

ENGLAND

DESK COPY

**MOTLOW
STATE
COMMUNITY
COLLEGE**

CATALOG

1971-72





MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE



An Institution of Higher Education of the Tennessee State Board of Education and accredited by the Tennessee State Board for Vocational Education.

MEMBERSHIP

American Association of Junior Colleges
National Commission on Accrediting
National Junior College Athletic Association
Southern Association of Colleges and Schools
(Candidacy Status)
Southern Association of Junior Colleges
Tennessee College Association
Tennessee Junior College Athletic Association

Volume 3 - Number 1

March, 1971

Motlow State Community College

ACADEMIC CALENDAR, 1971-1972

Summer Quarter*

Summer Quarter Begins Thursday, June 10

Independence Day Holiday Monday, July 5

Summer School Ends Friday, August 20

* Calendar for Summer Quarter, 1971 available after May 1, 1971.

Fall Quarter

Faculty Conferences Wednesday-Friday, September 8-10

Orientation and Registration Week . . Monday-Friday, September 13-17

Classes Begin Monday, September 27

Last day to register or change

courses Monday, October 4, 12:00 noon

Mid-Term Examinations Monday-Wednesday, November 1-3

Thanksgiving Holidays Thursday-Friday, November 25-26

Final Examinations Wednesday-Friday, December 8-10

Winter Quarter

Registration Monday-Tuesday, January 3-4

Classes Begin Wednesday, January 5

Last day to register or change

courses Wednesday, January 12, 12:00 noon

Mid-Term Examinations Monday-Wednesday, February 7-9

Final Examinations Monday-Wednesday, March 13-15

Spring Quarter

Registration Monday-Tuesday, March 20-21

Classes Begin Wednesday, March 22

Last day to register or change

courses Wednesday, March 29, 12:00 noon

Easter Holidays Thursday-Friday, March 30-31

Mid-Term Examinations Wednesday-Friday, April 26-28

Final Examinations Monday-Wednesday, May 29-31

Commencement Friday, June 2

CALENDAR FOR 1971																												
JANUARY							APRIL							JULY							OCTOBER							
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31																			31									
FEBRUARY							MAY							AUGUST							NOVEMBER							
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CALENDAR FOR 1972																												
JANUARY							APRIL							JULY							OCTOBER							
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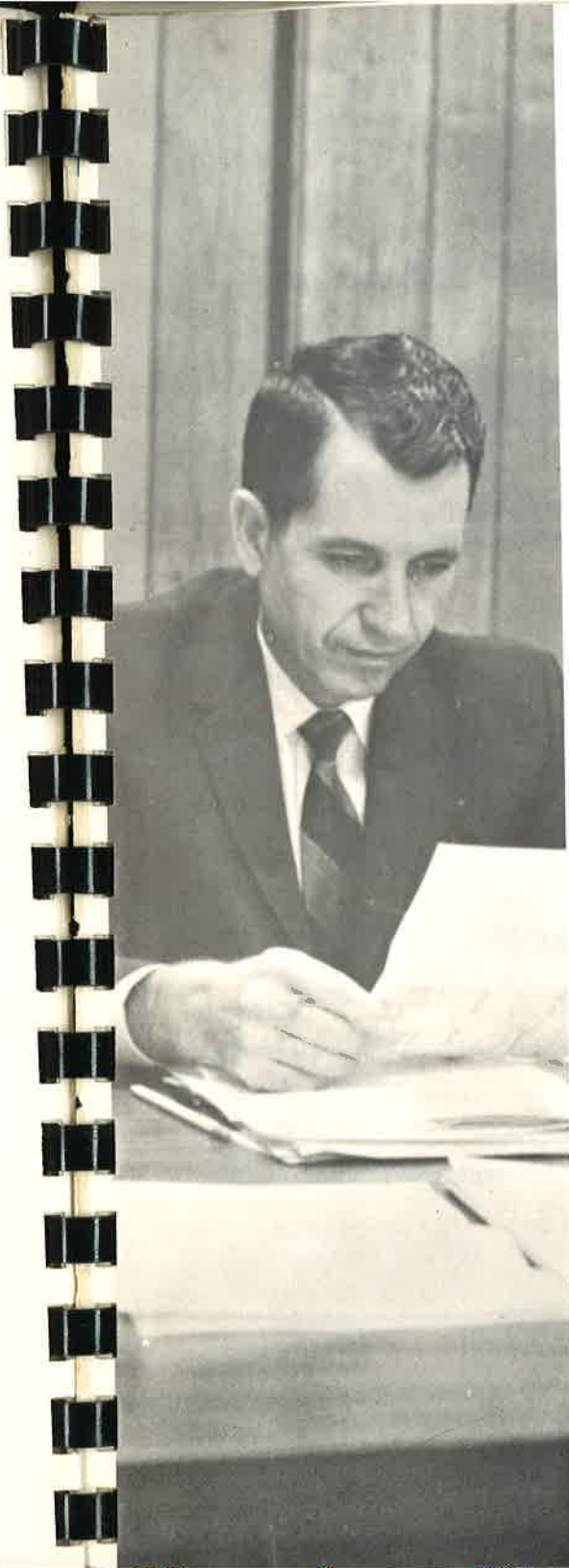
Correspondence Directory

For information, please address inquiries as directed below to: Motlow State Community College, Tullahoma, Tennessee 37388.

- Academic Program *Dean of Instruction, Dr. Don C. England*
- Admissions and Records *Director of Admissions and Records Mrs. Jessie Warren*
- Finances *Business Manager, Mr. E. G. Boyd*
- Scholarships and Student Aid *Director of Financial Aid, Mr. Charles Bollinger*

A NOTE TO VISITORS

The college administration, faculty, and staff welcome visitors to the campus. The administrative offices are open Monday through Friday.



ADMINISTRATION And FACULTY

The State Board of Education

HON. WINFIELD DUNN
Governor of the State of Tennessee, Ex-Officio

HON. E. C. STIMBERT
Commissioner of Education, The State of Tennessee, Chairman

Mr. George H. Barnes Memphis
Mr. Thomas M. Divine Jonesboro
Dr. John K. Folger, Ex-Officio Nashville
Mr. Dale Glover Obion
Mr. Edward L. Jennings Liberty
Mr. James H. Jones, Jr. Mt. Pleasant
Mr. E. H. Kennedy Newport
Mr. Hugh T. McDade Alcoa
Mrs. B. A. McDermott Nashville
Mr. F. Thornton Strang Chattanooga
Mr. J. Frank Taylor Huntingdon
Mr. George W. Turner Lewisburg
Mr. James Williams Henderson
Mrs. Violet R. Parrish Executive Secretary of the Board

ADMINISTRATIVE OFFICERS

Dr. Sam H. Ingram *President*
Dr. Don C. England *Dean of Instruction*
Dr. Joe B. Johnson *Dean of Student Personnel Services*
Mr. E. G. Boyd *Business Manager*

ADMINISTRATIVE STAFF

Mr. John M. Bennett *Superintendent of Buildings and Grounds*
Mr. Charles E. Bollinger *Director of Financial Aid, Counselor*
Miss Mary Grace Brady *Counselor*
Mrs. Charlene Higgs, R.N. *College Nurse*
Mr. Robert P. Rains *Director of Public Information and Field Services*
Mr. Bill F. Tipps *Bookstore Manager*
Mrs. Jessie Warren *Director of Admissions and Records*

DIVISION CHAIRMEN

Mrs. Eloise Broemel *Library-Learning Resources Center*
Mr. Bryan E. Burgess *Division of Technical Education*
Dr. Louis G. Hunter *Division of Science and Mathematics*
Dr. William R. Majors *Division of Social Science and Education*
Mr. Orvil L. Moffitt *Division of Humanities*

SECRETARIAL STAFF

Sandra Bedford.....Office of the Dean of Instruction
 Florence Carson.....Library-Learning Resources Center
 Rebecca Chaney.....Division of Humanities
 Division of Science and Mathematics
 Sandra Coleman.....Office of the Dean of Student Personnel Services
 Grace Crosby.....Division of Social Science and Education
 Division of Technical Education
 Janice Dendler.....Office of Admissions and Records
 Mary H. Gallagher.....Office of the Business Manager
 Barbara Grant.....Office of Public Information and Field Services
 Carol Holt.....Computer Center
 Betty Jo Moore.....Office of the Business Manager
 Helen Mullins.....Office of Admissions and Records
 Carole Rogers.....Office of the Business Manager
 Doris Scott.....Office of Admissions and Records
 Sue South.....Bookstore
 Elizabeth Taylor.....Office of Financial Aid and Counseling Services
 Kay Wiser.....Office of the President

The Faculty and Administration

Bollinger, Charles E. Director of Financial Aid, Counselor
B.A., David Lipscomb College; M.A., Scarritt College; Graduate Study, Middle Tennessee State University, George Peabody College for Teachers.
Present position, 1969.
 Boyd, Ermer G. Business Manager
A.A., Martin College; B.S., M.A., George Peabody College for Teachers.
Present position, 1969.
 Brady, Mary Grace Counselor
B.S., M.A., Tennessee Technological University.
Present position, 1970.
 Bradley, Michael R. Instructor, Social Science
B.A., Samford University; B.D., New Orleans Baptist Seminary; M.A., Ph.D. (pending) Vanderbilt University.
Present position, 1970.
 Broemel, Eloise D. Instructor, Librarian
 Director, Library-Learning Resources Center
B.A., Vanderbilt University; B.S. in L.S., Columbia University.
Present position, 1969.
 Brown, Helen S. Instructor, Business
B.S., M.B.A., Middle Tennessee State University.
Present position, 1970.
 Burgess, Bryan E. Instructor, Technical Education Director,
 Division of Technical Education
B.S.E.E., Tennessee Technological University; M.S.E., University of Alabama; P.E.
Present position, 1970.
 Cheatham, C. Donald Assistant Professor, Social Science
A.B., Samford University; A.B.J., M.Ed., D.Ed., University of Georgia.
Present position, 1970.
 Daves, B. Joseph Instructor, Health and Physical
 Education, Basketball Coach
A.A., Coffeyville College; B.S., M.A., Austin Peay State University.
Present position, 1969.
 England, Don C. Dean of Instruction
B.A., Harding College; M.A., George Peabody College for Teachers; Ed.D., Memphis State University.
Present position, 1969.
 Foster, John W. Instructor, Biology
B.S., M.S.T., Middle Tennessee State University.
Present position, 1969.
 Gilliland, Joan F. Instructor, English
B.A., Maryville College; M.A., Additional Graduate Work, University of Tennessee.
Present position, 1969.
 Golden, F. Janell Instructor, Mathematics
B.S., M.S.T., Middle Tennessee State University; Additional Graduate Work, New Mexico State University.
Present position, 1969.
 Hodges, Jerry W. Associate Professor, English
B.A., M.A., George Peabody College for Teachers; Ph.D., University of Ottawa; Additional Graduate Work, University of London.
Present position, 1970.

Hunter, Louis G. Assistant Professor, Mathematics Chairman,
Division of Science and Mathematics
B.S.M.E., M.S.M.E., Brigham Young University; Ph.D., University of Tennessee.
Present position, 1970.

Ingram, Sam H. President
B.S., Bethel College; M.A., Memphis State University; Ed.D., University of Tennessee.
Present position, 1969.

Johnson, Henry E. Assistant Professor, Physical Science
B.S., Florence State University; M.S., Additional Graduate Work, University of Mississippi.
Present position, 1970.

Johnson, Joe B. Dean, Student Personnel Service
B.A., M.Ed., Southeastern Louisiana College; Ed.D., University of Alabama.
Present position, 1969.

King, Alice L. Instructor, Secretarial Science
B.S.E., M.S.E., Arkansas State University.
Present position, 1970.

Kribs, Richard A. Instructor, Psychology
B.A., M.A., Western Michigan University.
Present position, 1971.

Lyne, Martha J. Instructor, Music
B.M.E., M.M.E., George Peabody College for Teachers.
Present position, 1970.

Majors, William R. Associate Professor, Social Science; Chairman,
Division of Social Science and Education
B.S., Bethel College; M.A., Ed.S., George Peabody College for Teachers; Ph.D., University of Georgia.
Present position, 1969.

Maybrey, Pollyanna F. Instructor, Spanish
B.A., University of Chattanooga; M.A., George Peabody College for Teachers.
Present position, 1970.

Midgett, Wallace R. Assistant Professor, English
B.S., M.A., Middle Tennessee State University; M.A., University of Tennessee; Additional Graduate Work, Memphis State University.
Present position, 1970.

Mielke, Nancy C. Instructor, Librarian
B.S., Tennessee Technological University; M.L.S., George Peabody College for Teachers.
Present position, 1970.

Moffitt, Orvil L. Assistant Professor, Music; Chairman,
Division of Humanities
B.S., M.A., Additional Graduate Work, George Peabody College for Teachers.
Present position, 1969.

Moore, Jack L. Assistant Professor, Art
B.F.A., M.A., University of Alabama; Additional Graduate Work, Wichita State University.
Present position, 1969.

Rains, Robert P. Director, Public Information
and Field Services
B.S., Memphis State University; M.A., Middle Tennessee State University.
Present position, 1970.

Randle, Robert J. Assistant Professor, Business
B.S., University of Omaha; M.Litt., University of Pittsburgh; Additional Graduate Work, American University, Vanderbilt University.
Present position, 1970.

Robinson, William C. Instructor, Engineering Technologies
A.S., New York State Ag-Tech Institute; B.E.E., Rensselaer Polytechnic Institute; M.B.A., USAF Institute of Technology.
Present position, 1969.

Rudd, Mary Frances Instructor, Secretarial Science
B.S., William Jennings Bryan College; M.S., University of Tennessee.
Present position, 1969.

Scarbrough, Martha W. Instructor, Mathematics
B.S., M.S.T., Middle Tennessee State University.
Present position, 1969.

Scott, Barbara G. Instructor, English
B.A., Tennessee Technological University; M.A., Purdue University.
Present position, 1969.

Smith, James W. Assistant Professor, Biology
B.S., Mississippi State University; M.S., Ph.D., Louisiana State University.
Present position, 1970.

Sohrabi, Bahman Instructor, Biology
B.S., M.S., Middle Tennessee State University; Additional Graduate Work, University of Tennessee.
Present position, 1969.

Stamps, James E. Instructor, Computer Science
B.S., Middle Tennessee State University.
Present position, 1970.

Stanford, John E. Instructor, Health and Physical
Education, Baseball Coach
B.S., M.A., Additional Graduate Work, Middle Tennessee State University.
Present position, 1970.

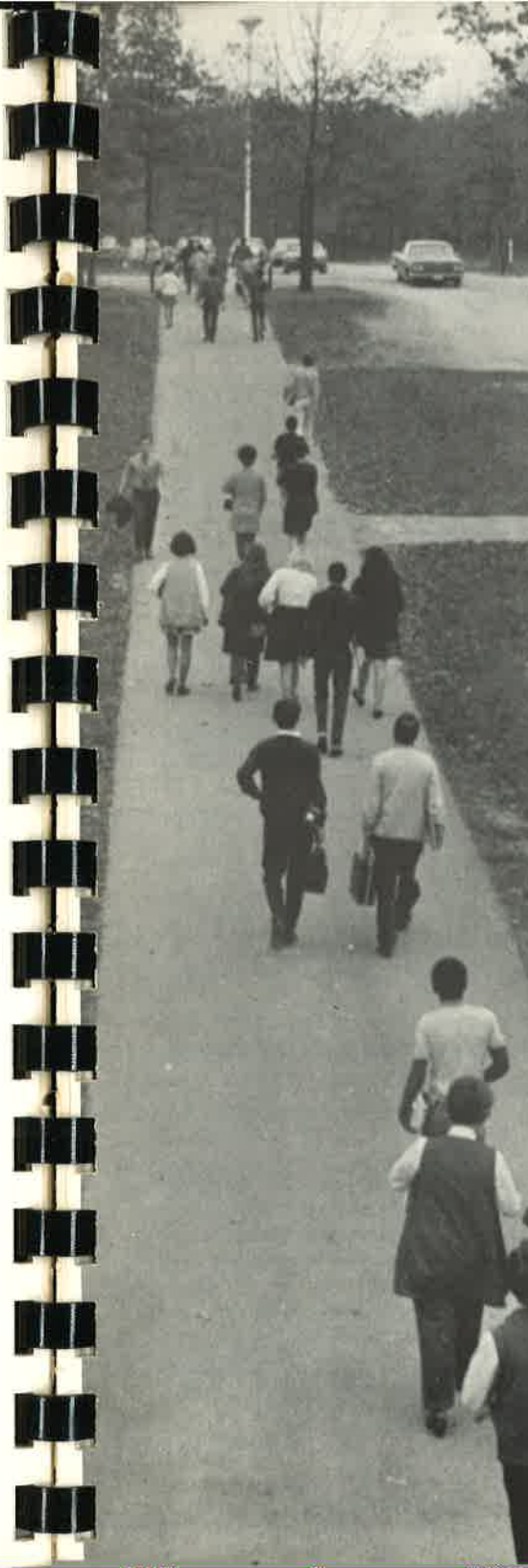
Warren, Jessie H. Director, Admissions and Records
B.S., M.A., Middle Tennessee State University.
Present position, 1969.

White, Helen B. Instructor, English
B.S., M.A., Middle Tennessee State University.
Present position, 1970.

Williams, Delores B. Instructor, Learning Skills
B.S., University of Arkansas; M.A., Middle Tennessee State University; Additional Graduate Work, Maryland State Teachers College, University of Maryland.
Present position, 1970.

Part-Time Faculty

- Eaves, Raymond H. Instructor, Mathematics
B.S.M.E., Tennessee Technological University; M.S.M.E., University of Tennessee.
- Lawson, Deanna H. Instructor, English
B.A., M.A., Middle Tennessee State University.
- Kissling, Herbert H. Instructor, History
A.B., Doane College, M.A., University of Wyoming.
- Matthews, Richard K. Instructor, Mathematics
B.S.A.E., St. Louis University; M.S.A.E., University of Tennessee.
- Sprouse, Joseph A. Instructor, Mathematics
B.S., Graduate Study, University of Florida; M.S., University of Tennessee.
- Stephens, Gilley T. Instructor, Geography
B.S., Middle Tennessee State University; M.A., George Peabody College for Teachers; Additional Graduate Study, University of Tennessee, University of Chicago, University of Miami.
- Watts, Wallace B. Instructor, Computer Science
B.S.Ch. E., University of Tennessee; M.S. Middle Tennessee State University.



GENERAL INFORMATION

General Information

LOCATION

Motlow State Community College is located on 187 acres of beautifully wooded land in Moore County. It is approximately 5 miles from Tullahoma via either State Route 55 or State Route 130, approximately 6 miles from Lynchburg via State Route 55, and approximately 12 miles from Shelbyville via State Route 130.

HISTORY

The 1967 General Assembly authorized the construction of three additional community colleges in Tennessee. At a called meeting of the Tennessee State Board of Education on June 13, 1967, officials of the cities and counties in the Elk River Development area asked that a community college be located in Moore County near Tullahoma, Tennessee. The State Board approved this request.

The 187 acre site for the college was donated by the Motlow family of Lynchburg, Tennessee. Because of this generous gift and because of Senator Reagor Motlow's contributions to education in Tennessee, Governor Buford Ellington and Commissioner of Education, J. Howard Warf, recommended that the college be named Motlow State Community College.

Ground for the college buildings was broken at a ceremony in November, 1967, on the site. Yearwood and Johnson, Architects of Nashville, Tennessee designed the campus. The principal construction contract was awarded to Martingale Construction Company of Murfreesboro, Tennessee at a cost of approximately \$2,700,000. Actual construction was begun on five buildings in March, 1968.

Dr. Sam H. Ingram, formerly Dean of the School of Education at Middle Tennessee State University, was appointed the first president of the college. He opened temporary offices for administrative personnel of the college in the First Baptist Church building in Tullahoma in February, 1969. The administrative staff moved into the Administration Building on the campus in August, 1969.

Other buildings on the campus were completed soon thereafter. The first quarter was begun in September, 1969, with approximately 500 students and 25 faculty members.

PURPOSE

Motlow State Community College accepts as her purpose the development of the cultural, intellectual, and physical and vocational resources of the people of its surrounding area through qualified teaching, professional counseling and guidance, and comprehensive services offered to students and community.

Motlow State Community College will provide day and evening programs combining general education and technical education sufficiently flexible to provide for the changing educational needs of the community. The program is three-fold: (1) To serve those who wish to transfer and complete a four-

General Information

year college education; (2) To serve those who wish to complete their formal education upon graduation from Motlow State Community College; and (3) To serve the community through an adult program based on community needs and demands.

Motlow State Community College accepts the philosophy that a community college is not merely two years of continuing high school or just the first two years of college, but is a separate entity. The doors of Motlow State Community College are open to all who come seeking knowledge. It accepts each student as a worthy individual with unique abilities and capacities, and endeavors to provide the leadership which will enable each individual to develop and mature toward the realization of his potentialities.

OBJECTIVES

The objectives of Motlow State Community College shall be:

To make two-year college education available to both youth and adults in their home environment.

To commit the resources of the college to the business, industrial, educational, and cultural enrichment of the community.

To provide an academic program that will prepare students to transfer two years of collegiate work to four-year colleges and universities.

To provide technical programs that will prepare students who wish to complete their formal education at Motlow State Community College for positions in the community.

CLASSIFICATION

For administration purposes, a student will be classified as a freshman until the completion of 42 quarter hours; after which time he will be classified as a sophomore. Those not accepted as degree students will be classified as Special Students.

GENERAL CODES OF CONDUCT

The code of conduct of Motlow State Community College is the code of ladies and gentlemen. A Motlow State Community College student is expected to show respect for order, morality, and the rights of others and to exhibit in his or her daily living a sense of personal honor and integrity. The rules and regulations of conduct are included in the Student Handbook.

Students, upon registration at Motlow State Community College, agree to conform to its regulations and policies and are subject to disciplinary action by the college upon violation. Students who are penalized for the violation of public laws are not exempted from further action by Motlow State Community College. A student involved in a violation of these policies will be allowed a formal hearing by the committee which may recommend discipline of the following degrees: (a) reprimand, (b) probation, (c) suspension or, (d) expulsion.

Disciplinary action becomes a part of the student's permanent record. Notification is by letter from the Dean of Student Personnel Services to the student with a copy to the parents and appropriate college officials.



COLLEGE REGULATIONS

College Regulations

ATTENDANCE REGULATIONS

1. Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments.
2. An explanation of the cause of all absences should be given instructors. This should be presented in advance if possible.
3. Persistent unexcused absence is cause, upon recommendation of the Dean of Student Personnel Services, for dismissal from the college.
4. Absences are counted from the first scheduled meeting of the class.

DISMISSALS

A student may be dismissed from the college for any one or more of the following reasons:

1. Failure to meet minimum academic standards as stated in the section of Retention Standards.
2. Conduct of an unacceptable nature.
3. Failure to attend classes regularly.

GRADUATION

All students must complete the general requirements as prescribed by the college and specific requirements set forth for the degree sought and file an Intention to Graduate at the beginning of the quarter in which the student expects to graduate. Students are ordinarily allowed to graduate under the requirements of the catalog under which they entered provided graduation is within 5 years of the entrance date.

MID QUARTER DEFICIENCY REPORTS

Those students who have grades of less than "C" at mid-quarter will receive mail notices indicating lack of satisfactory progress.

BUSINESS REGULATIONS

Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until the fees have been paid (which means all checks have cleared the bank) and no student may be admitted to classes without having met his financial obligations. All payments are to be made in cash or by check to the Business Office located in the Administration Building. There is a \$5.00 charge for any returned check given to the college. No student may re-enroll, graduate, or receive a transcript of his record until all accounts are settled. The term "account" includes any indebtedness to the college.

Student identification cards are issued to all students. This ID card will be the means of admittance and identification for athletic events, social functions, and other college activities during the quarter for which the card is issued.

Registration Fees and Tuition

Full-Time Students (12 or more hours)
Residents of Tennessee \$55.00 per quarter
Non-Residents \$180.00 per quarter
Registration for Part-Time \$5.00 per quarter hour
Registration for Non-Resident Part-Time \$15.00 per quarter hour

The above fees are subject to change by policy of the State Board of Education.

Registration and tuition fees for the summer quarter will be the same as for the other three quarters. Fees for auditing a course will be the same as the fees paid if taking courses for credit.

Students are classified as residents or non-resident for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Education will apply. Information about residence classification may be obtained from the Director of Admissions and Records.

Other Fees

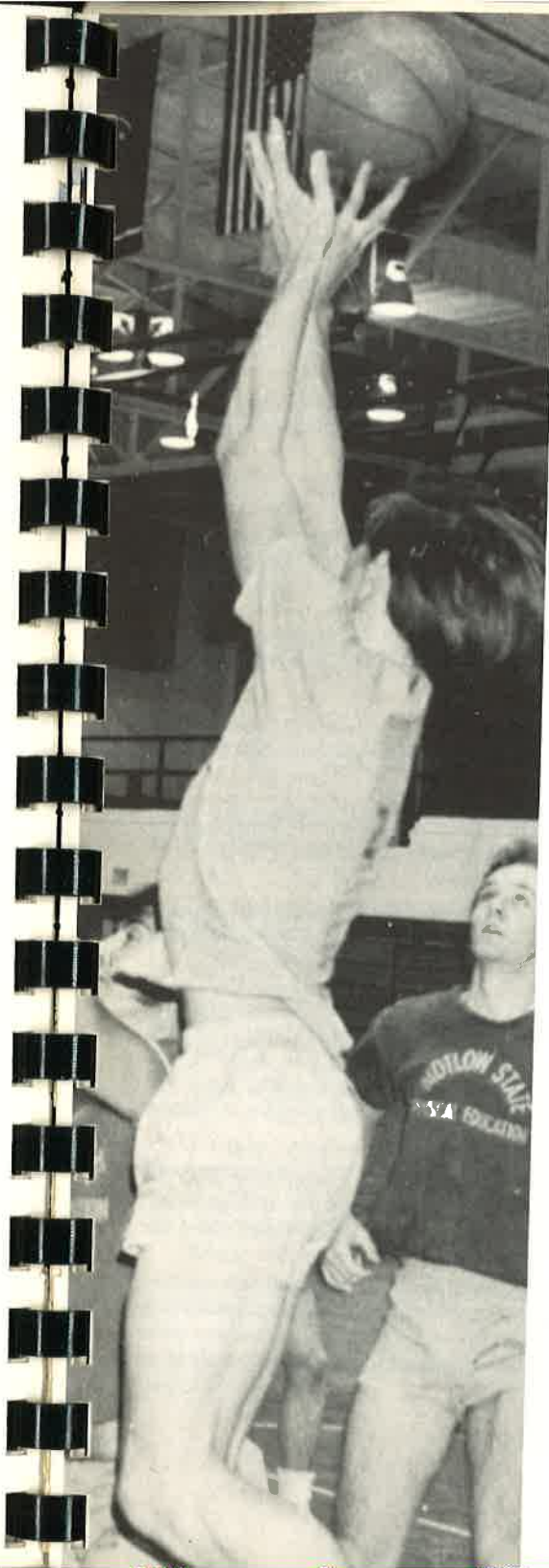
Annual Campus Auto Registration \$ 1.00
Laboratory Fee per quarter \$ 2.50
for each course which includes a laboratory as part of its class.	
Late Registration Fee, first day \$ 4.00
Each Additional Day \$ 1.00
Graduation Fee \$10.00
Change of Registration \$ 3.00
Transcript (First one free) \$ 1.00
Late Examination Fee \$ 5.00
Replacement of Lost ID Card \$ 1.00
Private Music Instruction (per quarter) \$22.00

REFUNDS

If a student withdraws from the college within seven days after the beginning of classes for the term, a refund will be made of 80% of his registration fee and tuition (if any). Each week thereafter, the amount will be reduced 20%. All other fees are non-refundable. No refund is made when a student drops a course.

BOOKS AND SUPPLIES

Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average costs can be included in the catalog. The average cost of books and supplies is approximately \$35.00 to \$40.00 per quarter. In courses requiring the use of a slide rule and drafting instruments, a one-time cost factor, additional cost must be added to the average quarter cost. Students should be aware of additional costs for the Fall Quarter since many textbooks may be used for an entire year sequence. Books and supplies can be purchased from the college bookstore on a cash basis.



**STUDENT
PERSONNEL
SERVICES**

**ADMISSIONS AND
RECORDS**

**COUNSELING AND
TESTING**

FINANCIAL AID

Student Personnel Services

Student Services comprise all the non-instructional services which Motlow State Community College provides for its students. These services include academic, social, vocational, and personal counseling, as well as financial aid, health service, and transfer assistance.

ADMISSIONS

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college to complete courses for college credit must meet the following requirements.

1. Graduation from high school or a high school equivalency diploma and file with the Office of Admissions an official high school transcript.
2. Take the American College Testing Program (ACT) battery and have the official scores sent to the Office of Admissions and Records directly from ACT.
3. File a formal Motlow State Community College application form with the Director of Admissions and Records. (A non-refundable fee of \$5.00 must accompany this application.)
4. File the required Medical History and Physical Examination Report. A portion of the form must be completed and signed by a licensed physician.
5. Transfer students must have sent to the Office of Admissions and Records an official transcript from each college or university attended. Failure to indicate previous college attendance will subject the student to dismissal from the college. A transfer student need not meet the ACT Requirement, but may be required to take a battery of tests to be used for counseling purposes.

When all the other requirements have been met, the applicant may be admitted to the college as a candidate for a degree and receive college credit for courses completed. Consideration may be given to exceptional cases not covered above.

Persons who do not meet the above requirements, but who are seeking to take courses offered in college programs for audit, job modification, or personal enrichment may be admitted as Special Students. A student must meet all admission requirements and be accepted as a degree student in order to earn college credit towards graduation.

Student Personnel Services

Formal application and acceptance for admission to the college is not required in order to attend special courses, seminars or other offerings administered by the college to serve particular community interests, which do not carry college level credit. Persons desiring to participate in such a course or seminar may apply for that course without filing an Application for Admission to the college.

A person admitted as a Special Student may qualify as a Degree Student at any time upon completion of the requirements for admission.

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

Admission of transfer students will be based upon the student's high school record and his success in college. Critical consideration will be given to the condition under which the student is withdrawing or has withdrawn from another institution. No transfer student will be admitted who cannot show evidence of an honorable withdrawal or dismissal.

All correspondence concerning admissions should be addressed to the Director of Admissions and Records, Motlow State Community College, Tullahoma, Tennessee 37388. The candidate for admission should request application blanks early enough to allow ample time for required forms to be forwarded to the Director of Admissions and Records. Under normal conditions, the applicant should request application forms at least 60 days before the beginning of classes. The completed application forms should be in the Office of Admissions and Records by August 15 for the Fall Quarter; December 1, for the Winter Quarter; February 15, for the Spring Quarter; and May 1, for the Summer Quarter. Any student who has not been accepted one week prior to registration must register late and pay a late registration fee.

All freshman applicants are requested to take the American College Testing Program (ACT) battery and have their scores certified directly to the Director of Admissions and Records, Motlow State Community College. This test should be taken preferably on one of the fall testing dates during the senior year of high school. Information on the ACT may be obtained from the high school counselor or by writing to American College Testing, Inc., P. O. Box 168, Iowa City, Iowa 52242. Motlow State Community College's ACT Code Number is 4003. This number should be used when requesting that scores be sent to Motlow State Community College. Students who fail to take the ACT before being admitted may be required to do so during the first quarter of their college work.

When all admission papers have been received in the Office of Admissions and Records, the applicant will be sent a letter indicating that he has been accepted for admission or he will be advised by letter that further action is necessary in order to establish eligibility for admission. Applicants will be advised when to appear for testing, counseling, preregistration, and registration.

READMISSION OF FORMER STUDENTS

Former students who wish to return to the college must file a formal application for readmission. Application forms, available from the office of the Director of Admissions and Records, must be completed in ink or by typewriter and returned to the Director of Admissions and Records. If the student has enrolled at another college since last attending Motlow State Community College, he must have a transcript from the other college submitted and approved before he may re-enter. An application will receive favorable consideration only if the applicant is eligible for readmission under all College regulations.

TRANSFER STANDARDS

Students wishing to transfer from accredited colleges and other approved institutions of higher education may be admitted if they have been granted honorable dismissal from the last institution attended. Transfer students should be eligible to re-enter the school from which they are transferring. Special cases will be evaluated by the Admissions Committee. Applicants must submit transcripts from all colleges they have attended to the Director of Admissions and Records. Courses completed with a grade of "D" will not be accepted.

REGISTRATION FOR COURSES

All students should be pre-registered prior to the registration date given in the college calendar. Each student should receive a notification of pre-registration procedures. After the initial pre-registration and counseling session, an advisor is assigned to the student who will continue to assist the student with his educational program. All students are expected to complete registration on the dates announced for registration. They must observe the procedure specified at that time. A student is not officially enrolled until he has completed all the requirements of registration. Registration after these dates may be completed by presenting an acceptable reason for the delay and by payment of a late registration fee. Registration delayed more than one week requires special permission from the Dean of Instruction and may result in a reduction of course load for the quarter.

CHANGE OF REGISTRATION

If a student finds it necessary to add a course, this will be allowed during the first five school days of each quarter including the first day that classes meet. The following procedures are to be followed in adding or dropping courses:

1. Secure a Change of Registration Form from the Office of Admissions and Records.
2. Secure the written approval of the advisor for making a course change.

3. Secure the signature of the instructor when a course is to be dropped or added to the program.
4. Present the completed form to the Business Office and pay appropriate fees.

Before mid-quarter, a course may be dropped upon the written approval of the advisor. After mid-quarter, the Dean of Instruction must approve all drops. Failure to follow these procedures will result in an "F" in the course.

WITHDRAWAL 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. Up to the last day to register or change courses, a student may withdraw from college with his name being deleted from the class rolls. A student who withdraws no later than one week prior to the beginning of mid-term examinations will receive a grade of W. After this period the student may withdraw with grades recorded as WP (withdrew passing) or WF (withdrew failing). An exception to this will be the summer quarter. Specific dates will be posted in the Office of Admissions and Records. All requests to withdraw must be made in writing. Withdrawal procedures are as follows:

1. Secure from the Dean of Student Personnel Services a withdrawal permit.
2. Take the completed permit to the Business Office for any refund due. Leave the remaining copies of the permit in the Office of the Director of Admissions and Records for official record and notification of faculty.
3. All equipment belonging to the college must be accounted for or paid for and all financial obligations met.
4. If it is impossible for a student to take these steps in person, they should be taken by a parent.

QUARTER-HOUR LOAD OF STUDENTS

Any student desiring an overload should file a request for an overload with the Dean of Instruction at least two weeks prior to registration. Sixteen to seventeen quarter hours credit is the regular or normal load of student per quarter and 18 quarter hours is the normal maximum load.

Correspondence and Extension Courses

Credits earned by correspondence and extension may be accepted toward graduation subject to the following:

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.

2. Students in residence carrying a full load may not register for such courses.
3. English Composition must be taken in residence.
4. The maximum amount of correspondence or extension credit allowed is one-fourth of the total number of credits required for graduation.

Advanced Placement

Motlow State Community College offers opportunities for earning advanced placement. To qualify for advanced placement a student must have an unusually high academic achievement record or sufficient training and experience. Students may be exempt from courses or may be given credit for courses up to a maximum of twelve quarter hours through advanced placement.

In evaluating armed services credit, Motlow State Community College follows the recommendations of the Guide to The Evaluation of Educational Experience in the Armed Services published by the American Council on Education.

Students may apply for advanced placement through the office of Admissions and Records.

ADMISSION AS A SPECIAL STUDENT

A person who seeks to enroll in college-level courses and who can meet the special course entrance requirements may be admitted as a Special Student. Such a person will be admitted without fulfilling the admission requirements for regular students because he is not a candidate for a degree. If, however, he desires to change from the status of a Special Student to the status of a Degree Student, he must complete the full admission requirements. Special Student status will normally be granted to those persons who qualify under the following categories:

1. A person who is not a high school graduate and does not hold a high school equivalency certificate.
2. A person who holds a degree from another college or university.

Generally, a person admitted as a Special Student will be required to do all of the work required in a course, including written papers, readings, examinations, etc. Upon the conclusion of the course, the special student will not be given official credit.

Permission to Audit: Permission to audit a course, upon the recommendation of the instructor involved, may be obtained through the Office of Admissions and Records. An audit student is one who is attending classes, does not take the final exam, and does not receive a grade.

RETENTION STANDARDS

The minimum standard of achievement expected is a "C" average (2.0). The 2.0 quality point average is required to achieve the associate degree. Any student with less than the 2.0 cumulative quality point average may be

required to reduce his load, repeat certain courses, or change his major. Retention standards shall be in effect for all students who have attempted at least 10 quarter hours.

Probation: A student who attains less than a 1.5 cumulative quality point average, as indicated in the table below, will be placed on academic probation.

Suspension: The table below is based on minimum retention standards and is designed to serve as a guide to students who fall below the 2.0 cumulative average.

Cumulative Hours	Probationary Range	Suspension
10 - 18	.500-1.499	.499 or less
18.1- 34	.650-1.499	.649 or less
34.1- 50	1.000-1.499	.999 or less
50.1- 67	1.300-1.599	1.299 or less
67.1- 84	1.600-1.799	1.599 or less
84.1- 94	1.800-1.899	1.799 or less
94.1-100 or over	1.90 -1.999	1.899

Explanation of Table. The first column represents cumulative hours (total hours attempted less repeats) at Motlow State Community College or elsewhere. It excludes military service credit and non-credit courses. The second column represents the minimum quality point average range which results in the student being placed on probation. The third column represents the grade point average below which a student will be suspended.

A student will not be suspended at the end of any quarter during which he earns a 2.0 quality point average. Academic suspension excludes the student from the college for a minimum of one quarter.

A student who is suspended for academic reasons may appeal his suspension to the Student Affairs Committee. An appeal must be presented in duplicate before the final day for registration, one copy to the Student Affairs Committee and one to the Office of Admissions and Records.

RECORDS

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

TRANSCRIPT OF CREDITS

One official copy of a student's record will be furnished free of charge. There will be a fee of \$1.00 for each additional copy. 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.

ACADEMIC ADVISOR

Each student is assigned to an academic department by the Director of Admissions and Records. The Dean of Instruction will in turn assign the student to a faculty advisor. The faculty advisor will assist the student in selecting proper courses, interpretation of course requirements and in the selection of a well balanced program. Instructors maintain regularly scheduled office hours and a student should feel free to call on his advisor any time he needs help.

VETERAN'S AFFAIRS

Motlow State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans and other eligible persons under appropriate Public Laws. Veterans and other eligible persons desiring to attend Motlow State under appropriate federal legislation should contact:

Veterans Administration
Regional Office
801 Broadway
Nashville, Tennessee 37203

The Office of Admissions and Records has primary responsibility for Veterans Affairs.

COUNSELING SERVICES

The college has a staff of professionally trained counselors who serve the students in matters of academic advisement, vocational counseling, and personal problems. The counseling staff offers students assistance in solving immediate problems and making responsible choices for future personal and professional growth.

At the time a student enters college, there are many important decisions that may be made of a social, educational, vocational, and personal nature. For this reason, all new students should have an appointment with a counselor prior to entering and are strongly encouraged to confer with their counselors at various times later on, whenever there is a need for counseling assistance.

The counselor has at his disposal the results of tests the student has previously taken, either here or elsewhere.

Students are encouraged to utilize the vocational information available through the counseling services as well as the college library.

TESTING SERVICES

One phase of guidance includes testing, the results of which are used with and for the student. The purpose of this program is to aid the student in planning his curriculum while at the college. The battery of Guidance Tests administered to all degree students before admission to the college consists of the American College Testing Program (ACT) tests deemed necessary. All new transfers should complete this test battery before scheduling classes.

In addition to the required tests, the counseling staff has available at the Testing Center a variety of standardized test materials for the assistance of students. Among these are tests of ability, vocational interest, and achievement, as well as tests of various aptitudes, special skills, and personality. Personnel are ready at all times to schedule the tests, to counsel with the students on test results, and to assist individual students with particular problems. Testing services are available to students in Continuing Education and people in the community.

STUDENT FINANCIAL AID

The student financial aid program at Motlow State Community College is for the purpose of providing financial assistance to those students who would find it difficult or impossible to attend Motlow State Community College without financial aid. There is a comprehensive financial aid program offered in the form of grants, scholarships, part-time employment, and loans.

Recipients of financial assistance through these programs will be determined upon the basis of financial need, academic achievement, character, and potential for future success.

Academic scholarships are granted on the basis of the recipient's academic achievement and good character. Scholarships will be granted annually and the awards will be continued as long as funds are available and the necessary academic level is maintained.

A federal program called the College Work Study Program has greatly increased the number of part-time employment opportunities. To be eligible for the College Work Study Program a student must be accepted for enrollment as a fulltime student or be in good standing if currently enrolled. A student's eligibility further depends upon his need for employment to defray his college expenses with preference given to applicants from low-income families.

A program of direct awards, Educational Opportunity Grants (EOG), are awarded to high school graduates with exceptional financial need who require these grants to attend college. The amount of financial assistance a student may receive depends upon his need—taking into account his financial resources, those of his parents, number of children dependent upon his parents, and the cost of attending college. In addition, the student must

demonstrate academic or creative promise. Eligible students who are accepted for enrollment on a full-time basis or who are currently enrolled in good standing may receive an Educational Opportunity Grant, as long as funds are available.

Students at all levels who clearly need financial aid in meeting educational expenses may be eligible for National Defense Student Loans. An eligible undergraduate may borrow up to \$1,000.00 each academic year to a maximum of \$5,000.00.

STUDENT SERVICES—ACTIVITIES

Motlow State Community College is a democratic institution and its activities are open to students according to their interests. Activities are varied and inexpensive and students are urged to take part in them.

All student organizations are required to register and obtain official approval from the Office of the Dean of Student Personnel Services.

Opportunity to render service to Motlow State Community College or to pursue a special interest is provided through participation in the club program offered on the campus.

A program of athletics is sponsored by Motlow State Community College. As a member of the Tennessee Junior College Athletic Conference, competitive athletics are carried out in sports for men. The College Physical Education Department sponsors intramural sports for both men and women. All students are urged to participate in the intramural program.

A variety of worthwhile culturally and intellectually stimulating assemblies are held for students, staff, and interested area citizens. Students are encouraged to attend on such occasions.

A school newspaper is published by a student staff under the direction of the Office of Information and Field Services.

Choral and instrumental groups under the supervision of the Music Department may offer programs for the enjoyment of the college and community.

Motlow State Community College has adopted student government because of its democratic and creative implications. The cooperation of the administration and the students in personal and in general activities is significant in challenging students in their preparation for the future. Every student becomes a member of the Student Government Association when he enrolls. Student-faculty committees provide close liaison between the Student Government Association and the college administration.

The Student Center has facilities which provide a small meeting room, bookstore, cafeteria, snack bar, and student lounge. Arrangements for the use of any of the facilities after regular hours of operation should be made through the Office of Dean of Student Personnel Services.

Students are requested to furnish a record of a medical examination upon entering Motlow State Community College. Students having special health problems are referred to the nurse by any member of the professional college staff. The necessary medical evaluation is obtained, and assistance in meeting school-related medical problems is offered. Health counseling, health information, and first aid are available to students and faculty during office hours at the Student Health Center. A registered nurse is employed by the college on a regular schedule.

Motlow State Community College has no housing facilities for its students, most of whom reside with members of their immediate families or relatives. A limited number of housing accommodations are available in private homes and private dormitories for boys. Any student interested in obtaining a place to live should review the listings in the office of the Dean of Student Personnel Services.

Any student who owns or operates a car on the campus must register it with the Business Office. Cars so registered must be parked as directed and may not be driven indiscriminately about the campus. A disabled student may be given special parking consideration upon recommendation of the student's physician.





**ACADEMIC
INFORMATION
&
PROGRAMS OF
STUDY**

Academic Information

and

Programs of Study

The library is in the center of Motlow State Community College, both in physical location and academic activity. It is where the knowledge and experience of past and present generations are stored. This legacy is available for everyone who wishes to profit by it.

The American Library Association Standards for Junior Colleges is used as a guideline for reaching this library's aim to stimulate curiosity and make available to the right person the right material at the right time. While the book collection at the beginning of this academic year will be sufficient to support the educational requirements of the student body, the goal of the library staff is to exceed the minimum of 20,000 volumes recommended by the American Library Association.

Every effort is being made to insure quality by having professional librarians trained in book selection and reference procedures to aid the students in the library. The library will be open Monday through Friday primarily for the students and faculty and secondarily for all citizens of the community.

PROGRAMS OF STUDY

Motlow State Community College offers courses in three general areas of study: (1) University Parallel or transfer programs, (2) Technical Education programs, and (3) Continuing Education programs.

The University Parallel or Transfer Program. This program is designed to meet the needs of students who plan to transfer to a senior institution. Typical university programs are structured so that a student will secure a broad education during his first two years of study and will later specialize in his particular field of interest. Required courses of study have been developed at Motlow State Community College which seek to provide this base in the area of communications, humanities, social sciences, natural and physical sciences, mathematics, and physical education.

Students who enroll in this program should work toward either the Associate of Science (General) degree or the Associate of Arts (General) degree. There is sufficient flexibility in these degree requirements to permit a student to pursue special areas of interest and special courses that the institution to which he plans to transfer may require. Under normal circumstances a student should be able to transfer to a senior institution with junior status after completing an associate degree at Motlow State Community College.

Academic Information

The Technical Education Program. This program is for students planning immediate employment upon completion of their chosen course of study. There are programs leading to a certificate denoting the level of skill or proficiency in a particular occupational area. Students satisfactorily completing other programs will be awarded the Associate of Science degree. The various areas of specialization and the course requirements in each are outlined in a following section.

Continuing Education Program. The broad idea of Continuing Education at Motlow State Community College is to help as many persons as possible to achieve their own educational aims by acquiring new knowledge and developing a capacity for self-education. This program is so designed that with proper counseling a student may pursue his educational objectives at a time and place convenient for him.

A variety of courses, both credit and non-credit, may be offered each quarter to assist individuals and specific groups meet requirements for job improvement, comply with business or industrial demands, or gain general cultural benefits and personal enrichment.

This program is drawn from all other programs of study and from special classes and conferences. It is not intended to culminate in a degree. A student in this program is, in general, considered a special or non-degree-seeking student. A student in continuing education may, however, choose to become a candidate for an associate degree and at that time will be governed by all regulations governing the regular, degree-seeking student.

PLANNING COURSES OF STUDY

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

A student who is planning to transfer from Motlow State Community College at the conclusion of two years of work to a four-year institution should secure a copy of the catalog of the four-year institution selected and have it available during the registration period for use in planning his transfer program.

PLANNING SPECIAL PROGRAMS

The following program outlines are suggested to aid the student in preparation for a specific professional career. They are university parallel programs, presented to guide the student in his two years at Motlow State Community College. The use of these guidelines in consultation with his advisor should enable a student to transfer to a college or university where he may obtain a baccalaureate or professional degree.

For Students Interested in Business Careers

A student interested in a career in accounting, business administration, business management, or marketing should complete the requirements for an Associate of Arts or an Associate of Science degree. The student should be certain his curriculum includes the following courses:

Freshman Year

BUS 121 Introduction to Business 3 Hrs.

Sophomore Year

BUS 231, 232, 233 Principles of Accounting 9 Hrs.
ECO 201, 202, 203 Principles of Economics 9 Hrs.

For Students Interested in Law

The pre-law student may complete the requirements for either the Associate of Science or the Associate of Arts degree. A baccalaureate degree and a satisfactory score on the Law School Admissions Test are generally required for admission to an accredited law school. The student should provide for the advisor and himself the catalog and other pertinent data from the law school in which he plans to enroll.

The following is a suggested list of courses in addition to specific course requirements for the pre-law student in keeping with traditional guidelines:

Freshman Year

POL 111 Introduction to American Government 3 Hrs.
POL 112 United States National Government 3 Hrs.
POL 113 U.S., State, and Local Government 3 Hrs.
Psychology and/or Sociology (Electives) 9 Hrs.

Sophomore Year

ECO 201, 202, 203 Principles of Economics 9 Hrs.
BUS 231, 232, 233 Principles of Accounting 9 Hrs.

For Students Interested in Engineering

A student who wishes to continue his education at a school granting a degree in engineering should complete the curriculum for an Associate of Science degree. The courses listed below represent the basic requirements for the majority of engineering schools in the Southeast. The engineering student should include these courses in the courses required for the Associate of Science degree. The student and his advisor should study the catalog of the university in which he plans to enroll.

Freshman Year

CHE 101, 102, 103 General Chemistry 9 Hrs.
ERG 101, 102 Engineering Graphics 6 Hrs.
*MAT 113, 211 Analytic Geometry and Calculus 10 Hrs.

ERG 121 Introduction to Technology 2 Hrs.
*A student with less than 3½ units of college preparatory mathematics including algebra and trigonometry will be advised to enroll in MAT 108 or 111 during the fall quarter or to enroll in the summer evening classes for these courses immediately after high school graduation.

Sophomore Year

MAT 212, 213 Calculus 10 Hrs.
MAT 273 Differential Equations 5 Hrs.
ERG 252 Statics 3 Hrs.
ERG 253 Dynamics 3 Hrs.
*PHY 201, 202, 203 General Physics 12 Hrs.
CST 123 FORTRAN Programming 4 Hrs.
** A student not having high school physics should take PHY 141, 142, and 143 in the Freshman year as a prerequisite for this course.

For Students Interested in Medicine, Dentistry, and Pharmacy

A student who wishes to enter a school of medicine, dentistry, or pharmacy should complete the requirements for an Associate of Science degree. The student will then transfer to a four-year institution to complete the baccalaureate degree. In addition to the required curriculum, the courses specified below meet the requirements of the Council on Medical Education of the American Medical Association. To be accepted at an accredited Medical School, required pre-medical courses must have been passed with an average grade of B or better.

Freshman Year

BIO 141, 142, 143 General Biology 12 Hrs.
CHE 101, 102, 103 General Chemistry 12 Hrs.
PHY 141, 142, 143 Applied Physics 12 Hrs.

Sophomore Year

BIO 231 Microbiology 4 Hrs.
BIO 232, 233 Human Anatomy and Physiology 8 Hrs.
CHE 231, 232, 233 Organic Chemistry 12 Hrs.

For Students Interested in Teaching

A student interested in teaching may complete the requirements for either an Associate of Arts or an Associate of Science degree. He will then transfer to an institution granting a degree in education. He should know the requirements for teaching certification in Tennessee. With his advisor, he should study these and the catalog of the four-year institution he plans to attend. In addition to the required curriculum, a student interested in elementary or secondary education should be certain his curriculum includes the following courses:

Academic Information

Freshman Year

BIO 101, 102, 103	Biological Science	9 Hrs.
or		
BIO 141, 142, 143	General Biology	12 Hrs.
PSY 101, 102, 103	General Psychology	9 Hrs.
ART 101	Art Appreciation	3 Hrs.
ART 103	School Art	3 Hrs.

Sophomore Year

HED 201	Personal Health	3 Hrs.
MUS 241	Understanding Music	3 Hrs.
MUS 242	Public School Music	3 Hrs.

GRADING SYSTEM

The following grading system is used at Motlow State Community College:

Grade	Grade Points Awarded Per Quarter Hour
A	Outstanding 4
B	Above Average 3
C	Average 2
D	Passing but below Average 1
F	Failing 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 quarter hours attempted less the number of hours repeated. To meet the degree requirements, a student must maintain an overall grade point average of 2.00.

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

I	Incomplete
NC	No Credit
W	Withdrew
WP	Withdrew Passing
WF	Withdrew Failing

The grade of "I" indicates that the student has not completed all the work of the course for a reason acceptable to the instructor. This "incomplete" must be removed during the succeeding quarter excluding summer. Otherwise, the grade of "F" is entered.

Repeated course: A student may repeat a course he has failed. The grade received in repeating the course supersedes all previous grades and is credited in the quarter in which the course was repeated.

Academic Information

In order for a course to be considered repeat work in improving the cumulative grade point average, the student must file a Repeat Form in the office of the Director of Admissions and Records no later than three weeks prior to the end of the quarter in which course is being repeated.

GENERAL REQUIREMENTS FOR DEGREES

Motlow State Community College awards an Associate of Arts Degree and an Associate of Science Degree. A certificate may be awarded those who complete a program of less than an Associate degree.

General requirements for an Associate Degree are as follows:

1. Not less than 96 quarter hours of credit including 6 quarters of physical education activities.
2. A minimum of the final 36 hours of course work completed in residence at Motlow State Community College with a "C" average.
3. Overall grade point average of 2.00 (C Average).
4. Specific course requirements are given where outlined.

AWARDS AND HONORS

Students graduating with the following grade point averages will receive the corresponding honor designations on their diplomas:

3.75-4.00	Summa Cum Laude
3.50-3.74	Magna Cum Laude
3.00-3.49	Cum Laude

Names of students who complete the 3.00-3.49 average for a quarter will be placed on the Honor Roll for that quarter. Those who compile a quarterly average of 3.50-4.00 will be placed on the Dean's List.

SPECIFIC COURSE REQUIREMENTS FOR DEGREES

ASSOCIATE OF ARTS

(General)

	Hrs.
ENG 101, 102, 103 English Composition	9
ENG (Literature Electives)	9
BIO } or } CHE } (Natural or Physical Science Electives) or } PHY } 1 Year Sequence	9-12
HIS 211, 212, 213 U.S. History	9
MAT (Mathematics Electives)	6-10
PED (Activities Electives)	6
SPA } Spanish or } or FRE } French 1 Year Sequence	9
Division of Humanities (Electives)	9
Division of Social Science and Education (Electives)	9
General Electives	14-21
	96 Hrs.

ASSOCIATE OF SCIENCE

(General)

ENG 101, 102, 103 English Composition	9
ENG (Literature Electives)	9
BIO } or } CHE } (Natural or Physical Science Electives) or } PHY } 1 Year Sequence	9-12
HIS 211, 212, 213 U.S. History	9
MAT (Mathematics Electives)	6-10
PED (Activities Electives)	6
Division of Science and Mathematics (1 Year Sequence)	9-15
Division of Social Science and Education (Electives)	9
General Electives	17-30
	96 Hrs.

**ASSOCIATE OF SCIENCE
IN
BUSINESS TECHNOLOGY**

The Business Technology program will provide a broad academic foundation in business and will prepare students for mid-management and junior level positions in business administration. Graduates will be able to perform in areas of business, limited accounting, computers, supervision and general sales.

	Hrs.
BUS 121 Introduction to Business	3
BUS 124, 125 Business Mathematics	6
BUS 222 Business Communications	3
BUS 231, 232, 233 Principles of Accounting	9
BUS 251 Business Machines	3
BUS 271, 272 Business Organization and Management	6
BUS 281 Marketing	3
ECO 201, 202, 203 Principles of Economics	9
ENG 231 Fundamentals of Speech	3
CST 121 Introduction to Electronic Data Processing	3
CST 211 COBOL Programming I	4
ERG 101 Engineering Graphics	3
MAT 221 Elementary Mathematical Statistics	3
ENG 110, 111 and/or English Writing Laboratories may be required depending on individual needs.	
Approved Electives	39

ASSOCIATE OF SCIENCE

IN

COMPUTER SCIENCE TECHNOLOGY

The Computer Science Technology has as its primary objective the task of qualifying the student for a successful career as a programmer, systems analysts, or potential manager of a computer center.

Two options are offered in Computer Science Technology: (1) A business computer option and (2) a scientific computer option. The business option is designed for students interested in business data processing and computing. The scientific option is designed for students interested in scientific and engineering applications of the computer. Students in either area are required to master the FORTRAN and COBOL languages and may choose supporting courses, depending upon the student's interest.

BUSINESS OPTION

	Hrs.
BUS 121 Introduction to Business	3
BUS 222 Business Communications	3
BUS 231, 232, 233 Principles of Accounting	9
BUS 251 Business Machines	3
BUS 271, 272 Business Organization and Management	6
CST 121 Introduction to Electronic Data Processing	3
CST 122 Symbolic Language Programming	4
CST 123 FORTRAN Programming	4
CST 211, 213 COBOL Programming	8
CST 213 Operating Systems	3
CST 223 Commercial Applications	3
ECO 201, 202, 203 Principles of Economics	9
MAT 108 Technical Mathematics	4
MAT 221 Elementary Mathematical Statistics	3
SST 221 Records Management	3
Approved Electives	28
	96

SCIENTIFIC OPTION

CHE 101, 102, 103 General Chemistry	12
CST 121 Introduction to Electronic Data Processing	3
CST 122 Symbolic Language Programming	4
CST 123 FORTRAN Programming	4
CST 211, 212 COBOL Programming	8
CST 213 Operating Systems	3
CST 233 Scientific Applications	3
MAT 111 College Algebra	5
MAT 112 Plane Trigonometry	5
MAT 113 Analytic Geometry and Calculus	5
MAT 211, 212, 213 Calculus	15
MAT 221 Elementary Mathematical Statistics	3
PHY 201, 202, 203 General Physics	12
Approved Electives	14
	96

ASSOCIATE OF SCIENCE

IN

ELECTRONIC ENGINEERING TECHNOLOGY

The Electronic Engineering Technology program is a two-year terminal program designed to prepare students for jobs including manufacturing, electrical installation, electronic technicians, engineering aides, and routine design work.

	Hrs.
EET 121 Materials and Construction Practices	2
EET 131, 132 Theory of Electrical Fundamentals	10
EET 133, 134 Electronic Devices	10
EET 113 Electronic Drawing	2
EET 135, 136 Electronic Circuits	10
EET 137, 138 Electronic Systems	2
EET 153, 154 Trouble Shooting	4
ERG 121 Introduction to Technology	2
ERG 101 Engineering Graphics	3
MAT 108 Technical Mathematics	4
PHY 105, 106, 107 Physical Science	9
Approved Electives	38
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ASSOCIATE OF SCIENCE

IN

SECRETARIAL SCIENCE TECHNOLOGY

The Secretarial Science Technology has as its principal objective the training of students to perform successfully in the modern office.

Two options are offered in Secretarial Science Technology: (1) A secretarial option and (2) a general clerical option.

The secretarial program is designed to develop proficiency in the skills of shorthand, typewriting, office machines, and office management. In addition, opportunities are provided to increase a student's understanding of business operations.

The general clerical program is designed to develop proficiency in the skills of typewriting, office machines, and a wide variety of clerical duties not requiring shorthand. Graduates with general clerical training will find numerous job opportunities including positions as filing clerks, receptionists, and typists.

SECRETARIAL OPTION

	Hrs.
BUS 121 Introduction to Business	3
BUS 124, 125 Business Mathematics	6
BUS 231, 232 Principles of Accounting	6
CST 121 Introduction to Electronic Data Processing	3
ECO 201, 202 Principles of Economics	6
ENG 101, 102, 103 English Composition	9
ENG 231 Fundamentals of Speech	3
*SST 101, 102, 103 Beginning, Intermediate, Advanced Typewriting ..	9
*SST 111, 112, 113 Beginning, Intermediate, Advanced Shorthand ..	9

Academic Information

SST 211, 212 Advanced Shorthand and Transcription	6
SST 213, 214, 215 Office Procedures	9
SST 221 Records Management	3
SST 222 Business Communications	3
SST 251 Business Machines	3
Approved Electives	18

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* Students with one year of high school typewriting or shorthand may be permitted to begin with SST 102 or SST 112 respectively. Students with two years of high school typewriting or shorthand may be permitted to begin with SST 103 or SST 113 respectively. No credits will be allowed for waived courses. Electives will be substituted when necessary.

GENERAL CLERICAL OPTION

	Hrs.
BUS 121 Introduction to Business	3
BUS 124, 125 Business Mathematics	6
BUS 231, 232, 233 Principles of Accounting	9
CST 121 Introduction to Electronic Data Processing	3
ECO 201, 202 Principles of Economics	6
ENG 101, 102, 103 English Composition	9
ENG 231 Fundamentals of Speech	3
*SST 101, 102, 103 Beginning, Intermediate, Advanced Typewriting ..	9
SST 201 Technical Typewriting	3
SST 213, 214, 215 Office Procedures	9
SST 221 Records Management	3
SST 222 Business Communications	3
SST 251 Business Machines	3
Approved Electives	27

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* Students with one year of high school typewriting may be permitted to begin with SST 102. Students with two years of high school typewriting may be permitted to begin with SST 103. No credits will be allowed for waived courses. Electives will be substituted when necessary.



**DIVISION
OF
HUMANITIES**

Division of Humanities

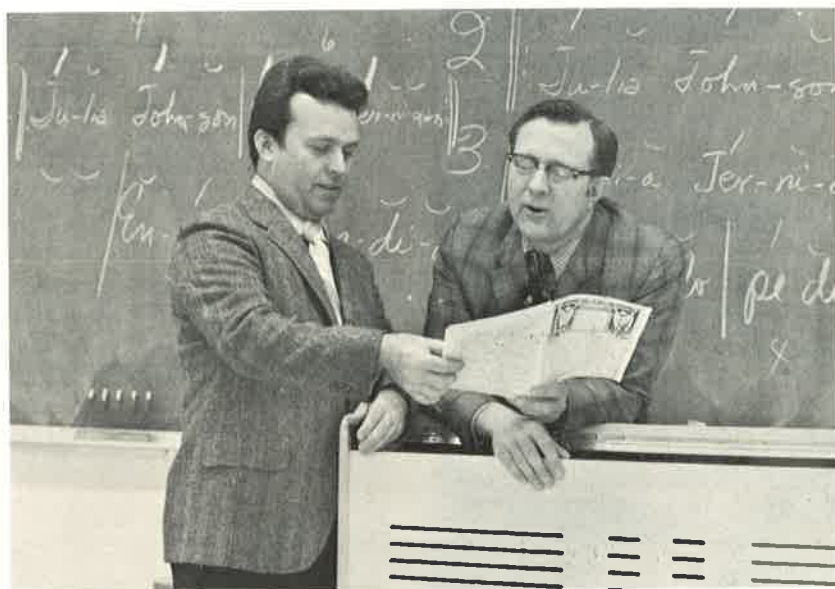
DIVISION OF HUMANITIES

Mr. Orvil L. Moffitt, Chairman

Art, English, French, Music, Reading, and Spanish are currently included in the Humanities Division of Motlow State Community College. In these courses, the skills of oral and written communications may be developed by the student. Art, Literature and Music lead the student to aesthetic experiences. An understanding appreciation of the cultural growth of man may be gained through pursuing the artistic skills required in self expression.

Courses in this Division are designed to meet the requirements of the first two years college transfer and the Associate of Arts or the Associate of Science degrees. Also, humanities courses assist the special interest of the terminal student. Recreational courses, encouraging the joys of learning, aid the community areas in continuing education. Department related activities and clubs extend the opportunities for self development.

Humanities emphasize the human experience in cultural and intellectual exploration.



Programs of Study

ART

ART 101 Art Appreciation 3 Credits

A course designed to enable more effective living through the exploration of art in the home, industry, and the community, including a brief survey of painting, sculpture, and architecture to stimulate and deepen the form, meaning, and relationship of art to everyday experiences. A lecture course, illustrated with films and slides.

ART 103 School Art 3 Credits

Children's Art: Growth and development, objectives, motivation, evaluation. Experimentation with school art media.

ART 111 Basic Design 3 Credits

A study of the principles and techniques of two-dimensional design with emphasis on drawing to develop perception of proportion, balance, and principles of composition. A laboratory course with experimentation in various drawing media. (6 hours per week.)

ART 112 Color and Design 3 Credits

A study of the principles and techniques of two-dimensional design with emphasis on color theory and application. A laboratory course. (6 hours per week). Prerequisite: ART 111 or permission of the Dean of Instruction.

ART 113 Structure and Design 3 Credits

A study of the principles and techniques of three-dimensional design with emphasis on form, space, and principles of composition. A laboratory course. (6 hours per week.) Prerequisite: ART 111 or 112 or permission of the Dean of Instruction.

ART 231 Introduction to Painting 3 Credits

An introduction to the techniques, materials, and tools used in oil painting. A laboratory course. (6 hours per week.) Prerequisite: ART 111 or 112 or permission of the Dean of Instruction.

ART 232 Painting 3 Credits

A continuation of ART 231 with experimentation in various painting media: Problems and research in contemporary painting attitudes and concepts. A laboratory course. (6 hours per week.) Prerequisite: ART 231.

ART 233 Painting 3 Credits

A continuation of ART 232 with emphasis on contemporary concepts and the development of individual techniques: Practice and theory. A laboratory course. (6 hours per week.) Prerequisite: ART 232.

✓ ART 241 Introduction to Ceramics 3 Credits

An introduction to the techniques, materials, and tools used in making hand and wheel built pottery: Glazing and firing. A laboratory course. (6 hours per week.)

- ✓ **ART 242 Ceramics**3 Credits
A continuation of ART 241 with emphasis on the utilitarian aspects of making pottery. A laboratory course. (6 hours per week.) Prerequisite: ART 241.
- ✓ **ART 243 Ceramics**3 Credits
Experimentation with glaze and clay formulas with emphasis on techniques in all aspects of making pottery. A laboratory course. (6 hours per week.) Prerequisite: ART 242.

ENGLISH

- ✓ **ENG 101 Composition**3 Credits
A course in the written use of the language which emphasizes logic, organization, and mechanical problems. Outlining of themes is encouraged.
- ✓ **ENG 102 Composition**3 Credits
A continuation of ENG 101 with more attention being given to rhetorical forms. Students read a novel selected at the teacher's discretion. Students are introduced to simple research techniques. Prerequisite: ENG 101.
- ✓ **ENG 103 Composition**3 Credits
A continuation of ENG 102 with more attention being given to outlining and organization of papers. Research methods are stressed. Students read a play selected at the teacher's discretion. Prerequisite: ENG 102.
- ENG 110 Reading Improvement**2 Credits
A survey which provides reading sources for instruction, practice in locating needed information and increasing the use of the skills needed in reading.
- ENG 111 Reading Improvement**2 Credits
A continuation of ENG 110. Provides additional practice in application of reading skills. (3 hours per week.)
- ENG 112 Reading Improvement**2 Credits
A continuation of ENG 110 and 111. Provides additional practice in application of reading skills. (3 hours per week.)
- ENG 201 World Literature**3 Credits
Readings are selected from the poetical, philosophical, and religious works of the ancient and medieval writers, including the Orientals. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ENG 202 World Literature**3 Credits
A continuation of ENG 201. Readings are selected from the literature of the Renaissance Period through the Eighteenth Century. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ENG 203 World Literature**3 Credits
A continuation of ENG 202. Readings are selected from the literature of the Nineteenth and Twentieth Centuries, including English and American literature. Prerequisite: ENG 103 or permission of the Dean of Instruction.

- ENG 211 English Literature**3 Credits
A survey of English literature from its beginning to the Restoration. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ENG 212 English Literature**3 Credits
A continuation of ENG 211. A survey of English literature from 1660 to the Victorian Period. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ENG 213 English Literature**3 Credits
A continuation of ENG 212. A survey of English literature from 1832 to the present. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ✓ **ENG 221 American Literature**3 Credits
A survey of American literature from its beginning to the Civil War. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ✓ **ENG 222 American Literature**3 Credits
A continuation of ENG 221. A survey of American literature from the Civil War to 1900. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ✓ **ENG 223 American Literature**3 Credits
A continuation of ENG 222. A survey of American literature from 1900 to the present. Prerequisite: ENG 103 or permission of the Dean of Instruction.
- ENG 231 Fundamentals of Speech**3 Credits
Emphasis is placed on speech as an act of communications. The student's confidence and poise before an audience and the ability to select, research, organize, write and present a subject orally are stressed.
- ENG 241 Public Speaking**3 Credits
A study of the principles of speech composition through analysis of speech models as they reveal the factors of interest and attention, methods of support, and the psychology of acceptance in persuasion. Practical application is made in the organization and presentation of classroom speeches. Prerequisite: ENG 231.
- ENG 242 Fundamentals of Oral Interpretation**3 Credits
An introduction to the analysis of literature and the speech skills necessary in preparing and orally communicating literature to an audience. Prerequisite: ENG 231 or permission of the Dean of Instruction.
- ENG 251 Debate**3 Credits
Instruction and participation in argumentation, debate, original oratory and extemporaneous speaking. Prerequisite: ENG 231 or permission of the Dean of Instruction.
- ENG 261 Children's Drama and Speech**3 Credits
The speech and drama program for children: story-telling; creative dramatics; choral speaking; puppetry; children's theater; classroom reports and speeches. Especially recommended for elementary education majors.

ENG 262 Children's Literature3 Credits

A survey of literature for children based on readings in this field. The course may not be substituted for the required work in composition and literature. This course does not satisfy the requirements for Literature in the Associate degrees.

FRENCH

FRE 101 Beginning French3 Credits

Elementary grammar, pronunciation, and reading of graded texts. (Those students having French in high school may have advanced placement by examination and departmental approval.)

FRE 102 Beginning French3 Credits

Continuation of FRE 101.

FRE 103 Beginning French3 Credits

Continuation of FRE 102.

FRE 201 Intermediate French3 Credits

Reading of intermediate texts, with grammar review and oral practice. Prerequisite: FRE 103 or equivalent. (Laboratory Sessions are arranged individually for all students.)

FRE 202 Intermediate French3 Credits

Continuation of FRE 201.

FRE 203 Intermediate French3 Credits

Continuation of FRE 202.

FRE 211 Conversational French3 Credits

Emphasis upon conversation and composition.

FRE 212 Conversational French3 Credits

Continuation of FRE 211.

FRE 213 Conversational French3 Credits

Continuation of FRE 212.

MUSIC

MUS 101 Music Theory and Harmony3 Credits

Serves a dual purpose: a one quarter music fundamentals class for elementary pre-teaching majors and for beginning theory of music majors. Included are: eartraining, sight-reading, keys, rhythms, transposition, improvisation, and elementary composition.

MUS 102 Music Theory and Harmony3 Credits

A continuation and extension of the skills introduced in MUS 101.

MUS 103 Music Theory and Harmony3 Credits
A continuation and extension of the skills introduced in MUS 102.

MUS 201 Advanced Theory and Harmony3 Credits

Continues the study of melody and harmony through composition and analysis. Secondary dominants and modulation are included with melodic period and phrase grouping. Prerequisite: Mus 101, 102 and 103.

MUS 202 Advanced Theory and Harmony3 Credits

Involves chromatic and altered chords with two and three part forms. Ear training, sight-reading, analysis and composition are continued.

MUS 203 Advanced Theory and Harmony3 Credits

Extends harmony to modern techniques and melody to contemporary practices. Aural, compositional and keyboard skills are continued.

MUS 241 Understanding Music3 Credits

Understanding music is a general appreciation course for all department majors. Through recorded music, scores, and independent study, individual abilities are extended for listening and involvement in the musical experience. All musical periods and types-Renaissance through the Contemporary are included.

MUS 242 Public School Music3 Credits

Public School Music is designed for elementary teachers' certification renewal and elementary pre-teaching requirements. Music fundamentals, song materials, and teaching skills for grades 1-6 are studied from the viewpoint of the classroom teacher.

MUS 246 Music Literature3 Credits

A course designed as sequence to MUS 241, Music Literature is an overview study of the large forms; suite, symphony, opera, oratorio, sonata, concerto, as they have developed through the baroque, classical, romantic, impressionistic and contemporary periods. Significant contributions of composers will be studied through recordings, scores and research readings. Prerequisite: MUS 241.

APPLIED MUSIC

Chorus1 Credit Each

Chorus is a lab-choral-activity group, singing a cappella and accompanied mixed voice selections from the Renaissance through the Contemporary periods. Membership is based on interest and dependability, for credit or non-credit. (Non-sequential.)

MUS 111 (Fall) 1 Hour

MUS 112 (Winter) 1 Hour

MUS 113 (Spring) 1 Hour

Programs of Study

MUS 211	(Fall)	1 Hour
MUS 212	(Winter)	1 Hour
MUS 213	(Spring)	1 Hour

(Register by quarter of Freshman or Sophomore participation.)

Instrumental Ensemble 1 Credit Each

Instrumental Ensemble membership is composed of students of previous instrument experience; woodwind, brass, percussion. The combo studies and performs a variety of types; swing, jazz, dixieland, rock and concert.

MUS 115	(Fall)	1 Hour
MUS 116	(Winter)	1 Hour
MUS 117	(Spring)	1 Hour
MUS 215	(Fall)	1 Hour
MUS 216	(Winter)	1 Hour
MUS 217	(Spring)	1 Hour

(Register by quarter of Freshman and Sophomore participation.)

Piano 1 Credit Each

Class Piano is designed for practical uses in churches, school rooms, homes and includes: chording simple melodies, accompanying, transposing, sightreading, and improvising. It is designed to start at the beginning level of the individual student. (no fee)

MUS 131		1 Hour
MUS 132		1 Hour
MUS 133		1 Hour

(These are to be taken in sequence.)

Individual Piano 1 Credit Each

Individual Piano is private instruction adapted to the individual needs, and interests, dependent upon their major interest. (fee)

MUS 231		1 Hour
MUS 232		1 Hour
MUS 233		1 Hour

(These are to be taken in sequence.)

Voice 1 Credit Each

Class Voice includes small vocal ensemble and solo singing experiences. Vocal methods, sight-reading, madrigals, art and folk songs, oratorio and operatic arias are studied. (no fee)

MUS 121		1 Hour
MUS 122		1 Hour
MUS 123		1 Hour

(These are to be taken in sequence.)

Individual Voice 1 Credit Each

Individual Voice includes private voice instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English. (fee)

Programs of Study

MUS 221	1 Hour
MUS 222	1 Hour
MUS 223	1 Hour

(These are to be taken in sequence.)

SPANISH

SPA 101 Beginning Spanish 3 Credits

An elementary course in the essentials of Spanish, with special emphasis on oral and aural training in the language. (Those students having Spanish in high school may have advanced placement by examination and approval.)

SPA 102 Beginning Spanish 3 Credits

Continuation of SPA 101.

SPA 103 Beginning Spanish 3 Credits

Continuation of SPA 102.

SPA 201 Intermediate Spanish 3 Credits

An intermediate grammar course with readings in Spanish civilization. (Laboratory Sessions arranged individually for all students.)

SPA 202 Intermediate Spanish 3 Credits

Continuation of SPA 201.

SPA 203 Intermediate Spanish 3 Credits

Continuation of SPA 202.

~~**SPA 221 Conversational Spanish 3 Credits**~~

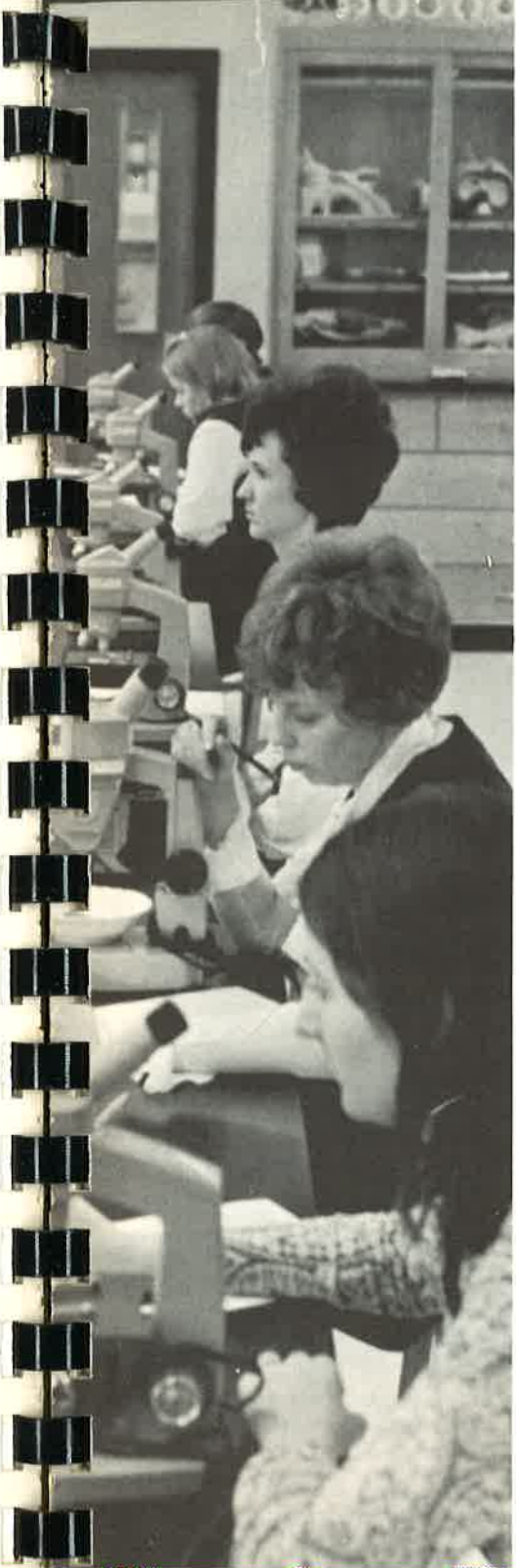
~~Emphasis upon conversation and composition.~~

~~**SPA 222 Conversational Spanish 3 Credits**~~

~~Continuation of SPA 221.~~

~~**SPA 223 Conversational Spanish 3 Credits**~~

~~Continuation of SPA 222.~~

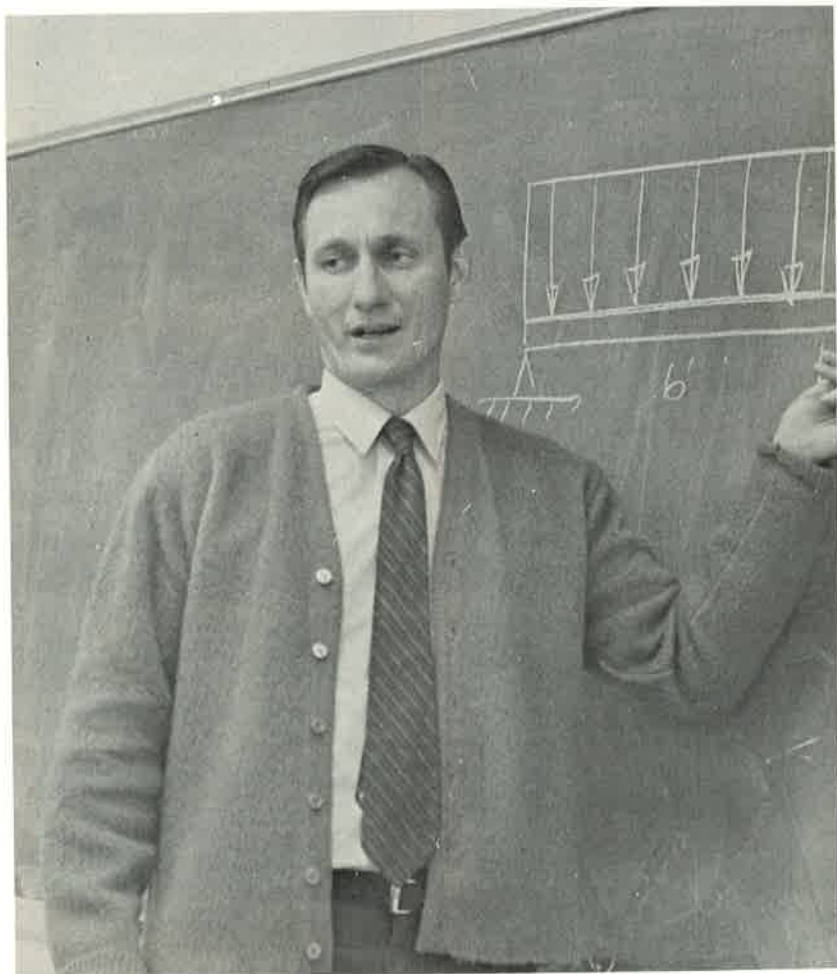


**DIVISION OF
SCIENCE & MATH**

Division of Science and Mathematics

Dr. Louis G. Hunter, Chairman

The Division of Science and Mathematics offers curricula with the aim of acquainting the student with broad and representative fields of knowledge. This Division strongly supports careers in medicine, dentistry, and their associated paramedical programs; biology and zoology; chemistry, physics, engineering, and mathematics.



Division of Science and Mathematics

BIOLOGY

Biological Science 101, 102 and 103 and General Biology 141, 142 and 143 replace the General Botany 111, 112 and 113 and General Zoology 121, 122 and 123 sequences. Credit for these new courses is not allowed for those who have successfully completed the previously offered General Botany and General Zoology courses.

BIO 101 Biological Science 3 Credits

An introductory course to the biological sciences with emphasis on: objectives of biology; the scientific method; principles of chemistry; basic concepts of the cell; functions of cellular organelles; cellular respiration; syntheses; cellular reproduction; and biological topics of contemporary interest such as pollution, population explosion, etc. This course, 102 and 103 are designed for non-science majors. Credit in these courses is not acceptable for the biology major or in the related pre-professional curricula. Credit not allowed for those successfully completing the general biology sequences. (2 hours lecture—2 hours laboratory.)

✓ **BIO 102 Biological Science 3 Credits**

A course with emphasis on the animal kingdom. (2 hours lecture—2 hours laboratory.) Prerequisite: BIO 101.

✓ **BIO 103 Biological Science 3 Credits**

A course with emphasis on the plant kingdom. (2 hours lecture—2 hours laboratory.) Prerequisite: BIO 101.

BIO 141 General Biology 4 Credits

A principles course in biology dealing with the fundamental principles and processes of animal and plant life, with emphasis on study of cells and cell processes, levels of organization and taxonomy of plants and animals, photosynthesis, metabolism and related processes. Attention also will be devoted to vertebrate movement, breathing, digestion, circulation, endocrine and nervous system, and the senses. (3 hours lecture—2 hours laboratory.)

✓ **BIO 142 General Biology 4 Credits**

A study of meiosis, mitosis, reproduction, development, genetics and a survey of the animal kingdom. (3 hours lecture—2 hours laboratory.) Prerequisite: BIO 141.

✓ **BIO 143 General Biology 4 Credits**

This course emphasizes: a survey of the plant kingdom, the theory of evolution, population, dynamics, and ecology. (3 hours lecture—2 hours laboratory.) Prerequisite: BIO 141.

✓ **BIO 231 Microbiology 4 Credits**

An introduction to the biology of microorganisms, especially the bacteria, with emphasis on taxonomy, morphology, physiology, and cultural methods. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, and identification of molds, yeast and bacteria. (3 hours lecture—3 hours laboratory.) Prerequisite: 8 hours of biology.

BIO 232 Human Anatomy and Physiology4 Credits

A study of the structure and function of the human body with emphasis on the integumentary, skeletal, articular, muscular, and respiratory systems. This course and BIO 233 are designed to meet the requirements of Physical Education majors, Nurses, Medical Technicians, and Dental Hygienists. (This course and BIO 233 replace the two courses previously numbered BIO 131 and 132. Credit not allowed for those who have successfully completed BIO 131 and 132 sequence.) (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.

BIO 233 Human Anatomy and Physiology4 Credits

A continuation of BIO 232, with emphasis on the circulatory, digestive, nervous, endocrine, urinary, and reproductive system. (3 hours lecture—2 hours laboratory.) Prerequisite: BIO 232.

BIO 241 Parasitology4 Credits

An introduction to the study of parasites of animals, especially those of man, with emphasis on distribution, morphology, life history, economic importance, and control, protozoa through Helminths. (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.

BIO 242 Genetics4 Credits

Consideration of the principles underlying Mendelian genetics and its cytological basis in plants and animals, theory of probability and statistics as they relate to Mendelian genetics, and the genetics of sex determination. (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.

BIO 243 Ecology4 Credits

An introduction to the basic principles of plant and animal ecology with emphasis on the interrelationships of organisms and their climatic, soil, and biotic environmental factors, at the species and community levels of organization. (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.

CHEMISTRY

CHE 101 General Chemistry4 Credits

A study of fundamental concepts of atoms and molecules, formula and equation writing, quantitative relationships from formulas and equations, and the kinetic molecular theory. (3 hours lecture—2 hours laboratory.)

CHE 102 General Chemistry4 Credits

A study of the preparation and properties of selected elements and compounds, relationship of the periodic classification to the properties of the elements, and solutions. (3 hours lecture—2 hours laboratory.) Prerequisite: CHE 101.

CHE 103 General Chemistry4 Credits

A brief introduction to electrochemistry, nuclear chemistry, organic chemistry, and biochemistry. The laboratory period will be devoted to qualitative analysis. (3 hours lecture—2 hours laboratory.) Prerequisite: CHE 102.

CHE 231 Organic Chemistry4 Credits

A study of the preparations and properties of aromatic compounds, their nomenclature, and their reactions. (3 hours lecture—3 hours laboratory.) Prerequisite: CHE 103.

CHE 232 Organic Chemistry4 Credits

A study of the preparations and properties of aliphatic compounds, their nomenclature, and their reactions. (3 hours lecture—3 hours laboratory.) Prerequisite: CHE 231.

CHE 233 Organic Chemistry4 Credits

A study of types of reactions and their mechanisms. A brief introduction to heterocyclic, steroid, and polymer chemistry. (3 hours lecture—3 hours laboratory.) Prerequisite: CHE 232.

MATHEMATICS

MAT 101 General Mathematics3 Credits

Fundamental notions of logic, proof, sets, and set operations, the number systems, elementary study of relations and functions and their graphs, arithmetic, and geometric progressions, compound interest and annuities.

MAT 102 General Mathematics3 Credits

Permutations, combinations, probability, statistical measures, systems of linear algebraic equations, matrices, linear programming. Prerequisite: MAT 101.

MAT 103 General Mathematics3 Credits

Study of algebraic relations and functions, trigonometric functions, introduction to limiting process, introduction to derivatives and integrals and their applications. Prerequisite: MAT 102.

MAT 106 Fundamentals of Mathematics5 Credits

Principles and applications of arithmetic systems and scales of notation, fundamental operations, fractions, decimal notations and operations, radicals and computation with approximate data; required for elementary education majors.

MAT 108 Technical Mathematics4 Credits

The mathematics necessary for the comprehension of some of the technological topics. Material covered includes percentages, ratios, proportions, and other fundamental topics related to the field of technology.

MAT 110 Intermediate Algebra5 Credits

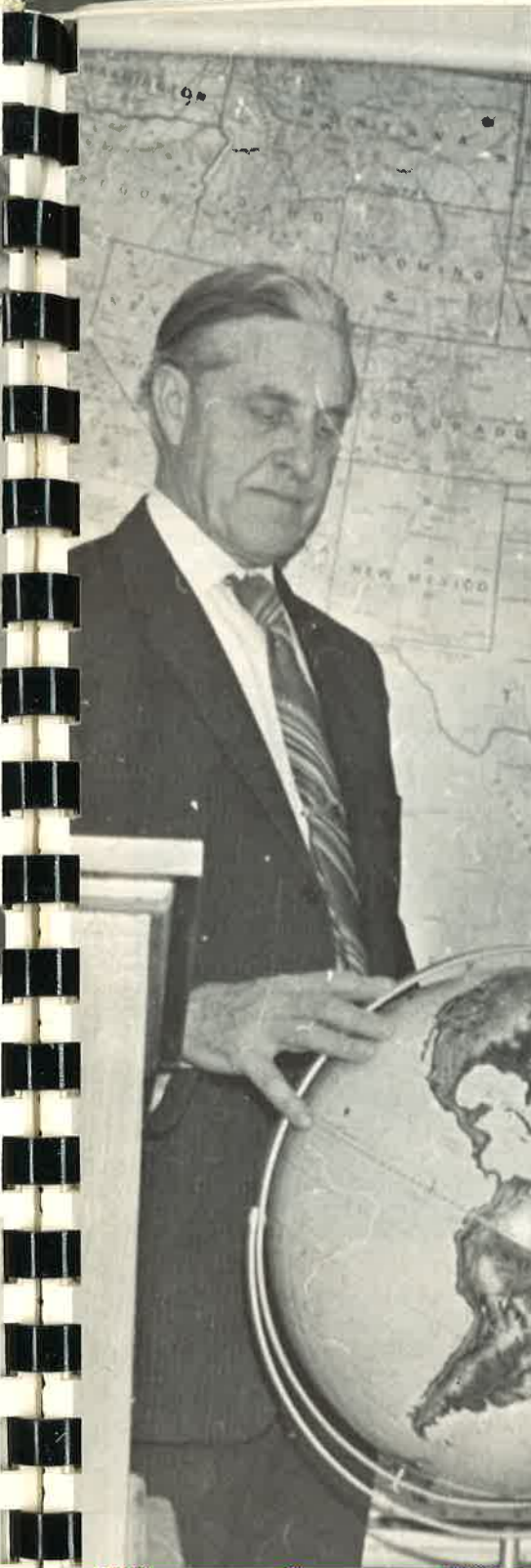
Emphasis on the fundamentals of elementary algebra. Fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous, exponents and radicals, elements of quadratic equations. Suggested for those students whose background needs strengthening for college algebra.

- ✓ MAT 111 College Algebra5 Credits
Linear and quadratic functions, complex numbers, theory of equations, progressions, exponents, radicals and other basic topics. Prerequisite: 2 years of high school algebra or MAT 106 and/or MAT 110.
- ✓ MAT 112 Plane Trigonometry5 Credits
Analysis of functions of angles with their relations, logarithms, and solution of right and general triangles. Prerequisite: MAT 111.
- ✓ MAT 113 Analytic Geometry and Calculus5 Credits
Elements of Analytic Geometry, including the conic sections, introduction to calculus with emphasis on concepts of limits, continuity, and the derivatives with simple applications. Prerequisite: MAT 112.
- ✓ MAT 211 Calculus5 Credits
Applications, anti-derivatives and the definite integrals. Areas, volume, arc length, polar coordinates, and transcendental functions. Prerequisite: MAT 113.
- ✓ MAT 212 Calculus5 Credits
Hyperbolic functions, formal integrations, vectors, parametric equations, determinants and matrices. Prerequisite: MAT 211.
- ✓ MAT 213 Calculus5 Credits
Partial derivatives, multiple integrals and infinite series. Prerequisite: MAT 212.
- ✓ MAT 221 Elementary Mathematical Statistics3 Credits
A study of elementary methods and techniques in collecting, presenting and interpreting data, including combinations, permutations, and probability.
- ✓ MAT 273 Differential Equations5 Credits
Ordinary differential equations with applications, numerical solutions, power series and nonlinear equations. (5 hours per week.) Prerequisite: MAT 213.

PHYSICAL SCIENCE

- ✓ PHY 105 Physical Science3 Credits
An introductory course dealing with selected topics from general chemistry. Subject matter includes such topics as atoms, molecules, reactions, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed CHE 101. (4 hours lecture and laboratory.)
- ✓ PHY 106 Physical Science3 Credits
An introductory course dealing with selected topics from general Physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed PHY 201. (4 hours lecture and laboratory.)

- ✓ PHY 107 Physical Science3 Credits
An introductory course dealing with selected topics from astronomy, meteorology and geology. Subject matter includes such topics as the solar system, law of universal gravitation, the earth, etc. This course is offered for college credit for non-science majors. (4 hours lecture and laboratory.)
- ✓ PHY 141 Applied Physics4 Credits
Vector concepts: kinematics, statics, and dynamics for point masses, particle-systems, and rigid bodies. Conservation laws of energy, linear momentum, and angular momentum for particles and a system of particles; conditions for static equilibrium. (3 hours lecture-2 hours laboratory.)
- ✓ PHY 142 Applied Physics4 Credits
Fluid mechanics; heat and thermodynamic concepts with applications; simple harmonic motion; electrostatics, magnetostatics, elementary circuits and fields with applications; introductory wave phenomena. (3 hours lecture -2 hour laboratory.) Prerequisite: PHY 141.
- ✓ PHY 143 Applied Physics4 Credits
Optical properties of simple mirrors and lenses and their applications in relation to optical instruments; acoustical principles and transistor concepts; introductory principles and concepts in atomic and nuclear physics, including atomic spectra (visible and invisible), modes of nuclear materials; seminars by students and faculty. (3 hours lecture-2 hour laboratory.) Prerequisite: PHY 142.
- ✓ PHY 201 General Physics4 Credits
Introductory vector analysis including the dot and cross vector products with numerous applications; the kinematic and dynamic treatment of translational and rotational motion for a particle, system of particles, and a rigid body; frames of reference; the basic conditions for rigid body statics and dynamics; conservation theorems for energy and momentum of a particle and a system of particles interacting; introductory simple harmonic motion. (3 hours lecture-3 hour laboratory.) Prerequisite: MAT 113.
- ✓ PHY 202 General Physics4 Credits
The basic principles and concepts of heat, thermodynamics, and kinetic theory of matter; vector laws of electricity and magnetism, and their application to electrical phenomenon. (3 hours lecture-3 hours laboratory.) Prerequisite: PHY 201.
- ✓ PHY 203 General Physics4 Credits
A continuation of electricity and magnetism, the phenomenon of wave mechanics, group and wave velocities, electromagnetic energy and its transmission, basic concepts of light, relativity; introduction to modern physics. (3 hours lecture-3 hours laboratory.) Prerequisite: PHY 202.



**DIVISION OF
SOCIAL SCIENCE
AND EDUCATION**



Division of Social Science and Education

Dr. William R. Majors, Chairman

The Division of Social Science and Education includes the disciplines of Business, Geography, History, Sociology, Physical Education, Political Science, and Psychology. The major objectives of the Division are: to offer students a broad selection of courses in the social sciences which will prepare them for the final two years in a baccalaureate program; to provide the first two years in the necessary academic background for professional programs such as education, business, medicine, dentistry, pharmacy, law, and engineering; to provide the first two years in the necessary academic background for those who wish to specialize in the disciplines of the social sciences; and to provide the student with a well rounded education which will improve their capacity to live fruitful and satisfying lives.



BUSINESS

- BUS 121 Introduction to Business 3 Credits**
A survey course to provide a better understanding and knowledge of the American Private Enterprise System, its concepts, structures, functions, terminology, methods and goals.
- BUS 124 Business Mathematics 3 Credits**
An intensive review of the fundamentals of math as applied to business, including percentages, discounts, markups, depreciation and simple interest.
- BUS 125 Business Mathematics 3 Credits**
A study of compound interest, insurance, payroll deductions, all types of taxes, ratios and analysis; special problems dealing with statistics and graphs.
- BUS 222 Business Communications 3 Credits**
A study of practices and mechanics of all types of business communication and reports as well as the language of data processing. Prerequisite: ENG 101, 102 and 103. Proficiency in typing is not required but SST 222 may be taken in lieu of BUS 222.
- BUS 231 Principles of Accounting 3 Credits**
Basic principles of accounting; journals and ledgers; completion of the accounting cycle; summarizing and reporting; and inventories, deferrals and accruals.
- BUS 232 Principles of Accounting 3 Credits**
Accounting systems; payroll systems; data processing, and special processes for partnerships and corporations involving organization and operation.
- BUS 233 Principles of Accounting 3 Credits**
Control accounting; manufacturing cost systems; job order cost systems; budgetary control; income tax accounting; and the preparation and analysis of financial statements.
- BUS 241 Income Tax Accounting—Personal 3 Credits**
Federal income tax laws with emphasis on the preparation of returns for individuals.
- ✓ **BUS 242 Income Tax Accounting—Business 3 Credits**
Federal income tax laws with emphasis on the preparation of returns for small businesses.
- BUS 251 Business Machines 3 Credits**
Course is designed to familiarize student with office equipment including the use of 10 key and full keyboard adding machines, electronic and printing calculators, key punch and verifier. Emphasis is on speed and accuracy.
- BUS 261 Introduction to Business Law 3 Credits**
A course to provide a better understanding of law, the judicial system, and knowledge of contracts, agency, partnerships, property, sales, crimes and torts. Prerequisite: Sophomore status or permission of the Dean of Instruction.

BUS 271 Business Organization and Management3 Credits

A study of the functions of management from sole-proprietor through corporate structures. The role of a manager will be structured, analyzed and evaluated using appropriate case-study methodology. Prerequisite: BUS 121 or permission of the Dean of Instruction.

BUS 272 Business Organization and Management3 Credits

A continuation of BUS 271 with emphasis on case-study. Analysis of cases to determine a resolution of management problems. Prerequisite: BUS 271 or permission of the Dean of Instruction.

BUS 281 Marketing3 Credits

A study of the business system including the functions that have to do with the distribution of the marketable goods from the producer to the consumer.

ECONOMICS

ECO 201 Principles of Economics3 Credits

A presentation of the basic economic concepts with emphasis on macro-economics. Attention will be given to national income accounting, the determination of income and employment and employment levels, and the monetary and banking systems.

ECO 202 Principles of Economics3 Credits

A continuation of economic principles with emphasis on micro-economics. Analysis will be made of major types of market structures, including the production costs and pricing problems of the firm. The course will also include the distribution of income among the factors of production. Prerequisite: ECO 201 or permission of the Dean of Instruction.

ECO 203 Principles of Economics3 Credits

A study of economic institutions, economic growth and development, international trade, developing economics, comparative economic systems and current economic problems. Prerequisite: ECO 202 or permission of the Dean of Instruction.

GEOGRAPHY

GGY 101 Elements of Physical Geography3 Credits

This course is an introduction to the field of geography by surveying the regions of the world, land and water formations, and configuration of the earth.

GGY 102 Elements of Physical Geography3 Credits

A continuation of GGY 101, this course places emphasis on the patterns of climate and weather as related to human affairs. This course also surveys regional variation in the soils and flora and fauna of the world. Prerequisite: GGY 101 or permission of the Dean of Instruction.

GGY 103 Elements of Physical Geography3 Credits

A continuation of GGY 101 and 102, this course places special emphasis on understanding man's natural environment and its effect on the cultural development. Prerequisite: GGY 102 or permission of the Dean of Instruction.

HEALTH

HED 201 Personal Health3 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 families are studied.

HED 202 Community Health3 Credits

A course dealing with health as applied to the family and community. The teacher's role in development and use of community health agencies. Sanitation in relation to food, sewage, water, air pollution and insects.

HED 203 First Aid and Safety3 Credits

A course dealing with the prevention of accidents; the acquisition of sufficient knowledge to determine the nature and extent of injury; and the training of the first aider to do the proper thing at the proper time.

HISTORY

HIS 111 World Civilization3 Credits

This basic course in the study of the history of mankind begins by briefly tracing the ancient background of western civilization. The main emphasis centers on developments in the western world, Islam, Byzantium, and other non-western civilizations from the fall of Rome to the Reformation. Replaces HIS 101.

HIS 112 World Civilization3 Credits

A continuation of HIS 111, this course stresses the political, economic, diplomatic, and social developments in the world from the Reformation to the middle of the 19th century. Replaces HIS 102. Recommended Prerequisite: HIS 111.

HIS 113 World Civilization3 Credits

A continuation of HIS 112, this course traces the political, economic, diplomatic and social development in the world from the middle of the 19th century to the present with special emphasis on those aspects that contribute to the problems of the contemporary world. Replaces HIS 103. Recommended Prerequisite: HIS 112.

HIS 211 United States History3 Credits

This is a survey of the history of the United States from the beginning of English settlement in North America through the Revolution and early national period to the disruption of the Union in Civil War. Replaces HIS 201.

HIS 212 United States History 3 Credits

A continuation of HIS 201, this course traces the political, economic, diplomatic, and social development from the Civil War to the end of World War I. Replaces HIS 202. Recommended Prerequisite: HIS 211.

HIS 213 United States History 3 Credits

A continuation of HIS 211 and 212, this course traces the development from the end of World War I to the present. Emphasis is placed on the rise of contemporary problems and the relations of the United States with the rest of the world. Replaces HIS 203. Recommended Prerequisite: HIS 212.

PHYSICAL EDUCATION AND RECREATION

All students in a transfer or university parallel program are required to take six hours of physical education activity courses. These courses are designed to meet the physical needs and interests of students related to their health, sex, and organic fitness. Activities include archery, badminton, basketball, golf, softball, tumbling, and volleyball. Adaptive physical education courses provide a program to fit the needs of individuals who are physically handicapped.

Activities

Each full-time student (12 hours or more) in a university parallel program must be enrolled in a physical education activity class until he has earned six quarter hours. Exceptions to this requirement may be made for active military service of at least one year.*

- PED 101 Physical Education—Badminton 1 Credit
 - PED 102 Physical Education—Volleyball 1 Credit
 - PED 103 Physical Education—Social Dance 1 Credit
 - PED 104 Physical Education—Football 1 Credit
 - PED 106 Physical Education—Basketball 1 Credit
 - PED 107 Physical Education—Stunts and Tumbling 1 Credit
 - PED 108 Physical Education—Folk and Square Dance 1 Credit
 - PED 109 Physical Education—Archery 1 Credit
 - PED 110 Physical Education—Golf 1 Credit
 - PED 111 Physical Education—Tennis 1 Credit
 - PED 112 Physical Education—Softball 1 Credit
 - PED 113 Physical Education—Bowling 1 Credit
- Student is responsible for transportation and lane fees

PED 121 Physical Education—Conditioning Exercises 1 Credit

PED 122 Physical Education—Conditioning Exercises 1 Credit

PED 123 Physical Education—Conditioning Exercises 1 Credit

PED 131, 132, 133, 134, 135, 136 Physical Education—
Adaptive 1 Credit

Professional

PED 200 Introduction to Physical Education 3 Credits
A course dealing with the early history and principles of physical education including basic concepts of physical education in modern society.

PED 204 Physical Education for Elementary Teachers 3 Credits
A course dealing with the basic theory of physical education emphasizing calisthenics, stunts and tumbling, games of low organization and rhythms for elementary students.

PED 205 Physical Education—Coaching Basketball 3 Credits
This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.

PED 206 Physical Education—Coaching Baseball 3 Credits
This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.

POLITICAL SCIENCE

POL 111 Introduction to American Government 3 Credits
This is an introduction to the basic concepts and theories of government and a comparison of governments in the modern world with special emphasis on constitutional principles of the government of the United States.

POL 112 United States National Government 3 Credits
This is a study of United States National Government with special emphasis on the functions of the branches of government.

POL 113 U.S., State, and Local Government. 3 Credits
This is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the State of Tennessee.

PSYCHOLOGY

PSY 101 General Psychology3 Credits

This is an introductory course in psychology emphasizing research findings and theory and interpretations in the investigation of human behavior.

PSY 102 General Psychology3 Credits

A continuation of PSY 101, this course covers individual differences, social processes, aptitude, intelligence, personality, sensation and perception, motivation and emotion, and learning and retention. Prerequisite: PSY 101.

PSY 103 Human Growth and Development3 Credits

Designed to assist the student in understanding the psychological and physiological development of the individual from conception through old age. Formerly PSY 111. Prerequisite: PSY 101 or 102.

PSY 211 Educational Psychology3 Credits

The principles of growth and development are studied and related to student learning. Capacity for learning, methods of effective study, and the effect of the environment on the student are investigated and studied.

PSY 212 Child Psychology3 Credits

A study of the development of behavior in infancy and childhood, including a survey of the factors which influence various kinds of behavior; physical, intellectual, social, emotional and language development in the normal child. Prerequisite: PSY 101 and 102.

PSY 221 Introduction to Mental Health3 Credits

Mental health as applied to personal adjustments, solutions of conflicts, fears, and personality difficulties. The theories of adjustment, defense mechanisms, and personality evaluation are studied as they relate to mental health.

SOCIOLOGY

SOC 211 Introduction to Sociology3 Credits

This course is designed to provide the student with a basic knowledge of sociological terms, principles, and the patterns of organized society. The society of which the student is a part will be analyzed to provide illustrations of the principles discussed and to make the student more aware of the structures of society. Formerly SOC 201.

SOC 212 Social Institutions3 Credits

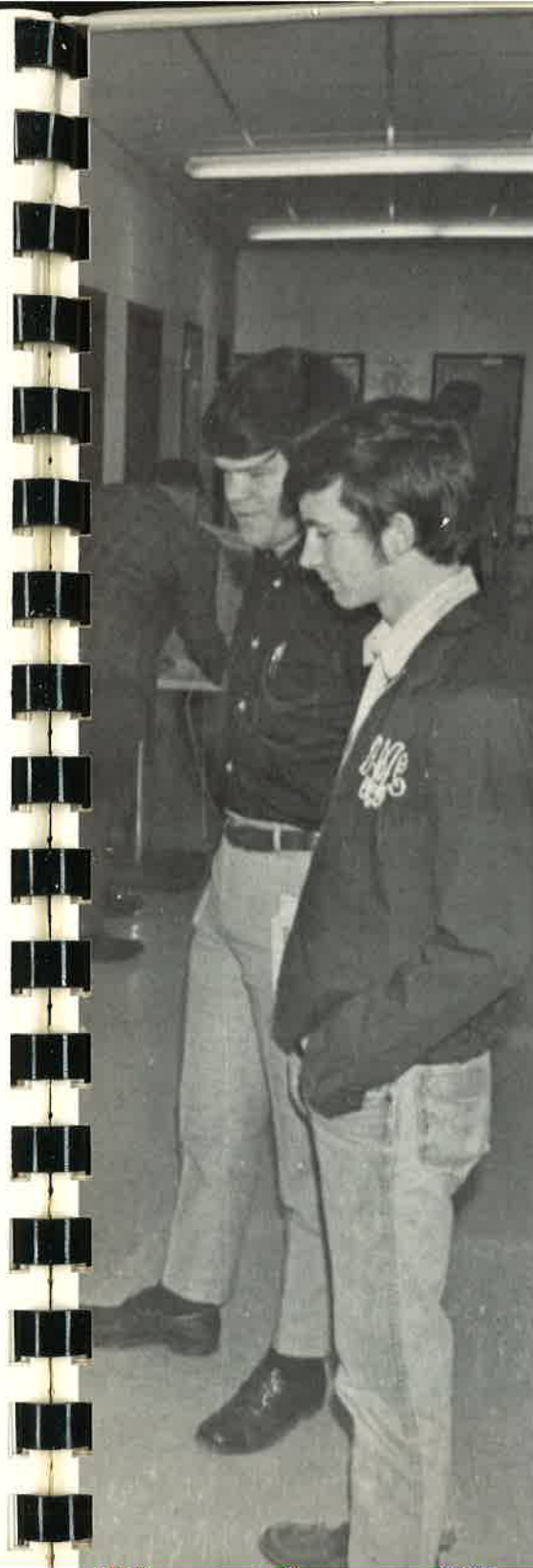
This course will examine the major social institutions of our society with the intention of determining how each of them fits into the larger society and how these institutions affect or are altering that society. Included will be the family, education, religion, and the political and economic orders of society. Prerequisite: SOC 211 or permission of the Dean of Instruction.

SOC 213 Social Problems3 Credits

The master trends in our social organization will be explored and the problems arising from these trends will be studied from a sociological point of view. Included will be such factors as the trend of our society toward complex urbanization and its accompanying problems of slums, ghettos, pollution, and urban management. Formerly SOC 202. Prerequisite: SOC 212 or permission of the Dean of Instruction.

SOC 220 Courtship, Marriage, and the Modern Family3 Credits

This course surveys the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change, the family and personality, and family organization, disorganization, and reorganization.



**DIVISION OF
TECHNICAL
EDUCATION**

Division of Technical Education

Mr. Bryan E. Burgess, Chairman

The Division of Technical Education includes programs with curricula leading to the Associate of Science degree in Computer Science, Electronics, Secretarial Science, and Business Technology.

The objectives of the Technical Education program at Motlow State Community College may be summarized as follows: to prepare students for advanced standing in other colleges and universities; to prepare students for entrance into technical jobs of mid-management levels; to prepare students for entrance into technical jobs which require additional education beyond high school; and to offer courses combined into small groupings for students who desire to become proficient in specialized areas. It is important to note that all these programs are open to both youth and adults and that several courses are offered in the evening where credit can be applied toward the above program. It is also important to note that a person may enroll in any of these courses without being registered in any specific program.

This catalog describes only the two year transfer and two year terminal programs. A special publication of Technical Education Degrees and Certificate Programs gives the detailed descriptions of all available technical programs.



COMPUTER SCIENCE

CST 121 Introduction to Electronic Data Processing 3 Credits

A course designed to introduce the student to computers and their impact on this decade. Major topics covered include: historical development, number systems, nomenclature capabilities, data representations, Boolean logic, computer concepts, flowcharting and programming concepts. Formerly CST 102. (3 hours lecture.) No lab for this course.

CST 122 Symbolic Language Programming 4 Credits

A basic course in programming techniques. Introduction to assembly language, involving lab work in the programming of business applications. Formerly CST 201. (3 hours lecture—3 hours laboratory.)

CST 123 FORTRAN Programming 4 Credits

A basic course in scientifically oriented FORTRAN (formula translation) programming language. Formerly CST 202. (3 hours lecture—3 hours laboratory.)

CST 211 COBOL Programming I 4 Credits

A study of commercial oriented language (COBOL) to enable the student to gain programming proficiency through lectures and labs with "hands on" computer experience. (3 hours lecture—3 hours laboratory.) Prerequisite: CST 122.

CST 212 COBOL Programming II 4 Credits

Emphasis is on the use of COBOL for processing tape and disk as sequential, index sequential, or direct access files. The study will also include mastery of more complex procedural verbs.

CST 213 Operating Systems 3 Credits

The concepts of disk and tape resident operating systems are discussed. Material covered will include use of the system, controlling the system, service programs, utility programs and the preparation and use of job control cards. Prerequisite: CST 123 or CST 211.

CST 223 Commercial Applications 3 Credits

The student will develop, code, test, and debug computer programs necessary to implement a computerized solution relative to the student's field of interest. (2 hours lecture—3 hours laboratory.) Prerequisite: CST 211.

CST 233 Scientific Applications 3 Credits

Designed to give the science oriented student a basic understanding of the numerical solution of problems on a third-generation computer. Emphasis is on carefully selected and highly practical methods for handling a variety of numerical problems. (2 hours lecture—3 hours laboratory.) Prerequisite: CST 123 and MAT 211.

ELECTRONICS

- ✓ **EET 121 Materials and Construction Practices I 2 Credits**
A laboratory course to familiarize the student with electronic hardware, hand tools and shop practices. (1 hour lecture—3 hours laboratory.)

- EET 131 Theory of Electrical Fundamentals I 5 Credits**
Study of basic physics and electrical fundamentals involving resistance, capacitance and inductance under d.c. conditions. (2 hours lecture—6 hours laboratory.)

- EET 132 Theory of Electrical Fundamentals II 5 Credits**
Study of a.c. generation and application, including phase angle, impedance, power relations, transformer theory, resonance and impedance matching. (2 hours lecture—6 hours laboratory.) Prerequisite: EET 131 or EET 102.

- ✓ **EET 133 Theory of Electronic Devices I 5 Credits**
Study of basic semiconductor concepts, diodes, precautions with semiconductors, thermionic emission and vacuum diode, Vacuum triode, tetrode and pentode constants, characteristics and some applications. (2 hours lecture—6 hours laboratory.) Prerequisite: EET 132 or EET 104.

- ✓ **EET 134 Theory of Electronic Devices II 5 Credits**
Continues study of EET 133 to transistors, their operation, characteristics and hybrid parameters as used in simple amplifiers; transistor tetrodes, uni-junction and field effect transistors, zener diode, SCR; gas, photo and cathode ray tubes and basic power supply rectifier circuits. (2 hours lecture—6 hours laboratory.) Prerequisite: EET 133.

- ✓ **EET 135 Theory of Electronic Circuits I 5 Credits**
Study of basic functional circuits (amplification, oscillations, modulation, and demodulation.) Includes audio, RF, IF and video amplifiers, AF and RF sinusoidal oscillator, power supplies, AM detection. (2 hours lecture—6 hours laboratory.) Prerequisite: EET 134.

- ✓ **EET 136 Theory of Electronic Circuits II 5 Credits**
Further study of basic functional circuits to include feedback amplifiers, relaxation oscillators, frequency modulation and conversion, counters, limiters, display and counting circuits. (2 hours lecture—6 hours laboratory.) Prerequisite: EET 134 and 135.

- ✓ **EET 137 Survey of Electronic Systems I 1 Credit**
Study of audio and radio frequency amplifiers, low frequency communication systems, power supply and welding control systems, light sensing control systems. Prerequisite: EET 134. Corequisite: EET 135.

- ✓ **EET 138 Survey of Electronic Systems II 1 Credit**
Study of negative feedback control systems, high frequency oscillator and amplifier applications (Radar, Telemetry, facsimile), frequency and phase modulation systems, display (oscilloscope) and computer control systems. Prerequisite: EET 134. Corequisite: EET 136.

- ✓ **EET 142 Pulse Techniques 4 Credits**
A study of the theory, design, and applications of electronic pulses. Includes circuit designing for various waveshapes and the manner in which circuit parameters can vary the pulse shapes. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 131, EET 133.

- ✓ **EET 153 Trouble Shooting I 2 Credits**
First level equipment and techniques using direct reading meters, bridges and other instruments to measure characteristics of passive (resistor, capacitor, inductors) and active (vacuum tubes, transistors, diodes) devices. Some second level instrument techniques on such as filter networks, resonant and dissipative circuits. Prerequisite: EET 132. Corequisite: EET 133.

- ✓ **EET 154 Trouble Shooting II 2 Credits**
Second level techniques using functional instruments on modules and subassemblies to measure characteristics as Db gain, bandwidth, power output, frequency shift, conversion output, speed of switching; third and fourth level techniques to measure sensitivity stability, distortion, signal strength, etc. Prerequisite: EET 153. Corequisite: EET 137 or 138.

- ✓ **EET 221 Materials and Construction Practices II 2 Credits**
A laboratory course to familiarize the student with fundamental electronic assembly practices. Includes layout design of chassis and printed-circuit fabrication processes. (1 hour lecture—3 hours laboratory.) Prerequisite: EET 121 or permission of Dean of Instruction.

- ✓ **ERG 241 RF Receiver Systems 4 Credits**
A study of superheterodyne receiver principles, circuits, and their application to communication and television receivers. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 111 or EET 134.

- ✓ **EET 245 RF Transmission Systems 4 Credits**
Study of modulation systems, transmitters, and characteristics of the transmission line and antenna system. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 136 or EET 241.

- ✓ **EET 251 Industrial Electronics 4 Credits**
Study of most commonly used transducers, electronic measurement circuits, and close-loop control systems. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 131, 133.

- ✓ **EET 271 Microwave Techniques** 4 Credits
Study of the fundamentals of microwave generation and propagation and wave-guide characteristics. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 138.
- ✓ **EET 281 Computer Fundamentals** 3 Credits
Study of the fundamentals of computer systems and related mathematical and numerical systems. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 142.
- ✓ **EET 282 Computer Principles** 4 Credits
Study of the composite digital computer system and an analysis of circuits of its component parts. (3 hours lecture—3 hours laboratory.) Prerequisite: EET 281.

ENGINEERING

- ✓ **ERG 101 Engineering Graphics I** 3 Credits
Introduction to drafting fundamentals, use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching. (1 hour lecture—4 hours laboratory.)
- ✓ **ERG 102 Engineering Graphics II** 3 Credits
Continuation of Graphics I into design, working and assembly drawings, fundamentals of perspective, fundamentals of descriptive geometry, graphical mathematics and nomography. (1 hour lecture—4 hours laboratory.) Prerequisite: ERG 101.
- ✓ **ERG 103 Descriptive Geometry** 3 Credits
Continuation of Graphics II with emphasis on space relations of points, lines, developments and plane intersections. (1 hour lecture—4 hours laboratory.) Prerequisite: ERG 102.
- ✓ **ERG 113 Electronic Drawing** 2 Credits
Electronic graphical symbols, block diagrams, schematic elements, schematic diagrams, components, assemblies, connection diagrams, printed circuits, graphic charts and diagrams. A laboratory course. Prerequisite: ERG 101.
- ✓ **ERG 121 Introduction to Technology** 2 Credits
Introduction to the college, efficient use of time, introduction to technical professions, problem solving techniques, lab reports, and slide rule. (1 hour lecture—2 hours laboratory.)
- ✓ **ERG 252 Statics** 3 Credits
A study of forces, movements, vector quantities; static equilibrium with application to structures; friction; center of gravity; second movements. Formerly ERG 111. Prerequisite: ERG 101. Prerequisite or Corequisite: MAT 113.

- ✓ **ERG 253 Dynamics** 3 Credits
Absolute and relative kinematics; kinetics of particles and rigid bodies using Newton's laws, work-energy, and impulse-momentum. Formerly ERG 241. Prerequisite: ERG 252.

SECRETARIAL SCIENCE

- SST 101 Beginning Typewriting** 3 Credits
Development of techniques in touch typewriting and the introduction of skills involved in typing manuscripts, business letters, and simple tabulations. (5 hours per week—lecture and laboratory.)
- SST 102 Intermediate Typewriting** 3 Credits
Continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing business reports, correspondence, tabulations, and manuscripts. (5 hours per week—lecture and laboratory.)
- SST 103 Advanced Typewriting** 3 Credits
Continued emphasis on speed and accuracy building with more emphasis on timed production of varied types of business materials. (5 hours per week—lecture and laboratory.)
- SST 111 Beginning Shorthand** 3 Credits
Theory of Gregg Shorthand; development of dictation and transcription abilities. (5 hours per week—lecture and laboratory.)
- SST 112 Intermediate Shorthand** 3 Credits
Further application of principles of Gregg Shorthand, DJS, in the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. (5 hours per week—lecture and laboratory.)
- SST 113 Advanced Shorthand** 3 Credits
Continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. (5 hours per week—lecture and laboratory.)
- SST 201 Technical Typewriting** 3 Credits
Continuation of speed and accuracy building with emphasis on business reports and legal, accounting, medical and governmental typing. (5 hours per week—lecture and laboratory.)
- SST 211 Advanced Shorthand and Transcription** 3 Credits
Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. (5 hours per week—lecture and laboratory.) Prerequisite: SST 113.
- SST 212 Advanced Shorthand and Transcription** 3 Credits
Continued emphasis on dictation and transcription skills necessary to meet occupational standards.

- SST 213 Office Procedures 3 Credits**
 Introduction to the duties of the clerical and secretarial worker. General areas are emphasized—appearance, grooming, office etiquette, and human relations. Office procedures studied include mailing procedures, telephone techniques, use of communication services, and other frequently performed office duties.
- SST 214 Office Procedures 3 Credits**
 Includes units of special areas of office work such as legal and financial, travel and conference arrangements, collection and presentation of business data, job application and interviews.
- SST 215 Office Procedures 3 Credits**
 Emphasis on development of skill in using proportional spacing type-writer, duplicating machines, the mimeoscopes and transcribing machines.
- SST 221 Records Management 3 Credits**
 A study of equipment and systems used for information storage, transmission, and retrieval. The course covers filing, tape processing and storage system design form usage, and other communications functions in the office.
- SST 222 Business Communications 3 Credits**
 A study of the principles, practices, and mechanics of all types of business letters and business reports. Prerequisite: Proficiency in typewriting.
- SST 251 Business Machines 3 Credits**
 Course designed to familiarize student with office equipment including the use of 10 key and full keyboard adding machines, electronic and printing calculators, IBM key punch and verifier. Emphasis on speed and accuracy.

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