with medical/physical therapy management. Intervention principles and techniques needed to assist the physical therapist and continue plans of care will be taught. Lecture and laboratory sessions will focus on pathology, physical therapy tests and measurements, and hands-on treatment in simulated patient situations. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101. Corequisite: PTA 1200/1201, 1331) **S**

*2 hours lecture / 3 hours laboratory*

**PTA 1331 Clinical I ..... 1 credit**

Orientation to various clinical sites, introduction to patient assessment, interventions, and assisting the physical therapist in the clinical setting with patient diagnoses/conditions covered so far. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, satisfactory progression in PTA 1200/1201, 1300/1301) **S**

*4 hours clinical practicum*

**PTA 2120/2121 Medical/Surgical Conditions ..... 5 credits**

A survey of medical/surgical conditions commonly seen by physical therapist assistants. Pathologies, medical and physical therapy management will be discussed with laboratory practice of technical skills, interventions, and tests and measurements for patients with specific medical/surgical conditions. Additional professional issues will be covered. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331. Corequisite: PTA 2300/2301, 2331) **F**

*4 hours lecture / 3 hours laboratory*

**PTA 2300/2301 Neurological Conditions II ..... 4 credits**

A continuation of PTA 1300/1301, additional neurological conditions treated by physical therapist and assistants are presented. More advanced intervention techniques are taught to manage more complex neurologically involved patients. Laboratory and classroom sessions focus on building on content in previous courses. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331. Corequisites: PTA 2120/2121, 2331) **F**

*2 hours lecture / 6 hours laboratory*

**PTA 2331 Clinical II ..... 2 credits**

A continuation of PTA 1331, intermediate level physical therapy clinical skills in various clinical settings including interventions with patients with orthopedic and moderately involved medical/surgical and neurological conditions. (Prerequisite: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331; satisfactory progress in PTA 2120/2121, 2300/2301) **F**

*8 hours clinical practicum*



**PTA 2431 Clinical III ..... 3 credits**

A continuation of PTA 2331, students will demonstrate more advanced physical therapy clinical skills in various clinical settings with a variety of patient diagnoses presented in previous PTA courses. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331, 2120/2121, 2300/2301, 2331; satisfactory progress in PTA 2500/2501, ENGL 1010, 1020; EDUC 1010; PSYC 2420, SPCH 2010, BIOL 2010/2011, 2020/2021; MATH 1530 or 1630; CPSC 1100) S

*12 hours clinical practicum*

**PTA 2500/2501 Correlative PTA Procedures ..... 3 credits**

Continuation of selected physical therapy principles and interventions along with advanced administrative, psychosocial, ethical, and legal issues. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331, 2120/2121, 2300/2301, 2331; ENGL 1010, 1020; EDUC 1010; PSYC 2420, SPCH 2010, BIOL 2010/2011, 2020/2021; MATH 1530 or 1630; CPSC 1100) S

*2 hours lecture / 3 hours laboratory*

**PTA 2531 Clinical IV ..... 5 credits**

The terminal clinical experience will include demonstration of complex and advanced clinical skills in various clinical sites encompassing a variety of patient diagnoses presented in previous PTA courses. (Prerequisites: admission into the PTA program, PTA 1010, 1040/1041, 1100/1101, 1200/1201, 1300/1301, 1331, 2120/2121, 2300/2301, 2331; satisfactory progress in PTA 2500/2501, 2431; ENGL 1010, 1020; EDUC 1010; PSYC 2420, SPCH 2010, BIOL 2010/2011, 2020/2021; MATH 1530 or 1630; CPSC 1100) S

*20 hours clinical practicum*

**PTA 2990 Special Problems in Physical Therapy 1-3 credits**

Special problems and/or current topics in the field of physical therapy.

## READING

### Developmental Reading (DSPR)

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.

Sections with the suffix **ESL** are for students whose native language is not English. These sections will stress idiomatic language through exercises and listening as well as speaking.

**\*\*DSPR 0700 Basic Reading ..... 3 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) **(formerly READ 0710) (DSPR 0700 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) **F, S, Su**

**\*\*DSPR 0800 Developmental Reading ..... 3 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 the college assessment procedure or successful completion of DSPR 0700, Basic Reading only) **(DSPR 0800 ESL** is designed for students whose native language is not English. Listening and speaking will be stressed.) **(formerly READ 0820) F, S, Su**

*\*\*These courses constitute the TBR required sequences based on placement.*

## College Reading (READ)

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) F, Su**

**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)**

## 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. **F**

## RESPIRATORY CARE THERAPIST (RESP)

### 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) **Su**

*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) **Su**

*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) **Su**

*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). **Su**

*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) **F**

*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) **F**

*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) **F**

*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, HFPPV, HFV. Journal and Internet research techniques will be introduced. (Prerequisites: 2050/2051; corequisites: RESP 2062, 2066) **S**

*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 cardiac care life support certification. (Prerequisite: RESP 2051; corequisite: RESP 2060) **S**

*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) **S**

*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) **S**

*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) **F**

*4 hours lecture*

### RESP 2910 Study in Respiratory Chemistry ..... 2 credits

This course would consist of the assignment of problems of study incorporating previous instruction in respiratory chemistry and would be supervised by the instructor. (Prerequisite: graduation from approved respiratory care program)

### RESP 2920 Study in Respiratory Physics ..... 2 credits

This course would consist of the assignment of problems of study incorporating previous instruction in respiratory physics and would be supervised by the instructor. (Prerequisite: graduation from approved respiratory care program)

### RESP 2990 Special Problems in Respiratory Care 1-5 credits

Special problems or areas of interest for Respiratory Care students.

## SOCIAL SERVICES AND SOCIAL WORK (SOWK)

### SOWK 1010 Introduction to Social Work ..... 3 credits

This course introduces students to the profession of social work and provides an overview of the professional knowledge, skills, and values necessary for generalist social work practice. Students are introduced to the historical evolution of social work, the history of social welfare, the various fields of social work practice nationwide and in the Appalachian region, and general systems theory. This course also contains a service-learning component, allowing students to spend 20 hours during the semester in a social service agency within their community. F, S

### SOWK 1020 Human Behavior in the Social Environment ..... 3 credits

A study of human motivation and on the impact of the social environment on human behavior as well as the development of the socialization skills and coping mechanisms necessary for effectively functioning in social events.

### SOWK 2010 Social Services for Children and Youth . 3 credits

This course examines the special needs of children and youth and the social services that are available to meet those needs.

### SOWK 2015 Social Services for Special Populations 3 credits

Examines the special needs of women, minorities, the elderly and other vulnerable populations and on the social services that are available to meet those needs. F

### SOWK 2045 Family Systems ..... 3 credits

An examination of the interpersonal interaction patterns existing in families and of the problems experienced by families in contemporary American society. Special emphasis is given to examining emotional and physical abuse, drug and alcohol addiction, alternative life styles, and changing gender roles. S

## 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 experienced in contact with western society, especially the Americans. (Same as HUM 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 HUM 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. F, S, Su

### 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. F, S

### SOCI 1280 Prehistoric Archaeology ..... 3 credits

Prehistoric Archaeology is the study of human cultural evolution using theories and techniques of archaeology. Students will be briefly introduced to the principles, history, and techniques used by archaeologists followed by a review of the prehistory of Africa, Europe, Asia, and the New 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. S

### 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. F

### 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 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 HUM 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.

## 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. F, Su

**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) S, Su

**SPAN 2010 Intermediate Spanish I ..... 3 credits**  
A continuation 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) F

**SPAN 2020 Intermediate Spanish II ..... 3 credits**  
A continuation of Spanish grammar with readings and exercises to increase vocabulary and contribute to mastery of idiomatic constructions. (Prerequisite: SPAN 2010) S

**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. F, S, Su

## 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**  
This course deals with the special needs student population from physical disabilities, learning disabilities, mental retardation, sensory impairment, to the gifted child. The student will learn about interpreting diagnostic instruments and writing educational programs to meet the needs of the child. Students will study current practices, issues, and trends in special education law and policy.

**SPED 2210 Sign Language I ..... 3 credits**  
An introduction to expressive and receptive skill development in sign communication using American Sign Language. Video, text and interactive teaching method used.

**SPED 2220 Sign Language II ..... 3 credits**  
A continuation of expressive and receptive skill development in sign communication using American Sign Language. Video, text, and interactive teaching method used. (Prerequisite: SPED 2210)

## THEATRE (THEA)

**THEA 1030◆ 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. (*formerly THTR 1500*)

**THEA 1200 Audition Techniques ..... 1 credit**

Course is designed to prepare students to audition for a variety of events. Students will 1) develop a resume, 2) gain experience role-playing different types of auditions, 3) gain exposure with performers and musicians who are working in the business through guest lecturers, and 4) gain the confidence needed to audition. In addition, these students will have access to all audition information in the area and will be provided with individualized assistance in developing their individual audition.

**THEA 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.

**THEA 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.

**THEA 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.

**THEA 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.

**THEA 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: THEA 2410 or instructor's consent.)

**THEA 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.

**THEA 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.



# ***Tennessee Board of Regents, Administration and Faculty***



**TENNESSEE BOARD OF REGENTS**

**The State University and Community College System of Tennessee**  
**1415 Murfreesboro Board, Suite 350**  
**Nashville, Tennessee 37217**

Walters State Community College is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 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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Barbara J. Lowe ..... Coordinator of Youth Programs  
Troy A. Wear ..... Systems Specialist  
B. Helen Cox ..... Youth Services Technical Clerk

## CLAIBORNE COUNTY EXTENSION

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Helen S. Atkins ..... Secretary to the Director  
Jeffrey L. Snodgrass ..... Custodian

## COMPUTER SERVICES

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Michael M. Blair .....	Systems Manager
Joe E. Gibson .....	Academic Computer Programmer / Analyst
Loreene K. Cantwell .....	Systems Analyst
Paul A. Todaro .....	Microcomputer Services Manager
Joey E. Sargent .....	Network and Technical Services Director
Ann V. Ford .....	Manager for Student Information Computer Systems
William Morefield .....	Webmaster / Network Specialist
Jonathan D. Holman .....	Network Systems Administrator
William A. Munsey .....	Computer Programmer
Rosetta M. Wilson .....	Computer Programmer Analyst / Assistant Systems Manager
Don DeVine .....	Telecommunications / Network Technician 2
Chris J. Jordan .....	Telecommunications / Network Technician
George B. Rollins .....	Electronic Technician
Tammy D. Brewer .....	Technical Buyer
Tim Brockwell .....	Telecommunication Network Technician 2
James M. O'Connor .....	Computer Lab Specialist

## COUNSELING, TESTING AND SUPPORT SERVICES

Loretta Belle Lyle ..... Dean of Student Support Services and  
Director of Counseling and Testing  
Vicky G. Marshall ..... Secretary to the Dean  
Rodney A. Freeman ..... Counselor  
John Russell ..... Counselor/Director of Testing  
Carolyn A. Burnett ..... Testing Technician

## ENROLLMENT DEVELOPMENT

Mary J. Hopper ..... Director/Counselor  
George F. Seaver, Jr. .... Special Assistant for High School  
Relations & Student Services  
Sheila Morris ..... Coordinator of Minority Student  
Recruitment/Enrollment Development Office Assistant  
Amanda B. Johnson ..... Enrollment Development Specialist  
Jill Cross Reuschel ..... Information Processing Specialist  
Kimberly L. Gunnin ..... Non-traditional Student Recruiter/  
Retention Specialist

## EVENING AND DISTANCE EDUCATION

David R. Roberts ..... Dean  
Barbara A. Bryant ..... Secretary to the Dean  
Linda G. Roberts ..... Director  
Helen C. Haney ..... Secretary

## FINANCIAL AID

Robert Creswell .....	Director
William T. Edmonds .....	Associate Director of Financial Aid and Director of Educational Services and Counselor
Linda L. Spath .....	Secretary to the Director
Mary A. Rush .....	Assistant Director for Scholarships and Campus-Based Programs
C. Lynette Strickland .....	Financial Aid Assistant
Karen S. Byrd .....	Financial Aid Clerk
Deidre R. Kyle .....	Financial Aid Clerk

## FIVE RIVERS REGIONAL CAREER CENTER AND AFFILIATE OFFICES

Donna Stansberry .....	Coordinator of Workforce Investment Act Services
Jana S. Bass .....	Career Center Assistant
Marlena P. Bryan .....	Career Center Assistant
Elizabeth L. Budzinski .....	Career Center Assistant
Denise M. Carr .....	Career Center Assistant
Emanuel M. Davis .....	Career Center Specialist
Venon C. Fields .....	Career Center Specialist
Cheryl J. Harold .....	Career Center Specialist
Debbie S. Johnson .....	Career Center Specialist
Larry A. Kelley .....	Career Center Specialist
Carol A. Lemon .....	Career Center Specialist
Donna C. Mulholland .....	Career Center Specialist
Connie O'Vercum .....	Career Center Specialist
Melissa B. Reynolds .....	Career Center Specialist
Catherine E. Spencer .....	Career Center Specialist
Frances R. Valentine .....	Career Center Specialist
Bobby E. Williams, Jr. ....	Career Center Specialist

**GREAT SMOKY MOUNTAINS EXPO CENTER**

B. John Baldy .....	Executive Director
Wanda J. Musick .....	Executive Aide
Bobby Z. Delph .....	Maintenance Supervisor
John D. Cross .....	Maintenance Worker
Jackie O. Stewart .....	Utility Worker

**GREENEVILLE/GRENE COUNTY CENTER FOR  
HIGHER EDUCATION**

Drucilla Miller .....	Interim Dean
Sherry D. Watson .....	Secretary to the Dean
Nancy Gray-Barnett .....	Dean of Academic Enrichment and Extended Services
Crystal H. Stewart .....	Information Processing Specialist
Jodi M. Powell .....	Computer Lab Technician
Christy Trett .....	Secretary
Ronald A. Dixon .....	Campus Police Officer
Hal G. Cutshaw .....	Custodian Lead Worker
Gladys N. Reeves .....	Custodian
David A. Lee .....	Maintenance Mechanic

## HEALTH CLINIC

Millicent N. Prince ..... Campus Nurse

## HUMAN RESOURCES

Pat R. Maniago ..... Director/ Affirmative Action Officer  
Melissa F. Shelton ..... Personnel Records Supervisor  
Kathy A. Jackson ..... Personnel Clerk

INSTITUTE FOR BUSINESS AND INDUSTRY

Jack W. Tucker ..... Director  
Anita P. Ricker ..... Director of Information Technology  
Tammy M. Wells ..... Technical Clerk  
Ann C. Cranford ..... Information Processing Specialist

## LIBRARY

Douglas D. Cross ..... Dean of Library Services  
Jackie Matthews ..... Secretary/Library Assistant Senior  
James E. Damewood ..... Director of Library Services  
Samuel E. Richardson ..... Reference Librarian  
Jamie A. Posey ..... Librarian/Automation Specialist  
Regina Hoskins ..... Library Assistant  
Shirley A. Parker ..... Library Assistant

**PLACEMENT SERVICES & SERVICES FOR INDIVIDUALS WITH DISABILITIES**

W. Ann Bowen ..... Assistant Dean and  
Special Assistant to the President  
Carolyn A. Self ..... Secretary to the Assistant Dean  
Mary A. Breedlove ..... Coordinator for Student Tutoring and  
Other Special Services

**PLANT OPERATIONS**

E. Max Williams ..... Director  
LeSue F. Surface ..... Secretary to the Director  
Grover L. Trent ..... Assistant Director  
Larry Lane ..... Central Shipping and Receiving Supervisor  
George E. Surface ..... Bus Driver  
Richard Smith ..... Bus Driver  
George Hoskins ..... General Maintenance and  
Carpentry Shop Supervisor  
E. Stan Shropshire ..... Painter  
Jimmy E. Hoskins ..... Maintenance Mechanic  
Mack Susong ..... General Maintenance and  
Mason Supervisor  
John A. Merook ..... Maintenance Worker  
B. Wayne Davis ..... Maintenance Supervisor and  
Air Conditioning and Heating Superintendent  
L. Wayne Knight ..... Maintenance Mechanic  
David D. King ..... Maintenance Supervisor  
David R. Lima ..... Maintenance Worker  
Arnie Shults, Jr. .... Motor Pool and General Maintenance  
Mechanic Supervisor  
Hearld Dalton ..... Grounds Supervisor  
James R. Southerland ..... Lead Grounds Worker  
Adam M. Cross ..... Grounds Worker  
Charles E. Grooms ..... Grounds Worker  
Terry Watterson ..... Bus Driver  
Joyce A. Keaton ..... Maintenance Supervisor for  
Custodial Services  
Benny J. Littrell .. Assistant Supervisor for Custodial Services  
Linda L. Davis ..... Custodial Lead Worker  
Carl Bishop ..... Custodian  
Betty D. Bowlin ..... Custodian  
Doris A. Cain ..... Custodian  
Walter G. Carpenter ..... Custodian  
Joseph F. Celello ..... Custodian  
David H. Kitts ..... Custodian  
Mary K. Lane ..... Custodian  
Bobbie R. Moyers ..... Custodian  
Patrick K. Reed ..... Custodian  
Janice Roberts ..... Custodian  
Betty L. Tanner ..... Custodian  
Truman Taylor ..... Custodian  
Melvina Wallace ..... Custodian  
Carolyn S. Wilson ..... Custodian  
Glenda K. Bowlin ..... Cook Lead Worker

**PRINTING SERVICES**

J. Rene Sykes ..... Supervisor  
Crystal B. Bowlin ..... Printing Technician  
Randy D. Ramsey ..... Offset Press Lead Worker

**PUBLIC INFORMATION**

James W. Pectol ..... Director  
Kimberly J. Akens ..... Secretary to the Director  
Debra L. Williams ..... Assistant Director  
Karen R. Buel ..... Compositor

**PURCHASING**

Shawn A. Williams ..... Purchasing Agent  
Terri J. Stansberry ..... Buyer  
Patricia A. Andres ..... Purchasing Clerk  
Claudia Haskins ..... Switchboard Operator

**SEVIER COUNTY CENTER FOR HIGHER EDUCATION**

Rebecca Sue Frazier ..... Dean  
Katherine W. Whaley ..... Secretary to the Assistant Dean  
Ronnie L. Taylor ..... Director of Educational Services  
Whitney R. Akins ..... Information Processing Specialist  
Lisa M. Dixon ..... Clerk Typist  
Steven A. Moyer ..... Campus Police Officer  
Kenneth D. Mays ..... Maintenance Worker  
Alan M. Stonerock, Sr. .... Custodian  
Raymond Kerr ..... Custodian/Utility Worker/Driver  
Billy R. Sparks ..... Custodian/Utility Worker/Driver

**STUDENT RECORDS**

James D. Wilder ... Dean of Student Information Systems and  
Record Services  
Rebecca L. Livesay ..... Records Supervisor  
Kathy Trent ..... Records Office Lead Worker

**WORKFORCE DEVELOPMENT FISCAL SERVICES**

Linda J. Mason ..... Director  
Joseph M. Johns ..... Coordinator of Fiscal Compliance and  
Grant Accountant  
Tina L. Scott ..... Account Clerk  
Debra G. Gosnell ..... Account Clerk

**ACADEMIC DIVISIONS****ACADEMIC ENRICHMENT**

Nancy Gray-Barnett ..... Dean  
Teresa W. Smith ..... Secretary to the Dean

**BEHAVIORAL AND SOCIAL SCIENCES**

Lori C. Campbell ..... Dean and Chief Officer for  
General Education  
Marilyn R. Bowers ..... Head, Freshman Experience /  
Study Skills Department  
Aubrey D. Shoemaker ..... Head, Psychology, Sociology  
and Social Work  
Dawn C. Crumpley ..... Secretary to the Dean

**BUSINESS**

Evelyn J. Honaker ..... Dean  
Linda W. Ellison ..... Secretary to the Dean  
Amy H. Ross ..... Head, Office Administration  
Steve Parsons ..... Head, Legal Services  
Joseph P. Fall ..... Head, Hospitality Business Department

**HEALTH PROGRAMS**

Martel K. Rucker ..... Dean  
Judy F. Littrell ..... Secretary to the Dean  
Cheryl L. McCall ..... Director of Nursing  
Lucille V. Hipsher ..... Secretary  
Amanda F. Bice ..... Secretary  
Kathleen Savage Cornett ..... Director of Physical Therapist  
Assistant Program  
Robert McGee ..... Director of Respiratory Care Program  
Kimberly M. Brown ..... Associate Director of Pharmacy  
Technician Program  
Anita Gail Winkler ..... Director of  
Health Information Technology Programs

## HUMANITIES

James Crawford .....	Dean
Donna J. Bible .....	Secretary to the Dean
Glenda D. Nolen .....	Secretary
Peggy F. Hopper .....	Head, Reading and Writing Department
Malcolm L. McAvoy .....	Head, Speech Department
Deborah H. Hicks .....	Head, Music and Theatre Department
Steven H. Roberts .....	Head, Art Department
Laura L. Ritter .....	Director of Choral Music
Randolph H. Handel .....	Coordinator, Writing Lab

**MATHEMATICS**

Judith H. Hector ..... Dean  
Tammy L. Holt ..... Secretary to the Dean  
Russell D. Romines ..... Coordinator of  
Developmental Mathematics  
Laura Beth Dixon ..... Coordinator of Math Lab

## NATURAL SCIENCE

Donald W. Lindsey ..... Dean  
Michele H. Mutter ..... Secretary to the Dean  
Stanley M. Strickland, Jr. .... Learning Center Specialist/  
Executive Aide

**PUBLIC SAFETY**

Jerry E. Loar .....	Dean and Director of Regional Law Enforcement Academy
William Gorman .....	Assistant Director for Regional Law Enforcement Academy
Gregory A. Miller .....	Director, Paramedic Program
Thomas T. Strange, Jr. ....	Director, Emergency Service Programs / Clinical Program Director
William C. Williams .....	Director, Emergency Medical Technology
Patricia A. Knight .....	Secretary to the Dean
Sondra Humphreys .....	Secretary
Carolyn Helton .....	Secretary

## TECHNICAL EDUCATION

Michael S. Helmick ..... Dean  
Marcia K. Hostler ..... Secretary to the Dean  
Bobby A. Dixon ..... Head, Industrial Technology Department  
Roger D. Brooks ..... Head, Agriculture/  
Production Horticulture Department  
Karen S. Stooksbury ..... Head, Early Childhood Education  
Nancy Haggard ..... Director, Early Learning Center  
Rebecca L. Horner ..... Child Care Specialist  
Jennifer B. Stewart ..... Child Care Aide  
Catherine A. Woods ..... Coordinator of Tech Prep Programs

## 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)  
*Vice President for Academic Affairs and Professor of Nursing*  
 B.S.N., University of Tennessee - Nursing, 1976  
 M.S.N., University of Tennessee - Nursing, 1982  
 Ed.S., Lincoln Memorial University, 1999  
 Ed.D., East Tennessee State University - Educational  
 Leadership and Policy Analysis, 2002

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

BAKER, CHRISTOPHER W. (2000)  
*Associate Professor of Sociology*  
 A.S., Walters State Community College - General, 1985  
 B.S., East Tennessee State University - Sociology, 1987  
 M.A., University of Tennessee - Sociology, 1990  
 Ph.D., University of Tennessee - Sociology, 1995

BALDY, B. JOHN (1993)  
*Executive 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)  
*Associate 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., Texas A & M International University at Laredo, TX -  
 International Trade/Finance, 1991  
 A.B.D., 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

BERGER, MATTHEW D. (1999)  
*Career Center Specialist (CWD)*  
 B.A., Tennessee Technological University - Psychology, 1996  
 Additional study at University of Tennessee

BETTIS, JANICE C. (2000)  
*Director of Continuing Medical Education and  
 Community Service Programs*  
 B.S., East Tennessee State University - Business/Economics, 1967  
 M.P.H., East Tennessee State University - Public Health  
 Administration, 1998

- BEVERLY, ROGER D. (1995)  
*Director of Accounting Services*  
 B.S.E.H., East Tennessee State University - Environmental Health, 1976  
 B.B.A., East Tennessee State University - Accounting, 1988  
 M.B.A., East Tennessee State University - Business Administration, 2000  
 Certified Public Accountant - Tennessee
- BLAIR, MICHAEL M. (1986)  
*Systems Manager*  
 B.S., East Tennessee State University - Business Administration, 1976  
 B.S., East Tennessee State University - Computer Science, 1984
- BLAIS, LOIS R. (2001)  
*Assistant Professor of Computer and Information Science*  
 B.G.S., University of Michigan - Communications/Psychology, 1991  
 M.S., University of Tennessee - Curriculum and Instruction, 1998
- 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)  
*Assistant Dean of Placement Services and Services for Individuals with Disabilities and Assistant to the President for Special Services and Diversity*  
 B.A., Carson-Newman College - History, Sociology, 1969  
 M.A., Union College, Secondary Education, 1979  
 Ed.S., Lincoln Memorial University - Educational Administration and Supervision, 2002
- 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
- BOWMAN, TROY A. (2002)  
*Instructor of Mathematics*  
 A.S., Walters State Community College - Pre-Engineering, 1992  
 B.S., East Tennessee State University - Biology, 1996  
 M.S., East Tennessee State University - Math, 1999
- BREEDLOVE, MARY A. (1990)  
*Coordinator for Student Tutoring and Other Special Services*  
 A.S., Walters State Community College - General Studies, 1977  
 B.A., University of Tennessee - Psychology, 1998  
 M.S., University of Tennessee - Educational Psychology / Adult Education, 2000  
 Additional graduate work, University of Tennessee
- BREWER, RAYCENE G. (2001)  
*Associate Professor of Nursing*  
 Diploma, Baptist Hospital School of Nursing, 1972  
 B.S.N., Carson-Newman College - Nursing, 1986  
 M.S.N., Carson-Newman College - Nursing, Family Nurse Practitioner, 1999
- BRICE-MEANS, PEGGY J. (1992)  
*Assistant Professor of English*  
 B.A., University of Tennessee - Psychology, 1976  
 M.A., University of Tennessee - English, 1989
- 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
- BROWN, KIMBERLY M. (1999)  
*Instructor and Associate Director, Pharmacy Technician Program Certificate, Tennessee Technology Center of Knoxville - Pharmacy Technology, 1996*  
 Additional study at University of Tennessee and Mercer University
- BROWN, NANCY B. (2000)  
*Director, Workforce Development Center*  
 B.A., University of Tennessee - American Studies, 1972  
 M.S., University of Tennessee - Planning, 1975  
 Ph.D., University of Tennessee - Higher Education Administration, 1999
- BROWN, R. JANE (2000)  
*Associate Professor of Nursing*  
 B.S.N., Lenoir Rhyne College - Nursing, 1975  
 M.S.N., University of Tennessee - Nursing, 1979
- 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)  
*Head Coach, Baseball and Administrative Coordinator for High School Relations and Student Services*  
 B.S., East Tennessee State University - Physical Education, 1966  
 M.S., University of Central Florida - Education, 1974
- CAMPBELL, LORI A. (1990)  
*Professor of Education and Dean, Division of Behavioral and Social Sciences and Chief Officer for General Education*  
 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  
 Post Doctoral work, University of Tennessee - Psychology
- CAMPBELL, MICHAEL A. (1992)  
*Director of Admissions 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, LOREENE K. (1977)  
*Systems Analyst 1*  
 B.S., University of Kentucky - Mathematics, 1971  
 M.S., University of Tennessee - Computer Science, 1974
- CARDWELL, NICOLE A. (1997)  
*Assistant Professor 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)  
*Head Coach, Men's Basketball and Administrative Coordinator for  
 High School Relations and Student Services*  
 A.A., Cumberland Junior College, 1960  
 B.A., Kentucky Wesleyan - History, 1962  
 M.A., East Tennessee State University - Physical Education, 1968
- CARNEY, HUGH (1998)  
*Associate Professor 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)  
*Career Center Specialist (CWD)*  
 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
- CARRIER, HEATHER L. (2001)  
*Bursar*  
 A.S., Walters State Community College - Business  
 B.B.A., East Tennessee State University - Accounting
- 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)  
*Associate 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
- CRANFORD, ANN C. (2002)  
*Information Technology Specialist*  
 A.S., Walters State Community College - Computer Science  
 Technology, 1986  
 B.A., Emory University - English, 1966
- CRAWFORD, JAMES E., JR. (1974)  
*Professor of English, Head, English Department, and  
 Dean, Division of Humanities*  
 B.A., University of North Carolina - English, 1967  
 M.A., University of Tennessee - English, 1970  
 Ed.D., East Tennessee State University - Educational  
 Leadership and Policy Analysis, 1998
- 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)  
*Dean of Library Services*  
 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  
 Ed.D., East Tennessee State University - Educational  
 Leadership and Policy Analysis, 2002
- DAMEWOOD, JAMES E. (1985)  
*Director of Library Services*  
 B.A., Carson-Newman College - History, 1972  
 M.S.L.S., University of Tennessee - Library Science, 1985  
 Additional graduate work, Southern Baptist Theological  
 Seminary
- DAVIS, EMANUEL M. (2002)  
*Career Center Specialist*  
 A.A.S., Community College of the Air Force - Safety  
 Technology, 1989  
 A.A.S., Community College of the Air Force - Information  
 Systems Management, 1992  
 B.S., Tusculum College - Organizational Management, 1998
- DELL'ISOLA, IDA L. (1989)  
*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
- DIXON, BOBBY A. (2002)  
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 Technology Department*  
 A.S., Walters State Community College - Industrial Engineering  
 Technology, 1985  
 B.A., East Tennessee State University - Manufacturing  
 Engineering Technology, 1987  
 M.S., East Tennessee State University - Engineering Technology,  
 1997
- DIXON, LAURA BETH (1994)  
*Coordinator of Math Lab*  
 A.S., Walters State Community College - Mathematics, 1986  
 B.S., East Tennessee State University - Mathematics, 1988
- 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)  
*Assistant Professor of Computer and Information Science*  
 B.S., West Virginia University - Forestry, 1977  
 M.B.A., University of Tennessee - Management, 1984
- DUFF, MELISSA C. (1998)  
*Assistant Professor of Social Science*  
 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, L. DIANE (1993)  
*Associate Professor 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 and  
 Director of Educational Services and Counselor*  
 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
- FALL, JOSEPH P. (2000)  
*Assistant Professor of Hospitality Management and Head,  
 Hospitality Business Department*  
 A.A.S., Schenectady County Community College - Hotel Technology, 1984  
 B.S., Georgia Southern University - Restaurant, Hotel and Institutional Administration, 1997
- 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
- FIELDS, VENON C. (2002)  
*Career Center Specialist*  
 B.S., Wright State University - Business Administration, 1970
- FISHER, ALAN L. (2001)  
*Associate Professor/Department Head of Computer and Information  
 Science and Instructional Technology Coordinator*  
 A.S., Northampton County Community College - Electronic Technology, 1974  
 B.S.E.E., Pennsylvania State University - Electrical Engineering, 1977  
 M.S.C.S., Union College - Computer Science, 1990
- 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
- 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  
 and Physics*  
 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
- FOUTCH, 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
- 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 Sevierville County Campus*  
 B.S., East Tennessee State University - Psychology / Sociology, 1973  
 M.S., University of Tennessee - Adult Education, 1989  
 A.B.D., University of Tennessee
- FREEMAN, RODNEY A. (2002)  
*Counselor*  
 B.A., University of Tennessee - Psychology, 1992  
 M.S.S.W., University of Tennessee - Social Work, 1997
- 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
- GOODE, TAMMY C. (2001)  
*Director of Internal Audit*  
 B.S., University of Tennessee - Business Administration Accounting, 1982  
 Certified Public Accountant - Tennessee

- GOODMAN, PAMELA E. (1987)  
*Vice President for Student Affairs*  
 B.S., East Tennessee State University - Business Education, 1972  
 M.Ed., East Tennessee State University - School Psychology /  
 Counseling, 1983  
 Ed.D., East Tennessee State University -  
 Educational Leadership and Policy Analysis, 1999
- ORMAN, WILLIAM E. (1993)  
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 B.A., Bridgewater State College - English/Education, 1971  
 M.A., Anna Maria College - Criminal Justice, 1991
- GRACIA, CESAR O. (2002)  
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 B.A., East Tennessee State University - Criminal Justice, 1999
- GRAY-BARNETT, NANCY K. (1980)  
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 B.S., University of Tennessee - Psychology, 1976  
 M.S., University of Tennessee - Guidance, 1978  
 Ed.D., University of Tennessee - Educational Psychology and  
 Guidance, 1981  
 Additional graduate work - East Tennessee State University
- GREGG, DANNY, J. (1998)  
*Director of Bookstore Operations*  
 B.S., Tusculum College - Applied Organizational  
 Management, 1997
- GREGORY, JULIANNA (1998)  
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 B.S., Middle Tennessee State University - Mathematics, 1995  
 M.S.T., Middle Tennessee State University - Mathematics  
 Education, 1998  
 Additional graduate work - University of Tennessee
- GRICE, DANA C. (2000)  
*Associate Professor of Biology*  
 B.S., University of Tennessee - Animal Science, 1983  
 D.V.M., University of Tennessee College of  
 Veterinary Medicine, 1986
- GRIGSBY, YURIMI (2002)  
*Assistant Professor of Foreign Language*  
 B.A., East Tennessee State University - Spanish, 1996  
 M.A.T., East Tennessee State University - Teaching Spanish, 1999
- GUNNIN, KIMBERLY L. (2002)  
*Non-traditional Student Recruiter/Retention Specialist*  
 A.A.S., Walters State Community College - Business, 1996  
 B.S., Carson-Newman College - Business Administration, 1998  
 M.A., East Tennessee State University - Liberal Studies, 2002
- 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, SIDNEY G. (1970)  
*Associate Professor of Psychology*  
 B.A., Carson-Newman College - Psychology - History, 1966  
 M.A., East Tennessee State University - Psychology, 1968  
 Additional graduate work, George Washington University
- HALLMAN, CATHERINE M. (2000)  
*Instructor of Culinary Arts*  
 Certified Executive Pastry Chef, American Culinary  
 Federation, Inc.  
 A.A.S., Walters State Community College - Management -  
 Culinary Arts, 2002
- 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  
 I.A.R., Investment Advisor Representative, 1999
- HANDEL, RANDOLPH F. (1998)  
*Writing Center Coordinator*  
 B.A., University of Georgia - English/Journalism, 1988  
 M.A., East Tennessee State University - English, 1990  
 A.B.D., University of South Carolina - English
- HARDIN, SAMUEL L. (1992)  
*Coordinator of Rapid Response and Marketing*  
 B.S., East Tennessee State University - Business, 1959
- HAROLD, CERYL J. (1998)  
*Career Center Specialist (CWD)*  
 B.S.W., East Tennessee State University - Social Work, 1997
- HECK, SANDRA K. (1998)  
*Associate 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
- HELMICK, MICHAEL S. (2000)  
*Dean of Technical Education*  
 A.A., University of South Florida, 1972  
 B.S., University of West Florida - Industrial Arts, 1974  
 M.S., East Tennessee State University - Technology, 1998  
 Additional graduate work, East Tennessee State University
- HICKS, DEBORAH H. (1999)  
*Associate Professor and Head, Music and Theatre Department*  
 B.S., Tennessee Technological University - Music Education, 1973  
 M.S., University of Tennessee - Communication Research, 1986  
 M.S., University of Tennessee - Music Piano Pedagogy - 1998  
 A.B.D., University of Tennessee
- HOLMAN, JONATHAN D. (2002)  
*Network Systems Administrator*  
 B.S., East Tennessee State University - Information Science, 2001
- 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



- HOPPER, MARY J. (1992)  
*Director of Enrollment Development/Counselor*  
 B.S., University of Tennessee - Secondary Education, 1977  
 M.S., University of Tennessee - Guidance, 1990  
 Ed.S., Lincoln Memorial University - Educational Administration and Supervision, 2001
- HOPPER, PEGGY F. (1992)  
*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
- HORNER, JEFFERY T. (1995)  
*Associate Professor of Biology*  
 B.S., East Tennessee State University - Biology, 1987  
 M.S., East Tennessee State University - Biology, 1989  
 A.B.D., East Tennessee State University
- HURST, MARK A. (1997)  
*Coordinator of Accounts Receivable and Financial Analyst*  
 B.S., University of Tennessee - Retail and Consumer Sciences, 1995  
 M.B.A., East Tennessee State University - Business Administration, 2000
- HUSSEY, ANTHONY T. (1978)  
*Vice President for Information Technology and Administrative Services*  
 O.N.C., Peterborough Technical College - Mechanical Engineering, 1963  
 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)  
*Professor of Developmental Education, Mathematics*  
 B.S., University of Tennessee - Mathematics and Related Sciences, 1974  
 M.S., University of Tennessee - Mathematics Education, 1978  
 Ph.D., University of Tennessee - Education, 2002
- JACKSON, ROSEMARY Y. (1980)  
*Assistant Vice President for Business Affairs and 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  
 Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 1999  
 Certified Public Accountant - Tennessee  
 Certified Internal Auditor
- JACOBS, SHERRI M. (2002)  
*Instructor of English*  
 A.S., Baker College - Business, 1981  
 B.A., Central Michigan University - English, 1997  
 M.A., University of Tennessee - English, 1999
- JELICORSE, 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  
 Ed.S., University of Tennessee - Administration and Supervision, 2000  
 Additional graduate work, University of South Florida and University of Tennessee
- JOHNS, JOSEPH M. (2002)  
*Coordinator of Fiscal Compliance and Grant Accountant, CWD*  
 A.S., Walters State Community College - General Business, 1975  
 B.S., East Tennessee State University - Accounting, 1978
- JOHNSON, AMANDA B. (2001)  
*Enrollment Development Specialist*  
 A.A., Walters State Community College - Secondary Education, 1999  
 B.A., East Tennessee State University - English/Secondary Education, 2001
- JONES, KATHLEEN C. (2000)  
*Associate Professor of Nursing*  
 B.S., Michigan State University - Nursing, 1966  
 M.S.N., University of Alabama in Birmingham - Clinical Specialist, Medical Surgical Nursing, 1975
- 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
- KEITH, DOUGLAS W. (1998)  
*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
- KELLEY, LARRY A. (2001)  
*Career Center Specialist, Greeneville*  
 B.S., East Tennessee State University - General Studies, 1994  
 M.Ed., East Tennessee State University - Reading and Story Arts, 1997  
 Certified Professional in Human Resources, 2000

- 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
- KERNS, DEBORAH W. (1993)  
*Associate 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
- KNIGHT, J. CHRISTOPHER (2000)  
*Assistant Professor of Developmental Education - Mathematics*  
 B.A., Carson-Newman College - Mathematics, 1994  
 M.S., University of Tennessee - Mathematics, 1998
- KNOWLES, DAVID L. (2000)  
*Assistant Professor of History*  
 A.A., Yuba Community College - Business, 1993  
 B.S., Milligan College - Business Administration, 1995  
 M.A., East Tennessee State University - American History, 1997  
 Additional graduate work, East Tennessee State University
- KRAGEL, DAVID P. (1977)  
*Head Coach, Women's Basketball and Administrative Coordinator for Student Activities*  
 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, DONNA D. (1997)  
*Assistant Professor of Respiratory Care*  
 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  
 B.S., East Tennessee State University - Public Health, 1999
- 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 and Dean, Division of Public Safety and Director, Regional Law Enforcement Academy,*  
 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
- LOWE, BARBARA J. (2001)  
*Coordinator of Youth Programs (WIA)*  
 A.S., Walters State Community College - Criminal Justice, 1981  
 B.S., East Tennessee State University - Criminal Justice, 1983  
 M.S., University of Tennessee - Safety Education and Service, 1985  
 Additional graduate work, East Tennessee State University
- LYLE, LORETTA BELLE (1978)  
*Dean of Student Support Services and 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  
 Ed.S., Lincoln Memorial University - Educational Administration and Supervision, 2000
- MALLOY, GERALD L. (2002)  
*Associate Professor of Music and Theatre*  
 B.S., Carson-Newman College - Music Education / Church Music, 1976  
 M.S., Southwestern Baptist Theological Seminary - Composition and Church Music, 1983  
 M.S., Belmont University - Music Education, 1991
- MANDRACCHIA, ELISABETH M. (2002)  
*Assistant Professor of Early Childhood Education*  
 B.S., Rollins College - Elementary Education, 1981  
 M.Ed., Rollins College - Early Childhood Education, 1985
- MANIAGO, PAT R. (1974)  
*Director of Human Resources/Affirmative Action Officer*  
 A.S., Walters State Community College - General Education, 1994  
 B.S., Tusculum College - Applied Organizational Management, 1996
- MARSHALL, JAMES B. (2002)  
*Coordinator for Compliance and Quality Assurance*  
 B.S., Old Dominion University - Business Management, 1969
- MARTIN, KARLA R. (1989)  
*Associate Professor of Developmental Education, Mathematics*  
 B.A., Carson-Newman College - History / Math, 1973  
 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 CWD Fiscal Services*  
 A.S., Walters State Community College - Business Management, 1984  
 B.S., Carson-Newman College - Business Management, 1986
- MAXSON, WILLIAM L. (2001)  
*Assistant Professor of Mathematics*  
 B.A., Emory and Henry College - Math, 1966  
 M.S., University of Tennessee - Physical Education, 1967  
 Additional graduate work, University of Tennessee

- 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
- McCALL, CHERYL L. (2001)  
*Associate Professor of Nursing and Director of Nursing*  
 B.S.N., Maryville College - Nursing, 1989  
 M.S.N., University of Tennessee - Nursing, 1991
- McCURRY, CHESTER L. (2002)  
*Assistant Professor for Music and Theatre*  
 B.A., Northeast Louisiana University - Theatre, 1989  
 M.A., University of California at Los Angeles - Film/Theatre, 1991
- McGEE, ROBERT G. (1991)  
*Associate Professor of Respiratory Therapy and Director of Respiratory Care 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
- McGUIRE, LOUIS B. (1993)  
*Assistant Director for Educational Technologies and Video*  
 A.A.S., Walters State Community College - Computer Science, 1993  
 B.S., Tusculum College - Organizational Management, 1999
- McLAIN, CHIPPY A. (2001)  
*Instructor of English*  
 B.A., Tennessee Tech University - English/History, 1995  
 M.A., Tennessee Tech University - English, 2000
- McNEELY, BARBARA J. (2002)  
*Associate Professor of Nursing*  
 B.S.N., University of Tennessee - Nursing, 1986  
 M.S.N., University of Tennessee - Nursing, 1996
- MEFFORD, ELIZABETH A. (1991)  
*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)  
*Interim Dean of 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  
 Ed.S., Lincoln Memorial University - Educational Administration and Supervision, 2000  
 Additional graduate work, East Tennessee State University
- MILLER, GREGORY A. (2000)  
*Instructor for Emergency Medical Technology Program and Director, Paramedic Program*  
 Certificate, Walters State Community College - Emergency Medical Technician, 1992  
 Certificate, Walters State Community College - Paramedic, 1994
- MONEYHUN, KAY M. (1998)  
*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
- MOREFIELD, WILLIAM R. (2001)  
*Webmaster/Network Specialist*  
 B.S., Tennessee Technological University - Computer Science, 1997
- 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  
 Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 1998
- MORRIS, SHEILA D. (1979)  
*Coordinator of Minority Student Recruitment/Enrollment Development Office Assistant*  
 A.S., Walters State Community College - Secretarial Science Technology, 1979  
 B.S., Tusculum College - Organizational Management, 1999  
 Certified Professional Secretary  
 Graduate work, East Tennessee State University
- MULHOLLAND, DONNA C. (2000)  
*Career Center Specialist (CWD)*  
 A.S., Community College of the Air Force - Information Communication Management Systems, 1997  
 B.S., Tusculum College - Organizational Management, 2000
- MYERS, DANIEL A. (1978)  
*Associate Professor of Computer Science Technology*  
 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, Instructional Technology*  
 B.S., East Tennessee State University - Biology, 1978  
 M.S., University of Tennessee - Computer Science, 1991
- O'VERCUM, CONNIE (1992)  
*Career Center Specialist (CWD)*  
 B.A., Lane College - Communications, 1980
- OWENS, MARY E. (1989)  
*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)  
*Director, Claiborne County Center for Higher Education*  
 B.A., Carson-Newman College - Mathematics, 1989  
 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
- POSEY, JAMIE, A. (2000)  
*Librarian/Automation Specialist*  
 A.S., Walters State Community College - General Education, 1993  
 B.S., Lincoln Memorial University - Education/Computer Science, 1997  
 M.S., East Tennessee State University - Library Science, 1999
- REYNOLDS, MELISSA B. (1985)  
*Career Center Specialist (CWD)*  
 A.S., Walters State Community College - Office Occupations, 1983  
 B.S., Tusculum College - Management/Psychology, 1988  
 Graduate work, East Tennessee State University
- RICE, CRYSTAL R. (2000)  
*Instructor of Mathematics*  
 A.S., Walters State Community College - Math Education, 1996  
 B.S., Tennessee Technological University - Secondary Education, 1997  
 M.S., University of Tennessee - Math, 1999  
 Additional graduate work, University of Tennessee
- 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  
 M.B.A., East Tennessee State University - Business Administration, 2000  
 Certified Microsoft Systems Engineer
- 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 Advanced and Developmental Education, English and Coordinator of English as a Second Language*  
 A.B., Middle Tennessee State University - English, 1963  
 M.A., University of Iowa - English Literature, 1970  
 Additional course work, The University of Colorado
- RITTER, LAURA L. (1994)  
*Associate 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)  
*Assistant Vice President for Academic Affairs and Dean of Evening and Distance Education*  
 B.S., Tennessee Tech. University - Accounting, 1971  
 M.A., Tennessee Tech. University - Physical Education, 1976  
 Ed.S., Tennessee Tech. University - Administration and Supervision, 1980  
 Ed.D., University of Tennessee - Administration and Supervision, 1991
- ROBERTS, LINDA G. (1987)  
*Director of Evening and Distance Education*  
 B.A., Carson-Newman College - English, 1969  
 M.A., East Tennessee State University - Educational Supervision and Administration, 1985
- ROBERTS, STEVEN H. (1995)  
*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
- ROMINES, RUSSELL D. (1990)  
*Associate Professor of Mathematics and Coordinator of Developmental Mathematics*  
 B.A., Carson-Newman College - Mathematics, 1978  
 M.S., University of Tennessee - Mathematics Education, 1981  
 Additional graduate work, University of Tennessee and Carson-Newman College
- ROSS, AMY H. (2002)  
*Assistant Professor and Head, Office Administration*  
 A.A., Hiwassee College - General Studies, 1989  
 B.A., East Tennessee State University - Mass Communication, 1992  
 M.A., Clemson University - Human Resource Development, 1996
- ROTHWELL, RICHARD L. (2002)  
*Assistant Professor of Culinary Arts*  
 B.S., Marshall University - Business Management, 1982  
 A.S., Culinary Institute of America - Occupational Studies, 1984
- ROWE, ANTHONY W. (2001)  
*Assistant Professor of Chemistry*  
 A.S., Walters State Community College - Pre-Med, 1998  
 B.S., Lincoln Memorial University - Chemistry/Biology, 1998  
 M.S., University of Tennessee - Chemical Engineering, 2000
- ROWE, EARL B. (1973)  
*Associate Professor of Biology*  
 B.S., Memphis State University - Biology, 1970  
 M.S., Memphis State University - Botany, 1973
- RUCKER, MARTEL W. (1989)  
*Associate Professor of Nursing and Dean, Division of Health Programs*  
 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
- RUSH, MARY ANN (2000)  
*Assistant Director for Scholarships and Campus-Based Programs*  
 A.S., Walters State Community College - Business, 1990  
 B.S., Carson-Newman College - Business Administration, 1995

- RUSSELL, JOHN P., JR. (1987)  
*Counselor / Director of Testing*  
 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, RICH A. (1992)  
*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
- SARGENT, JOEY E. (1996)  
*Network and Technical Services Director*  
 B.A., University of Tennessee - Sociology, 1996
- SAUCEMAN, LARRY A. (1997)  
*Head Coach, Women's Softball and Assistant to Dean/Courier, Evening and Distance Education*  
 B.S., Tusculum College - Physical Education, 1988
- SCOTT, DEBRA L. (1987)  
*Dean, 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  
 A.B.D., East Tennessee State University
- SEAVER, JR., GEORGE F. "Joey" (1999)  
*Assistant Baseball Coach and Special Assistant for High School Relations and Student Services*  
 A.S., Walters State Community College - General, 1984  
 B.A., University of Tennessee - Sociology, 1987  
 M.A., Carson-Newman College - Health and Physical Education, 1992
- SHOEMAKER, AUBREY D. (1992)  
*Assistant Professor of Psychology and Head, Psychology, Sociology, and Social Work*  
 B.S.W., East Tennessee State University - Social Work, 1987  
 M.Ed., East Tennessee State University - Counseling, 1990  
 A.B.D., East Tennessee State University
- SHRADER, SARAH J. (2001)  
*Instructor, Health Information Technology*  
 Registered Health Information Technologist - American Health Information Management Association, 1976  
 B.S., Tusculum College - Organizational Management, 2002
- SMITH, KATHY M. (1992)  
*Associate Professor of English*  
 B.S., East Tennessee State University - English, 1984  
 M.A., East Tennessee State University - English, 1990
- SPENCER, CATHERINE E. (2001)  
*Career Center Specialist*  
 M.S., Wayne State University - Education/Instruction Technology, 1985  
 B.S., University of Detroit - Human Resources Management, 1987
- STANSBERRY, BRAD S. (2002)  
*Instructor of English*  
 B.A., Carson-Newman College - Biology, 1989  
 M.A., East Tennessee State University - English, 1996
- STANSBERRY, DONNA W. (1992)  
*Coordinator of Workforce Investment Act Services*  
*Five Rivers Regional Career Center*  
 B.S.W., East Tennessee State University - Social Work, 1977  
 Graduate work, East Tennessee State University
- STECK, 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
- STOCKTON, KETRON J. (2000)  
*Assistant Professor of Manufacturing Technology*  
 B.S., Tennessee Technological University - Industrial Engineering, 1983  
 M.S., Georgia Southwestern State University - Administration, 1997
- STONE, EDDIE M. (1997)  
*Associate Vice President for Computer Services*  
 B.S., University of Tennessee - Mathematics, 1974  
 M.S., University of Tennessee - Mathematics, 1976  
 Ph.D., University of Tennessee - Education, 1996
- STOOKSBURY, KAREN S. (2001)  
*Assistant Professor/Department Head of Early Childhood Education*  
 B.S., Carson-Newman College - Elementary Education, 1976  
 M.S., University of Tennessee - Early Childhood Education, 1997
- STRANGE JR., THOMAS T. (1995)  
*Director, Center for Emergency Service Programs and Clinical Program Director*  
 Certificate, Roane State Community College - EMT Paramedic, 1990
- SUICH, VICTOR W. (1981)  
*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
- SUTTON, JAMA SPICER (1999)  
*Assistant Professor of Computer and Information Technology*  
 B.A., Carson-Newman College - History/Business Administration, 1982  
 M.A., Appalachian State University - Instructional Technology/Computer, 1998
- SWETNAM, JOHN A. (1994)  
*Director of Center for Educational Technologies and Video*  
 A.A., Community College of Air Force - Avionics Sensor Systems Technology, 1984  
 B.A., University of Southern Maine - Occupational Education, 1989  
 Additional graduate work, University of Southern Maine, 1993
- TAYLOR, RONNIE L. (1988)  
*Director of Educational Services, Sevier County Campus*  
 B.A., Carson-Newman College, 1972  
 M.S., University of Tennessee - Curriculum and Instruction, 1995

- TIPTON, RAY T. (1998)  
*Associate 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
- TODARO, CARLA L. (2000)  
*Assistant Professor of English*  
 B.S., East Tennessee State University - English, 1993  
 M.A., East Tennessee State University - English Literature, 1996
- TUCKER, JACK W. (1990)  
*Interim Dean for Community and Economic Development and Director of the Institute for Business and Industry*  
 B.S., University of Tennessee - General Business, 1962
- VALENTINE, FRANCES R. (2001)  
*Career Center Specialist (CWD)*  
 B.S., East Tennessee State University - Sociology, 1978
- 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
- WHITEHEAD, VICTORIA A. (1984)  
*Associate Professor of Nursing*  
 B.S.N., University of Tennessee, Memphis - Nursing, 1972  
 M.S.N., University of Tennessee, Knoxville - Nursing, 1987
- WIESENBERG, ELIZABETH A. (1984)  
*Associate Professor of Nursing*  
 B.S.N., University of Tennessee - Nursing, 1982  
 M.S.N., University of Tennessee - Nursing, 1983
- WILDER, JAMES D. (1975)  
*Dean of Student Information Systems and Records Services*  
 B.S., University of Tennessee - Science Education, 1974  
 Graduate work, University of Tennessee, and Tennessee State University
- WILLIAMS, BOBBY E. (2001)  
*Career Center Specialist (CWD)*  
 B.B.A., East Tennessee State University - Business Management, 1989
- WILLIAMS, DEBRA L. (2002)  
*Assistant Director of Public Information*  
 B.S., University of Tennessee - Journalism, 1986
- WILLIAMS, MARK K. (2000)  
*Assistant Professor of History*  
 B.A., University of Tennessee - History, 1991  
 M.A., University of Tennessee - History, 1994  
 Graduate work, University of Tennessee
- 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  
 Additional graduate work, East Tennessee State University
- WILLIAMS, W. CHARLES (1998)  
*Instructor, Emergency Medical Technology and Director of Emergency Medical Technology Program*  
 Certificate, State Technical Institute of Knoxville - Emergency Medical Technology / Paramedic, 1986  
 Certificate, Walters State Community College - Basic Police Recruit School, 1990  
 A.S., Walters State Community College - Public Safety - Law Enforcement, 2000
- WILSON, ROSETTA M. (1989)  
*Computer Programmer Analyst/Assistant Systems Manager*  
 A.S., Walters State Community College - Computer Science, 1988  
 B.S., East Tennessee State University - Computer Science, 2000
- WINKLER, ANITA GAIL (1998)  
*Assistant Professor of Health Information Technology Programs and Head, Department of Health Information Technology 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)  
*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  
 Ed.D., East Tennessee State University - Educational Leadership and Policy Analysis, 1999
- 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

**EMERITI**

\*SIMMONS, DARRELL D. (1970-1981)

*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)

GILMORE, R. LYNN (1970-2002)

*Vice President for Student Affairs Emeritus*

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

\*Deceased

**ADJUNCT MEDICAL DIRECTORS**

STEPHEN K. WILSON, M.D.

Center for Emergency Service Programs

THOMAS BECKNER, M.D.

Respiratory Care Program

**RETIREES WITH TEN OR MORE YEARS OF  
SERVICE AT WSSC**

ARMSTRONG, AGNES A. (1976-1997)

*Custodian*

ARMSTRONG, ANNE C. (1970-2000)

*Professor of English*

ARWOOD, LEE ROY (1983-1998)

*Utility Worker/Custodian*

BAKER, LOUISE T. (1973-1989)

*Secretary*

BARTOW, BARBARA (1983-1996)

*Reference/Public Service Librarian*

BIDDLE, WILLIAM B., DR. (1970-1996)

*Professor of Music*

BISHOP, BARBARA (1986-2000)

*Secretary*

BLUE, JAY (1983-1999)

*Custodian*

BRANDENBURG, BILLY E. (1980-1992)

*Security Officer*

BRAZELTON, WILLIAM C. (1972-1997)

*Custodial Supervisor*

BROWN, ATHAN M. (1974-1994)

*Associate Professor of Criminal Justice Technology  
Chair, Division of Public Safety*

CAMPBELL, R. JEAN (1975-2000)

*Secretary*

CAMPBELL, M. ELIZABETH (1979-1999)

*Director, Public Information*

\*CAMPBELL, ROBERT L. (1975-1994)

*Painter*

CARPENTER, GLADYS R. (1974-1992)

*Assistant Dean for Academic Program Development and  
Chair, Behavioral and Social Sciences Division*

\*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*

DAVIS, KAYE L. (1989-2002)

*Associate Professor of Early Childhood Education*

DOTSON, EMOGENE W., DR. (1974-1993)

*Associate Dean of Health Programs*

DIAL, ROBERT L. (1974-1988)

*Electrician*

EVANS, JOHNNY L. (1993-2002)

*Dean, Division of Public Safety and Director of the Regional  
Law Enforcement Academy*

\*FLINN, KATHRYN F. (1970-1989)

*Assistant Dean for the Learning Resource Center*

GILMORE, RICHARD L. (1970-2002)

*Vice President for Student Affairs*

GOFORTH, VIRGINIA L. (1971-2002)

*Executive Secretary*

GOLDEN, LAURA LOU (1987-1997)

*Secretary*

GREENE, FREDDIE W. (1977-1997)

*Coordinator*

GREENLEE, OLLIE RUTH (1980-1995)

*Custodian*

HALL, GLENORA T. (1970-2000)

*Associate Professor of Mathematics*

HARRINGTON, DELORES A. (1980-1997)  
*Account Clerk 1*

\*HATCHER, MARGUERITE P. (1986-1996)  
*Media Technician/Personnel Clerk*

HAYES, HAROLD L. (1978-2001)  
*Professor of Psychology and Developmental Education*

HELM, CARROLL M. (1987-2002)  
*Dean of Greeneville/Greene County Center for Higher Education*

HODGE, PAULETTE P. (1977-2002)  
*Associate Professor of Developmental Education, Mathematics*

HURLEY, NELLIE FRANCES (1972-1989)  
*Library Assistant*

LAWSON, HELEN L. (1973-2002)  
*Admissions and Records Supervisor*

LAWSON, WILLIAM (1983-1998)  
*Security Officer*

LEHRER, JOAN H. (1990-2001)  
*Secretary 3*

LILLY, BOB P. (1985-2001)  
*Assistant Dean of Sevier County Campus*

LOVIN, AUBIN H. (1982-1994)  
*Director of Human Resources*

LU, PAUL H. (1978-1998)  
*Professor of Psychology*

MARKS, MARGIE N. (1976-2000)  
*Supervisor, Printing Services Department*

MASON, NAOMI (1972-2002)  
*Personnel Records Supervisor*

MAXWELL, JESSIE JEWEL (1976-1996)  
*Associate Professor of Nursing*

MILLER, FRANCES M. (1975-1996)  
*Secretary*

MILTIADES, RUTH P. (1975-2001)  
*Associate Professor of Mathematics*

MORRIS, GAIL L. (1970-2000)  
*Admissions and Records Clerk*

NEEBLE, HAZEL M. (1978-1988)  
*Custodian*

NEELY, HARVE B. (1978-1988)  
*Utility Worker*

O'DELL, SAMUEL R., DR. (1970-1999)  
*Professor of History*

\*PEARSON, KENNETH V., DR., (1970-1987)  
*Director of Counseling and Testing*

REED, ROBERT R. (1971-1984)  
*Director of Plant Operations*

RIPLEY, PHYLLIS S. (1978-2001)  
*Associate Professor of Nursing and Clinical Skills Lab Coordinator*

RUSSELL, ROBERT T. (1970-1999)  
*Associate Professor of Industrial Technology*

SAYLOR, CAROLYN H. (1979-2001)  
*Associate Professor of Office Administration*

SAYLOR, LANNY R. (1979-2001)  
*Associate Professor of Mathematics*

SHAVER, CHARLES W. (1975-1990)  
*Custodial Supervisor*

\*SIMMONS, DARRELL D., DR., (1970-1981)  
*Dean of Instruction*

SKINNELL, FRANK W., DR. (1980-2001)  
*Director, Workforce Development Center*

\*STAMBAUGH, FRANCES L. (1976-1989)  
*Acting Director of Counseling and Testing*

SUSONG, JOAN C. (1971-1993)  
*Buyer*

TAYLOR, NELLIE JO (1970-1986)  
*Secretary*

WALTER, BRIAN V. (1970-2000)  
*Associate Professor of History*

WHITE, CURTIS E. (1970-1984)  
*Associate Professor of English*

WHITT, JOAN H. (1971-1997)  
*Director of Accounting Services*

\*Deceased

## INDIVIDUALS WHO DIED IN ACTIVE SERVICE

ASTHANA, GIREESH (1973-1985)  
*Associate Professor of Economics*

BOYD, H. WAYNE (1985-2002)  
*Professor of Physics*

CAMFIELD, MARVIN A. (1972-2000)  
*Professor of Sociology*

COX, BETTY JANE (1980-1994)  
*Custodian*

FLINN, KATHRYN F. (1970-1990)  
*Director of Library*

HAMELIN, ALFRED R. (1994-1998)  
*Associate Professor of Industrial Technology*

PHILLIPS, JOHN R. (1981-1994)  
*Associate Professor of Production Horticulture Technology*

SNOWDEN, ARLENE F. (1985-2000)  
*Assistant Director of Financial Aid*



# ***Advisory Groups***



## WALTERS STATE FOUNDATION BOARD OF TRUSTEES

## MEMBERS

Mr. William W. Bales Morristown	Dr. William Perry Doka Morristown	Mr. E.J. Hardin, III Tazewell	Mr. L.W. Lawrimore Morristown	Mr. Keith Powers Morristown
Mrs. Barbara Bible Morristown	Dr. Emogene Dotson Bean Station	Mr. Randy Harville Morristown	Mr. Robert Todd Lilley Morristown	Mr. Robert T. Russell Morristown
Mr. John T. Bible Morristown	Mr. Vic Duggins Knoxville	Dr. Carroll M. Helm Morristown	Dr. Larry Mangum Morristown	Mr. Donald P. Shell Knoxville
Mr. Raymond Bible Morristown	Mr. R. Jack Fishman Morristown	Mr. Norman Helm Morristown	Mr. Jerry Markham Morristown	Mr. Anderson L. Smith Morristown
Mr. Sidney A. Blalock Sevierville	Mr. R. Michael Fishman Morristown	Mr. Clifford H. "Bo" Henry Maryville	Mr. Ralph P. Masengill, Jr. Morristown	Mr. Joe Snizek Morristown
Mr. A.B. Blanton, Jr. Sevierville	Mr. Carroll F. Fowler Morristown	Mr. Joel A. Hice Morristown	Mr. Y.J. McAndrew Dandridge	Dr. Eddie Stone Knoxville
Dr. Ronald W. Boling Knoxville	Mr. Mark Gamble Rogersville	Dr. J. Eugene Howard New Market	Dr. Wade B. McCamey Harriman	Mr. William G. Swann Morristown
Dr. Terry M. Brimer Morristown	Dr. R. Lynn Gilmore Bean Station	Dr. Anthony T. Hussey Knoxville	Mr. John F. McCrary, Jr. Morristown	Mr. Charles R. Terry Morristown
Mr. Tim Bush Sevierville	Mr. Harry B. Glass Morristown	Judge William H. Inman Morristown	Mr. George McGuffin Morristown	Mr. F. Braxton Terry Morristown
Mr. Robert Calloway, Jr. Knoxville	Mr. Sam F. Grigsby, Jr. Morristown	Mr. Charlie R. Johnson Sevierville	Mrs. Judy McGuffin Morristown	Mr. Jack W. Tucker Knoxville
Dr. Jack E. Campbell Whitesburg	Dr. W. Robert Gronewald Morristown	Mr. Gene Jolley Morristown	Mr. Neil D. Miller Rogersville	Judge Gary Wade Sevierville
Mr. William Y. Carroll Sevierville	Mrs. Blanche Gulyash Sevierville	Mrs. Joyce W. Jolley Morristown	Mr. Sam A. Miller Greeneville	Mr. Noah H. Wilson, Jr. Morristown
Miss Faye Catron Morristown	Dr. Joseph Gulyash Sevierville	Dr. C. Julian Jordan Morristown	Miss Marian E. Oates Sevierville	Mr. Heiskell H. Winstead Rogersville
Miss Grace Catron Morristown	Mr. Breck Habegger Morristown	Mrs. Jean Keener Morristown	Mr. Larry S. "Bud" Ogle Gatlinburg	Mr. Geoffrey A. Wolpert Gatlinburg
Mr. Richard Clark Morristown	Mr. George Haggard Morristown	Ms. JoAnn Kell Morristown	Mrs. Linda Ogle Pigeon Forge	Mr. William F. Young Whitesburg
Mrs. Mary Ruth Cutshaw Sevierville	Mr. William M. Hale Morristown	Ms. Emily B. Kile Sevierville	Dr. Truett H. Pierce Sneedville	
Dr. Steve L. Doka Morristown	Mr. William T. Hale Morristown	Mrs. Doris Lawrimore Morristown	Mr. Harvey Plummer Greeneville	

## HONORARY MEMBERS

Mr. Terry Ball Morristown	Mr. Douglas D. Cross Talbott	Mr. Dean Jones Sneedville	Mr. Fred Overbay Morristown	Mr. Paul N. Steinfeld Atlanta, GA
Mr. Jim Blalock Sevierville	Mr. Carl Louis Crowe Newport	Mr. Gerd Krohn Morristown	Mr. Stan Puckett Greeneville	Mr. R.B. Summitt, II Sevierville
Mr. Thomas A. Brennan Morristown	Mr. William S. Denton, Jr. Morristown	Dr. William W. Locke Russellville	Mr. Brownlee Reagan Gatlinburg	Mr. Jerry W. Tucker Morristown
Mr. Dan Brooks Rogersville	Mr. Rodney England New Tazewell	Mrs. Wilma M. Maples Gatlinburg	Mrs. Reese M. Ripatti Sevierville	Mr. Kirk M. Tucker York, PA
Mr. Jim Brooks Rogersville	Mr. Edward H. Gamble Jacksonville, FL	Mr. John B. McGuffin Morristown	Mrs. Anne B. Sarris Atlanta, GA	Mrs. Lynn Tucker York, PA
Mr. A.M. Brown Kingsport	Mrs. Deborah B. Haun Greeneville	Mr. C. R. Minor Russellville	Mrs. Kaye Schwalb Morristown	Mr. John D. Wallace Morristown
Mrs. Josephine T. Burchfiel Sevierville	Mr. Rufe Hurst, Jr. Talbott	Mr. Larry Musick Morristown	Mr. Robert B. Schwalb Morristown	Mrs. Mary N. Widener Morristown
Mrs. Beverly Burns Knoxville	Mr. Hans D. Jehle Morristown	Mrs. Nancy Eversole NeSmith Morristown	Mr. Ray Sexton Morristown	Dr. Ellis H. Winkler Sneedville
Miss Jessie Cates Gatlinburg	Mr. John R. Johnson Morristown	Mr. Charles E. Ogle, Jr. Gatlinburg	Mrs. Virginia A. Sheahan Libertyville, IL	Mrs. Nancy Winter Gatlinburg
Mrs. Mary Ellen Conner Gatlinburg	Mr. Bill "Skeet" Jones Morristown	Mr. Luther Ogle Gatlinburg	Miss Clara A. Short Knoxville	Ms. Eleanor Yoakum Tazewell

### SEVIER COUNTY DEVELOPMENT COUNCIL

Mr. Jim Blalock Sevierville	Mrs. Blanche Gulyash Sevierville	Mr. Larry S. "Bud" Ogle Gatlinburg	Mr. Geoffrey A. Wolpert Gatlinburg
Mr. Sidney A. Blalock Sevierville	Dr. Joseph Gulyash Sevierville	Mrs. Linda Ogle Pigeon Forge	
Mr. A.B. Blanton, Jr. Sevierville	Mr. Jerry Hays Gatlinburg	Mr. Luther Ogle Gatlinburg	<b>EX OFFICIO</b>
Mrs. Josephine T. Burchfiel Sevierville	Mr. Charlie Johnson Sevierville	Mr. Jack Parton Sevierville	Mayor Bryan Atchley Sevierville
Mr. Tim Bush Sevierville	Ms. Emily B. Kile Sevierville	Mr. Brownlee Reagan Gatlinburg	Mr. Doug Bishop City Administrator Sevierville
Mr. Glenn Cardwell Sevierville	Mr. Bill Maples Pigeon Forge	Mrs. Reese M. Ripatti Sevierville	Mayor Glenn Cardwell Pittman Center
Mr. Billy Carroll, Jr. Sevierville	Mrs. Wilma M. Maples Gatlinburg	Mr. Charles R. "Bob" Rusk Seymour	Mayor Ralph Chance Pigeon Forge
Mr. William Y. Carroll Sevierville	Mr. Ted Miller Pigeon Forge	Mrs. Jana Thomasson Sevierville	Mayor Jeffrey A. Collart Gatlinburg
Miss Jessie Cates Sevierville	Mr. Allen Newton Sevierville	Judge Gary Wade Sevierville	Mrs. Cindy Cameron Ogle City Manager, Gatlinburg
Mrs. Mary Ruth Cutshaw Sevierville	Miss Marian E. Oates Sevierville	Mr. John B. Waters, Jr. Sevierville	Mrs. Earlene Teaster City Manager, Pigeon Forge
Mr. Ted Esch Seymour	Mr. Charles E. Ogle, Jr. Gatlinburg	Mrs. Nancy Winter Gatlinburg	Hon. Larry Waters Sevier County Executive

### LOCAL WORKFORCE AREA 2 CONSORTIUM OF LOCAL ELECTED OFFICIALS

Mr. Virgil Lee Herrell Claiborne County Executive	Mr. Larry Lay Union County Executive	Mr. Greg Marion Hancock County Executive	Mr. David Purkey Hamblen County Executive
Mr. Gary Holiway Jefferson County Executive	Mr. Crockett Lee Hawkins County Executive	Mr. Paul Q. Merritt Grainger County Executive	Mr. Larry Waters Sevier County Executive
Mr. Roger Jones Greene County Executive	Mr. Iliff McMahan Cocke County Executive		

### SERVICE DELIVERY AREA 2 LOCAL WORKFORCE INVESTMENT BOARD

Ms. Susan C. Arwood Greeneville	Ms. Darlene Ely Morristown	Ms. Hilda Lovell Newport	Mr. Jack Rhyne Maynardville
Mr. Roger Ball Tazewell	Mr. Bill Farmer Louisville	Mr. Jerry McCurry* Morristown	Mr. Kyle Richardson Maynardville
Ms. Ron A. Beach Rogersville	Mr. R. Michael Fishman Morristown	Mr. Ray McElhaney Morristown	Mr. Danny Rines Jefferson City
Judge James E. Beckner* Morristown	Mr. George O. Haggard, Jr. Morristown	Ms. Marilyn J. Medley Morristown	Mr. Adrian Rucker Morristown
Ms. Ann W. Bowen Morristown	Mr. T.J. Harrison, IV Sneedville	Mr. Danny Meredith Morristown	Mayor W. Von Schipmann* Corryton
Ms. Amy L. Brooks Sevierville	Ms. Carole F. Harwood Morristown	Ms. Amanda Miller* Morristown	Mr. Mike Watson* Morristown
Dr. Jack E. Campbell Morristown	Ms. Dottie Heck Rogersville	Mr. Steve Neff Tazewell	Mr. Paul Webb Newport
Mr. Greg Corum Blaine	Mr. David Holt* Dandridge	Mr. Ray Ogle Pigeon Forge	Ms. Ann Williams Morristown
Ms. Lisa Anne Deans Greeneville	Ms. Anna James Morristown	Mr. Roger Overholt* Morristown	Ms. Cathy Woods* Morristown
Mr. Denny E. Douglas Sneedville	Mr. Terry D. Johnson Bean Station	Mr. David Popiel Newport	Mr. Harold G. Woods Knoxville
Ms. Lynn Elkins Morristown	Ms. Lynda Link* Morristown	Mr. Ronnie B. Price Rogersville	

\*Youth Council only (non-voting)

### GREAT SMOKY MOUNTAINS EXPO CENTER BOARD OF ADVISORS

Mr. Bill Bales Morristown	Mr. James Graham Newport	Ms. Dene Massengill Talbott	Mr. Sam Scarlett New Market
Mr. Flavius Barker Columbia	Mr. William Graves Corryton	Mr. Silas Maxwell Mosheim	Mr. Charles R. Terry Morristown
Mr. Manny Bedwell Morristown	Mr. Sam Grigsby, Sr. Morristown	Mr. Neil Miller Rogersville	Mr. Wayne Ward Mountain City
Ms. Alethia Belcher Jefferson City	Mr. Gary Holiway Dandridge	Mr. David Mitchell Blaine	Mr. Hugh Wells Greeneville
Mrs. Lisa Bible Morristown	Mr. Ernest Jessee Maynardville	Mrs. Elliot Moore Bristol	Ms. Joyce Williams Newport
Mr. Robert H. Bible Morristown	Mr. Cliff Keesee Bluff City	Mr. Kevin Pipes Sevierville	Mr. Lafayette Williams Concord
Mr. Roger Brooks Morristown	Ms. Luann Kilday Greeneville	Mr. David Purkey Morristown	Mr. Lemmy Wilson Newport
Ms. Cynthia D. Conner Knoxville	Mr. James N. Leckie, Jr. White Pine	Mr. Paul H. Reed Sneedville	Mr. Heiskell Winstead Bulls Gap
Mr. David Cunningham Knoxville	Mr. Ed Lidvall Alcoa	Ms. Carol Rouse Morristown	Mr. James Wright Jonesborough
Mr. J.W. Douthat Mohawk	Dr. Larry Mangum Morristown	Mr. James Saulsbury Greeneville	Mr. Bill Young Bulls Gap
Mr. Kenneth Estes Morristown			

### MINORITY RECRUITMENT ADVISORY BOARD

Mrs. Belinda Blevins Morristown	Mrs. Linda Hampton-Parker Newport	Rev. C.C. Mills, Jr. Greeneville	Ms. Patrice Puglise Morristown
Mr. Andrew Bradley Rogersville	Rev. Edward Hill Russellville	Ms. Ollie Mills Morristown	Mr. Moziano Reliford Strawberry Plains
Mrs. Ella Jo Bradley Rogersville	Rev. Clifton D. Jackson, Sr. Morristown	Elder Ventrus Norfolk Morristown	Angelia Rodriguez Greeneville
Mrs. Gladys S. Clay Jefferson City	Mrs. J.J. Jones Greeneville	Mrs. Clara Osborne Morristown	Mr. Frank Shippe Greeneville
Mr. Roland Dykes, Jr. Newport	Mrs. Betty Cody Kyle Morristown	Mr. Toby Pearson Morristown	Mr. Clarence Thompson Morristown
Mrs. Emma Edmonds Greeneville	Ms. Karen McMahan Morristown	Mrs. Arlene Peck Jefferson City	

### MID-EAST TENNESSEE TECH PREP EXECUTIVE BOARD

Dr. Lyle Ailshie Greeneville	Dr. Jack E. Campbell Morristown	Ms. Sue Frazier Morristown	Mr. Doug Moody Dandridge
Mr. Mike Antrican Sneedville	Mr. Clayton Chambers Morristown	Mr. George Haggard Morristown	Mr. Fred Parker Morristown
Dr. Mary Lou Apple Morristown	Dr. Vernon Coffey Rutledge	Mr. Michael Helmick Morristown	Dr. Joe Parkins Greeneville
Mr. George Beasley Knoxville	Mr. Dick Cooter Greeneville	Mr. Hans Jehle Morristown	Dr. Jack Parton Sevierville
Mr. Glenn Beck Rogersville	Dr. Don Dobbs Tazewell	Ms. Loretta Lyle Morristown	Dr. James Pratt Maynardville
Mr. Larry Blazer Newport	Mr. James H. Dykes Rogersville	Dr. Dale Lynch Morristown	Dr. Earnest Walker Morristown
Ms. Ann Bowen Morristown	Ms. Lynn Elkins Morristown	Ms. Drucilla Miller Morristown	Ms. Cathy Woods Morristown

**REGIONAL FIRE PROTECTION ADVISORY BOARD**

Captain Russ Brewer Maryville	Captain Larry Lewis Oak Ridge	Deputy Chief Gary Ryan Morristown	EMS Coordinator Tony Watson Pigeon Forge
Asst. Chief Laura Davis Oak Ridge	Mr. Mike Masters Oak Ridge	Captain Jack Tilson Greeneville	Chief Gary West Gatlinburg
Chief Larry Graves Alcoa	Fire Marshal Randy Osterman Knoxville	Chief Robert Lee Turner, Jr. Jefferson City	Captain David Williamson (Retired) Maryville
District Chief Jerry Harnish Knoxville	Chief Mike Rawlings Sevierville		

**REGIONAL CRIMINAL JUSTICE ADVISORY BOARD**

Chief Mark Addington Kingsport	SAC Bob Denney Johnson City	Chief Mark Johnson Church Hill	Sheriff Ralph D. Seal Sneedville
Sheriff Wayne Anderson Blountville	Chief Billy Duty Surgoinville	Sheriff Bruce Montgomery Sevierville	The Honorable Mindy Norton Seals Morristown
Chief Jack Baldwin Pigeon Forge	Chief Robert Fox Sevierville	Chief Harry Montgomery Gatlinburg	Chief Lewis Shipley Greeneville
The Honorable Berkeley Bell Greeneville	Chancellor Thomas R. Frierson, II Morristown	Chief Roger Overholt Morristown	Sheriff Harry Shultz Tazewell
Sheriff Steve Burns Greeneville	Sheriff Roger Gentry Mountain City	Sheriff Fred Phillips Johnson City	Chief Dean Smith White Pine
Chief William Clark Jefferson City	Sheriff Kent Harris Erwin	Sheriff Otto Purkey Morristown	Chief Ron Street Johnson City
Mr. Jack Cotrel Johnson City	Sheriff John Henson Elizabethton	Sheriff D.C. Ramsey Newport	Chief Eddie Wampler Bristol
Sheriff David Davenport Dandridge	Chief James Hicks Erwin	Sheriff Warren Rimer Rogersville	Sheriff Bill White Clinton
Chief Roger Deal Elizabethton	Chaplain Ed Jefferies Johnson City	The Honorable Al Schmutzer, Jr. Sevierville	Chief Carson Williams Dandridge

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.

## PROGRAM ADVISORY COMMITTEES

### AGRICULTURE RESOURCE MANAGEMENT

Mr. Ursell Atkins Morristown	Dr. Dan McLemore Knoxville
Mr. William W. Bales Morristown	Mr. Paul McQuade Morristown
Mr. Mannie Bedwell Morristown	Mr. Ronnie Sartain Greeneville
Ms. Lisa Bible Morristown	Mr. Jim Satterfield Jefferson City
Mrs. Doris Graves Morristown	Mr. Lafayette Williams Concord
Dr. Larry Mangum Morristown	

### CODING

Ms. Marty Rucker Morristown	Mr. Larry Phillips, FACHE Knoxville
Ms. Clara Brooks, RHIT Rogersville	Mr. Mike Pierce Morristown
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Anne Powell, RHIA Tazewell
Ms. Andrea Herndon, RHIT Greeneville	Ms. Betty Prescott Jefferson City
Ms. Rhonda Hisle, RHIA Morristown	Ms. Jane Schrader, RHIT Jefferson City
Mr. Bill Hodges Morristown	Ms. Debbie Shanton, RHIA Sevierville
Ms. Sandra Menders, RHIT, CPC Knoxville	Ms. Fances Shelley Newport
Ms. Ginger Parker Morristown	Ms. Ruth Slover, RHIT Morristown

### COMPUTER & INFORMATION SCIENCE

Mr. Al Ahearn Morristown	Ms. Susanne Lovin Morristown
Mr. James Atkins Rutledge	Mr. Kris Sigler Morristown
Mr. Rickie Clark Greeneville	Dr. Eddie Stone Morristown
Dr. Terry Countermine Johnson City	Mr. Chuck Terry Morristown
Mr. Chip Hughes Morristown	

### CODING

Ms. Marty Rucker Morristown	Mr. Larry Phillips, FACHE Knoxville
Ms. Clara Brooks, RHIT Rogersville	Mr. Mike Pierce Morristown
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Anne Powell, RHIA Tazewell
Ms. Andrea Herndon, RHIT Greeneville	Ms. Betty Prescott Jefferson City
Ms. Rhonda Hisle, RHIA Morristown	Ms. Jane Schrader, RHIT Jefferson City
Mr. Bill Hodges Morristown	Ms. Debbie Shanton, RHIA Sevierville
Ms. Sandra Menders, RHIT, CPC Knoxville	Ms. Fances Shelley Newport
Ms. Ginger Parker Morristown	Ms. Ruth Slover, RHIT Morristown

### CULINARY ARTS

Mr. George Angelos Morristown	Ms. Tina Norris Kingsport
Mr. Santo Baiamonte Pigeon Forge	Mr. David Pickney Knoxville
Mr. Rick Barger Kingsport	Ms. Donna Pitts Sevierville
Mr. Maurice Bergeron East Bernstadt, KY	Mr. Craig Polakowski Sevierville
Mr. David Colburn, CEC Sevierville	Mr. Grady Regas Knoxville
Mr. Leon Downey Pigeon Forge	Mr. Brian C. Smith Knoxville
Mr. Adam King Cosby	Mr. William T. Smith Kingsport
Mr. Giacomina Lijoe Pigeon Forge	Ms. Margaret Vodraska Sevierville
Mr. Don Nichols Pigeon Forge	Mr. Geoffrey Wolpert Gatlinburg

### EARLY CHILDHOOD EDUCATION

Ms. Jeanne Arnwine Morristown	Ms. Alice Parks Tazewell
Ms. Judy Brasher Morristown	Ms. Robin Patterson Knoxville
Ms. Marilyn Buchanan Johnson City	Ms. Mary Roberson Knoxville
Mr. Steve Courtner Kingsport	Ms. Brenda Simmons Kingsport
Mr. Eddie Davis Morristown	Ms. Ann Smith Knoxville
Ms. Mary Sue Davis Morristown	Ms. Cynthia Templin Knoxville
Ms. Ruth Hannah Piney Flats	Ms. Debbie Thomas Tazewell
Ms. Marion Hensley Greeneville	Ms. Ivis Vance-Perkins Johnson City
Dr. Rebecca Isbell Johnson City	Ms. Janice Wilder Morristown
Ms. Judy Davis Kennedy Morristown	

### EARLY LEARNING CENTER

Ms. Ann Bowen Morristown	Ms. Gail Fox Talbott
Ms. Debbie Cope Morristown	Ms. Kathryn Sisco Morristown
Ms. Paula Crossley Talbott	Ms. Rosa Webb Morristown

### EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC

Mr. Jamie Anderson Sneedville	Mr. Brotey Johnson Russellville
Dr. George Bercaw Chattanooga	Mr. Mike Jones Rogersville
Mr. Jack Cochran Dandridge	Mr. John Reeves Johnson City
Ms. Mary Collins Rutledge	Mr. Robert Sayne Greeneville
Mr. Ronnie Collins Morristown	Ms. Aubrey Shoemaker Morristown
Mr. John Dabbs Johnson City	Mr. Rick Slaven Cumberland Gap
Mr. Jeff Gardner Morristown	Mr. Barry Thomas Tazewell
Mr. Todd Giles Morristown	Ms. Cindy Thompson Morristown
Mr. Jeff Gregory Knoxville	Mr. Kenny Trent Tazewell
Steve Hamby Knoxville	Mr. Mark Vance Blountville
Dr. Mark Harrell Morristown	Mr. Gary West Gatlinburg
Ms. Peggy Helton Rogersville	Stephen K. Wilson, M.D. Rogersville
Mr. Steve Huskey Sevierville	

### GOLF COURSE AND TURFGRASS MANAGEMENT

Mr. Randall Hodge Dandridge	Mr. Jeff Taylor Morristown
Mr. Billy Murphy Kingsport	Mr. Pat Toth Knoxville

### GREENHOUSE MANAGEMENT

Ms. Ann Gaut Greeneville	Mr. Paul Martin Rogersville
Mr. Leo Hunt Eidson	Mr. Jack Ritter Bean Station
Mr. Ed Kinsey Knoxville	Mr. Victor Trobaugh Morristown

### HEALTH INFORMATION TECHNOLOGY

Ms. Marty Rucker Morristown	Mr. Larry Phillips, FACHE Knoxville
Ms. Clara Brooks, RHIT Rogersville	Mr. Mike Pierce Morristown
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Anne Powell, RHIA Tazewell
Ms. Andrea Herndon, RHIT Greeneville	Ms. Betty Prescott Jefferson City
Ms. Rhonda Hisle, RHIA Morristown	Ms. Jane Schrader, RHIT Jefferson City
Mr. Bill Hodges Morristown	Ms. Debbie Shanton, RHIA Sevierville
Ms. Sandra Menders, RHIT, CPC Knoxville	Ms. Fances Shelley Newport
Ms. Ginger Parker Morristown	Ms. Ruth Slover, RHIT Morristown

### INDUSTRIAL TECHNOLOGY

Mr. Stanley Case Rogersville	Mr. Darrell Ogle Morristown
Ms. Carmen Davis Morristown	Mr. Larry Pace Lowland
Mr. Jeff Davis Midway	Mr. Carl Parsons Sevierville
Mr. Jerry Dillard Morristown	Mr. Stephen A. Powell Greeneville
Ms. Marcia Hopkins Morristown	Mr. Michael Prince Surgoinville
Mr. Michael Howard Morristown	Mr. Fritz Ruffi Rutledge
Mr. Robbie Jenkins Morristown	Mr. Dave Samsel Morristown
Mr. Scott Johnson Morristown	Mr. Bill Swann Lowland
Mr. Adam Lamb Newport	Mr. Bill Thompson Morristown
Mr. Thomas Lawson Morristown	Mr. Rick Trent Morristown
Mr. Rusty Miller Newport	Mr. Joel Vance Morristown
Mr. Paul Moore Morristown	Mr. Mark Wilson Morristown
Mr. Doug Moses Morristown	

### LEGAL ASSISTANT

Mr. Dale Allen Knoxville	Judge Rex Henry Ogle Sevierville
Ms. Kelly A. Campbell Morristown	Ms. Linda Parham Mosheim
Mr. Marvin C. Campbell Greeneville	Judge Marcia Phillips Parsons Greeneville
Ms. Suzy Delozier Knoxville	Mr. James N. Point Rogersville
Chancellor Thomas Frierson, II Morristown	Mr. H. Scott Reams Morristown
Ms. Margaret Greene Morristown	Mr. Floyd William Rhea Sneedville
Ms. Linda Hampton-Parker Newport	Mr. William R. Seale Morristown
Mr. Ben W. Hooper, II Newport	Ms. Denise Terry Stapleton Morristown
Judge Thomas Hull Greeneville	Ms. Melissa Stokely Newport
Judge Dennis H. Inman Morristown	Mr. Benjamin Strand, Jr. Dandridge
Judge William H. Inman Morristown	Mr. Charles Terry Morristown
Mr. Charlie Johnson Sevierville	Ms. Crystal Williams Greeneville
Mr. Fred L. Myers, Jr. Newport	Mr. Heiskell Winstead Rogersville
Mr. Carl R. Ogle, Jr. Jefferson City	Mr. Thomas J. Wright Greeneville
Ms. Norma M. Ogle Sevierville	Mr. L.A. "Buddy" Yonz Greeneville

**MANAGEMENT TECHNOLOGY**

Mr. Robert Bebbler Morristown	Mr. Nate Patterson Morristown
Ms. Shirley Holt Morristown	Ms. Janice B. Smith Knoxville
Mr. John Johnson Morristown	Mr. Jim Sturdevan Morristown
Dr. Gary McKenna Morristown	Mr. Kirk Wyss Morristown
Mr. Tom Massey Morristown	Mr. John Young Morristown

**MEDICAL INSURANCE SPECIALIST**

Ms. Marty Rucker Morristown	Mr. Mike Pierce Morristown
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Anne Powell, RHIA Tazewell
Ms. Andrea Herndon, RHIT Greeneville	Ms. Betty Prescott Jefferson City
Ms. Rhonda Hisle, RHIT Morristown	Ms. Jane Shrader, RHIT Jefferson City
Mr. Bill Hodges Morristown	Ms. Debbie Shanton, RHIA Sevierville
Ms. Sandra Menders, RHIT, CPC Knoxville	Ms. Fances Shelley Newport
Ms. Ginger Parker, CPC Morristown	Ms. Ruth Slover, RHIT Morristown
Mr. Larry Phillips, FACHE Knoxville	

**MEDICAL TRANSCRIPTION**

Ms. Marty Rucker Morristown	Mr. Mike Pierce Morristown
Ms. Ginger Hamilton, RHIA Tazewell	Ms. Anne Powell, RHIA Tazewell
Ms. Andrea Herndon, RHIT Greeneville	Ms. Betty Prescott Jefferson City
Ms. Rhonda Hisle, RHIT Morristown	Ms. Jane Shrader, RHIT Jefferson City
Mr. Bill Hodges Morristown	Ms. Debbie Shanton, RHIA Sevierville
Ms. Sandra Menders, RHIT, CPC Knoxville	Ms. Fances Shelley Newport
Ms. Ginger Parker, CPC Morristown	Ms. Ruth Slover, RHIT Morristown
Mr. Larry Phillips, FACHE Knoxville	

**NURSING**

Ms. Ruth Crawley Knoxville	Ms. Janice McKinley Knoxville
Ms. Amy Crittenden Morristown	Ms. Martha McManus Knoxville
Ms. Becky Engleheart Jefferson City	Ms. Lynn Mefford Morristown
Ms. Tammy Francis Newport	Ms. Marion Morgan Knoxville
Ms. TeRona Hall Kingsport	Ms. Peggy Murrell Rogersville
Ms. Melody Hendriksen Knoxville	Ms. Judith Rich Kingsport
Ms. Tammy Hobbs Bristol	Ms. Gerry Schultheis Greeneville
Ms. Kay Hyde Knoxville	Ms. Frances Sills Johnson City
Ms. Wanda Gibbons Knoxville	Ms. Cynthia Thomas Knoxville
Mr. Tom Hicks Knoxville	Ms. Rebecca Thomas Knoxville
Ms. Joan Jackson Maryville	Ms. Pam Wenger Kingsport
Ms. Idella Johnson Tazewell	Ms. Kathryn Wilhoit Johnson City
Ms. Patty Ketterman Newport	Ms. Carol Wolfenbarger Morristown
Ms. Betty Laster Morristown	Ms. Barbara Wright Sevierville
Ms. Brenda Mayo Knoxville	

**OFFICE ADMINISTRATION**

Ms. Barbara Gilliam Morristown	Ms. Sherry Moore Kodak
Ms. Tina Hensley Morristown	Ms. Priscilla Painter Morristown
Ms. Joyce Goins Tazewell	Ms. Betty Wright Morristown
Ms. Leann Long Russellville	Mr. Gregg Young Whitesburg
Ms. Drucilla Miller Greeneville	

**PHARMACY TECHNICIAN**

Nicole Brewer Newport	Mr. Buddy Jones Morristown
Dr. Laura Campbell Morristown	Mr. Gary Kimble Pigeon Forge
Ms. Lisa Cantwell Morristown	Mr. George Miller Sevierville
Mr. Jimmy Collins Bean Station	Ms. Claudia Ogburn Sevierville
Mr. Mark Corum Greeneville	Mr. Doug Pearson Morristown
Dr. Michelle Dalton Morristown	Ms. Mickie Ratliff Knoxville
Dr. Suzanne Hodge Gatlinburg	Mr. Fred Rowe Clinton



**PHYSICAL THERAPIST ASSISTANT**

Mr. Mike Andrews, PTA Powell	Mr. Benjamin Lutivo, PT Morristown
Ms. Debbie Bebee, PT Greeneville	Ms. Rebecca Pankiewicz, PTA Morristown
Mr. Chris Cole, PT Morristown	Mr. Carl Robinson Morristown
Mr. Wesley DeBord, PTA Bristol	Ms. Margaret Rowe, PT Greeneville
Ms. Teri Ferguson, PT Morristown	Mr. Brian Seaton, PT Jefferson City
Mr. Roger Harris, PT Tazewell	Ms. Tammy Seymour, PTA Knoxville
Ms. Kris Horder, PT Sevierville	Ms. Christine Smith, PT Maryville
Ms. Raquel Keithly, PT Johnson City	Ms. Dolly Taylor, PT Newport
Ms. Kim Laccy, PTA Morristown	Ms. Betty Welch, PT Kingsport
Ms. Susan LeVin, PTA Church Hill	Ms. Bottney Wilson, PTA Bluff City

**RESPIRATORY CARE**

Dr. Thomas Beckner Greeneville	Mr. Tim Irwin, RRT Morristown
Ms. Stacy Brock, CRT Morristown	Ms. Brenda Knight, RRT Morristown
Ms. Alicia D'Andrea, RRT Knoxville	Ms. Kitty O'Neill, CRT Jefferson City
Ms. Patti Dinwiddie, RRT Greeneville	Mr. Jeff Miller, RRT Greeneville
Ms. Pam Ditto, RRT Johnson City	Ms. Trish Hatfield, RRT Rogersville
Ms. Lisa French, RRT Newport, TN	Ms. Sara Smith, RRT Morristown
Mr. Steve Garland, RRT Greeneville	Mr. Mark Tocholke, CRT Cosby
Mr. Jeff Horner Morristown	Ms. Amanda Wheeler, CRT Greeneville



# ***Student Handbook***



## 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

### Firearms on Campus

In accordance with Tennessee State Law, no firearms shall be permitted on the WSCC campus or worn by a WSCC student or employee at any time other than the exceptions listed below:

WSCC Campus Police shall wear firearms in accordance with institutional policy.

Full-time peace officers on campus either in a student or visitor status may carry a firearm if required by local departmental regulations. Specifically, full-time uniformed peace officers are authorized to wear their arms in accordance with their uniform regulations; however, plain clothed peace officers must wear clothing which will permit the complete concealment of their firearms at all times. At no time will such firearms be visible.

### 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 Mathematics and Behavioral / Social Sciences Building and the Clifford H. "Bo" Henry Center for Business and Technology 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 *Statesman* office (221 CCEN) at a cost of \$10. 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.
  - i. In the event of a proposed meeting which will be attended by strong emotional feelings, or where there is a reasonable possibility that a speaker, members of an organization, or others may violate federal state or local laws or campus regulations in the course of a meeting, the president or authorized representative shall prescribe reasonable conditions for the orderly and scholarly conduct of the meeting. Such conditions may include membership, appointing one or more officials of the institution to preside over the meeting, authorize a search of all persons entering the area of the meeting, and such other conditions as the institution deems appropriate.
  - j. The representative of the organization inviting the speaker shall at the time of the invitation provide the speaker or speaker's agent, with a copy of this speaker policy and campus regulations. By acceptance of the invitation to speak, the speaker shall assume full responsibility for any violation of law or campus regulations committed while on campus.
  - k. Any meeting, assembly, or other activity to which an outside speaker may be invited is subject to all requirements, conditions and approvals set forth in any policy of the Board and /or the institution concerning the use of campus property and facilities.
2. The provisions of Section 1 shall not apply to invitations by departments to guest lectures for any academic course at an institution which shall be subject to the approval of the appropriate department or division head.

## STUDENT ORGANIZATIONS

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 rest 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 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. Amanda Johnson, Room 119B-CCEN and Mary Ann Rush, 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 Eichelman.

## CLUBS

### Agriculture Club

The purpose of the WSCC Agriculture Club is to promote the field of agriculture at Walters State. For additional information contact 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, Room 230-MBSS.

### Baptist Collegiate Ministry

The Baptist Collegiate Ministry 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 BCM 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 Ridgcrest, North Carolina. The faculty advisor is Sidney Hall, Room 143-MBSS.

### 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 Jerry Loar, Room 115-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 Mr. Gerald Maloy, Room 115-HUM.

### 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 Joe Fall, 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.

### History Society

The purpose of the History Society is to promote awareness of history through club activities. Faculty advisors are Mark Williams and Janice Justus, Walters State Sevier County Campus, Room 201.

### 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. For additional information, contact Joe Fall, Room 110-WSSC.

### Kappa Beta Delta

The purpose of Kappa Beta Delta shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to humankind. For additional information, contact the Business Division, Room 226-TECH.

### 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 Karen Stooksbury, Room 118A-TECH.

### Music Club

The purpose of the Music Club is to promote musical activities and concerts on campus and throughout the community. It is also to enhance the experience that Walters State's students will have in our music ensembles. Faculty advisor is Laura Ritter, Room 126-HUM.

### Outdoor Club

The main purpose of the Outdoor Club is to encourage persons belonging to the WSCC 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 advisor is Greg Miller, Room 140A-PSC.



### 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. The purpose of Phi Theta Kappa is to promote scholarship, leadership, fellowship, and service between the college and community. Faculty advisors are Kathy Smith, Room 109F-HUM, Karla Martin, Room 237-MBSS, and Crystal Rice, Room 236-MBSS.

### 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 K.C. Cornett, Room 106C-TECH.

### Psychology Club

The purpose of the Psychology Club is to increase student awareness of the benefits that rise from the study of humanities; specifically, the knowledge obtained by studying psychology. In addition, the club will become a useful resource to psychology students who are interested in becoming members of the American Psychology Association. For additional information, contact Aubrey Shoemaker, Room 134-MBSS.

### Respiratory Care Organization

The purpose of the Respiratory Care Organization is to foster interest in the Respiratory Care profession. For additional information, contact Bob McGee, club advisor, at the WSCC Greenville/Greene County Center.

### Science Club

The purpose of the Science Club is to provide an atmosphere of scientific learning, interaction and problem-solving through the use of structured brainstorming, guest speakers, field trips, and individual and group projects. For further information contact Dr. Lawrence Kennard, Room 124-NSCI.



### Sociology Club

The purpose of the Sociology Club is to provide academic career advising for sociology majors, provide activities for sociology majors, provide contact with social institutions related to sociology as a career choice, and provide opportunities for community services experiences. Faculty advisor is Chris Baker, Room 112-MBSS.

### Student Nurses' 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 (Room 106-TECH) and serve as organizers, representatives and mentors for the students.

### 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 119-MBSS.

### 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.

## 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.

### 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.
4. Maintain high standards of competition in conducting intramural play.
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 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. All organizations are required to have a faculty sponsor approved by the vice president for Student Affairs.

### 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 must 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 advisers 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 or sponsor any activity or program and may not hold meetings. Where registration of an organization is withdrawn, it shall cease to exist as an organization.
3. In the event an organization is placed on probation or suspended, or registration is withdrawn on the basis of section 1-d, the organization shall be afforded the opportunity for a hearing before the appropriate institutional representative or committee.

### 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 on-campus program or activity shall be engaged in unless approved by the designated bodies and/or officials of the institution, and each institution may require 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 organizations 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 or 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. Personnel and students of the institution or school who refuse to provide such identification may be subject to disciplinary action. Other persons who refuse to provide identification shall be requested to leave the campus, and if they refuse, may be subject to lawful removal and prosecution.

### 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 or 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 at 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 individual shall be subject to the registration requirements and procedures specified above and shall be subject to the regulations of the institution or school concerning other types of meetings or activities on campus property or in campus facilities.
- b. When campus property or facilities are used for political purposes, reasonably equal opportunity shall be provided for presentation of all sides or views or reasonably equal access to the property or facilities shall be provided all sides.
- c. No campaign posters, signs or other items of campaign or political advertising may be placed on campus property or facilities, except as specified in subparagraphs d and e below.
- d. Students may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election within dormitory residence provided such placement is made in such a way as to not damage or destroy campus property.
- e. Affiliated and non-affiliated groups, organizations or individuals, with the exception of state employees, may place campaign posters, signs or other items of campaign or political advertising, whether pertaining to a campus or general election, on bulletin boards or other locations on campus specifically designated for such use by the institution or school. Any distribution of such material may be made only subsequent to the registration and approval process.

### 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 3, 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 designated for use by specific groups, organizations or individuals. Those groups, organizations or individuals authorized to use a bulletin board, the type of materials which 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 or all 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.

## SUMMARY OF DRUG-FREE CAMPUS/WORKPLACE POLICY

The following summary of Walters State Community College's policy and penalties relative to controlled substances (illicit drugs) and alcohol, as required by the Drug-Free Schools and Communities Act Amendments of 1989, is being provided to each student enrolled at the college. As a student of Walters State, you are required to be knowledgeable of and comply with WSCC Policy No. 06:40:00 Drug-Free Campus/Workplace Policy, the applicable provisions of which are summarized below:





## Standards Of Conduct

Walters State Community College employees and students are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, use or being under the influence of illegal drugs or alcohol on the college campus, at off-campus facilities owned or controlled by the college or as a part of college sponsored activities. All categories of employees and students are subject to this policy and to applicable federal, state and local laws related to this matter.

## Legal Sanctions Under Local, State, And Federal Law

Various federal, state and local statutes make it unlawful to manufacture, distribute, dispense, deliver, sell or possess with intent to manufacture, distribute, dispense, deliver or sell, controlled substances. The penalty imposed depends upon many factors which include the type and amount of controlled substance involved, the number of prior offenses, if any, whether death or serious bodily injury resulted from the use of such substance, and whether any other crimes were committed in connection with the use of the controlled substance. Possible maximum penalties for a first-time violation include imprisonment for any period of time up to a term of life imprisonment, a fine of up to \$4,000,000 if an individual, supervised release, any combination of the above, or all three. These sanctions are doubled when the offense involves either: 1.) distribution or possession at or near a school or college campus, or 2.) distribution to persons under 21 years of age. Repeat offenders may be punished to a greater extent as provided by statute. Further, a civil penalty of up to \$10,000 may be assessed for simple possession of "personal use amounts" of certain specified substances under federal law. Under state law, the offense of possession or casual exchange is punishable as a Class A misdemeanor; if there is an exchange between a minor and an adult at least two years the minor's senior, and the adult knew that the person was a minor, the offense is classified a felony as provided in T.C.A. S39-17-417. (21 U.S.C. S801, et. seq.; T.C.A. S39-17-417)

It is unlawful for any person under the age of twenty-one (21) to buy, possess, transport (unless in the course of his employment), or consume alcoholic beverages, wine, or beer, such offenses being classified Class A misdemeanors punishable by imprisonment for not more than 11 months, 298.7 of not more than \$50, or both. (T.C.A. S39-17-310)

## Health Risks Associated With the Use of Illicit Drugs and/Oo Abuse of Alcohol

Every drug, including alcohol, is a potential poison which may cause disability and death if it is taken incorrectly into the body, consumed in wrong amounts or mixed indiscriminately with other drugs. Drugs cause physical and emotional dependence. Drugs and their harmful side effects can remain in the body long after use has stopped. The extent to which a drug is retained in the body depends on the drug's chemical composition, that is whether or not it is fat-soluble. Fat-soluble drugs such as marijuana, phencyclidine (PCP), and lyseric acid (LSD) seek out and settle in the fatty tissues. As a result, they build up in the fatty parts of the body such as the brain and reproductive system. Such accumulations of drugs and their slow release over time may cause delayed effects weeks, months, and even years after drug use has stopped.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol including organic damage; impairment of brain activity, digestion, and blood circulation; impairment of physiological processes and mental functioning; and, physical and psychological dependence. Such use during pregnancy may cause spontaneous abortion, various birth defects or fetal alcohol syndrome. Additionally, the illicit use of drugs increases the risk of contracting hepatitis, AIDS and other infections. If used excessively, the use of alcohol or drugs singly or in certain combinations may cause death.

## DRUG AND ALCOHOL COUNSELING, TREATMENT AND REHABILITATION PROGRAMS

### College Health Clinic

The Campus Nurse provides confidential counseling to students and employees on drug and alcohol related problems. This service is furnished at no cost to students or employees. Referral services are also provided for professional counseling, treatment and rehabilitation programs that are available in the local community. The cost of these professional services is normally the responsibility of the individual concerned or the individual's insurance carrier. The Campus Nurse also coordinates the administration of the college Drug-Free Awareness Program.

### Penalties and Sanctions

Appropriate action shall be taken in all cases in which faculty members, students or staff employees are determined to be in violation of the Drug-Free Schools and Communities Act Amendments of 1989 as implemented by this policy. Any alleged violation of the Act by a student of the college shall be reported to the vice president for Student Affairs. The circumstances surrounding the offense and the facts as determined by appropriate investigation will be fully reviewed prior to a decision on the action to be taken. Possible disciplinary sanctions for failure to comply with the provisions of this policy may include one or a combination of the following:

1. Probation;
2. Mandatory participation in, and satisfactory completion of a drug/alcohol abuse program, or rehabilitation program;
3. Suspension;
4. Referrals for prosecution;
5. Expulsion;
6. Other appropriate disciplinary action.

### Questions

If you have questions or desire additional information concerning the provisions of this policy, please contact the vice president for Student Affairs.

## POLICY ON SMOKING/TOBACCO USE ON CAMPUS

### Tobacco Smoking

Effective September 23, 1987, the following policy applies to tobacco smoking in college facilities and vehicles.

1. **College buildings and indoor facilities** - Smoking is prohibited in all college buildings and indoor facilities.
2. **Grounds and open-air facilities** - Smoking is permitted on college grounds and in open-air facilities, with the understanding that the proper disposal of all waste products of smoking is required.

### Other Tobacco Use

The use of mouth tobacco (to include dipping, chewing, etc.) is prohibited in all buildings owned or controlled by Walters State.

## MINORS ON CAMPUS POLICY

Walters State Community College is an institution of higher education and as such must preserve conditions that will permit a

proper learning and working environment at all times. Thus, minor children must not be left unsupervised on campus. It is not the intent of this policy to prevent children in the accompaniment of an adult from visiting the campus. However, consideration for the learning environment of the student, the work routine of staff employees, and the safety of the children requires that children may not accompany adults into classrooms, offices, or other work spaces as a babysitting function nor be left unsupervised in the hallways of buildings or on the grounds of the college.

In certain circumstances, children may be on campus for classes held for their benefit (EDU Camps, Early Learning Center, field trips, etc.). At such times, it is expected that the instructor or responsible adult will supervise the activities of the children, and that before and after the class an area will be designated for the children to await the arrival of their parents. It is the responsibility of the supervisor/instructor of these activities to explain these restrictions to the children and to monitor the enforcement where feasible.

## 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 this 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 systems.

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 or threat to any person's health, safety, or interfere with authorized individual and institutional activities. Use of computing resources to view or transmit obscene material is prohibited.
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 computer 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 systems. 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 De-

partment 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 Associate Vice President for Computer Services.
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 of 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.

### 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.**

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 - 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 on the first floor of 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 adjacent to the Library.

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 materials located in the Information Center do not normally circulate. Reference librarians are available for consultation and special requests.

### 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 web site at [www.ws.edu/library](http://www.ws.edu/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 usual procedure.

## GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

### Institution Policy Statement

1. College students are citizens of the state, local and federal 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. In addition, all allied health and nursing students are subject to alcohol and drug testing as required by clinical agencies or under "reasonable suspicion testing" as stated in each allied health and nursing program handbook.

### 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 or affiliation with any organization.
  - c. Disorderly conduct. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
  - d. Obstruction of or interference with institutional activities or facilities. Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
    - (1) Any unauthorized occupancy of institution or 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 police officer, fireman, or any institution official in the performance of his/her duties.
  - e. Misuse of or damage to property. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing, disfiguring or unauthorized use of property belonging to the institution including, but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and /or safety devices; and any such act against a member of the institution community or a guest of the institution.
  - f. Theft, misappropriation, or unauthorized sale. Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution.
  - g. Misuse of documents or identification cards. Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
  - h. Firearms and other dangerous weapons. Any possession of or use of firearms or dangerous weapons of any kind. No firearms shall be permitted on the college campus or worn by any person at any time except as provided in T.C.A. § 39-17-1309.
  - i. Explosives, fireworks, and flammable materials. The unauthorized possession, ignition or detonation of any object or article which would cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
  - j. Alcoholic beverages. The use, possession, distribution, sale or manufacture of alcoholic beverages, or public intoxication on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus/Workplace Policy Statement.
  - k. Drugs. The unlawful use, possession, distribution, sale or manufacture, of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic, drug or substance, or marijuana), being under the influence of any drug or controlled substance, or the misuse of legally prescribed or "over the counter" drugs on property owned or controlled by the institution; at an institution-sponsored event; on property owned or controlled by an affiliated clinical site; or in violation of any term of the Walters State Community College Drug-Free Campus Workplace Policy Statement.
  - 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 proscribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference.
3. Sanctions may be imposed against a student for violations of the foregoing Regulations which occur on institutional-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, sanctions may be imposed on the basis of any conduct, on or off-campus, which constitutes 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 he or she has been erroneously accused of academic misconduct, and if his or her final grade has been lowered as a result, the student may appeal the case through the 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 re-

placement.

- 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 he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
- d. Restriction. A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of 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, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
- g. Expulsion. Expulsion entails a permanent separation from the institution. The imposition of this sanction is a permanent bar to the student's readmission to the institution.
- h. Interim or summary suspension. Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges against him/her, 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 issues of fact or cause and effect, the student shall be provided with a hearing on the suspension as soon as possible.
- i. Mandatory participation in, and satisfactory completion of, a drug or alcohol abuse program, or rehabilitation program.
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 procedural safeguards will be used to assure due process.
2. Hearing Procedures Available.
  - a. All cases which may result in (i) suspension or expulsion of a student from the institution, for disciplinary reasons, (ii) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (iii) 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 against his/her 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 his/her defense.
  - f. The student shall have the right to be assisted in the defense by an adviser of his/her 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 Disciplinary Committee hearing.
  - h. Following the hearing, the Disciplinary Committee shall 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.
4. Cases of alleged sexual assault. In cases involving alleged sexual assault, both the accuser and the accused shall be informed of the following:
  - a. Both the accuser and the accused are entitled to the same opportunity to have others present during a

disciplinary proceeding; and

- b. Both the accuser and the accused shall be informed of the outcome of any disciplinary proceeding involving allegations of sexual assault.

## 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 valuables 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. Walters State Campus Police Officers are fully certified police officers under the Peace Officer's Standards and Training Commission of Tennessee. Others have full investigative and arrest powers on all WSCC properties. Uniformed officers are on duty 24 hours a day, seven days a week for your protection. 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.
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.)

- Each student or employee must display a hang tag in any vehicle operated on college property.
- 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 during August of the following year.
- Outstanding and unpaid citations to the college must be cleared each semester to permit further course enrollment or transfer of official records.
- Temporary parking permits are available for use on vehicles used on a temporary basis. These permits are available through the Campus Police Department, in the Information Center. Temporary parking permits should not exceed seven days.
- Visitor permits are available to persons not connected with the college who occasionally have business or other legitimate reasons to be on campus. Visitor parking spaces are provided and designated by appropriate signs at various locations across campus.
- 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.
- 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

- Students, faculty, and staff should park only in the appropriate designated areas. The designated areas are identified by appropriate signage.
- 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.
- 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 Campus Police. 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.

As a state institution, the Campus Police Department is mandated to ensure that operators of motorized vehicles are in compliance with all disabled parking regulations. The Campus Police work closely with the State Department of Motor Vehicle Records to verify that disabled placards used in vehicles parked on the Walters State campus are registered to currently enrolled students. Vehicles displaying disabled placards which are not registered to a currently enrolled Walters State Student will be cited and assessed a \$100 fine.

Students, faculty and staff utilizing disabled parking must come by the Campus Police Office to register their vehicle license tag number, disabled placard number and student hang tag number.

**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

- All State of Tennessee Motor Vehicle Laws are applicable to the WSCC Campus, 24 hours a day.
- The speed limit on campus streets is 15 MPH. Speed limit in all parking lots is 10 MPH.
- Passing on campus streets is prohibited.
- Excessive and disturbing noises by loudspeakers, faulty mufflers or muffler cut-outs is prohibited on the college campus.
- All vehicles must come to a complete stop at intersections where stop signs are located.
- Motorists must yield right of way to pedestrians.
- Operating a motor vehicle in any area other than a street or roadway intended for motor vehicles is prohibited.
- Vehicles must pull over, come to a complete stop and yield the right of way to all emergency vehicles with flashing lights.
- 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

- 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.
- 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.

- 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 be 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.
  - g. Dates for Traffic Court shall be printed in the official weekly WSCC *Bulletin* and the college newspaper the *Statesman*.

2. Appeals function
  - a. The WSCC Traffic Court shall hear only student cases contested.
  - b. Student Justices receiving citations may contest the citations before the WSCC Traffic Court. However, their cases can be heard only on a court date which they are not actively serving.
  - c. The WSCC Traffic Court operates to hear parking and traffic violation cases that students contest. The decision of the Traffic Court shall be final unless the vice president for Student Affairs feels there is a violation of due process. In no case will an appeal be considered on the basis that the court's decision was too severe. In cases where a student appeals because of additional evidence or a violation of due process, the student must do so within 48 hours to the vice president for Student Affairs. If the vice president for Student Affairs feels there is justification for a hearing, the case will be reheard at the next regular Traffic Court. For extenuating circumstances, the vice president for Student Affairs may make a decision regarding a student's traffic violation without referring the student to the WSCC Traffic Court. In such cases, the vice president for Student Affairs will file a written statement explaining actions to the president of the college with a copy being forwarded to the student Traffic Court.

Parking and traffic violation cases involving staff members may be appealed to the vice president for Business Affairs; cases involving faculty members may be appealed to the vice president for Academic Affairs.

Any exception to this policy shall be approved by the President of the college.

- d. If a student fails to appear before the WSCC Traffic Court on the designated date, the right to a hearing is forfeited and charges cited must be accepted.
- e. If a student so desires, someone may represent the student in case of absence. The necessary appeal forms may be obtained in the office of Student Affairs, Room 120-CCEN or from the switchboard operator in the lobby of the College Center between 4 and 8:30 p.m. Monday - Friday when classes are in session.

## SEX CRIMES PREVENTION ACT

The federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002 require that whenever a sex offender becomes employed, enrolls as a student or volunteers at an institution of higher education in the state of Tennessee, he or she must complete or update the Tennessee Bureau of Investigation (TBI) sexual offender registration/monitoring form and deliver it to TBI headquarters in Nashville. □ As defined in section 40-39-102 of the Tennessee Code, a "sexual offender" means a person who is, or has been, convicted in this state of committing a sexual offense or who is, or has been, convicted in another state or another country, or who is or has been convicted in a federal or military court, of committing an act which would have constituted a sexual offense if it had been committed in this state. □ A "sexual offense" means the commission of acts including but not limited to aggravated and statutory rape, sexual battery, sexual exploitation of a minor, aggravated prostitution, and kidnapping. Both acts designate certain information concerning a registered sexual offender as public information and therefore amend and supercede the Family



Education Rights and Privacy Act (ERPA) and other federal and state laws that previously prohibited the disclosure of such personal information. Since the laws require the publication of information pertaining to sexual offenders employed, enrolled, or volunteering at an educational institution, said publication does not constitute grounds for a grievance or complaint under institutional or Tennessee Board of Regents policies or procedures.

#### **WSCC Policy - Campus Sex Crimes Prevention Act**

The "College and University Security and Information Act" as enacted by the State of Tennessee and in conjunction with federal legislation, requires that each college make available certain information within the college's community relative to safety and security matters. In this regard, Walters State Community College is providing the information contained herein to assure that the college's community, students, faculty and staff are appropriately advised and informed relative to college security and safety procedures and applicable crime statistics.

In compliance with the federal Campus Sex Crimes Prevention Act and the Tennessee College and University Campus Sex Crimes Prevention Act of 2002, members of the campus community may obtain the most recent information received from the Tennessee Bureau of Investigation (TBI) concerning sex offenders employed, enrolled or volunteering at this institution at the Campus Police Office located in the Information Center. Information is also available on the TBI's website listing of sex offenders located on the internet at [http://www.ticic.state.tn.us/SEX\\_ofndr/search\\_short.asp](http://www.ticic.state.tn.us/SEX_ofndr/search_short.asp).

To request a copy of the Campus Security Information, please contact the Campus Police Department:

Walters State Community College  
Campus Police Department  
500 S. Davy Crockett Parkway  
Morristown, Tennessee 37813-6899  
423-585-6752

A summary of the Walters State Drug-Free Workplace Policy, the Campus Sex Crimes Prevention Act, and the Campus Crime Statistics may be accessed through the Web at [www.ws.edu](http://www.ws.edu) (click on Admissions, then Campus Policies/Statistics. Statistics are available in the Campus Police office.

### **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 due process hearing; and both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought alleging sexual assault. This sanction 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.



### Morristown Campus

## CAMPUS PARKING

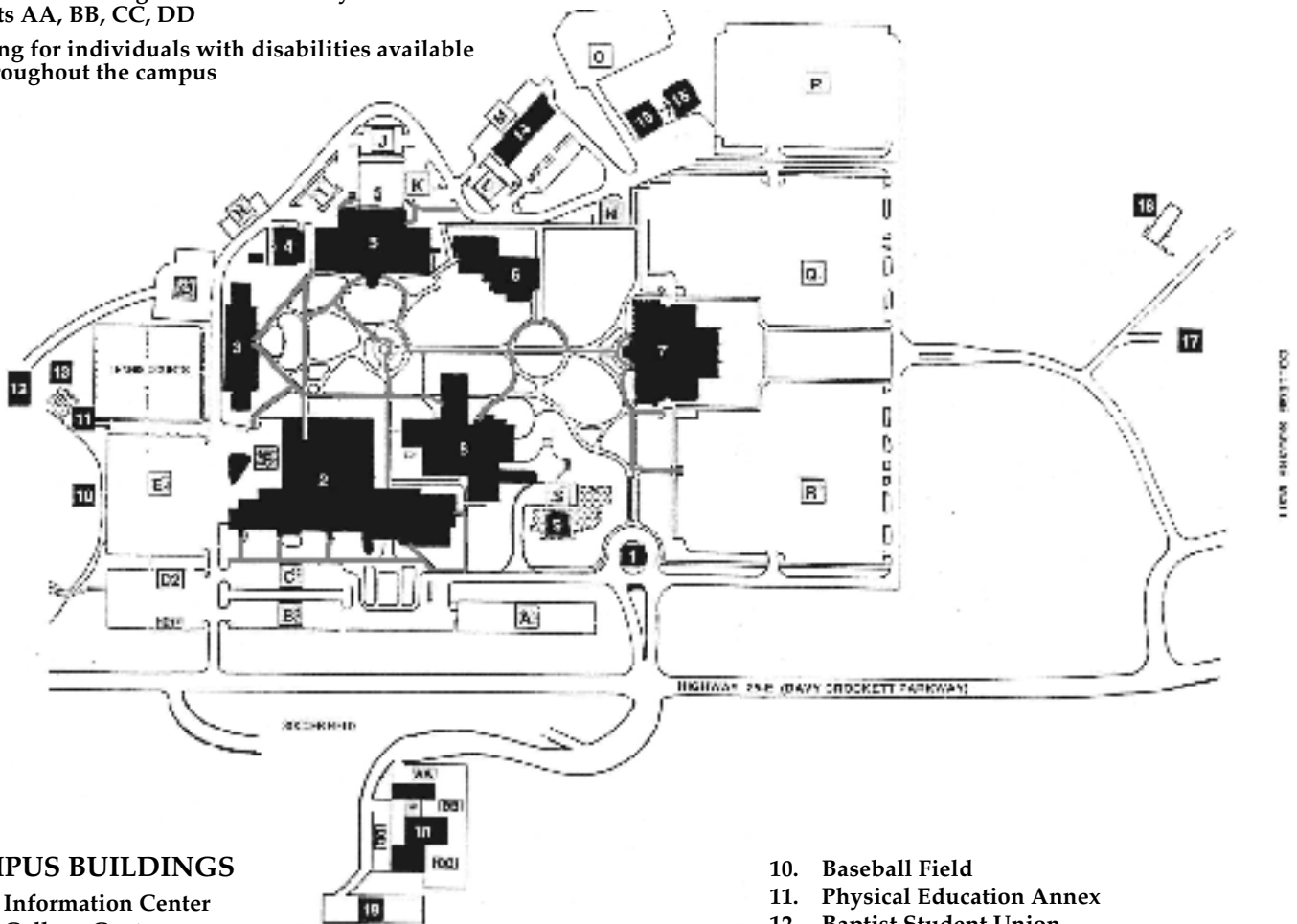
Faculty/Staff/Visitor Parking – Lots A, B, C, D1, F, G, H, I, J, K, L, M, S

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



## CAMPUS BUILDINGS

1. Information Center
2. College Center
3. Mathematics and Behavioral/Social Sciences Building
4. Greenhouses
5. Clifford H. "Bo" Henry Center for Business and Technology
6. Natural Science Building
7. Library
8. William H. Inman Humanities Complex
9. Future Administration Building

10. Baseball Field
11. Physical Education Annex
12. Baptist Student Union
13. Jack Stewart Racquetball Courts
14. Plant Operations Building
15. Storage Building
16. Golf/Turfgrass Laboratory
17. Softball Field
18. East Tennessee Regional Public Safety Center
19. Defensive Tactical Driving Course

# ***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.

**Behavioral and Social Sciences** – Education, Geography, Health, Physical Education, History, Military Science, Political Science, Psychology, and Sociology.

**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.

**Public Safety** – Criminal Justice, Law Enforcement, Fire Protection, Basic Police Officer Education, Basic Emergency Medical Technician and Paramedic.

**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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**Walters State**

# Application for Admission to Walters State Community College

**Morristown, Tennessee**

**For student information, admissions, records and financial aid offices,  
call 318-2763 or toll-free 1-800-225-4770.**

## **APPLICATION PROCEDURE**

1. APPLICATION FEE – Please enclose a non-refundable \$10 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. **Dual Enrollment students must take the ACT and show a minimum composite score of 19. Additionally, Dual Enrollment and Advanced Studies students who plan to enroll in English or math must score a 19 or higher on the applicable ACT subtest. Advance Studies students who are not enrolling for an English or math course, Basic Police Officer Education students, and those students enrolling in technical or job-related 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 REGISTRATION SERVICES  
WALTERS STATE COMMUNITY COLLEGE  
500 SOUTH DAVY CROCKETT PARKWAY  
MORRISTOWN, TENNESSEE 37813-6899

## **QUICK CHECK LIST**

1. FILL IN THE APPLICATION COMPLETELY.
2. WRITE YOUR SOCIAL SECURITY NUMBER.
3. ATTACH A \$10 NON-REFUNDABLE APPLICATION FEE.
4. NOTIFY YOUR HIGH SCHOOL OR YOUR COLLEGE(S) TO SEND YOUR TRANSCRIPT(S).
5. SIGN APPLICATION.

**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 you have ever had another last name at any time, 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. \*Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
mo. day year

6. \*Sex: Male \_\_\_\_ Female \_\_\_\_

7. \*Race (circle one) Asian or Pacific Islander Native American Indian Alaskan Native  
Black-not Hispanic Hispanic White

8. \*Citizenship: U.S. Citizen \_\_\_\_ VISA Type \_\_\_\_  
Permanent Resident Alien \_\_\_\_ Country of Citizenship \_\_\_\_  
Foreign Citizen \_\_\_\_

**\*Does not affect admission status. Used for reporting purposes only.**

9. Have you lived in Tennessee continuously since birth? Yes \_\_\_\_ No \_\_\_\_ You have lived in Tennessee since:  
Month \_\_\_\_ Year \_\_\_\_

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 \_\_\_\_\_

10. Person to notify in case of emergency

Name \_\_\_\_\_

(Area Code) Phone Number: \_\_\_\_\_ Relationship: (circle one): Parent Guardian Spouse Other

11. Have you previously attended Walters State? Yes \_\_\_\_ Last Year Attended: 19 \_\_\_\_ / 20 \_\_\_\_  
(includes off-campus sites/not CEU courses) No \_\_\_\_ Number of Hrs. Accrued at WSCC \_\_\_\_\_

12. If you are degree seeking your major will be: \_\_\_\_\_ **Please use code found on back page of this application.**  
(Non-Degree Seeking Students use N)

13. Please check below to identify your intended status at Walters State.

\_\_\_\_ Advance Studies Student  
(High School Junior or Senior)

\_\_\_\_ Transfer From Another College

\_\_\_\_ First-time Freshman/Regular Student

\_\_\_\_ Transient (attending another college - taking one semester of courses at Walters State designed to transfer back to original college)

\_\_\_\_ Special Student \*  
(non-degree seeking/Not eligible for financial aid)

*\*You will be required to furnish official high school and/or college transcripts in keeping with our admission requirement for all students.*

14. Term and year you plan to enroll: Fall \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_ Year \_\_\_\_

15. High School Name: \_\_\_\_\_
- Location: \_\_\_\_\_
- City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
- Type of diploma (check one) Graduation Date \_\_\_\_\_
- \_\_\_\_\_ Regular high school diploma Month \_\_\_\_\_ Year \_\_\_\_\_
- \_\_\_\_\_ Specialized Education \*
- \_\_\_\_\_ Certificate of Attendance \*
- \_\_\_\_\_ GED Date Taken \_\_\_\_\_ Location \_\_\_\_\_

**\*Students holding this type of diploma must be 21 yrs. of age to be admitted and enrollment will be limited to select courses.**

16. **List all Colleges and Universities attended other than Walters State.** If none, so state. Use additional sheet if necessary.

Name of School	Location	Dates of Attendance		Degree(s) Received
		From-Mo. & Yr.	To-Mo. & Yr.	

Are you eligible for readmission next term to the last college attended: Yes \_\_\_\_\_ No \_\_\_\_\_

**If you attended another TBR institution and took the required assessment test 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."

17. 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 \_\_\_\_\_ not yet required. Permanent resident of the Trust Territory of the Pacific islands or the Northern Mariana Islands
- \_\_\_\_\_ on active duty in the armed forces
- \_\_\_\_\_ not 18 yrs. of age. I will register for Selective Service. \_\_\_\_\_ not yet required since I was born before 1960 or I am a foreign student on an F-1 Visa.

18. 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.**

19. 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 Compass Test, 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.

Signature

Date

#### FOR COLLEGE USE ONLY

How Received \_\_\_\_\_

Date Paid \_\_\_\_\_

Receipt Number \_\_\_\_\_

Date Entered \_\_\_\_\_

Entered By \_\_\_\_\_

N Non-Degree Seeking at WSCC (Special Student)

## Transfer Programs

### Associate of Arts

AFAS	African-Amer. Studies	FA	Fine Arts/Arts	MCOM	Mass Communications	SOCA	Sociology/Anthropology
ARED	Art Education	FREN	French	MUSA	Music	SPAN	Spanish
ARHI	Art History	GENA	General Option	MUSE	Music Education	SPCH	Speech
ARST	Art Studio	GEOG	Geography	PHIL	Philosophy	THTR	Theatre
BRCT	Broadcasting	GERM	German	PLSC	Political Science	WMST	Women's Studies
CMUS	Country Music	JRNL	Journalism	RLGS	Religious Studies		
ENGL	English	LBAA	AA Liberal Arts	SELA	Secondary Education		

### Associate of Science

AGRI	Agriculture Option	ECHD	Early Childhood Development	PMED	Pre-Med Option
AMST	American Studies	ENTP	Profess. Entertainment - Performance	POCC	Pre-Occupational Therapy
BIOL	Biology	ENTS	Profess. Entertainment - Stage Tech.	POPT	Pre-Optometric
BUS	Business	GEN	General Option	PRDH	Pre-Dental Hygiene
CHEM	Chemistry	HIST	History	PPHR	Pre-Pharmacy Option
CINS	Computer Information Science	HPER	Health, Phys. Ed. & Rec. Option	PPTH	Pre-Physical Therapy
CPSC	Computer Science	HSRV	Human Services	PRMT	Pre-Med Technology Option
CRJT	Criminal Justice	MMED	Math/Math Education	PSYC	Psychology Emphasis
EEDU	Education K-8	PCHR	Pre-Chiropractic	PVET	Pre-Veterinary Medicine (Ag)
ENGR	Engineering	PDEN	Pre-Dentistry	PVMD	Pre-Veterinary Medicine (Sci.)

## Technical Education Programs

### Associate of Applied Science

CIS	Computer Science and Information Science	MGLA	MGMT Tech/Legal Assistant
ECED	Early Childhood Education	NETW	Computer Networking
GTEC	General Technology	OADM	Office Administration
HITC	Health Information Technology	PNRN	Pre-Nursing; Nursing; Career Mobility
ITDR	Drafting/Design Option	PPA	Pre-Paramedic
ITEL	Elect./Electronic Option	PRES	Pre-Respiratory Care
ITMF	Manufacturing Option	PRGH	Prod. Horticulture / Greenhouse & Nursery Mgmt.
MGAB	MGMT Tech - Agric. Business	PRPT	Pre-Physical Therapy Assistant
MGAC	MGMT Tech - Acct. Option	PRTG	Prod. Horticulture / Turfgrass
MGBA	MGMT Tech - Business Option	PSFP	Public Safety -Fire Protection
MHRM	MGMT Tech/ Hotel & Restaurant Management	PSLE	Public Safety - Law Enforcement
MGCL	MGMT Tech/Culinary Arts		

## Certificate Programs

BEMT	Basic Emergency Med. Tech.	INFT	Information Technology	MDTR	Medical Transcription
BLEO	Basic Law Enforcement	ITMT	Industrial Maintenance	NWSP	Networking Specialist
	Officer Training	MASP	Microsoft Application Specialist	PHAR	Pharmacy Technician
ECE	Early Childhood Education	MDCD	Medical Coding	PSPM	Emergency Med. Tech. Paramedic
CLAR	Culinary Arts	MDIS	Medical Insurance Specialist	QCT	Quality Control Technician

## Regents On-Line Degree Programs

PRST	Regents On-Line Degree Professional Studies	RGNA	AA - General Studies	RGEN	AS - General Studies
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## 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.

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 Associate of Arts, Associate of Science and Associate of Applied Science degrees.

Walters State is one of 45 institutions in the Tennessee Board of Regents system, the sixth largest system of higher education in the nation. The Tennessee Board of Regents is the governing board for this system which is comprised of six universities, 13 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 does not discriminate on the basis of race, sex, color, religion, national origin, age, disability or veteran status in provision of educational programs and services or employment opportunities and benefits. This policy extends to both employment by and admission to the college. Walters State does not discriminate on the basis of race, sex or disability in its education programs and activities pursuant to the requirements of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act (ADA) of 1990. Inquiries and charges of violation concerning Title VI, Title IX, Section 504, ADA or the Age Discrimination in Employment Act (ADEA) or any of the other above referenced policies should be directed to the Humans Resources Office at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899. Requests for accommodation of a disability should be directed to the ADA Coordinator at the Office of Services for Individuals with Disabilities at Walters State, 500 S. Davy Crockett Pkwy., Morristown, TN 37813-6899.



## APPLICATION FOR READMISSION

### WALTERS STATE COMMUNITY COLLEGE

500 South Davy Crockett Parkway

Morristown, TN 37813-6899

423-585-0828 • 1-800-225-4770

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
Middle Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
County

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
\*Sex

\_\_\_\_\_  
\*Race

*\*Does not affect admission status. Used for reporting purposes only.*

Term last attended Walters State \_\_\_\_\_

Term and year returning \_\_\_\_\_

Status \_\_\_\_\_ Degree-Seeking

\_\_\_\_\_ Non-Degree (special)

\_\_\_\_\_ Non-Degree (transient)

Major \_\_\_\_\_

High School attended \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Have you attended another institution since you were enrolled at Walters State?

Yes \_\_\_\_\_

No \_\_\_\_\_

List institutions attended \_\_\_\_\_  
and dates attended: \_\_\_\_\_

If degree seeking, you must have transcripts from **ALL** institutions you have attended since your last enrollment at Walters State forwarded to the Walters State Admissions Office. If transient, you must complete a transient form in place of having transcripts forwarded.

