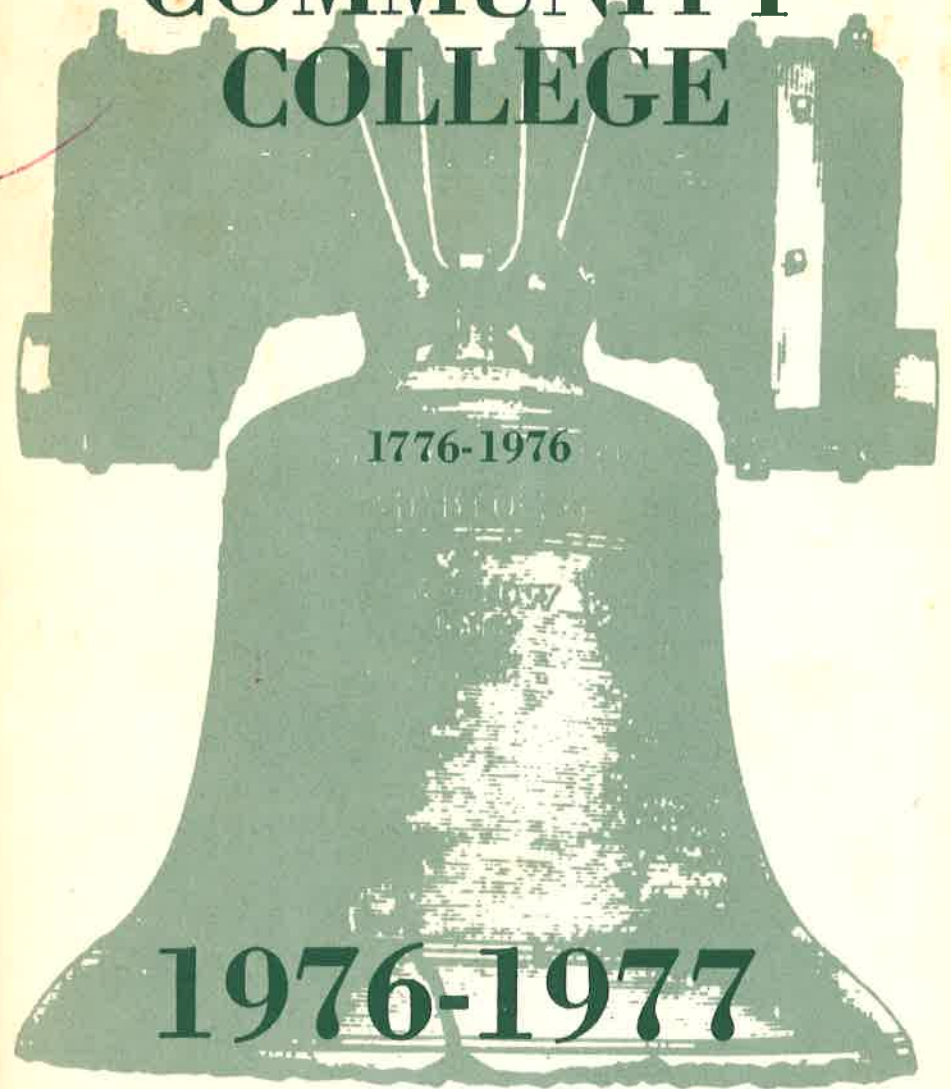


**MOTLOW STATE  
COMMUNITY  
COLLEGE**



1776-1976

**1976-1977  
CATALOG**



**MOTLOW STATE COMMUNITY COLLEGE**

**TULLAHOMA, TENNESSEE**



**An Institution of  
the State University and Community College System of Tennessee**

## ACCREDITATION

National League for Nursing  
Southern Association of Colleges and Schools  
Tennessee State Board for Vocational Education

## MEMBERSHIP

American Association of Community and Junior Colleges  
National Association of College Stores  
National Junior College Athletic Association  
Southern Association of Junior Colleges  
Southern Association of Colleges and Schools  
Southern Universities Student Government Association  
Tennessee College Association  
Tennessee Junior College Athletic Association

The programs, curricula, and fees as set forth in this catalog are subject to change at any time at the discretion of Motlow State Community College or the State Board of Regents. Because of the possibility of change or undetected error, important points of fact and interpretation should be confirmed by the appropriate college official.

Motlow State Community College is an Equal Opportunity Institution and welcomes applications for employment or admission regardless of sex, race, national origin, or religion.



Senator Reagor Motlow

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## ACADEMIC CALENDAR

(Subject to change by quarter)

### Fall Quarter 1976

Faculty Orientation . . . . .	Sept. 16, 17, 20
Registration - Day . . . . .	Sept. 21, 22
Registration - Evening . . . . .	Sept. 21
Classes Begin . . . . .	Sept. 23
Last Day to Register or Add Courses . . . . .	Sept. 30
Mid-term Examinations . . . . .	Oct. 25-28
Thanksgiving Holidays . . . . .	Nov. 25-26
Final Examinations - Day . . . . .	Dec. 1, 2, 3
Final Examinations - Evening . . . . .	Nov. 29, 30, and Dec. 1, 2

### Winter Quarter 1977

Registration - Day . . . . .	Jan. 3
Registration - Evening . . . . .	Jan. 3
Classes Begin . . . . .	Jan. 4
Last Day to Register or Add Courses . . . . .	Jan. 11
Mid-term Examinations . . . . .	Feb. 7-10
Final Examinations - Day . . . . .	Mar. 10, 11, 14
Final Examinations - Evening . . . . .	Mar. 8, 9, 10, 14

### Spring Quarter 1977

Registration - Day . . . . .	Mar. 22
Registration - Evening . . . . .	Mar. 22
Classes Begin . . . . .	Mar. 23
Last Day to Register or Add Courses . . . . .	Mar. 30
Easter Holiday . . . . .	Apr. 8
Mid-term Examinations . . . . .	Apr. 25-28
Final Examinations - Day . . . . .	May 30, 31, June 1
Final Examinations - Evening . . . . .	May 25, 26, 30, 31
Graduation . . . . .	June 3

### Summer Quarter 1977

Registration - Day . . . . .	June 9
Registration - Evening . . . . .	June 9
Classes Begin . . . . .	June 10
1st concentrated session . . . . .	June 10-July 1
2nd concentrated session . . . . .	July 5-July 27
3rd concentrated session . . . . .	July 28-Aug. 19
1st half session . . . . .	June 10-July 15
2nd half session . . . . .	July 18-Aug. 19
Independence Day Holiday . . . . .	July 4
Quarter Ends . . . . .	Aug. 19

## PHONE DIRECTORY

Main Switchboard . . . . . Regular Hours 7:45 a.m.-5:00 p.m.  
Tullahoma 455-8511 or Lynchburg 759-7322

For specific information, make inquiries as directed below:

Academic Programs . . . . . Dean of Instruction  
455-8511 Ext. 211, 212

Admissions and Records . . . . . Director of Admissions and Records  
455-8511 Ext. 231, 232

Bookstore . . . . . Bookstore Manager  
455-8511 Ext. 217

Continuing Education &  
Evening Instruction . . . . . Director  
455-8511 Ext. 223, 224

Finances . . . . . Business Manager  
455-8511 Ext. 221, 222

Library . . . . . Director, Library-Learning Resources Center  
455-8511 Ext. 226, 227

Scholarships and Student Aid . . . . . Director of Financial Aid  
455-8511 Ext. 205, 206

Student Affairs . . . . . Dean of Student Personnel Services  
455-8511 Ext. 207, 208

Evening Numbers . . . . . Monday through Thursday 5:30-9:00

Evening School . . . . . 455-8511 or 455-9936

President . . . . . 455-8332

Admissions . . . . . 455-1403

Dean of Students . . . . . 455-1404

Dean of Instruction . . . . . 455-4823

Library . . . . . 455-6009

Gymnasium . . . . . 455-0886

Maintenance . . . . . 759-7322  
(Lynchburg number)

## CORRESPONDENCE DIRECTORY

FOR INFORMATION, PLEASE SEND CORRESPONDENCE TO:  
MOTLOW STATE COMMUNITY COLLEGE, TULLAHOMA, TN 37388

For: Applications, Admissions, and Enrollment  
To: Director of Admissions and Records

For: Information on Athletics  
To: Director of Athletics

For: Catalogs  
To: Director of Admissions and Records

For: Information on Computer Services  
To: Director of Computer Center

For: Information on Continuing Education Courses  
To: Director of Continuing Education and Evening Instruction

For: Information on Evening Courses  
To: Director of Continuing Education and Evening Instruction

For: Information on Financial Aid  
To: Director of Financial Aid

For: Information on G.I. Bill  
To: Director of Admissions and Records

For: Special Health Problems  
To: Health Services

For: New Student Information and Advisement  
To: Counseling Office

For: Information on Nursing  
To: Nursing Department

For: Information on Off-Campus Housing  
To: Dean of Students

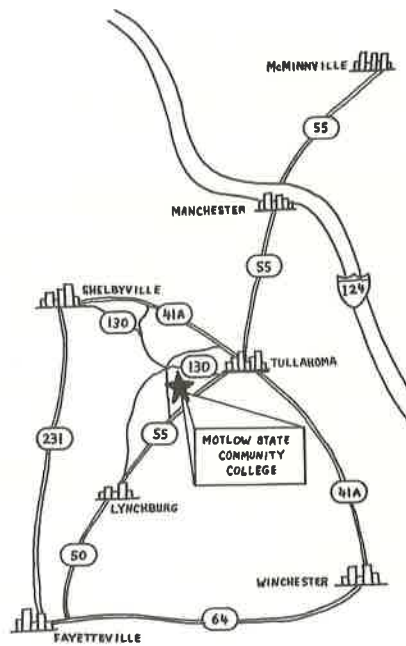
For: Information on Pre-Freshmen Program  
To: Counseling Office

For: Information on Testing  
To: Counseling Office

For: Information on Workshops, Institutes, Seminars  
To: Director of Continuing Education and Evening Instruction

### A NOTE TO VISITORS

The college administration, faculty, and staff welcome visitors to the campus. The administrative offices are open Monday through Friday, 8:00-4:30.



**AN INTRODUCTION  
TO  
MOTLOW STATE COMMUNITY COLLEGE**

**Location**

**History**

**Purpose**

**Objectives**





# MOTLOW STATE COMMUNITY COLLEGE

## 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 Martindale 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 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; and the college opened in September, 1969, with approximately 500 students and 25 faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. Over the years, a number of career programs and certificate curricula have been added along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

In January, 1975, Dr. Ingram resigned to become Commissioner of Education and the following March, Dr. Harry Wagner, Vice President for Student Affairs at Middle Tennessee State University, was appointed President.

The institution began the 1975-1976 academic year with more than 1,300 students and more than 50 full-time and part-time faculty.

## PURPOSE

Motlow State Community College accepts as its 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 provides day and evening programs, combining general education and career 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-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 or her 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 career programs that will prepare students who wish to complete their formal education at Motlow State Community College for positions in the community.





## STUDENT AFFAIRS

Admissions and Records

Counseling Services and Financial Aid

Student Services and Activities

General Codes of Conduct



## STUDENT AFFAIRS

Motlow State Community College recognizes that it is the student that brings to full realization the goals and objectives of a college program. Each person who is involved in the total effort at Motlow endeavors to demonstrate that the college is willing to work toward the success of each individual who comes to participate in the program of his or her choice.

### ADMISSIONS AND RECORDS

#### ADMISSION TO THE COLLEGE

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college must meet the admission requirements listed below for the category under which they wish to enter the college.

**DEGREE OR CERTIFICATE SEEKING STUDENTS.** A degree or certificate seeking student is defined as a student taking courses for credit who intends to complete an associate degree or certificate program at Motlow State Community College. The following admission requirements must be met by a student who falls into this category:

1. File an application for admission and pay a \$5.00 non-refundable application fee.
2. Provide evidence of graduation from an accredited high school (high school transcript) or evidence of satisfactorily completing the G.E.D. examination with a comprehensive score of 45 or more. All high school transcripts should be mailed directly to the Office of Admissions and Records from the high school.
3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.
4. Take the American College Testing Program Battery (ACT) and have the official scores forwarded to the Office of Admissions. This requirement may be waived for evening-only students and/or those students who have been out of high school for five years or more. A transfer student will not be required to take the ACT if he has successfully completed 15 hours of college credit including English and mathematics.
5. Provide the Office of Admissions and Records with an official transcript from each institution previously attended for credit. All transcripts must be mailed directly from the institutions.

## Student Affairs

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements. These programs, which are shown below, necessitate special admission requirements and are subject to change due to the availability of institutional resources. Students wishing to enter one of these programs of study should check with the appropriate division offering the program in order to become familiar with these special requirements.

**NURSING.** Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college and, in addition, complete a nursing application and take the Nursing Entrance Examination. Final selection of successful applicants will be made by a committee consisting of the nursing faculty and administrators of the college.

One class is admitted annually in the Fall Quarter. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program.

Provisions can be made for challenging courses by examination for those individuals who meet certain criteria. These examinations are administered by the Director or Assistant Director of Nursing.

Students enrolling in the nursing program should anticipate additional costs for textbooks and other items that are unique to this particular program.

**SPECIAL STUDENTS.** A special student is a student enrolled at Motlow who is not pursuing a degree or certificate at this institution. A special student may become a degree or certificate seeking student by requesting the Director of Admissions and Records to change his admission status and by completing the degree seeking student admissions requirements. To be considered for graduation, a student must have all degree or certificate seeking student admission requirements met at least two quarters prior to the term in which he intends to graduate.

I. *Special Student for Credit.* A special student for credit is defined as a student who is taking one or more courses for credit but not pursuing a degree or certificate at Motlow. A special student for credit must meet the following admission requirements:

1. File an application for admission and pay a \$5.00 non-refundable application fee.



## Student Affairs

2. Provide evidence of graduation from an accredited high school (high school transcript) or evidence of satisfactorily completing the G.E.D. examination with a comprehensive score of 45 or more. All high school transcripts should be mailed directly to the Office of Admissions and Records from the high school.
  3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.
  4. Take the American College Testing Program Battery (ACT) and have the official scores forwarded to the Office of Admissions and Records. This requirement may be waived for evening-only students and/or those students who have been out of high school for five years or more. A transfer student will not be required to take the ACT if he has successfully completed 15 hours of college credit including English and mathematics.
  5. Students who have attended other institutions of higher learning must provide the Office of Admissions and Records with a letter of good standing from the last institution previously attended for credit. Letters must be mailed directly from the institution.
- II. *Transient Student.* A transient student is a student enrolled at another college or university who is taking credit courses at Motlow to transfer to the institution where he is regularly enrolled. Transient students must meet the following admission requirements:
1. File an application for admission and pay a \$5.00 non-refundable application fee.
  2. Have a letter of good standing mailed to Motlow from the institution at which the student is regularly enrolled.
  3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.
- III. *Pre-Freshman Students.* High school students who have completed their junior year may enroll for regular courses under the following conditions:
1. File an application for admission and pay a \$5.00 non-refundable application fee.
  2. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.

## Student Affairs

3. They must have a cumulative B average or better for their sophomore and junior year.
4. They must be approved by their high school principal and/or counselor.

Courses taken must be chosen by the student in consultation with his high school counselor and Motlow counselor in order to supplement, and not overlap, the total high school program.

Such courses will not count toward the high school diploma, and they will not count as part of the entrance requirements for regular admission to Motlow State Community College.

IV. *Audit-Only Students.* An audit student is one who is attending one or more credit classes in the same manner as a credit student but receives a grade of NC (no credit). An audit-only student is one who is taking all his courses for audit. Any student may audit a course, but those students who are audit-only must satisfy the following admission requirements:

1. File an application for admission as an audit-only student and pay a \$5.00 non-refundable application fee.
2. Complete a student medical history form.
3. Students over age 60 may audit courses free of charge provided space is available. Students desiring to do so must provide evidence of their age in addition to the above requirements.

A student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to credit nor credit to audit after the drop-add period designated each quarter.

V. *Non-Credit Community Service Students.* These are students enrolled in non-credit continuing education courses. These students must fulfill the following admission requirements:

1. Fill out the forms in the Non-Credit Community Service (NCCS) packet during the registration process.
2. Students over age 60 may take Non-Credit Community Service courses free of charge provided space is available. Students desiring to do so must provide evidence of their age.

Any student enrolled in one of the above admissions categories (Degree or Certificate student, Special student for credit, Audit only, Pre-Freshman, Transient or Non-Credit Community Service) who wishes to change categories must meet the admission requirements for that particular category.



## Student Affairs

All correspondence regarding admissions should be mailed to the Director of Admissions and Records, Motlow State Community College, Tullahoma, TN 37388.

**READMISSION OF FORMER STUDENTS.** Former students who wish to return to the college must file an application for readmission and update the admission requirements for the particular category in which they wish to return. If the student is returning as a degree or certificate seeking student and has attended other colleges since last attending Motlow, he must have a transcript mailed to the Office of Admissions from each college attended. An applicant will receive favorable consideration only if he is eligible for readmission to the last institution attended.

**TRANSFER STUDENTS.** Students who wish to transfer from another college or university to Motlow State Community College must fulfill admission requirements for the category under which they wish to enter. Transfer students must be eligible to re-enter the school from which they are transferring. Students who wish to transfer into the nursing program must have a five-year currency credit in nursing, biology, and nutrition courses.

All work taken for credit at an accredited institution will be accepted at Motlow State Community College. Each degree or certificate seeking transfer student's previous work will be evaluated, and a copy of the evaluation will be mailed to the student as soon as the evaluation is complete.

**FOREIGN STUDENT ADMISSION.** Foreign students desiring to take courses for credit at Motlow State Community College must supply proof of financial responsibility and satisfactorily complete the Test of English as a Foreign Language exam (score 500 or above). The TOEFL exam is not administered at Motlow. It is the student's responsibility to make arrangements to take the examination and have the scores mailed to the Office of Admissions. The TOEFL exam may be waived if there is a demonstrated proficiency in English by the student.

**NON-RESIDENTS.** The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents. For the purpose of paying fees and tuition all residency classifications will be made by the Director of Admissions and Records according to the policy set forth by the State Board of Regents. Copies of these policies are available upon request.

## Student Affairs

**FINAL ACCEPTANCE.** 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, and registration.

### *REGISTRATION FOR COURSES*

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, he or she may do so during the first six (6) 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 (drop-add) Form from the Office of Admissions and Records.
2. Complete the drop-add form with the assistance of your advisor.
3. Obtain instructor's initials for any course dropped.
4. Secure a course card from the appropriate division office for each course added. NOTE: Course cards will be available in the Division of Continuing Education and Evening Instruction during evening hours.
5. Return with the completed form to the Office of Admissions and Records for checking.
6. Present form to Business Office, pay appropriate fees, and secure a copy of the form as a permit to attend class.

A student who drops a class no later than one week prior to mid-term examinations will receive a grade of 'W'. Any student shall be allowed to drop a class and receive a 'WP' or 'WF' up to ten (10) calendar days prior to the first day of final examinations. Anyone withdrawing from a class during

this ten (10) day period prior to final examinations will receive a 'WF' except for unavoidable circumstances as determined by the Dean of Student Personnel Services.

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

**WITHDRAWALS.** Students finding it necessary to withdraw from the college should do so officially to maintain good standing and to assure readmission or honorable dismissal. A student may withdraw from the college and have his name deleted from all class rolls until the last day to register or add a course. A student who withdraws from the college no later than one week prior to mid-term examinations will receive a grade of 'W'. A student who withdraws from the college no later than ten (10) calendar days prior to the first day of final examinations will receive a grade of 'WP' or 'WF'. Anyone withdrawing from the college after this time will receive a 'WF', except for unavoidable circumstances as determined by the Dean of Student Personnel Services.

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. Secure the necessary signatures.
3. Take the completed permit to the Business Office for any refund due.
4. Return the remaining copies of the permit to the Office of Admission and Records for official record and notification of faculty.

**COURSE REPEATS.** A student may repeat a course he has previously taken. The grade received in repeating a course (other than 'NC', 'W', or 'WP') supersedes all previous grades in the course and is credited in the quarter in which the course was repeated. To be considered in the grade report for the current term a Repeat Form for all courses being repeated must be filed in the Office of Admissions and Records no later than three weeks prior to the end of the quarter in which the course is being repeated.

**TRANSCRIPT OF 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 represent him after graduation. 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.

*STUDENT EXPENSES*

**TUITION AND FEES.** Motlow State Community College is a tax-supported institution and, therefore, maintains modest matriculation and incidental fees. 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, by check, or by Master Charge 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.

Full-time students (12 or more hours)

Residents of Tennessee . . . . .	\$ 84.00 per quarter
Non-residents	
Maintenance fee . . . . .	\$ 84.00 per quarter
Tuition . . . . .	\$312.00 per quarter
Total . . . . .	\$396.00 per quarter

Part-time students

Residents of Tennessee . . . . .	\$ 7.00 per quarter hour
Non-residents . . . . .	\$ 33.00 per quarter hour

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

## Student Affairs

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-residents for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Regents 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
Lab fees will be charged for all physics courses (with the exception of Physics 101, 102, and 103), all biology courses, and all chemistry courses.	
Late Registration Fee, first day . . . . .	\$ 4.00
Each additional day . . . . .	\$ 1.00
Graduation Fee . . . . .	\$ 10.00
Change of Registration . . . . .	\$ 3.00
Late Examination Fee . . . . .	\$ 5.00
Replacement of Lost ID Card . . . . .	\$ 1.00
Private Music Instruction (per quarter hour) . . . . .	\$ 22.00
Flight Fee for AVI 201. . . . .	\$ 230.00
Flight Fee for AVI 202. . . . .	\$ 230.00
Flight simulator fee (not AVI course connected) (per hour) . . .	\$ 3.00
Nursing Entrance Exam Fee . . . . .	\$ 10.00

**REFUNDS.** If a student withdraws from the college within seven days

## Student Affairs

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

**FINANCIAL OBLIGATIONS.** Students are expected to pay all college bills and accounts when due. Failure to meet college financial responsibilities may result in not being allowed to register, to graduate, or to receive a transcript of credits until all accounts are settled. A student will not be admitted to class until all fees are paid and registration cards are approved.

**BOOKS AND SUPPLIES.** The Motlow State Community College Bookstore is located in the Student Center and operated by the College for the convenience of the students. The Bookstore carries all required textbooks and student supplies. These are selected and officially approved by the teaching staff. 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 \$40.00 to \$45.00 per quarter. In courses requiring special equipment and supplies, additional cost must be added to the average quarter cost. Students should be aware of the 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.

The college bookstore will buy back most used textbooks that are currently being used on campus. Regular buyback dates are the last two days of finals and during evening registration for evening students.

**FOOD SERVICE.** A cafeteria is operated by a private vendor for students and college personnel. The cafeteria provides quick, efficient service to a large number of people. Complete breakfasts and lunches are served as well as short order snacks. The cafeteria is located in the Student Center. Drink and snack vending machines are located elsewhere on the campus.

### PRIVACY RIGHTS OF STUDENTS

The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to State and Federal laws. (T.C.A. -- 15-305 and 20 U.S.C. -- 1232g). Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to per-



sons, agencies, or organizations without the consent of the student unless release is authorized by law and by this institution.

Directory information concerning students is treated as public information and is released to the public unless otherwise requested by the student. "Directory information" includes the following: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and degrees and awards received by a student. At the time a student registers for courses, the student may request in writing that any or all directory information concerning the student not be released as public information, which request shall be effective for the remainder of that academic year unless revoked by the student.

A student's right of access to his or her education records includes the right to inspect and review the content of such records and obtain copies thereof at a reasonable cost. A list of the types of education records which are directly related to students and maintained by the institution is available for inspection in the office of the Dean of Students. A request by a student for access to the education records of the student should be directed to the Dean of Students, and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The right of access of a student does not include access to: (1) financial records of the parents of the student or any information contained therein; (2) confidential letters and statements of recommendation concerning admission, employment, or the receipt of an honor, which were placed in the records prior to January 1, 1975 or concerning which the student has signed a waiver of access; (3) records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any other person except a substitute; (4) records of law enforcement personnel not available to persons other than law enforcement officials; (5) records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution; and (6) records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than health-related personnel.

Any student who believes that information contained in the education records is inaccurate or misleading or violates the privacy or other rights of

the student may request that the records be amended. After a reasonable period of time, if the institution decides to refuse to amend the education records, the student shall be informed in writing, and shall be advised of his or her right to a hearing and the procedures for the hearing. Following a hearing, if the institution decides that the records should not be amended, the student shall have the right to place a written statement in the records concerning the contested information, which statement shall be maintained by the institution as long as the contested information is maintained and which shall be disclosed to any party to whom the contested information is disclosed.

Information concerning education records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies or organizations other than those hereinafter described unless: (1) there is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or (2) such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interest. In addition, such information may be released to the following described persons, agencies and organizations: (1) officials of other schools in which the student seeks or intends to enroll; (2) representatives of the Comptroller General of the United States, the Secretary of the Department of Health, Education and Welfare, educational agencies and state educational authorities; (3) those involved in connection with a student's application for or receipt of financial aid; (4) state and local officials to whom information was required to be reported prior to November 19, 1974; (5) organizations conducting studies for or on behalf of educational agencies concerning tests, student aid programs, or the improvement of instruction; (6) accrediting organizations in order to carry out their accrediting functions; (7) federal and state officials responsible for auditing and evaluating programs supported in whole or in part by federal funds. A record of access shall be maintained by the institution reflecting all of the above individual agencies or organizations which have requested or obtained access to a student's education records, which shall specify the legitimate interest of the party if obtaining the information, and which shall be available to the

## Student Affairs

student. Personally identifiable information may also be released to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or of other persons.

Copies of federal and state laws and regulations concerning student records are available for review in the office of the Dean of Students and shall be controlling as to the rights of students described herein.

### 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. The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation.

**ARMED SERVICES CREDIT.** In evaluating armed services credit, Motlow State Community College follows the recommendations of the "Guide to The Evaluation of Education Experience in the Armed Services" published by the American Council on Education. Contact the Director of Admissions and Records for additional information.

**CHALLENGE FOR CREDIT AND LIFE EXPERIENCES.** A special program for challenging certain courses is made available to students who have developed their competency in some particular area or areas. A currently enrolled student may, upon the approval of an instructor and his division director, challenge a course for credit. Competency in the given subject must be presented to the satisfaction of the instructor and division director before the course may be challenged. Individual departments may recommend advanced placement based upon the achievement on departmentally designed examinations together with the evaluation of the student's background. Contact the instructor for additional information.

**COLLEGE LEVEL EXAMINATION PROGRAM.** Students may earn college credit by examination for acceptable scores on the College Level Examination Program (CLEP) up to a maximum of twelve quarter hours. The minimum score being recommended at Motlow State Community College for acceptable credit by CLEP is determined by the Academic Affairs Committee. Motlow has been approved as a limited CLEP testing center. There is a fee.

## Student Affairs

Listed below are the CLEP examinations administered at Motlow State Community College. Opposite the examinations are the Motlow State Community College course equivalents.

CLEP Area	Credit Hours	Motlow Courses
American Government	6	POL 111, 112
Biology	12	BIO 141, 142, 143
College Algebra	5	MAT 111
Calculus	5	MAT 211
Statistics	3	MAT 221
Trigonometry	5	MAT 112
English Composition	9	ENG 101, 102, 103
American Literature		
or		
English Literature	9	ENG 205, 206, 207
Chemistry	12	CHE 101, 102, 103
Educational Psychology	3	EDU 211
General Psychology	6	PSY 122, 123
Human Growth & Development	3	EDU 110
Intro. to Business Mgmt.	3	BUS 271
Introductory Accounting	9	ACT 231, 232, 233
Introductory Business Law	3	BUS 261
Introductory Marketing	3	MKT 281
Introductory Economics	9	ECO 201, 202, 203
Introductory Sociology	6	SOC 211, 212
Western Civilization	9	HIS 111, 112, 113
Computers and Data Processing	3	CST 121

Contact the Counseling Office for additional information.

**CORRESPONDENCE 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.

**PROJECT AHEAD.** Motlow is a participating institution in Project AHEAD, a program designed to encourage and facilitate the continued education of qualified young men and women who decide to enlist in the U. S. Army. An individual may pursue a degree at Motlow by taking courses at various schools and military bases while in the Army. The Army will pay up to 75% of the tuition fees while the participant is on active duty. He will be eligible for educational assistance under the provisions of the G. I. Bill upon completion of active duty. Upon release from the Army, the individual becomes a resident student at Motlow to complete degree requirements. Interested persons should contact their Army recruiter.

### COUNSELING SERVICES AND FINANCIAL AID

#### COUNSELING

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. The counselors' offices are in the Administration Building and in the Student Center.

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-Learning Resources Center.

#### 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.

Financial assistance is based on the need of the family as determined by the American College Test Family Financial Aid Service. These forms are available in the counseling office. After the completed forms have been evaluated, the Motlow College Financial Aid Office receives an analysis advising the financial aid director of the student's financial need.

**SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANTS** are restricted by Federal regulations with preference given to low-income families first. Supplemental Educational Opportunity Grants may be given for four years of college and do not have to be repaid. They may represent a portion of the total aid a student receives, but never more than half.

**COLLEGE WORK STUDY PROGRAM** money provides funds to enable students to be employed in various aspects of the college community. Money is made available according to demonstrated need as shown by the ACT Family Financial Aid Service. Students work between classes at the current minimum wage rate and receive their payroll checks on the last school day of each month. These funds do not require repayment after graduation.

**NURSING LOANS** are available to nursing students. The ACT Need Analysis must be completed in order to receive this aid. Money is based on family need. Loans carry a uniform interest rate of three percent under specified circumstances. **NURSING GRANTS** are also available to nursing students with exceptional financial need.

The **NATIONAL DIRECT STUDENT LOAN** fund makes money available for those students who are unable to work because of heavy academic schedules or other circumstances. Money is based on family need and is repayable upon graduation or termination from college at three percent simple interest on a bi-monthly repayment plan.

The **BASIC EDUCATIONAL OPPORTUNITY GRANT** program was established in 1973. It is stated in the guidelines that every first-time student is entitled to \$1400 less the amount of family contribution. An application may be obtained from the local high school or the Motlow State Community College Financial Aid Office. The completed application is submitted to the proper authority, as indicated on the application; and calculations are made.



Certificates of awards are returned to the student by mail. Disbursements are made at the beginning of each quarter, excluding summer, at which time the student should present the appropriate certificate to the college Financial Aid Officer. Basic Educational Opportunity Grants are renewable each year.

**GUARANTEED STUDENT EDUCATIONAL LOANS** may be obtained at the local banks or credit unions for those students who do not qualify for the federal programs. These loans are granted at the current interest rate at the time the loans are made, and repayment is set up by the lending institution upon graduation or termination from school.

The **TENNESSEE TUITION GRANTS PROGRAM** was begun in August, 1972. Preference is given to students with the greatest need, and a maintenance fee will be paid by the state. Application forms may be obtained at the high schools.

Other private scholarships may be available. Check with the Financial Aid Officer.

A small loan fund has been made available for short term loans, interest free, for students who encounter sudden financial distress.

Additional information on all financial aid programs may be obtained from the Financial Aid Office.

#### *TESTING SERVICES*

The Counseling Office offers a variety of tests to students. The results of the tests are used in consultation with the student in helping with his educational decisions. Ability tests, personality inventories, and vocational interest surveys are given to the students upon request.

Other scheduled tests given by the Counseling Office include the General Educational Development Test, the American College Testing Program, and the College Level Examination Program. There are fees for each of these exams. These tests are scheduled monthly. Anyone wishing to take these exams must contact the Counseling Office prior to the test date.

### **STUDENT SERVICES AND ACTIVITIES**

#### *SERVICES*

**ATHLETICS.** Motlow State Community College encourages all students to take an active part in some form of health and physical development.

Physical fitness is a matter of great importance to the individual and to society. Life is conditioned in no small degree by bodily habits and conditions. The college sponsors a three-phase athletic program--intramural, extramural, and intercollegiate--under the supervision of the faculty in health, physical education, and recreation.

The intramural program operates throughout the year and provides men and women students with opportunities to compete in seasonal sports either as individuals or as members of teams from the various student organizations. All students are urged to participate in the intramural program. The extramural program gives the student an opportunity for competition in coeducational tennis.

The intercollegiate program sponsors teams in baseball, men's basketball, and women's basketball. These teams compete in a regular schedule with teams from other recognized institutions of the same scholastic levels as Motlow State Community College. To participate in intercollegiate athletics, students must meet the eligibility requirements of the National Junior College Athletic Association and the Tennessee Junior College Athletic Association.

**HEALTH SERVICES.** Students are required to complete a student medical history form upon entering Motlow. However, the college reserves the right to require any student to have an examination completed and the examination report signed by a licensed physician.

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

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

**ID CARD.** Student identification cards are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and

other college activities. Students are required to carry a current, validated ID card with them while on campus.

**STUDENT CENTER.** The Student Center has facilities which provide a small meeting room, bookstore, cafeteria, snack bar, and student lounge. In addition, there is a Student Government Association office, a student publications office, and a counselor's office located there. Arrangements for the use of any of the facilities after regular hours of operation should be made through the Office of the Dean of Student Personnel Services.

**VEHICLE REGISTRATION AND PARKING.** All privately owned or operated vehicles for use on campus must be registered in the Office of the Business Manager and must bear an official registration decal for which there is an annual charge of \$1.00. Cars so registered must be parked as directed. There are three parking lots on campus: student, faculty, and administration. Students should park in the designated lot and park each car so that it is headed into the parking place with the decal on the rear bumper exposed to the traffic lanes. In special cases students will be permitted to use the administration lot. Do not park in the road or on the shoulders of the road.

In an extreme emergency where a non-registered car is necessary for a limited time, the student must secure a temporary parking permit from the Dean of Student Personnel Services in order not to be subject to a fine. This means even for one day.

The first and second parking violation will result in a \$5.00 fine for each violation. The fine for the third violation will be \$10.00 and a warning of disciplinary action.

Speed limits shall be 15 m.p.h. on campus. Pedestrians are entitled to right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic.

**VETERANS 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 under appropriate federal legislation should contact:

Veterans Administration  
Regional Office  
110 9th Avenue, S.  
Nashville, Tennessee 37203  
Phone: 1-800-342-8330 (Toll Free)

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

*ACTIVITIES*

**SOCIAL EVENTS.** 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 social event is defined as any dance, party, activity, or entertainment sponsored by a college-approved student group. A social event must be scheduled with the Dean of Student Personnel Services. A request for approval of any proposed event shall be submitted on forms which are available in the Office of the Dean of Student Personnel Services. The event shall not be publicized until final approval has been granted.

All social events must have at least three and preferably four college-approved chaperones for each activity or event. These chaperones must be present throughout the entire event.

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

The name of this organization shall be the Student Government Association of Motlow State Community College. The functions of this organization shall be (1) to serve as student representatives on any committee designated by the Student Affairs Committee; (2) to receive petitions for student activities and organizations and to recommend to the Student Affairs Committee and the administration of the college either acceptance or rejection of the petition; (3) to recommend and implement activities and programs to improve the morale of the students; and (4) to conduct all elections of student officers to include their own successors and officers of classes for ensuing years.

The following shall be regarded as major officials of the Student Government Association of Motlow State Community College:

- (1) Student Government Association President
- (2) Student Government Association Vice-President
- (3) Student Government Association Secretary
- (4) Student Government Association Treasurer

## Student Affairs

The following elected or appointed officials shall be regarded as minor officials:

- (1) Student Government Association members-at-large, which shall consist of six (6) members.
- (2) Student Government Association representatives from each class which shall be the President of the Freshman and Sophomore classes.

The qualifications for each office are:

- A. All candidates for positions in the Student Government Association of Motlow State Community College shall be full-time students and shall be in "good standing" with the student body, faculty, and administration.
- B. All candidates for a major office as defined shall be required to have a 2.30 scholastic average for the quarter preceding their election or appointment and must maintain a 2.30 scholastic average while in office. All other elected or appointed officials of the Student Government Association of Motlow State Community College shall be required to have a 2.00 scholastic average for the quarter preceding their election or appointment and must maintain a 2.00 scholastic average while in office.
- C. No student shall hold more than one (1) elected or appointed office of the Student Government Association of Motlow State Community College at one time.
- D. To remain in office each official must maintain full-time student status during tenure of office.
- E. Any candidate desiring his name on the official ballot must submit to the Secretary of Elections a petition exhibiting name, office desired, and the signature of twenty-five (25) members of the Motlow State Community College student body.

Information regarding election dates and a copy of the Constitution of the Student Government Association of Motlow State Community College may be obtained from the Student Government Association President or the Dean of Student Personnel Services. The constitution outlines the duties of each student government official, gives procedures and regulations for elections, and includes by-laws.

**STUDENT ORGANIZATIONS.** A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending upon their individual

## Student Affairs

interests. These organizations include scholastic honoraries, departmental groups, service organizations, and special interest groups. All student organizations are required to register and receive approval from the Dean of Student Personnel Services.

The following information must be provided for official recognition of student organizations.

1. Name of organization
2. Name of faculty sponsor(s)
3. List of current officers
4. Statement of purpose
5. Copy of constitution, charter, or by-laws, as applicable
6. Approval by designated authority of the institution

The college shall require an annual written report of each officially recognized student organization evaluating its activities. Continued recognition of the organization will depend on the receipt and approval of such an annual report in addition to compliance with college rules and regulations affecting student organizations. Application forms may be secured from the Dean of Student Personnel Services.

Many clubs and other organizations sponsor a variety of worthwhile cultural and intellectual assemblies. Students, staff, and interested area citizens are encouraged to attend on such occasions. The following organizations are active on the Motlow campus:

Art Club	Gamma Beta Phi Society
Baptist Student Union	Pep Club
Biology Interest Group	"Phantasm" Club
Cheerleaders	Phi Rho Pi
Choral Ensemble	Student Government Association
Collegiate Civitan	Student Publications
Entertainment Council	

**STUDENT PUBLICATIONS.** "The Antler," the school newspaper, is published by a student staff under the direction of the Office of Public Information and Field Services. If a student is interested in working on student publications, he or she should contact the Director of Public Information and Field Services. Any student is welcome to submit an entry to be published in the newspaper.



### 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:

#### *DISCIPLINE*

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 exempt from further action. A student involved in a violation of these policies will be allowed a formal hearing by the Student Affairs Committee which may recommend to the Dean of Student Personnel Services discipline of the following degrees:

1. Reprimand--A reprimand is given by a letter from the Dean of Student Personnel Services.
2. Probation--Probation is for a stated period of time during which a student may be deprived of the right to hold office in any campus organization, to play on any college athletic team, or to participate in any social activity.
3. Suspension--Suspension excludes the student from the college for a stated period. During this suspension the student will not be allowed to take any courses at this institution, nor will credit be given for work taken at other institutions.
4. Expulsion--Expulsion is permanent dismissal from the college.

#### *DUE PROCESS IN STUDENT DISCIPLINE*

The principle of due process is assured through the proper functioning of the Student Affairs Committee and the appeal system. As one of the college's standing committees, the Student Affairs Committee is composed of the President of the Student Government Association, faculty members appointed by the President, and an additional student recommended by the Student Government Association. The Dean of Student Personnel Services is an advisor to the Student Affairs Committee.

Should a hearing be necessary, the following procedures will be observed:

1. The student shall be advised of the time and place of the hearing.
2. The student shall be advised of the breach of regulations of which he or she is charged.
3. The student shall be advised of the following rights:
  - a. The right to present his or her case
  - b. The right to be accompanied by an advisor
  - c. The right to call witnesses in his or her behalf
  - d. The right to confront witnesses against him or her
4. The student shall be advised of the method for appeal.

Any student brought before the Student Affairs Committee is encouraged to speak freely and present his or her side of any situation. Committee decisions are recommendations to the Dean of Student Personnel Services, which he may accept, modify, or reject. If the student wishes, following committee action, he or she may appeal to the President. An appeal should be submitted in writing within 48 hours of the action taken by the Dean of Student Personnel Services.

When appropriate, an informative letter is sent to the parents by the Dean of Student Personnel Services. Furthermore, informative discussions with parents are encouraged. If the student is over 18 or married, letters are usually not sent to parents.

Every effort is made to give a positive and wholesome approach to every disciplinary situation. Part of the philosophy of Motlow is to accept each student as a worthy individual and to provide the leadership which will enable each student to develop and mature toward the realization of his or her potentialities.

#### *GENERAL CONDUCT*

1. Dress at Motlow State Community College is in general that which is appropriate to the occasion. Faculty or staff members have the prerogative for determining the appropriate dress consistent with the conventional modes of dress for a class or administrative unit of the campus.
2. The consumption, possession, or use of any alcoholic beverage is prohibited on the campus. Disorderly conduct as a result of having consumed any alcoholic beverage will make the student subject to disciplinary action.

### Student Affairs

3. Possession by any student of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, violates state and federal laws and is prohibited. Violators of the foregoing are subject to suspension from the college.
4. Students are not permitted to have firearms or weapons of any description in their possession or in their vehicles while in the campus area. Possession or use of fireworks or explosives is likewise prohibited.
5. Gambling in any form is prohibited on campus.



## ACADEMIC AFFAIRS

### Academic Programs

#### Educational Programs in Cooperation with Other Institutions

#### Graduation Requirements

#### Certificate Completion Requirements

#### Academic Policies

#### Division Structures and Course Descriptions



## ACADEMIC AFFAIRS

Motlow State Community College accepts each student as an individual with unique abilities and capacities and endeavors to provide educational experiences which will foster the maximum development of each potential.

### ACADEMIC PROGRAMS

The scope of the academic program provides a student the alternatives of a two-year associate degree in a university parallel major or a pre-professional major, a two-year associate degree with immediate career opportunities, or a concentrated one-year certificate program. A description of requirements for each program may be found on the succeeding pages.

#### UNIVERSITY PARALLEL PROGRAMS

At Motlow State Community College a student may earn an Associate of Arts Degree or an Associate of Science Degree. The university parallel major in the associate degree program is a transfer program within which a student elects an emphasis. The "undeclared emphasis" provides a structured program for the student who is undecided about an area of interest. The specific areas of emphasis in the university parallel major are:

accounting	geography
aerospace administration	health/physical education
aerospace technology	history
art	industrial management
biology	mathematics
business education/office management	music
chemistry	physics
communications	political science
computer science	psychology
early childhood education	recreation
economics	secondary education
elementary education	social science
English	sociology/social work
general business	undeclared

#### PRE-PROFESSIONAL PROGRAMS

The pre-professional major is also a two-year program leading to an Associate of Arts Degree or an Associate of Science Degree. The student will select an emphasis in either pre-engineering, pre-law or in pre-medicine/pre-dentistry/pre-pharmacy that will enable him to transfer to a four-year institution or a professional school.

## Academic Affairs

### CAREER EDUCATION PROGRAMS

A student whose career plans do not include a baccalaureate degree from a four-year institution may complete the Associate of Science Degree with a two-year program. Specific areas of emphasis within some of these degree programs provide additional direction toward career goals. These majors with their areas of emphasis are:

aerospace technology	
business technology	- accounting emphasis banking and finance emphasis general business emphasis industrial management emphasis marketing emphasis
computer science technology	- business emphasis scientific emphasis
nursing	
secretarial science technology	- general clerical emphasis secretarial emphasis

### CERTIFICATE PROGRAMS

A certificate program may be completed in one year with courses included to develop marketable skills in concentrated areas in a shorter period of time. The one-year certificate program is available in these areas:

- accounting technology
- general clerical technology
- industrial management technology
- marketing technology
- salesmanship technology
- secretarial science technology
- wholesaling and retailing technology

### COOPERATIVE PROGRAMS WITH OTHER INSTITUTIONS

Cooperative programs between Motlow State Community College and near-by four-year institutions provide structure for certain programs beyond the first two years of study. Subsequent pages outline three specific programs with Tennessee Technological University and Middle Tennessee State University.

### MISCELLANEOUS INFORMATION

Graduation requirements, certificate completion requirements, academic policies, division structures, and course descriptions complete this section on academic programs.



Academic Affairs

UNIVERSITY PARALLEL MAJOR

The university parallel major may be completed for the associate degree. It is designed to meet the needs of students who plan to transfer to a four-year institution. The typical program is structured so that a student will secure a broad education during the first two years of study and will later specialize in a particular field of interest. Under normal circumstances a student should be able to transfer to a four-year institution with junior status after completing an associate degree at Motlow.

ACCOUNTING EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
One Year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	9
PED Activities . . . . .	6
MAT Electives . . . . .	6-10
(Excluding MAT 106 and 110)	
ECO 201, 202, 203 . . . . .	9
ACT 231, 232, 233 . . . . .	9
BUS 121, 251 . . . . .	6
SST 101 . . . . .	3
General Electives . . . . .	14-21
	96 hrs.

Motlow also offers a two-year career emphasis in this area. To make sure you are following the correct program, check with your advisor or see the business technology major.

AEROSPACE ADMINISTRATION EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9

Academic Affairs

PHY 101, 102, 103 . . . . .	9
HIS 211, 212, 213 . . . . .	9
PED Activities . . . . .	6
MAT 111, 112. . . . .	10
ECO 201, 202, 203 . . . . .	9
AVI 111, 112, 113 . . . . .	9
AVI 123, 201, 202 . . . . .	9
PSY 121 . . . . .	3
ERG 101 . . . . .	3
General Electives . . . . .	11
	96 hrs.

Motlow also offers a two-year career major in aerospace technology. To make sure you are following the correct program, check with your advisor or see the aerospace technology major.

AEROSPACE TECHNOLOGY EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
PHY 201, 202, 203 . . . . .	12
HIS 211, 212, 213 . . . . .	9
PED Activities . . . . .	6
MAT 111, 112. . . . .	10
CHE 101, 102, 103 . . . . .	12
AVI 111, 112, 113, 123, 201, 202 . . . . .	18
PSY 121 . . . . .	3
General Electives . . . . .	8
	96 hrs.

Motlow also offers a two-year career major in this area. To make sure you are following the correct program, check with your advisor or see the aerospace technology major.

Academic Affairs

ART EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12	One year sequence in BIO, CHE, or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6	PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10	MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language . . . . .	.9	One year sequence from one of the following: BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC . . . . .	.9-15
ART 111, 112, 113, 121, 231, 232 . . . . .	.18	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .	.9
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC . . . . .	.9	ART 111, 112, 113, 121, 231, 232 . . . . .	.18
General Electives . . . . .	.5-12	General Electives . . . . .	.0-12
	<hr/>		<hr/>
	96 hrs.		96-97 hrs.

BIOLOGY EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
BIO 141, 142, 143 . . . . .	.12	BIO 141, 142, 143 . . . . .	.12
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6	PED Activities . . . . .	.6
MAT 109, 113 . . . . .	.10	MAT 109, 113 . . . . .	.10
One year sequence in a Foreign Language . . . . .	.9	BIO 271, 272, 273 . . . . .	.9
		BIO 231 . . . . .	.4

Academic Affairs

Electives from ART, COM, ENG, or MUS . . . . .	.9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .	.9
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC . . . . .	.9	CHE 101, 102, 103 . . . . .	.12
CHE 101, 102, 103 . . . . .	.12	General Electives . . . . .	.7
General Electives . . . . .	.2		<hr/>
	96 hrs.		96 hrs.

BUSINESS EDUCATION / OFFICE MANAGEMENT EMPHASIS

Associate of Science	
Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
ECO 201, 202, 203 . . . . .	.9
ACT 231, 232, 233 . . . . .	.9
BUS 121, 251 . . . . .	.6
SST 101, 102, 103 . . . . .	.9
General Electives . . . . .	.8-15
	<hr/>
	96 hrs.

Motlow also offers a similar two-year career major in secretarial science. To make sure you are following the correct program, check with your advisor or see the secretarial science technology major.

CHEMISTRY EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9

Academic Affairs

CHE 101, 102, 103 . . . . .	.12	CHE 101, 102, 103 . . . . .	12
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6	PED Activities . . . . .	.6
MAT 109, 113, 211 . . . . .	.15	MAT 109, 113, 211 . . . . .	15
One year sequence in a		CHE 231, 232, 233 . . . . .	12
Foreign Language . . . . .	.9	Electives from any of the following:	
Electives from ART, COM, ENG, or		ANT, EDU, GGY, HED, HIS,	
MUS . . . . .	.9	PED, POL, PSY, SOC, ACT, AVI,	
Electives from ANT, EDU, GGY,		BUS, BNK, CST, COP, ECO, ERG,	
HED, HIS, PED, POL, PSY, or		IMT, MKT, MST, or SST . . . . .	.9
SOC . . . . .	.9	MAT 212, 213 . . . . .	10
MAT 212 . . . . .	.5	General Electives . . . . .	.5
General Electives . . . . .	.4		
	<hr/>		<hr/>
	96 hrs.		96 hrs.

COMMUNICATIONS EMPHASIS

Associate of Arts

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE,	
or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
One year sequence in a	
Foreign Language . . . . .	.9
COM 101, 103, 111, 112, 113,	
201, 204 . . . . .	.21
Electives from any of the	
following: ANT, EDU, GGY,	
HED, HIS, PED, POL, PSY,	
or SOC . . . . .	.9
MUS 241 or 243 . . . . .	.3
General Electives . . . . .	.0-6

96-97 hrs.

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE,	
or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
One year sequence from one of the	
following: BIO, CHE, MAT, PHY,	
ANT, EDU, GGY, HIS, HED,	
PED, POL, PSY, or SOC . . . . .	.9-15
Electives from any of the following:	
ANT, EDU, GGY, HED, HIS, PED,	
POL, PSY, SOC, ACT, AVI, BUS,	
BNK, CST, COP, ECO, ERG, IMT,	
MKT, MST, or SST . . . . .	.9
COM 101, 103, 111, 112, 113,	
201, 204 . . . . .	.21
MUS 241 or 243 . . . . .	.3
General Electives . . . . .	.0-6

96-103 hrs.

Academic Affairs

COMPUTER SCIENCE EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
ECO 201, 202, 203 . . . . .	.9
ACT 231, 232, 233 . . . . .	.9
BUS 121 . . . . .	.3
CST 121, 132, 211 . . . . .	11
MAT 221 . . . . .	.3
General Electives . . . . .	.6-13

96 hrs.

Motlow also offers a similar two-year career major in computer science technology. To make sure you are following the correct program, check with your advisor or see the computer science technology major.

EARLY CHILDHOOD EDUCATION EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
BIO 101, 102, 103 . . . . .	.9
PHY 101, 102, 103 . . . . .	.9
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.3
MAT 106 . . . . .	.5
PED 204 . . . . .	.3
GGY 101, 102, 103 . . . . .	.9
EDU 101, 110, PSY 211 . . . . .	.9
HED 201, 221 . . . . .	.7



Academic Affairs

ART 101, 103. . . . .	6
MUS 242, 131, 132. . . . .	7
COM 101. . . . .	3

97 hrs.

The student is advised to compare the above courses with those required in the first two years of the four-year institution he or she plans to attend. The early childhood education curriculum at Motlow should not be interpreted to mean that all teacher-training institutions require all of the above for certification.

ECONOMICS EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
One year sequence in BIO, CHE, or PHY. . . . .	9-12	One year sequence in BIO, CHE, or PHY. . . . .	9-12
HIS 211, 212, 213. . . . .	.9	HIS 211, 212, 213. . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language. . . . .	.9	ECO 201, 202, 203. . . . .	.9
Electives from ART, COM, ENG, or MUS. . . . .	.9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST. . . . .	.9
ECO 201, 202, 203. . . . .	.9	POL 111, 112, 113. . . . .	.9
General Electives. . . . .	14-21	General Electives. . . . .	14-21
	<hr/>		<hr/>
	96 hrs.		96 hrs.

ELEMENTARY EDUCATION EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9

Academic Affairs

BIO 101, 102, 103. . . . .	.9
PHY 101, 102, 103. . . . .	.9
HIS 211, 212, 213. . . . .	.9
PED Activities. . . . .	3
MAT 106. . . . .	5
GGY 101, 102, 103. . . . .	9
EDU 101, 110, PSY 211. . . . .	9
ART 101, 103. . . . .	6
ENG 262. . . . .	3
COM 101. . . . .	3
HED 201. . . . .	3
MUS 242, 131, 132. . . . .	7
General Electives. . . . .	3

96 hrs.

The student is advised to compare the above courses with those required in the first two years of the four-year institution he or she plans to attend. The elementary education curriculum at Motlow should not be interpreted to mean that all teacher-training institutions require all of the above for certification. Motlow also has a cooperative elementary education program with Middle Tennessee State University - see the cooperative programs.

ENGLISH EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
One year sequence in BIO, CHE, or PHY. . . . .	9-12	One year sequence in BIO, CHE, or PHY. . . . .	9-12
HIS 211, 212, 213. . . . .	.9	HIS 211, 212, 213. . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language. . . . .	.9	One year sequence from one of the following: BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC. . . . .	9-15
ART 101, COM 101, MUS 241. . . . .	.9	EDU 101, 110, PSY 211. . . . .	.9
EDU 101, 110, PSY 211. . . . .	.9	ART 101, COM 101, MUS 241. . . . .	.9
HED 202, 203. . . . .	.6	HED 202, 203. . . . .	.6
SOC 211. . . . .	.3	SOC 211. . . . .	.3
General Electives. . . . .	5-12	General Electives. . . . .	0-12
	<hr/>		<hr/>
	96 hrs.		96-97 hrs.

Academic Affairs

**GENERAL BUSINESS EMPHASIS**

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6
MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)	
ECO 201, 202, 203. . . . .	9
ACT 231, 232, 233. . . . .	9
BUS 121 . . . . .	3
CST 211 . . . . .	4
SST 101 . . . . .	3
General Electives . . . . .	13-20
	96 hrs.

Motlow also offers a two-year career emphasis in this area. To make sure you are following the correct program, check with your advisor or see the business technology major.

**GEOGRAPHY EMPHASIS**

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9
One year sequence in BIO, CHE, or PHY. . . . .	9-12	One sequence in BIO, CHE, or PHY. . . . .	9-12
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6	PED Activities. . . . .	6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language. . . . .	9	GGY 101, 102, 103. . . . .	9

Academic Affairs

Electives from ART, COM, ENG or

MUS . . . . .	9
GGY 101, 102, 103. . . . .	9
General Electives . . . . .	14-21

Electives from any of the following:

ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .	9
General Electives . . . . .	23-30

96 hrs.

96 hrs.

**HEALTH AND PHYSICAL EDUCATION EMPHASIS**

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9
BIO 141, 142, 143 . . . . .	12
HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6
MAT 101, 102. . . . .	6
One year sequence from one of the following:	
BIO, CHE, MAT, PHY, ANT, EDU, GGY, HED, HIS, PED, PSY, POL, or SOC . . . . .	9-15
PSY 121, 122, 123 . . . . .	9
HED 201, 202, 203. . . . .	9
General Electives . . . . .	12-18
	96 hrs.

**HISTORY EMPHASIS**

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9
One year sequence in BIO, CHE, or PHY. . . . .	9-12	One year sequence in BIO, CHE, or PHY. . . . .	9-12
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6	PED Activities. . . . .	6

Academic Affairs

MAT Electives. . . . .6-10 (Excluding MAT 106 and 110)	MAT Electives. . . . .6-10 (Excluding MAT 106 and 110)
One year sequence in a Foreign Language . . . . .9	HIS 111, 112, 113 or HIS 191, 192, 193 . . . . .9
Electives from any of the following: ART, COM, ENG, or MUS. . . . .9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .9
HIS 111, 112, 113, or HIS 191, 192, 193 . . . . .9	POL 111, 112, 113 . . . . .9
General Electives . . . . .14-21	General Electives . . . . .14-21
<hr/> 96 hrs.	<hr/> 96 hrs.

INDUSTRIAL MANAGEMENT EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities. . . . .	.6
MAT Electives. . . . .6-10 (Excluding MAT 106 and 110)	.9
ECO 201, 202, 203. . . . .	.3
CST 121 . . . . .	.6
ERG 101, 102. . . . .	.9
IMT 101, 153, 183 . . . . .	.3
MAT 221. . . . .	11-18
General Electives . . . . .	<hr/> 96 hrs.

Motlow also offers a two-year career emphasis in this area. To make sure you are following the correct program, check with your advisor or see the business technology major.

Academic Affairs

MATHEMATICS EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
BIO 141, 142, 143 . . . . .	.12	BIO 141, 142, 143 . . . . .	.12
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT 109, 113, 211, 212. . . . .	.20	MAT 109, 113. . . . .	10
One year sequence in a Foreign Language . . . . .	.9	MAT 211, 212, 213, 273. . . . .	18
Electives from any of the following: ART, COM, ENG, or MUS. . . . .	.9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .	.9
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC . . . . .	.9	PHY 201, 202, 203 . . . . .	12
General Electives . . . . .	.4	CST 121, 211 . . . . .	.7
	<hr/> 96 hrs.		<hr/> 101 hrs.

MUSIC EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT Electives. . . . .6-10 (Excluding MAT 106 and 110)	.9	MAT Electives. . . . .6-10 (Excluding MAT 106 and 110)	.9
One year sequence in a Foreign Language . . . . .	.9	One year sequence from one of the following: BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC . . . . .	9-15
MUS 101, 102, 103, 201, 202, 203 . . . . .	.18		



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MUS 111, 112, 113, or MUS 115, 116, 117. . . . .	.6	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST. . . . .	.9
MUS 221, 222, 223, or MUS 231, 232, 233. . . . .	.6	MUS 101, 102, 103, 201, 202, 203. . . . .	18
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC. . . . .	.9	MUS 111, 112, 113, or 115, 116, 117. . . . .	.6
(Proficiency in Piano Required)		MUS 221, 222, 223, or 231, 232, 233. . . . .	.6
		(Proficiency in Piano Required)	
	<hr/> 96-103 hrs.		<hr/> 96-109 hrs.

An additional 6 hours from MUS 211, 212, 213, or MUS 215, 216, 217 is recommended.

An additional 6 hours from MUS 211, 212, 213, or MUS 215, 216, 217 is recommended.

PHYSICS EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
CHE 101, 102, 103. . . . .	.12	CHE 101, 102, 103. . . . .	.12
HIS 211, 212, 213. . . . .	.9	HIS 211, 212, 213. . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT 109, 113, 211. . . . .	.15	MAT 109, 113, 211. . . . .	.15
One year sequence in a Foreign Language. . . . .	.9	PHY 201, 202, 203. . . . .	.12
PHY 201, 202, 203. . . . .	.12	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST. . . . .	.9
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, or SOC. . . . .	.9	MAT 212, 213, 273. . . . .	.13
MAT 212. . . . .	.5	General Electives. . . . .	.2
General Electives. . . . .	.1		
	<hr/> 96 hrs.		<hr/> 96 hrs.

Academic Affairs

POLITICAL SCIENCE EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
One year sequence in BIO, CHE or PHY. . . . .	9-12	One year sequence in BIO, CHE or PHY. . . . .	9-12
HIS 211, 212, 213. . . . .	.9	HIS 211, 212, 213. . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language. . . . .	.9	POL 111, 112, 113, 290. . . . .	.12
Electives from ART, COM, ENG, or MUS. . . . .	.9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST. . . . .	.9
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC. . . . .	.9	HIS 111, 112, 113. . . . .	.9
POL 111, 112, 113, 290. . . . .	.12	General Electives. . . . .	11-18
General Electives. . . . .	2-9		
	<hr/> 96 hrs.		<hr/> 96 hrs.

PSYCHOLOGY EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
One year sequence in BIO, CHE, or PHY. . . . .	9-12	One year sequence in BIO, CHE, or PHY. . . . .	9-12
HIS 211, 212, 213. . . . .	.9	HIS 211, 212, 213. . . . .	.9
PED Activities. . . . .	.6	PED Activities. . . . .	.6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language. . . . .	.9	PSY 121, 122, 123. . . . .	.9
		PSY 211, 212, 221. . . . .	.9

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Electives from ART, COM, ENG, or MUS. . . . .	9	General Electives . . . . .	23-30
PSY 121, 122, 123 . . . . .	9		
PSY 211, 212, 221 . . . . .	9		
General Electives . . . . .	5-12		
	<hr/> 96 hrs.		<hr/> 96 hrs.

RECREATION EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9
BIO 141, 142, 143 . . . . .	12
HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6
MAT 101, 102. . . . .	6
One year sequence from one of the following:	
BIO, CHE, MAT, PHY, ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC . . . . .	9-15
PSY 121, 122, 123 . . . . .	9
HED 201, 202, 203. . . . .	9
PED 211, 212, 213 . . . . .	9
General Electives . . . . .	3-9
	<hr/> 96 hrs.

SECONDARY EDUCATION EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6	PED Activities. . . . .	6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language . . . . .	9	EDU 101, 110, PSY 211. . . . .	9
ART 101, COM 101, MUS 241 . . . . .	9	HED 201. . . . .	3
EDU 101, 110, PSY 211 . . . . .	9	Electives from any of the following: ANT, EDU, GGY, HED, HIS,	

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HED 201. . . . .	3	PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .	6
General Electives . . . . .	11-18	ART 101, COM 101, MUS 241 . . . . .	9
		General Electives . . . . .	14-21
	<hr/> 96 hrs.		<hr/> 96 hrs.

The student is advised to compare the above courses with those required in the first two years of the four-year institution he or she plans to attend. The secondary education emphasis at Motlow should not be interpreted to mean that all teacher-training institutions require all of the above for certification. Students pursuing the secondary education emphasis should select one or more teaching fields. The student is, therefore, advised to check the emphases that correspond with his teaching interests.

SOCIAL SCIENCE EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	6	PED Activities. . . . .	6
MAT Electives. . . . .	6-10	MAT Electives. . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language . . . . .	9	One year sequence from one of the following: BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC . . . . .	9-15
Electives from ART, COM, ENG, or MUS. . . . .	9	Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC. . . . .	18
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC . . . . .	2-7	General Electives . . . . .	8-21
General Electives . . . . .	0-3		
	<hr/> 96-100 hrs.		<hr/> 96 hrs.

SOCIOLOGY/SOCIAL WORK EMPHASIS

Associate of Arts

Associate of Science

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9

Academic Affairs

One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language . . . . .	.9
Electives from ART, COM, ENG, or MUS . . . . .	.9
SOC 211, 212, 213, 220 . . . . .	.12
PSY 121, 122, 123 . . . . .	.9
General Electives . . . . .	.2-9

96 hrs.

One year sequence in BIO, CHE, or PHY . . . . .	9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
SOC 211, 212, 213, 220 . . . . .	.12
PSY 121, 122, 123 . . . . .	.9
General Electives . . . . .	.20-27

96 hrs.

UNDECLARED EMPHASIS

Associate of Arts

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
One year sequence in a Foreign Language . . . . .	.9
Electives from ART, COM, ENG, or MUS . . . . .	.9
Electives from ANT, EDU, GGY HED, HIS, PED, POL, PSY, or SOC . . . . .	.9
General Electives . . . . .	.14-21

96 hrs.

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12
HIS 211, 212, 213 . . . . .	.9
PED Activities . . . . .	.6
MAT Electives . . . . .	.6-10
(Excluding MAT 106 and 110)	
One year sequence from one of the following: BIO, CHE, MAT, PHY, ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC . . . . .	.9-15
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST . . . . .	.9
General Electives . . . . .	.17-30

96 hrs.

Academic Affairs

PRE-PROFESSIONAL MAJOR

Motlow State Community College offers a pre-professional major with an emphasis in pre-engineering, in pre-law, or in pre-medicine/pre-dentistry/pre-pharmacy.

A student who wishes to continue his or her education at a school granting a degree in engineering should complete the curriculum for an Associate of Science Degree. The student and the advisor should study the catalog of the institution to which he or she plans to transfer. If a student is interested in engineering disciplines, such as electrical and chemical engineering, which require discreet sequences in the sophomore year, that student should determine transfer alternatives by consultation with the engineering faculty.

The pre-law student may complete the requirements for either the Associate of Arts or the Associate of Science Degree. A baccalaureate degree and a satisfactory score on the Law School Admissions Test are generally required for admission to an accredited law school.

A student who wishes to enter a school of medicine, dentistry, or pharmacy may complete the requirements for an Associate of Arts or an Associate of Science Degree. The student will then transfer to a four-year institution or professional school to complete specific requirements for the field of study.

PRE-ENGINEERING EMPHASIS

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
CHE 101, 102, 103 . . . . .	.12
*MAT 113, 211, 212, 213, 273 . . . . .	.23
PHY 201, 202, 203 . . . . .	.12
ERG 101, 102 . . . . .	.6
ERG 252, 253 . . . . .	.6
CST 132 . . . . .	.4
HIS 113 . . . . .	.3
PED Activities . . . . .	.6
Electives from any of the following: ART, ECO, HIS, LIT, MUS, PSY, POL, SOC . . . . .	.9

99 hrs.

\*A student with less than 3½ units of college preparatory mathematics, including algebra and trigonometry, is advised to enroll in MAT 109 during the fall quarter or in the summer session following high school graduation.



Academic Affairs

PRE-LAW EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
BIO 141, 142, 143, or		BIO 141, 142, 143, or	
CHE 101, 102, 103 . . . . .	.12	CHE 101, 102, 103 . . . . .	.12
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
MAT Electives . . . . .	.6	MAT Electives . . . . .	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities . . . . .	.6	PED Activities . . . . .	.6
One year sequence in a		POL 111, 112, 113 . . . . .	.9
Foreign Language . . . . .	.9	ECO 201, 202, 203 . . . . .	.9
Electives from ART, COM, ENG,		PSY and/or SOC	
or MUS . . . . .	.9	Electives . . . . .	.9
POL 111, 112, 113 . . . . .	.9	General Electives . . . . .	14-18
ACT 231, 232, 233 . . . . .	.9		
ECO 201, 202, 203 . . . . .	.9		
	<hr/>		<hr/>
	96 hrs.		96 hrs.

PRE-MEDICAL/PRE-DENTAL/PRE-PHARMACY EMPHASIS

Associate of Arts		Associate of Science	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
BIO 141, 142, 143 . . . . .	.12	BIO 141, 142, 143 . . . . .	.12
MAT 109, 113 . . . . .	.10	MAT 109, 113 . . . . .	.10
One year sequence in a		CHE 101, 102, 103 . . . . .	.12
Foreign Language . . . . .	.9	CHE 231, 232, 233 . . . . .	.12
CHE 101, 102, 103 . . . . .	.12	BIO 271, 272, 273 . . . . .	.9
CHE 231, 232, 233 . . . . .	.12	PHY 201, 202, 203 . . . . .	.12
BIO 271, 272, 273 . . . . .	.9	COM 101 . . . . .	.3
PHY 201, 202, 203 . . . . .	.12	General Electives . . . . .	.8
COM 101 . . . . .	.3		
	<hr/>		<hr/>
	97 hrs.		96 hrs.

Academic Affairs

AEROSPACE TECHNOLOGY MAJOR

The two-year program outlined below is for the student who does not intend to transfer to a four-year institution. Only the Associate of Science Degree is awarded. The course content is designed to prepare the student for careers in aerospace development, aerospace manufacturing, engineering aides, airport management, airlines operations, flight attendant operations, and other related areas.

Associate of Science

Courses	Credit hrs.
ENG 101, 102 . . . . .	.6
COM 101 . . . . .	.3
MAT 102, 103 . . . . .	.6
MAT 221 . . . . .	.3
PHY 201, 202, 203 . . . . .	.12
ECO 201 . . . . .	.3
GGY 101 . . . . .	.3
HED 203 . . . . .	.3
ACT 231, 232, 233 . . . . .	.9
AVI 111, 112 . . . . .	.6
AVI 113, 123 . . . . .	.6
AVI 201, 202 . . . . .	.6
BUS 271 . . . . .	.3
CST 121 . . . . .	.3
ERG 101 . . . . .	.3
IMT 183 . . . . .	.3
MKT 103 . . . . .	.3
Approved Electives . . . . .	15
	<hr/>
	96 hrs.

In some cases due to special job preparation requirements, students will not be required to take AVI 201 and 202. Other changes in the above program may be granted by the Dean of Instruction if it appears to be in the best interest of the student in preparation for certain types of aviation related jobs.

Motlow also offers a university parallel major with this emphasis. To make sure you are following the correct program, check with your advisor or see the aerospace technology emphasis in the university parallel major.

Academic Affairs

**BUSINESS TECHNOLOGY MAJOR**

Motlow State Community College offers a business technology major with the following emphases: accounting, banking and finance, general business, industrial management, and marketing. These two-year programs are for the student who does not intend to transfer to a four-year institution. Only the Associate of Science Degree is awarded.

**ACCOUNTING EMPHASIS**

This career program is designed to meet the need for personnel in a broad range of accounting fields including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas.

Associate of Science

Courses	Credit hrs.
ENG 101, 102. . . . .	6
COM 101. . . . .	3
MAT 221. . . . .	3
ECO 201, 202. . . . .	6
ACT 231, 232, 233. . . . .	9
ACT 241, 242. . . . .	6
ACT 251, 252, 253. . . . .	9
ACT 261. . . . .	3
ACT 271. . . . .	3
ACT 281. . . . .	3
BUS 121. . . . .	3
BUS 124, 125. . . . .	6
BUS 261. . . . .	3
BUS 271. . . . .	3
CST 121. . . . .	3
CST 211, 212. . . . .	8
CST 223. . . . .	3
BUS 253. . . . .	3
Approved Electives . . . . .	13
	<hr/>
	96 hrs.

Motlow also offers a university parallel major with this emphasis. To make sure you are following the correct program, check with your advisor or see the accounting emphasis in the university parallel major.

A one-year concentrated program leading to a certificate is also available in this area. Refer to the accounting technology certificate program.

Academic Affairs

**BANKING AND FINANCE EMPHASIS**

This career program will introduce persons to the field of banking and finance. It will also enable banking personnel to get American Institute of Banking certificates of achievement along with college credit.

Associate of Science

Courses	Credit hrs.
ENG 101, 102. . . . .	6
COM 101. . . . .	3
ECO 201. . . . .	3
PSY 121. . . . .	3
BUS 124. . . . .	3
BUS 261. . . . .	3
BUS 271, 272. . . . .	6
ACT 231, 232, 233, 241. . . . .	12
CST 121. . . . .	3
BNK 111, 112, 113, 122, 123, 132, 133, 211, 212, 222, 232, 242. . . . .	36
Electives from the following: BNK 213, 243, 263, 273, 283, BUS 251, 121, 253, SST 213, 221. . . . .	12
Electives from the following: ANT, ART, BIO, CHE, COM, EDU, ENG, FRE, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, SOC, SPA. . . . .	6
	<hr/>
	96 hrs.

**GENERAL BUSINESS EMPHASIS**

The career business program will provide a broad academic foundation in business and will prepare 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.

Associate of Science

Courses	Credit hrs.
ENG 101. . . . .	3
COM 101. . . . .	3

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MAT 221 . . . . .	3
ECO 201, 202, 203 . . . . .	9
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 222 . . . . .	3
BUS 251 . . . . .	3
BUS 261 . . . . .	3
BUS 271, 272 . . . . .	6
BUS 281, 282 . . . . .	6
CST 121 . . . . .	3
CST 211 . . . . .	4
ERG 101 . . . . .	3
IMT 183 . . . . .	3
MKT 102 . . . . .	3
SST 101 . . . . .	3
Approved Electives . . . . .	20

96 hrs.

Motlow also offers a university parallel major with this emphasis. To make sure you are following the correct program, check with your advisor or see the general business emphasis in the university parallel major.

**INDUSTRIAL MANAGEMENT EMPHASIS**

This program is designed to progressively upgrade the management and supervisory skills of those students already employed in industry, to provide the student with entry level skills for mid-management positions in several areas of industrial specialization, and to provide basic industrial management background for the student who may later decide to pursue a baccalaureate or higher degree in industrial management.

Associate of Science

Courses	Credit hrs.
ENG 101, 102 . . . . .	6
COM 101 . . . . .	3
MAT 102, 103 . . . . .	6
MAT 221 . . . . .	3
PHY 101, 102, 103 . . . . .	9
ECO 201 . . . . .	3
ACT 231, 232 . . . . .	6

Academic Affairs

CST 121 . . . . .	3
CST 211 . . . . .	4
ERG 101, 102 . . . . .	6
IMT 101 . . . . .	3
IMT 153 . . . . .	3
IMT 183 . . . . .	3
IMT 211 . . . . .	3
IMT 223 . . . . .	3
IMT 231, 232 . . . . .	6
IMT 243 . . . . .	3
IMT 272 . . . . .	3
Approved Electives . . . . .	21

97 hrs.

Motlow also offers a university parallel major with this emphasis. To make sure you are following the correct program, check with your advisor or see the industrial management emphasis in the university parallel major.

A one-year concentrated program leading to a certificate is also available in this area. Refer to the industrial management technology certificate program.

**MARKETING EMPHASIS**

This program is designed to prepare the student upon graduation for positions in buying, selling, transportation, and storage.

Associate of Science

Courses	Credit hrs.
ENG 101, 102 . . . . .	6
COM 101 . . . . .	3
MAT 221 . . . . .	3
ECO 201, 202, 203 . . . . .	9
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 251 . . . . .	3
BUS 271 . . . . .	3
BUS 281, 282 . . . . .	6
CST 121 . . . . .	3
IMT 183 . . . . .	3



**Academic Affairs**

MKT 102. . . . .	3
MKT 103. . . . .	3
MKT 202. . . . .	3
MKT 223. . . . .	3
MKT 231. . . . .	3
MKT 232. . . . .	3
MKT 233. . . . .	3
MKT 243. . . . .	3
Approved Electives . . . . .	15

96 hrs.

A one-year concentrated program leading to a certificate is also available in this area. Refer to the marketing technology certificate program.

**COMPUTER SCIENCE TECHNOLOGY MAJOR**

Motlow State Community College offers a computer science technology major with a business emphasis and a scientific emphasis. These two-year programs are for the student who does not intend to transfer to a four-year institution. Only the Associate of Science Degree is awarded.

**BUSINESS EMPHASIS**

The primary objective of the computer science program is the qualification of students for successful careers as programmers, systems analysts, or managers of computer centers. The business emphasis is for students interested in business data processing and computing.

**Associate of Science**

Courses	Credit hrs.
ENG 101, 102. . . . .	6
COM 101. . . . .	3
MAT 102, 103. . . . .	6
MAT 221. . . . .	3
ECO 201, 202, 203 . . . . .	9
ACT 231, 232, 233. . . . .	9
BUS 121 . . . . .	3
BUS 251 . . . . .	3
BUS 271, 272 . . . . .	6
CST 121 . . . . .	3

**Academic Affairs**

CST 131 . . . . .	3
CST 132 . . . . .	4
CST 133 . . . . .	4
CST 211, 212 . . . . .	8
CST 223 . . . . .	3
SST 221 . . . . .	3
Approved Electives . . . . .	20

96 hrs.

Motlow also offers a university parallel major with computer science emphasis. To make sure you are following the correct program, check with your advisor or see the computer science emphasis in the university parallel major.

**SCIENTIFIC EMPHASIS**

The primary objective of the computer science program is the qualification of students for successful careers as programmers, systems analysts, or managers of computer centers. The scientific emphasis is for students interested in scientific and engineering applications of the computer.

**Associate of Science**

Courses	Credit hrs.
ENG 101, 102. . . . .	6
COM 101. . . . .	3
MAT 111. . . . .	5
MAT 112. . . . .	5
MAT 113. . . . .	5
MAT 211, 212, 213. . . . .	15
MAT 221. . . . .	3
PHY 201, 202, 203. . . . .	12
CST 121 . . . . .	3
CST 131 . . . . .	3
CST 132 . . . . .	4
CST 133 . . . . .	4
CST 211, 212 . . . . .	8
CST 233 . . . . .	3
Approved Electives . . . . .	17

96 hrs.

CHE 101 is recommended as an elective.

Motlow also offers a university parallel major with computer science emphasis. To make sure you are following the correct program, check with your advisor or see the computer science emphasis in the university parallel major.

Academic Affairs

NURSING MAJOR

The philosophy of nursing education is to provide a sound educational program enabling selected individuals to perform safe patient-centered bedside nursing in accordance with current trends in medical practice. The objective is to assist the student in developing those technical and intellectual competencies which enable one to institute appropriate nursing intervention as a graduate nurse at staff level. Only the Associate of Science Degree is awarded.

The department of nursing functions within the general policies, purposes, and standards of Motlow State Community College. The curriculum is based on planned learning experiences organized around common nursing problems as well as the opportunities to develop understanding of and skills in communication and human relationships. All clinical periods are under the direct supervision of the college faculty who select, guide, and influence the learning experiences of the student. Laboratory facilities at area hospitals, Veterans Administration Hospital, Murfreesboro, and the various health agencies throughout the community are utilized.

Admission requirements are the same as any other program of study at the college. In addition, a Nursing Entrance Examination is required. Acceptance of each applicant will depend upon test scores, previous grades, age, health conditions, and letters of recommendation. Students who wish to transfer into the nursing program must have a five-year currency credit in nursing, biology, and nutrition courses. Acceptance to Motlow State Community College does not guarantee admittance to the nursing program -- nor does rejection from the nursing program nullify acceptance to the college.

A Nursing Application must be on file in the department of nursing by April 15 each year. One class is admitted annually in the fall quarter.

The student must submit evidence of good physical and mental health. A physical examination must be completed at the beginning of each school year. The cost of the uniforms, which must be purchased prior to the fall quarter, will be approximately \$65.00. Student nurse liability insurance will cost \$15.00 per year. Nursing Entrance Examination fee is \$10.00.

An over-all grade point average of 2.00 (C) must be achieved in all courses attempted. In addition, the student must make no grade less than "C" in any nursing, biology, or nutrition course attempted; and satisfactory performance in the clinical laboratory is required to be eligible for the succeeding nursing course.

The program is seven quarters in duration. The student is required to follow the prescribed pattern of nursing courses in the sequence described in the curriculum which follows.

Upon completion of the program, graduates who are eligible, based upon the Tennessee Board of Nursing criteria, may write the State Board Test Pool

Academic Affairs

Examination for licensure as a Registered Nurse.

This program is also offered at Middle Tennessee State University as a joint nursing program with Motlow State Community College.

ACCREDITATION: The department of nursing is accredited by the National League for Nursing and approved by the Tennessee Board of Nursing.

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	. 9
BIO 231 . . . . .	. 4
BIO 271, 272, 273 . . . . .	. 9
CHE 101 . . . . .	. 4
EDU 110 . . . . .	. 3
HED 221 . . . . .	. 4
POL 113 . . . . .	. 3
PSY 122, 123 . . . . .	. 6
SOC 211 . . . . .	. 3
SOC 213 . . . . .	. 3
SOC 220 . . . . .	. 3
NET 101, 102 . . . . .	. 11
NET 103, 104 . . . . .	. 14
NET 201 . . . . .	. 9
NET 202, 203 . . . . .	. 12
PED Activities . . . . .	. 3
Approved Electives . . . . .	. 6
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	106 hrs.

SECRETARIAL SCIENCE TECHNOLOGY MAJOR

Motlow State Community College offers a secretarial science technology major with a secretarial emphasis and a general clerical emphasis. A primary objective of the total program is to train students to perform successfully in the modern office. Graduates should be able to find numerous job opportunities including positions as secretaries, stenographers, filing clerks, receptionists, and typists. These two-year programs are for the student who does not intend to transfer to a four-year institution. Only the Associate of Science Degree is awarded.

Academic Affairs

GENERAL CLERICAL EMPHASIS

The general clerical emphasis is designed to develop proficiency in the skills of typewriting, office machines, and a wide variety of clerical duties not requiring shorthand.

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
COM 101 . . . . .	3
ECO 201, 202 . . . . .	6
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 222 . . . . .	3
BUS 251 . . . . .	3
BUS 261 . . . . .	3
BUS 271 . . . . .	3
CST 101 . . . . .	1
CST 121 . . . . .	3
PSY 121 . . . . .	3
*SST 101, 102, 103 . . . . .	9
SST 201 . . . . .	3
SST 213, 214, 215 . . . . .	9
SST 220 . . . . .	3
SST 221 . . . . .	3
Approved Electives . . . . .	14
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96 hrs.	

\*Students with one year of high school typewriting may be permitted to substitute elective hours for SST 101 and begin with SST 102. Students with two years of high school typewriting may be permitted to substitute elective hours for SST 102 and begin with SST 103.

A one-year concentrated program leading to a certificate is also available in this area. Refer to the general clerical technology certificate program.

Academic Affairs

SECRETARIAL EMPHASIS

The secretarial emphasis 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.

Associate of Science

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
COM 101 . . . . .	3
ECO 201, 202 . . . . .	6
ACT 231, 232 . . . . .	6
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 222 . . . . .	3
BUS 251 . . . . .	3
BUS 261 . . . . .	3
CST 101 . . . . .	1
CST 121 . . . . .	3
*SST 101, 102, 103 . . . . .	9
*SST 111, 112, 113 . . . . .	9
SST 211, 212 . . . . .	6
SST 213, 214, 215 . . . . .	9
SST 221 . . . . .	3
Approved Electives . . . . .	14
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96 hrs.	

SST 201 and SST 220 are recommended as electives.

\*Students with one year of high school typewriting or shorthand may be permitted to substitute elective hours for SST 101 or SST 111 and begin with SST 102 or SST 112 respectively. Students with two years of high school typewriting or shorthand may be permitted to substitute elective hours for SST 102 or SST 112 and begin with SST 103 or SST 113 respectively.

A one-year concentrated program leading to a certificate is also available in this area. Refer to the secretarial science technology certificate program.



Academic Affairs

**CERTIFICATE PROGRAMS**

The student who may be interested in a short-term program in a concentrated area is encouraged to consider the following certificate programs. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue.

**ACCOUNTING TECHNOLOGY**

Courses	Credit hrs.
ACT 231, 232, 233 . . . . .	.9
ACT 241, 242 . . . . .	.6
ACT 251, 252, 253 . . . . .	.9
ACT 261 . . . . .	.3
ACT 271 . . . . .	.3
ACT 281 . . . . .	.3
BUS 121 . . . . .	.3
BUS 124, 125 . . . . .	.6
CST 121 . . . . .	.3
CST 211 . . . . .	.4
BUS 253 . . . . .	.3
	52 hrs.

**GENERAL CLERICAL TECHNOLOGY**

Courses	Credit hrs.
ENG 101, 102 . . . . .	.6
ACT 231, 232 . . . . .	.6
BUS 121 . . . . .	.3
BUS 124, 125 . . . . .	.6
BUS 222 . . . . .	.3
BUS 251 . . . . .	.3
CST 121 . . . . .	.3
SST 101, 102, 103 . . . . .	.9
SST 213, 214, 215 . . . . .	.9
	48 hrs.

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**INDUSTRIAL MANAGEMENT TECHNOLOGY**

Courses	Credit hrs.
MAT 102, 103 . . . . .	.6
MAT 221 . . . . .	.3
ECO 201 . . . . .	.3
ACT 231 . . . . .	.3
CST 121 . . . . .	.3
ERG 101 . . . . .	.3
IMT 101 . . . . .	.3
IMT 153 . . . . .	.3
IMT 183 . . . . .	.3
IMT 211 . . . . .	.3
IMT 223 . . . . .	.3
IMT 231, 232 . . . . .	.6
IMT 243 . . . . .	.3
IMT 272 . . . . .	.3
	48 hrs.

**MARKETING TECHNOLOGY**

Courses	Credit hrs.
MAT 221 . . . . .	.3
ECO 201, 202, 203 . . . . .	.9
ACT 231, 232, 233 . . . . .	.9
BUS 121 . . . . .	.3
BUS 124, 125 . . . . .	.6
BUS 281, 282 . . . . .	.6
CST 121 . . . . .	.3
MKT 232 . . . . .	.3
MKT 233 . . . . .	.3
Approved Electives . . . . .	.6
	51 hrs.

**SALESMANSHIP TECHNOLOGY**

Courses	Credit hrs.
COM 101 . . . . .	.3
ACT 231, 232 . . . . .	.6

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BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 281, 282 . . . . .	6
MKT 102. . . . .	3
MKT 103. . . . .	3
MKT 223. . . . .	3
MKT 231. . . . .	3
Approved Electives . . . . .	12
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	48 hrs.

SECRETARIAL SCIENCE TECHNOLOGY

Courses	Credit hrs.
ENG 101, 102. . . . .	6
ACT 231. . . . .	3
BUS 121 . . . . .	3
BUS 124 . . . . .	3
BUS 222 . . . . .	3
BUS 251 . . . . .	3
SST 101, 102, 103 . . . . .	9
SST 111, 112, 113 . . . . .	9
SST 213, 214, 215 . . . . .	9
	<hr/>
	48 hrs.

WHOLESALE & RETAILING TECHNOLOGY

Courses	Credit hrs.
ECO 201, 202, 203 . . . . .	9
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 281, 282 . . . . .	6
MKT 202. . . . .	3
MKT 231. . . . .	3
MKT 243. . . . .	3
Approved Electives . . . . .	6
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	48 hrs.

Academic Affairs

EDUCATIONAL PROGRAMS  
IN COOPERATION WITH OTHER INSTITUTIONS

In a further effort to meet the needs of the citizens of its service area, Motlow State Community College is participating in cooperative programs with near-by four-year institutions. This coordinated effort between Motlow and the four-year institution will provide structure for certain programs beyond the first two years of study. Tennessee Technological University is working with Motlow in a cooperative consortium where employment is coordinated with formal study, and Middle Tennessee State University is working with Motlow to provide a Bachelor of Science Degree in Elementary Education and an Associate of Arts Degree in Law Enforcement.

COOPERATIVE CONSORTIUM

Tennessee Technological University

Motlow State Community College has a joint cooperative educational program with Tennessee Technological University which provides the opportunity for qualified students to obtain a superior education combined with practical experience in business, industry, and governmental agencies. Students accepted into this program will spend one complete academic year at Motlow State Community College followed by one summer at Tennessee Technological University in preparation for the cooperative educational experience. The student will then spend one year in a cooperative agency and return to Motlow State Community College to complete the requirements for the associate degree. Students desiring additional information on this program should contact the Director of the Division of Career Education.

ELEMENTARY EDUCATION PROGRAM

Bachelor of Science

Middle Tennessee State University

Middle Tennessee State University and Motlow State Community College have cooperated in designing a program of study for students who wish to complete a Bachelor of Science Degree in Elementary Education. Students wishing to complete a baccalaureate degree in elementary education may earn an Associate of Science Degree with a university parallel major at Motlow by taking the following courses:

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9
BIO 101, 102, 103 . . . . .	9
PHY 101, 102, 103 . . . . .	9

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HIS 211, 212, 213 . . . . .	9
PED Activities. . . . .	3
MAT 106. . . . .	5
GGY 101, 102, 103. . . . .	9
EDU 101, 110, PSY 211. . . . .	9
ENG 262. . . . .	3
COM 101. . . . .	3
HED 201, 203. . . . .	6
ART 101, 103. . . . .	6
MUS 242, 131, 132. . . . .	7

96 hrs.

Middle Tennessee State University will deliver the core education courses and other complimentary courses to Motlow on a regular and systematic basis. Additional courses in several areas of concentration will be offered with some regularity so that students in elementary education may take most third and fourth year courses at Motlow.

**LAW ENFORCEMENT PROGRAM**

Associate of Arts

Middle Tennessee State University

Middle Tennessee State University and Motlow State Community College have cooperated in designing a program of study for students who wish to complete an Associate of Arts Degree in Law Enforcement. The degree will be awarded by Middle Tennessee State University, but those wishing to pursue the law enforcement program make take most of the supporting courses from Motlow. The remaining courses will be brought to the Motlow campus by Middle Tennessee State University. The following courses offered at Motlow may be applied to the Associate of Arts in Law Enforcement:

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9
BIO 101, 102, 103, or . . . . .	9
PHY 101, 102, 103. . . . .	9
PED Activities. . . . .	6
POL 111, 112, 113. . . . .	9
POL 290. . . . .	3
SOC 211 and either SOC 212, 213, or 220 . . . . .	6
PSY 121, 122, 123, 221, 290 . . . . .	15

57 hrs.

Middle Tennessee State University will bring to Motlow on a regular and systematic basis the remaining courses, SOC 430, 454, PSY 412, and a sufficient number of criminal justice administration courses to complete the program.

Academic Affairs

**GRADUATION REQUIREMENTS**

To earn the Associate of Arts or the Associate of Science Degree at Motlow State Community College, students must do the following:

1. All students must complete curriculum requirements for the specific degree and major (and emphasis, if applicable) for the program selected. These items apply to all programs completed for a degree:
  - a. Not less than 96 quarter hours of credit.
  - b. A minimum of the final 36 quarter hours of course work completed in residence at Motlow State Community College with a grade point average of 2.00 ("C" average).
  - c. An overall grade point average of 2.00 ("C" average) for the degree program.
2. A Program of Study should be filed with advisors no later than February 15 by anyone who plans to receive a degree in June or August of that year.
3. An Intent to Graduate form should be filed with the Office of Admissions and Records no later than March 15 by anyone who plans to receive a degree in June or August of that year.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in June of each year. Students who complete requirements in August should plan to participate in graduation the preceding June.

Students are allowed to graduate by the requirements of the catalog under which they entered or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of graduation requirements.

**CERTIFICATE COMPLETION REQUIREMENTS**

Motlow State Community College awards a certificate in accounting technology, general clerical technology, industrial management technology, marketing technology, salesmanship technology, secretarial science technology, and wholesaling and retailing technology.

A student must complete the specific curriculum requirements for the certificate program selected and file a Program of Study with the advisor no later than February 15 if the program is to be completed in June or August



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of that year. An overall grade point average of 2.00 ("C" average) is required.

Anyone following a certificate program does not file an Intent to Graduate, does not pay a graduation fee, and does not participate in graduation exercises. For complete information, contact the Director of the Division of Career Education.

### ACADEMIC POLICIES

#### ACADEMIC SERVICES

**ACADEMIC ADVISEMENT.** Each student is assigned an academic advisor by the Office of Admissions and Records. If a student desires to change advisor, he should contact the Office of Admissions and Records. Academic advisors assist students in selecting proper courses, interpreting course requirements, and completing programs of study. Instructors maintain regularly scheduled office hours, and a student should call on the advisor any time to ask a question or seek advice.

**ACADEMIC PROGRAM OF STUDY.** The student's Program of Study should be completed during the fall quarter before anticipated graduation in June or August. The academic advisor will assist in preparing this form. The program will indicate the actual courses needed for graduation.

#### ACADEMIC STANDARDS

**STUDENT LOAD.** For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of 12 quarter hours credit. Sixteen to seventeen quarter hours credit is the normal load of a student per quarter. Eighteen quarter hours is the maximum load without permission of the Dean of Instruction.

**CLASSIFICATION.** For administrative purposes, a student is classified as a freshman until the completion of 42 quarter hours; after this time the student is classified as a sophomore. Those not accepted as degree students or certificate students are classified as special students.

**ATTENDANCE REGULATIONS.** Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments. An explanation of the cause

## Academic Affairs

of all absences should be given instructors. This should be presented in advance if possible.

**GRADING SYSTEM.** The following grading system is used at Motlow State Community College:

Grade		Quality 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
W	Withdrew
WP	Withdrew Passing
WF	Withdrew Failing
NC	No Credit
S	Satisfactory

The grade "I" indicates that the student has not completed all course requirements because of illness or other circumstances beyond his or her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the grade "I" unless extenuating circumstances noted above exist. An incomplete must be removed during the succeeding quarter, excluding summer. Otherwise, a grade of "F" is automatically entered.

The grade "S" is used only for reporting a non-credit community service (NCCS) course and indicates successful completion of that course and receipt of continuing education units.

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**RETENTION STANDARDS.** The minimum standard of achievement expected is 2.00 ("C" average). The 2.00 quality point average is required to achieve the associate degree. Any student on probation may be required to reduce his or her load, repeat certain courses, or change programs. Retention standards shall be in effect for all students who have attempted at least 10 quarter hours.

The table below is based on minimum standards and is designed to serve as a guide to students who fall below the 2.00 cumulative average.

Cumulative Hours Attempted	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	1.900-1.999	1.899 or less

Explanation of Table: The first column represents cumulative hours (total hours attempted less repeats) at Motlow 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. Probation automatically limits a student to 12 quarter hours for the succeeding quarter. The third column represents the grade point average below which a student will be suspended.

A full-time student will not be suspended at the end of any quarter during which he or she earns a 2.00 quality point average. Academic suspension prevents college attendance the succeeding quarter, excluding summers.

A student who is suspended for academic reasons may appeal his or her 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 through the Dean of Student Personnel Services and one to the Office of Admissions and Records.

**MID-QUARTER DEFICIENCY REPORTS.** Those students who have grades of less than "C" at mid-quarter, excluding the summer quarter, will receive mail notices indicating lack of satisfactory progress.

Academic Affairs

**AWARDS AND HONORS.** Students graduating with the following grade point averages will receive the corresponding honor designation 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 3.50-4.00 average for any quarter will be placed on the Dean's List for that quarter. Those who have a quarterly average of 3.00-3.49 will be placed on the Honor Roll for that quarter.

**HONORS PROGRAM.** Motlow State Community College has an honors program in selected disciplines to serve academically talented and highly motivated students. This program enables eligible students to pursue more extensive and/or intensive study in particular courses under the direction and guidance of a highly qualified member of the Motlow faculty. The following subjects are offered in the honors program: English, biology, physics, history, and psychology.

A student is eligible to apply after two quarters of work. He or she must have an overall grade point average of 3.00 and must have 3.50 in the division in which he or she chooses to work. The student must be in the program for at least three quarters and must maintain a 3.00 overall and a 3.50 in the honors discipline. The student will be dropped from the program if the grade point average falls below the minimum standards for two consecutive quarters.

A student must make application by letter to the appropriate division director indicating the discipline in which he or she wishes to work. Initial acceptance of a student into an honors program is made in writing to the student.

**CLASS SCHEDULE.** Motlow State Community College operates on the quarter system. There are four academic quarters, each lasting ten weeks: Fall, Winter, Spring, and Summer. The credit granted each course is generally determined by the number of hours a class meets each week. For example, if a class meets three hours a week, the credit is 3 quarter hours. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

Shortly before the beginning of each quarter, a class schedule is published. Courses in the schedule are listed by a discipline code, a course number,

### Academic Affairs

course title, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course. Attention to the symbols and abbreviations below may help in understanding class schedules as well as the catalog.

#### Discipline Codes

ACT	Accounting	GGY	Geography
ANT	Anthropology	HED	Health
ART	Art	HIS	History
AVI	Aerospace	IMT	Industrial Management
BIO	Biology	MAT	Mathematics
BNK	Banking	MKT	Marketing
BUS	Business	MST	Military Science
CHE	Chemistry	MUS	Music
COM	Communications	NET	Nursing
COP	Cooperative Education	PED	Physical Education
CST	Computer Science	PHY	Physics
ECO	Economics	POL	Political Science
EDU	Education	PSY	Psychology
ENG	English	SOC	Sociology
ERG	Engineering	SPA	Spanish
FRE	French	SST	Secretarial Science

Each course has a separate number. Students should attempt to identify the discipline code and course number when registering or when communicating with college personnel about a course.

**CLASSROOMS.** Classrooms are identified by number and a letter prefix. They may be located as follows:

- C Classroom Building
- L Library, a wing attached to the main Classroom Building
- M Gymnasium, located on the east side (Left side)
- P Gymnasium, located on the west side (Right side)
- T Technology wing of the Classroom Building (toward gymnasium)

All rooms on the first floor of the Classroom Building and Library are numbered 100's, and all rooms on the second floor are numbered 200's.

### Academic Affairs

**CLASS MEETING DAYS.** The days on which a class meets may be determined by the following symbols:

M	Monday
T	Tuesday
W	Wednesday
Th	Thursday
F	Friday
MW	Monday, Wednesday
MF	Monday, Friday
WF	Wednesday, Friday
MWF	Monday, Wednesday, Friday
MTThF	Monday, Tuesday, Thursday, Friday
TTh	Tuesday, Thursday
M-F	Monday through Friday
M-Th	Monday through Thursday
TBA	To Be Arranged

**CLASS CANCELLATION.** Any class listed in the schedule may be discontinued by the college. The right is reserved to cancel any class when the number enrolled is considered insufficient.





## DIVISION OF LIBERAL ARTS

The Division of Liberal Arts at Motlow State Community College includes all of the disciplines in the humanities, the natural and physical sciences, and the social sciences. Courses in these disciplines may be used in preparation for specialized programs or majors, in satisfying the general requirements for associate and bachelor degrees, or for acquiring a foundation for professional areas such as business, education, medicine, law, and other fields of endeavor. More specifically, the Division of Liberal Arts is concerned with responsible citizenship in a democratic society. The disciplines in the division are concerned with the development of communication skills, both oral and written; mathematical skills; an appreciation of the arts and music; an awareness of the scientific world around us; and a social awareness which should make every student an informed, participating community citizen and a more efficient individual. On the following pages are complete course descriptions for this division.



## Liberal Arts

### ANTHROPOLOGY

#### ANT 201 Physical Anthropology . . . . .3 Credits

This course is an introductory one designed to examine man's place in nature. Study will be made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variation, and heredity.

#### ANT 202 Cultural Anthropology . . . . .3 Credits

Study of man and his cultures. Survey will be made of cultural patterns of "Preliterate" societies, focusing upon such topics as cultural ecology, social evolution, social organization, religious behavior, etc.

#### ANT 203 Introduction to Archaeology . . . . .3 Credits

Examination of methods of collection and interpretation of archaeological materials emphasizing interrelationships of cultural, biological, and ecological data. Survey will be made of selected prehistoric societies of the new world. Prerequisite: ANT 202 or permission of the Director of Division of Liberal Arts.

### ART

#### ART 101 Art Appreciation . . . . .3 Credits

A survey of painting, drawing, and sculpture from the old stone age to contemporary times.

#### ART 103 School Art . . . . .3 Credits

Experience with two and three dimensional materials used in present-day elementary school art programs.

#### ART 111 Basic Design . . . . .3 Credits

A studio introduction to two dimensional techniques and principles. A laboratory course. (6 hours per week)

#### ART 112 Color and Design . . . . .3 Credits

A continuation of two dimensional techniques and principles with emphasis on color theory. A laboratory course. (6 hours per week) Prerequisite: ART 111 or permission of the Director of Division of Liberal Arts.

## Liberal Arts

**ART 113 Structure and Design . . . . .3 Credits**

A study of the principles and techniques of three dimensional design. A laboratory course. (6 hours per week) Prerequisite: ART 112 or permission of the Director of Division of Liberal Arts.

**ART 121 Drawing . . . . .3 Credits**

Introduces the procedures of freehand drawing. It is a course designed to teach visual perception and conception.

**ART 231 Introduction to Painting . . . . .3 Credits**

An introduction to the techniques and principles of oil painting. A laboratory course. (6 hours per week)

**ART 232 Painting . . . . .3 Credits**

A continuation of oil painting with emphasis on contemporary painting concepts. A laboratory course. (6 hours per week) Prerequisite: ART 231 or permission of the Director of Division of Liberal Arts.

**ART 241 Introduction to Ceramics . . . . .3 Credits**

An introduction to the techniques of making wheel and hand built pottery. Glazing and firing. A laboratory course. (6 hours per week)

**ART 242 Ceramics . . . . .3 Credits**

A continuation of 241 with emphasis on creative design of pottery and related forms. A laboratory course. (6 hours per week) Prerequisite: ART 241 or permission of the Director of Division of Liberal Arts.

**ART 243 Ceramics . . . . .3 Credits**

A continuation of creative design of pottery and related forms. A laboratory course. (6 hours per week) Prerequisite: ART 242 or permission of the Director of Division of Liberal Arts.

## BIOLOGY

**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, syn-

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theses, 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.

**BIO 102 Biological Science . . . . .3 Credits**

A course with emphasis on the animal kingdom. The material begins with the simplest organisms, single-celled protozoans, and proceeds through the complex vertebrates. Special emphasis is placed on systems of man.

**BIO 103 Biological Science . . . . .3 Credits**

A course with emphasis on the plant kingdom. The material begins with the simplest organisms, bacteria, and proceeds through the complex angiosperms.

**BIO 141 General Biology: Principles . . . . .4 Credits**

A principles course in biology dealing with the physical and chemical basis of life, with emphasis on cell processes, reproduction, and inheritance. (3 hours lecture-2 hours laboratory)

**BIO 142 General Biology: The Animal Kingdom . . . . .4 Credits**

The course emphasizes the major groups of the animal kingdom (Protozoa through Mammals) and their relationships. Additional emphasis is placed upon selected human organ systems and their functions. (3 hours lecture-2 hours laboratory)

**BIO 143 General Biology: The Plant Kingdom . . . . .4 Credits**

A survey of the plant kingdom emphasizing diversity, growth, and reproduction. The latter part of this course deals with evolution and environmental factors. (3 hour lecture-2 hours laboratory)

**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.

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### BIO 242 Genetics . . . . .4 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 Ecology . . . . .4 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.

### BIO 244 General Entomology . . . . .4 Credits

Introduction to study of insects; basic structure, development, economic importance, control methods, and classification of orders. Prerequisite: 8 hours of biology.

### BIO 271 Anatomy and Physiology . . . . .3 Credits

An introduction to cellular biology with emphasis on cell structure and function, cell reproduction and cellular metabolism. Skeletal, articular and muscular systems are studied, utilizing the cat as the laboratory animal. (2 hours lecture-2 hours laboratory)

### BIO 272 Anatomy and Physiology . . . . .3 Credits

Structure and function of the human body emphasizing endocrine, nervous, and circulatory systems. (2 hours lecture-2 hours laboratory) Prerequisite: BIO 271.

### BIO 273 Anatomy and Physiology . . . . .3 Credits

A continuation of BIO 272 with emphasis on the respiratory, digestive, and excretory and reproductive systems. (2 hours lecture-2 hours laboratory) Prerequisite: BIO 272.

## CHEMISTRY

### CHE 101 General Chemistry . . . . .4 Credits

A study of fundamental concepts of atoms and molecules, formula, and

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equation writing, quantitative relationships from formulas and equations, and the kinetic molecular theory. (3 hours lecture-2 hours laboratory)

### CHE 102 General Chemistry . . . . .4 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 Chemistry . . . . .4 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 Chemistry . . . . .4 Credits

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

### CHE 232 Organic Chemistry . . . . .4 Credits

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

### CHE 233 Organic Chemistry . . . . .4 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.

## COMMUNICATIONS

### COM 101 Fundamentals of Speech . . . . .3 Credits

A study of speech as an act of communication. The confidence and poise of the student before an audience and the ability to select, research, organize, write and present a subject orally are stressed. (formerly ENG 231)

### COM 102 Debate . . . . .3 Credits

Instruction and participation in argumentation, debate, original oratory



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and extemporaneous speaking. (Formerly ENG 251)

COM 103 Oral Reading . . . . .3 Credits

An introduction to the analysis of literature and the speech skills necessary in preparing and orally communicating literature to an audience. Prerequisite: COM 101 or permission of the Director of Division of Liberal Arts. (Formerly ENG 242)

COM 111 Survey of Mass Communications . . . . .3 Credits

Introduction to various media of mass communications: their historical developments, standard printed media, radio, television, and films: their roles and responsibilities: their impact on society and their possibilities for the future.

COM 112 Writing for Mass Media . . . . .3 Credits

Principles and practices of writing for major types of mass communication media. Emphasis on news. Prerequisites: ENG 101 and ENG 102.

COM 113 Introduction to Broadcasting . . . . .3 Credits

A survey of and introductory course to the field of broadcasting, including broadcasting history, development, organization, operations, and careers. Provides practical experience through laboratory study to tape recording, microphone techniques, and speaking for broadcasting. Prerequisite: COM 101.

COM 201 Public Speaking . . . . .3 Credits

Methods of practical application in the organization and presentation of classroom speeches with emphasis on special types of speaking: informative, persuasive, after-dinner, humorous, and acceptance. Analysis and criticism of speech structure and delivery are stressed. Prerequisite: COM 101 or permission of the Director of Division of Liberal Arts. (Formerly ENG 241)

COM 202 Children's Drama and Speech . . . . .3 Credits

A speech and drama program for children: story-telling, creative dramatics, chord speaking, puppetry, children's theater, classroom reports, and speeches. Especially recommended for elementary education majors. (Formerly ENG 261)

COM 203 Fundamentals of Play Production . . . . .3 Credits

A survey of and practice in all phases of play production including play

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choice, casting, directing, staging, make-up, costuming, lighting, and scenic design.

COM 204 Practicum in Mass Communications . . . . .3 Credits

Practical experience in a communications media selected according to the student's career goal. Student will perform various duties under the supervision of both media personnel and his college instructor. Prerequisites: COM 101, COM 111, COM 112.

EDUCATION

EDU 101 Introduction to Education . . . . .3 Credits

An introduction to education as an institution in American society. This course briefly traces the history of education to present philosophies and major problems. This course will also stress the function and responsibilities of teachers based on a general understanding of the school in society.

EDU 102 Introduction to Teaching Reading . . . . .3 Credits

A study of methods of teaching reading using basal texts, experience charts, audio-visual materials, and phonics.

EDU 103 Educational Media . . . . .3 Credits

This course is designed to assist teacher aides and the paraprofessionals to develop competencies in operating the most frequently used pieces of instructional hardware in the classroom. This will include hardware such as the tape recorder, motion picture projector, filmstrip projector, overhead projector, and other popular audio-visual equipment. The proper care and cleaning techniques will also be stressed.

EDU 110 Human Growth and Development . . . . .3 Credits

A course designed to explore the physical, psychological, and socio-cultural factors that influence the development of the individual. (Formerly PSY 103)

ENGLISH

ENG 101 English Composition . . . . .3 Credits

A study of basic language theory and of the smaller units of writing. Word

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usage and sentence structure are stressed.

ENG 102 English Composition . . . . . 3 Credits

A continuation of ENG 101 with emphasis on expository writing skills and the documented paper.

ENG 103 English Composition . . . . . 3 Credits

A continuation of ENG 102. Several types of literature are read and analyzed and short critical papers are written.

ENG 104 Technical Writing . . . . . 3 Credits

A specialized composition course designed to teach the principles of technical writing for informal and formal reports, mechanism description, process analyses, proposals, and research projects. Prerequisites: English 101, 102, or permission of the Director of Division of Liberal Arts.

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 205 Sophomore Literature I . . . . . 3 Credits

The literary heritage of the western world: Greek and Roman drama, epic, and poetry. Prerequisite: ENG 103.

ENG 206 Sophomore Literature II . . . . . 3 Credits

Representative works of the prose, poetry, and drama of England. Prerequisite: ENG 103.

ENG 207 Sophomore Literature III . . . . . 3 Credits

Representative works of the prose, poetry, and drama of America since

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1800. Prerequisite: ENG 103.

ENG 208 Bible as Literature . . . . . 3 Credits

Representative selections of the prose, poetry, and drama of the Bible. (This course does not satisfy the requirements for literature for the associate degrees.)

ENG 209 Ethnic Literature . . . . . 3 Credits

Reading and discussion of the literary forms and themes of various American ethnic writers. (This course does not satisfy the requirements for literature for the associate degrees.)

ENG 262 Children's Literature . . . . . 3 Credits

A survey of literature for children that considers history, important works and types, and criteria for assessing children's books. (This course does not satisfy the requirements for literature for the associate degrees.)

FRENCH

FRE 101 Beginning French . . . . . 3 Credits

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

FRE 102 Beginning French . . . . . 3 Credits

Continued study of elementary grammar, pronunciation, and graded reading texts. Introduction to elementary composition.

FRE 103 Beginning French . . . . . 3 Credits

Continued study of elementary grammar and graded reading texts, with increasing emphasis on pronunciation and composition.

FRE 201 Intermediate French . . . . . 3 Credits

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

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**FRE 202 Intermediate French . . . . .3 Credits**  
Grammar review, intermediate composition and conversation. Introduction to literary forms. A brief study of the French culture.

**FRE 203 Intermediate French . . . . .3 Credits**  
Further development in speaking, reading, and writing skills. Continued orientation to literature, with emphasis on selected novels.

### GEOGRAPHY

**GGY 101 Elements of Physical Geography . . . . .3 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 Geography . . . . .3 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 Director of Division of Liberal Arts.

**GGY 103 Elements of Physical Geography . . . . .3 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 Director of Division of Liberal Arts.

### HEALTH

**HED 201 Personal Health . . . . .3 Credits**  
A study of personal health problems of college men and women. Medical health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and families are studied.

**HED 202 Community Health . . . . .3 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. Sanita-

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tion in relation to food, sewage, water, air pollution, and insects.

**HED 203 First Aid and Safety . . . . .3 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.

**HED 221 Principles of Nutrition . . . . .4 Credits**  
Fundamental principles of nutrition with implications for and application to food selection for individuals of all ages.

### HISTORY

**HIS 111 World Civilization . . . . .3 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. (Formerly HIS 101)

**HIS 112 World Civilization . . . . .3 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. Recommended Prerequisite: HIS 111. (Formerly HIS 102)

**HIS 113 World Civilization . . . . .3 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. Recommended Prerequisite: HIS 112. (Formerly HIS 103)

**HIS 191 Blacks in America . . . . .3 Credits**  
This course covers the period from 1620 to 1850 and includes the development of slavery as an institution and explores the social attitudes behind this development.



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HIS 192 Blacks in America. . . . .3 Credits

This course covers the period 1850 to 1917 and considers the conditions presented by the end of slavery and the growth of segregation as a reaction to freedom for Negroes.

HIS 193 Blacks in America. . . . .3 Credits

This course covers the period 1917 to the present and emphasizes the creation and spread of Civil Rights groups, the non-violence movement, and the Civil Rights Revolution. The importance of Martin Luther King, Jr., as a national leader is dealt with.

HIS 211 United States History . . . . .3 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 the nineteenth century. (Formerly HIS 201)

HIS 212 United States History . . . . .3 Credits

A continuation of HIS 211, this course traces the political, economic, diplomatic, and social development from the disruption of the Union to the Progressive Period. Recommended Prerequisite: HIS 211. (Formerly HIS 202)

HIS 213 United States History . . . . .3 Credits

A continuation of HIS 211 and 212, this course traces the development from The Progressive Period 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. Recommended Prerequisite: HIS 212. (Formerly HIS 203)

MATHEMATICS

MAT 101 General Mathematics . . . . .3 Credits

Fundamental notions of logic, proof, sets, and set operations, the number systems, elementary study of relations and functions and their graphs, systems of linear equations, determinants, arithmetic and geometric progressions, compound interest and annuities. (Not permitted after MAT 111)

MAT 102 General Mathematics . . . . .3 Credits

Quadratic equations, linear and quadratic inequalities, linear programming,

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matrices, logarithms, statistical measures, permutations, combinations, and probability. (Not permitted after Math 112)

MAT 103 General Mathematics . . . . .3 Credits

Further study of algebraic relations and functions, trigonometric functions, right triangle, polar coordinates, introductory concepts of analytic geometry, introduction to limiting process, introduction to derivatives and integrals and their applications. (Not permitted after Math 113)

MAT 106 Fundamentals of Mathematics. . . . .5 Credits

Principles and applications of arithmetic, including fundamental operations on whole numbers, common and decimal fractions, signed numbers, radicals, per cent, ratio, sets, exponential forms, and introduction to solving linear equations. A developmental course. Does not generally satisfy mathematics requirement for either associate degree. (4 hours lecture-2 hours required laboratory)

MAT 109 Pre-Calculus Mathematics . . . . .5 Credits

A survey of algebra and trigonometry including equations, inequalities, relations, functions, systems of equations, logarithms, trigonometric functions of angles, right and oblique triangles, expansion and reduction formulas, trigonometric equations and identities.

MAT 110 Intermediate Algebra. . . . .5 Credits

Emphasis on the fundamentals of elementary algebra. Fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous linear equations, exponents and radicals, elements of quadratic equations. A developmental course for students weak in elementary algebra. Does not generally satisfy math requirements for either associate degree. (4 hours lecture-2 hours laboratory)

MAT 111 College Algebra . . . . .5 Credits

Complex number system, fundamental operations with polynomials, radical expressions and exponential forms, systems of linear, quadratic, and higher degree equations and inequalities, functions, relations, graphs, logarithms, and other selected topics. Not open to students who have completed Mathematics 101 and 102.

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- MAT 112 Plane Trigonometry** . . . . .5 Credits  
Study of trigonometric functions and their applications to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, complex numbers, polar coordinates, and logarithms.
- MAT 113 Analytic Geometry and Calculus** . . . . .5 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.
- MAT 211 Calculus** . . . . .5 Credits  
Anti-derivatives and the definite integral, with applications in computations of area, volume, arclength, work, and center of mass. Also logarithmic, exponential, trigonometric, and inverse trigonometric functions. Prerequisite: MAT 113.
- MAT 212 Calculus** . . . . .5 Credits  
Hyperbolic functions, formal integration, indeterminate forms, improper integrals, and Taylor's formula, infinite series. Prerequisite: MAT 221.
- MAT 213 Calculus** . . . . .5 Credits  
Partial derivatives, multiple integrals, and infinite series. Prerequisite: MAT 212.
- MAT 221 Elementary Mathematical Statistics** . . . . .3 Credits  
A study of elementary methods and techniques in collecting, presenting, and interpreting data, including combinations, permutations, and probability.
- MAT 273 Differential Equations** . . . . .3 Credits  
Ordinary differential equations with applications, numerical solutions, power series, and Laplace transforms. Prerequisite: MAT 213.

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MUSIC

- MUS 101 Music Theory and Harmony** . . . . .3 Credits  
Required for all music majors and suggested for anyone interested in how music is put together. Included are: ear training, sight-reading, major and minor fundamental structural harmony, keyboard experience, and elementary composition.
- MUS 102 Music Theory and Harmony** . . . . .3 Credits  
A continuation and extension of skills introduced in MUS 101. Prerequisite: MUS 101.
- MUS 103 Music Theory and Harmony** . . . . .3 Credits  
A continuation and extension of skills introduced in MUS 101 and 102. Prerequisite: MUS 102.
- MUS 201 Advanced Theory and Harmony** . . . . .3 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 103.
- MUS 202 Advanced Theory and Harmony** . . . . .3 Credits  
Involves chromatic and altered chords with two and three part forms. Ear training, sight-reading, analysis, and composition are continued. Prerequisite: MUS 201.
- MUS 203 Advanced Theory and Harmony** . . . . .3 Credits  
Extends harmony to modern techniques and melody to contemporary practices. Aural, compositional, and keyboard skills are continued. Prerequisite: MUS 202.
- MUS 241 Understanding Music** . . . . .3 Credits  
Understanding Music is a general appreciation course for music majors, designed to develop more sensitivity to what happens in all music. Recorded music, scores, and independent study are utilized to expose students to all styles of music from the Renaissance through Contemporary.
- MUS 242 Fundamentals of Elementary School Music** . . . . .3 Credits  
Fundamentals of Elementary School Music is designed for elementary

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teachers certification renewal and elementary pre-teaching requirements. Music fundamentals, notation, tonality, rhythm, intervals, form, music aesthetics in song materials, beginning skills in sight singing, classroom instruments and teaching skills for grades K-6 are studied from the viewpoint of the classroom teacher.

**MUS 243 Music in Contemporary Culture . . . . . 3 Credits**

Music in Contemporary Culture is the study of 20th century music and how it reflects the total cultural life of Americans. The evaluation of jazz, avant garde style, electronics, and the most current aspects of music are discussed. Listening, discussion films, articles, live concerts, and recording sessions are employed to maintain current relevance.

**MUS 244 Church Music . . . . . 3 Credits**

This course is designed for the church song leader, choir director, or minister of music. Music fundamentals, conducting, organizations of church music, and music materials are stressed. The student will study for the special needs of his church music program.

Applied Music

**Chorus . . . . . 2 Credits 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	2 Hours
MUS 112	2 Hours
MUS 113	2 Hours
MUS 211	2 Hours
MUS 212	2 Hours
MUS 213	2 Hours

**Instrumental Ensemble . . . . . 2 Credits Each**

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

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MUS 115	2 Hours
MUS 116	2 Hours
MUS 117	2 Hours
MUS 215	2 Hours
MUS 216	2 Hours
MUS 217	2 Hours

**Piano . . . . . 2 Credits Each**

Class piano is designed to begin at the level of each individual student and meet his needs. With facilities of the electronic piano lab, students may work on church music, classical music, pop music, or gain keyboard experience as an elementary education major. Learning to read music, playing by ear, reading chord symbols, improvising, and playing in ensemble are stressed. (No fee)

MUS 131	2 Hours
MUS 132	2 Hours
MUS 133	2 Hours

(These are to be taken in sequence.)

**Individual Piano . . . . . 1-2 Credits Each**

Individual Piano is private piano instruction adapted to individual needs and interests. It is required of all music majors. (Fee) One lesson weekly, regular fee; two lessons weekly, double fee, two credits.

MUS 231	1-2 Hours
MUS 232	1-2 Hours
MUS 233	1-2 Hours

(These are to be taken in sequence.)

**Voice . . . . . 2 Credits Each**

Class voice includes small vocal 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. (No fee)

MUS 121	2 Hours
MUS 122	2 Hours
MUS 123	2 Hours

(These are to be taken in sequence.)



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Individual Voice . . . . . 1-2 Credits 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) One lesson weekly, regular fee; two lessons weekly, double fee, two credits.

MUS 221	1-2 Hours
MUS 222	1-2 Hours
MUS 223	1-2 Hours

(These are to be taken in sequence.)

PHYSICAL EDUCATION AND RECREATION

All students in a university parallel, or transfer, program are required to take six nonrepeated quarters of physical education activity courses or any equivalent combination of physical education activity courses and military science. For equivalency purposes, one quarter of military science, regardless of the number of credits, is equivalent to one quarter of physical education activity. Activity 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 course or a military science course until he has successfully completed six nonrepeated quarters of any combination of these. Exceptions to this requirement may be made for active military service of at least one year.

PED 101 Badminton . . . . . 1 Credit  
A course designed to develop basic skills and understanding of badminton.

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PED 102 Volleyball . . . . . 1 Credit  
A course designed to develop basic skills and understanding of volleyball rules.

PED 103 Social Dance . . . . . 1 Credit  
Instruction and practice in the basic fundamentals of social dance. Special emphasis is on ballroom dancing with some instruction provided in current dancing.

PED 104 Football . . . . . 1 Credit  
A course designed to develop an understanding of the basic fundamental rules of touch football and flag football.

PED 106 Basketball . . . . . 1 Credit  
Instruction and practice in the basic fundamentals of basketball.

PED 107 Stunts and Tumbling . . . . . 1 Credit  
Instruction and practice in the basic fundamentals of stunts and tumbling on the mats, trampoline, and balance beam.

PED 108 Folk and Square Dance . . . . . 1 Credit  
First half of course provides for instruction and participation in folk dances of various countries. The last half of the course provides for instruction and participation in beginning square dancing.

PED 109 Archery . . . . . 1 Credit  
A beginning course which provides instruction and practice in the basic fundamentals of archery shooting.

PED 110 Golf . . . . . 1 Credit  
A beginning course that provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the quarter.

PED 111 Tennis . . . . . 1 Credit  
A beginning course that provides instruction and practice in the basic fundamentals of tennis.

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- PED 112 Softball . . . . . 1 Credit**  
A course designed to develop basic physical skills and understanding of softball rules.
- PED 113 Bowling . . . . . 1 Credit**  
A course designed to develop basic bowling skills and knowledge of how to participate in bowling activity. Student is responsible for transportation and lane fees.
- PED 114 Soccer . . . . . 1 Credit**  
A course designed to develop an understanding of basic rules and skills of soccer.
- PED 115 Weight Training for Men . . . . . 1 Credit**  
A course designed to increase physical strength, endurance, and large muscle development.
- PED 116 Body Building and Weight Lifting for Women . . . . . 1 Credit**  
A course designed for body building, and conditioning for women through the use of weights and a gym machine.
- PED 117 Speedball . . . . . 1 Credit**  
A course designed to develop basic physical skills and understanding of speedball rules.
- PED 118 Bicycling . . . . . 1 Credit**  
A course designed to develop basic skills and knowledge of bicycling. Short and long distance rides required each quarter. Student is responsible for own bicycle.
- PED 121 Conditioning Exercises . . . . . 1 Credit**  
This is a course of physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports.
- PED 122 Conditioning Exercises . . . . . 1 Credit**  
A continuation of PED 121.

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- PED 123 Conditioning Exercises . . . . . 1 Credit**  
A continuation of PED 122.
- PED 131 Adaptive Physical Education . . . . . 1 Credit**  
To develop the physically handicapped student physically, mentally and socially, through counseling and physical activities that will benefit the student in these areas.
- PED 132 Adaptive Physical Education . . . . . 1 Credit**  
A continuation of PED 131.
- PED 133 Adaptive Physical Education . . . . . 1 Credit**  
A continuation of PED 132.
- PED 134 Adaptive Physical Education . . . . . 1 Credit**  
A continuation of PED 133.
- PED 135 Adaptive Physical Education . . . . . 1 Credit**  
A continuation of PED 134.
- PED 136 Adaptive Physical Education . . . . . 1 Credit**  
A continuation of PED 135.
- PED 141 Varsity Athletics . . . . . 1 Credit**  
Students participating on the appropriate varsity athletic team will register for 'Varsity Athletics.' No student will be allowed to register without the approval of the varsity coach.
- PED 142 Varsity Athletics . . . . . 1 Credit**  
A continuation of PED 141.
- PED 151 Beginning Swimming . . . . . 1 Credit**  
The beginning course is to equip the individual with basic water safety skills and knowledge in order to make him or her reasonably safe while in, on, or about the water.
- PED 152 Intermediate Swimming . . . . . 1 Credit**  
The intermediate course in swimming is to provide the student with the opportunity to learn the elements of good swimming. These elements include four individualized strokes and some emphasis on safety and rescue techniques.

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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 and 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.

**PED 211 Recreational Leadership and Administration. . . . . 3 Credits**

A course dealing with planning and administering various recreational programs.

**PED 212 Outdoor Recreation Activities . . . . . 3 Credits**

A course concentrating on activities appropriate for recreational areas and camps.

**PED 221 Camping and Outdoor Living. . . . . 3 Credits**

A course dealing with recreational camping and outdoor living. Two camping trips are required per quarter.

**PED 222 Water Recreation and Safety . . . . . 3 Credits**

A course designed to teach the student how to organize and operate a safe outdoor water program.

Liberal Arts

PHYSICS

**PHY 101 Physical Science . . . . . 3 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. (Formerly PHY 106)

**PHY 102 Physical Science . . . . . 3 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. (Formerly PHY 105)

**PHY 103 Physical Science . . . . . 3 Credits**

An introductory course dealing with selected topics from ecology, meteorology and geology. This course is offered for college credit for non-science majors. (Formerly PHY 107)

**PHY 201 General Physics. . . . . 4 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 static 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 hours laboratory) Recommended prerequisites: MAT 103 or 113.

**PHY 202 General Physics. . . . . 4 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 Physics. . . . . 4 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.



Liberal Arts

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.
- POL 290 Public Administration. . . . .3 Credits**  
An introduction to the principles of public administration as they apply to all levels of government. Of value to students interested in government service, pre-law, economics, business, teaching, or a general education. Prerequisite: Nine hours of political science.

PSYCHOLOGY

- PSY 121 General Psychology . . . . .3 Credits**  
A course designed to introduce the student to factors in human interactions which contribute to, and inhibit understanding of self and others.
- PSY 122 General Psychology . . . . .3 Credits**  
This is an introductory course in psychology emphasizing methods of research findings and interpretation. Included will be behavioral inheritance, principles of learning, physiological and perceptual processes, and thinking. (Formerly PSY 101)
- PSY 123 General Psychology . . . . .3 Credits**  
A continuation of PSY 122 this course emphasizes measurement and testing, personality and behavior disorders, social psychology, motivation and emotion, and human development. Prerequisite: PSY 122 or permission of

Liberal Arts

the Director of Division of Liberal Arts. (Formerly PSY 102)

- PSY 211 Educational Psychology . . . . .3 Credits**  
An examination and application of psychological principles in classroom learning and teaching.
- PSY 212 Child Psychology . . . . .3 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. Prerequisites: PSY 122 and 123 or permission of the Director of Division of Liberal Arts.
- PSY 221 Introduction to Mental Health . . . . .3 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. Prerequisite: six hours of psychology.
- PSY 290 Abnormal Psychology. . . . .3 Credits**  
A study of the concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include neurosis, psychosis, personality disorders, and psychotherapy. Prerequisite: nine hours of psychology or permission of the Director of Division of Liberal Arts.

SOCIOLOGY

- SOC 211 Introduction to Sociology . . . . .3 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 Institutions . . . . .3 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 Director of Division of Liberal Arts.

Liberal Arts

SOC 213 Social Problems. . . . .3 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. Prerequisite: SOC 212 or permission of the Director of Division of Liberal Arts. (Formerly SOC 202)

SOC 220 Courtship, Marriage, and the Modern Family. . . . .3 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.

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

This is a continuation of the essentials of Spanish grammar with extension of oral and aural skills and reading concerning the culture of Mexico.

SPA 103 Beginning Spanish . . . . .3 Credits

Study of Spanish grammar continued with more intensive reading concerning the culture of Spain.

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

The course continues grammar review and reading with exercises for oral and writing skills combined with cultural material.

SPA 203 Intermediate Spanish . . . . .3 Credits

Emphasis is placed on readings of Spanish and Latin-American cultures with special selections from Spanish authors.

DIVISION OF CAREER EDUCATION

Motlow State Community College recognizes the need for individuals who are educated in the broad area of the technologies. It also realizes that persons must continue to acquire new competencies as the nation becomes more industrialized and new job classifications emerge requiring education at the college level.

To meet this need, the Division of Career Education offers a variety of courses and programs for the student who desires to seek employment at the end of one or two years as well as for the student who plans to transfer to a four-year institution.

There are two-year majors in aerospace technology, business technology, computer science technology, nursing, and secretarial science technology for the person who does not plan to obtain a degree from a four-year institution. Specific areas of emphasis within some of these degree programs provide additional direction toward career goals. In addition, there are seven one-year certificate programs for the student who desires to develop marketable skills in a shorter period of time. The division also offers many courses for the student who plans to follow the university parallel major and continue his or her training at a four-year university. Under this latter major, areas of emphasis can provide for a smoother transition to most higher level institutions. All of these programs have been presented earlier in this catalog, and on the following pages are the complete course descriptions.



Career Education

ACCOUNTING

- ACT 231 Principles of Accounting . . . . .3 Credits  
Basic principles of accounting, journals and ledgers, completion of the accounting cycle, summarizing and reporting, inventories, deferrals, and accruals.
- ACT 232 Principles of Accounting . . . . .3 Credits  
Accounting systems, payroll system, data processing, and special processes for partnerships and corporations involving organization and operation. Prerequisite: ACT 231.
- ACT 233 Principles of Accounting . . . . .3 Credits  
Control accounting, manufacturing cost systems, job order cost system, budgetary control, income tax accounting, and the preparation and analysis of financial statements. Prerequisite: ACT 232.
- ACT 241 Income Tax Accounting--Personal. . . . .3 Credits  
Federal income tax laws with emphasis on the preparation of returns for individuals.
- ACT 242 Income Tax Accounting--Business. . . . .3 Credits  
Federal income tax laws with emphasis on the preparation of returns for small businesses.
- ACT 251 Intermediate Accounting . . . . .3 Credits  
A review of fundamentals of accounting including cash-flow and funds-flow analysis, temporary investments, receivables, inventory cost, and valuation procedures. Prerequisite: ACT 233.
- ACT 252 Intermediate Accounting . . . . .3 Credits  
Continuation of review of fundamental processes in income tax allocation procedures, working capital forecasts, long-term investments, present-value concepts in asset, liability valuation. Prerequisite: ACT 251.
- ACT 253 Intermediate Accounting . . . . .3 Credits  
Financial statement analysis, use of comparative data, special ratios and measurements, financial statements adjusted for price-level changes, and latest CPA problems. Prerequisite: ACT 252.

Career Education

- ACT 261 Cost Accounting . . . . .3 Credits  
Study of the job-cost system and the flow of costs in accounting for materials, labor and overhead expenses, the control process, break-even analysis, comparative cost analysis, and other internal profit measurements. Prerequisite: ACT 233.
- ACT 271 Special Accounting Problems. . . . .3 Credits  
Contains cases which are especially designed for accounting students. All problems represent carefully selected business situations; students must decide on a course of action based on the factual data presented. Prerequisite: ACT 233.
- ACT 281 Auditing . . . . .3 Credits  
Auditing procedures with emphasis on areas of deviation from acceptable accounting principles and problems that an auditor encounters in preparing an audit report.

AEROSPACE TECHNOLOGY

- AVI 101 General Aeronautics . . . . .3 Credits  
History of aerospace, opportunities in the aerospace field, fundamentals of flight, air navigation, meteorology, and Federal Aviation Regulations. This course is open to all students who desire a general and practical knowledge of aviation.
- AVI 111 Flight Theory . . . . .3 Credits  
Aeronautics and the basic principles of flight. Analysis of the physics of flight including the application of basic aerodynamics to the wing and other airfoils. The analysis of lift, weight, drag, and thrust components relative to aircraft performance.
- AVI 112 Navigation . . . . .3 Credits  
A fundamental study of the techniques of aviation navigation with particular emphasis on D/R and Radio Navigation techniques.
- AVI 113 Aviation Regulations . . . . .3 Credits  
A study of Federal and International laws that govern aviation operations. Source of those laws, enforcement, and purpose. The study places



## Career Education

emphasis on laws or regulations concerning airmen, aircraft, air agencies, air operation, air traffic control, and flying safety.

### **AVI 123 Aviation Weather . . . . . 3 Credits**

Weather and its influence on aerospace operations. Provides a basic understanding of the atmosphere, measurement of meteorological elements, and effects of these on air operations in the lower atmosphere.

### **AVI 201 Flight Instruction I . . . . . 3 Credits**

Flight instruction and discussion to provide the student with an opportunity to become familiar with the airplane and to apply much of the material covered in other courses. Prerequisite: Permission of the Director of Division of Career Education.

### **AVI 202 Flight Instruction II . . . . . 3 Credits**

A continuation of AVI 201 with emphasis on more advanced flight and technical instruction. Prerequisite: AVI 201.

### **AVI 203 Flight Instruction III . . . . . 3 Credits**

A continuation of Flight Instruction II with emphasis on more advanced flight and technical instruction. Prerequisite: AVI 202.

### **AVI 211 Ground Safety . . . . . 3 Credits**

This is a sequential and interrelated course which emphasizes the respect and the precautions peculiar to the aviation profession for the safe ground operations of both personnel and equipment.

### **AVI 212 Flight Safety . . . . . 3 Credits**

This is a sequential and interrelated course which emphasizes the mandatory nature of inflight safety rules and procedures which must be performed correctly by all rated aviation personnel. The learner will be able to demonstrate proof of knowledge and proficiency in performance as a result of taking this course.

### **AVI 231 Instrument Flight . . . . . 3 Credits**

Instruments, FAA regulations, ATC procedures, radio, navigation, meteorology, and aircraft operation and performance as applied to instrument flying and flight planning. Prerequisite: AVI 112 or permission of the Director of Division of Career Education.

## Career Education

### **BANKING AND FINANCE**

#### **BNK 111 Principles of Bank Operation . . . . . 3 Credits**

This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

#### **BNK 112 Bank Letters and Reports . . . . . 3 Credits**

This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters.

#### **BNK 113 Trust Functions and Services . . . . . 3 Credits**

This course presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

#### **BNK 122 Money and Banking . . . . . 3 Credits**

This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

#### **BNK 123 Bank Management . . . . . 3 Credits**

This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, the text introduces the use of cases as a new element.

Career Education

**BNK 132 Bank Investments . . . . .3 Credits**

Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

**BNK 133 Savings and Time Deposit Banking . . . . .3 Credits**

This course reflects a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

**BNK 211 Federal Reserve System . . . . .3 Credits**

The fiscal operations system of the United States is the focal point of this course. The Federal Reserve System, its history and changes, are explored. The position of this system within the overall financial structure of the nation is observed.

**BNK 212 Bank Public Relations and Marketing . . . . .3 Credits**

This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank relations and marketing.

**BNK 213 Installment Credit . . . . .3 Credits**

In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

Career Education

**BNK 222 Analyzing Financial Statements . . . . .3 Credits**

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

**BNK 232 Credit Administration . . . . .3 Credits**

This course, directed toward the executive level, concerns itself partly with a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans are discussed.

**BNK 242 Home Mortgage Lending . . . . .3 Credits**

This course approaches the subject from the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market is presented first, then the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage loan office in overall portfolio management.

**BNK 243 International Banking . . . . .3 Credits**

The text is an introduction to a vast field for those working in international departments, as well as for those involved in the domestic activities of their banks. The essential objective of this course is to present the basic framework and fundamentals of international banking, how money is transferred from one country to another, how trade is financed, what the international agencies are and how they supplement the work of commercial banks, and how money is changed from one currency to another.

**BNK 263 Management of Commercial Bank Funds . . . . .3 Credits**

This course concerns the source and use of funds and the impact on society of the commercial bank as an institution. In addition, the course covers an analysis of money and capital markets. Planning for funds management in different sizes of banks is stressed.

Career Education

BNK 273 Financial Management . . . . .3 Credits  
Study of the various areas of corporate finance, including: the function and scope of finance, financial analysis, capital budgeting, financial structure, cost of capital, major sources of financing, dividend considerations, and other topics.

BNK 283 Law and Banking . . . . .3 Credits  
This course is an introductory treatment of the banking laws of this country. Topics covered include many legal facets of banking, including definitions of terms based on precedent. The Uniform Commercial Code and its banking applications are stressed.

BUSINESS

BUS 121 Introduction to Business . . . . .3 Credits  
An introductory survey course to provide the student with an understanding of the whole area of business including business ownership and organization and the major business activities of management, marketing, personnel, production, finance, and data processing.

BUS 124 Business Mathematics . . . . .3 Credits  
An intensive review of the fundamental operations of math as applied to business, including fractions, decimals, basic algebra, percentages, valuation of assets, simple interest, discounts, markup, and depreciation.

BUS 125 Business Mathematics . . . . .3 Credits  
A study of business ownership, earnings distribution, payrolls, different taxes, real estate and securities investments, stocks and bonds, annuities, compound interest, insurance, statement analysis, elementary statistics, and graphs.

BUS 222 Business Communications . . . . .3 Credits  
A study of the principles, practices, and mechanics of all types of business letters, including the following types: employment application, sales, credit, collection, adjustment, goodwill, inquiry, acknowledgements, orders and announcements. Emphasis on oral communication, including effective dictation practices and equipment. Review of grammar, spelling, and punctuation. Prerequisite: ENG 101. Proficiency in typewriting is not required.

Career Education

BUS 251 Business Machines . . . . .3 Credits  
A course designed for students to develop skill using the touch method on the ten-key adding machine, the printing calculator, and the electronic display calculator with business applications on each machine. Emphasis on speed and accuracy.

BUS 253 Business Finance . . . . .3 Credits  
A study of how a business anticipates financial needs, acquires financial resources, and allocates funds within the business. Topics covered will include analysis of financial reports, financial ratios, financial planning, cost of capital, short, intermediate, and long term sources of financing, internal financing, capital allocation, selection of investments, growth finances, bond market, and stock market. Prerequisite: ACT 231.

BUS 261 Introduction to Business Law I . . . . .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 Director of Division of Career Education.

BUS 262 Introduction to Business Law II . . . . .3 Credits  
A continuation of BUS 261 emphasizing negotiable instruments, secured transactions, business organizations, documents of title, and insurance together with a more in-depth study of contracts, sales, property, agency and bankruptcy.

BUS 271 Business Organization and Management . . . . .3 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 Director of Division of Career Education.

BUS 272 Business Organization and Management . . . . .3 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 Director of Division of Career Education.

BUS 281 Marketing . . . . .3 Credits  
A study of the business system including the functions that have to do



Career Education

with the distribution of the marketable goods from the producer to the consumer.

BUS 282 Principles of Marketing . . . . . 3 Credits

A study of marketing channels, price policies and practices, non-price competition, the marketing of industrial goods, and marketing research as they relate to the distribution of goods.

COMPUTER SCIENCE

CST 101 Introduction to Punched Card Machines. . . . . 1 Credit

A course to introduce the student to machines used to manipulate the 80 column punched card. The student will receive instruction and practice on the Key punch, Sorter, Verifier, and Interpreter. One hour class plus one laboratory period.

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, flow charting, and programming concepts.

CST 131 Flowcharting and Programming Logic . . . . . 3 Credits

This course will introduce the student to the techniques of computer problem solving. The scope of this course will be broad enough to encompass analysis, flowcharting, and developing programming logic for problems in business and scientific areas.

CST 132 FORTRAN Programming . . . . . 4 Credits

A basic course in scientifically oriented FORTRAN (formula translation) programming language. (3 hours lecture-3 hours laboratory)

CST 133 Symbolic Language Programming . . . . . 4 Credits

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

Career Education

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)

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. Prerequisite: 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)

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) Prerequisites: CST 123 and MAT 211.

COOPERATIVE EDUCATION

COP 201 Cooperative Practicum . . . . . 2 Credits

Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

COP 202 Cooperative Practicum . . . . . 2 Credits

Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

COP 203 Cooperative Practicum . . . . . 2 Credits

Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

Career Education

ECONOMICS

ECO 201 Principles of Economics . . . . .3 Credits

An introduction to mixed-capitalistic economic systems. Emphasis will be placed on laying a firm foundation of economic principles. Areas covered are demand and supply, production possibilities, various cost concepts, economic rule of government, aggregate problems of recession and inflation, and some market structure analysis. The approach will use relevant and stimulating contemporary problems to provide a real-world foundation to enhance motivation and retention.

ECO 202 Principles of Economics . . . . .3 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 Director of Division of Career Education.

ECO 203 Principles of Economics . . . . .3 Credits

Emphasis will be placed on examining aggregate economics performance, theories, and problems. The areas covered will be national income accounting, income determination, the money and banking system, monetary and fiscal policy, aggregate economic problems, international trade and economic development. Prerequisite: ECO 202 or permission of the Director of Division of Career Education.

ECO 263 Economic Issues and Policies . . . . .3 Credits

The purpose of this course will be to introduce students to the economic issues and policies of our nation's economy. The scope of the course will be broad enough to encompass contemporary economic problems including recession and unemployment, inflation, economic growth and the environment, the modern corporation, competition, monopoly, unions, international trade and development, and comparative economic systems. Prerequisite: ECO 202. ECO 263 can be taken concurrently with ECO 203.

Career Education

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, graphical presentation. (1 hour lecture-4 hours laboratory)

ERG 102 Engineering Graphics II . . . . .3 Credits

Continuation of Graphics I into design, detail and assembly drawings, fundamentals of perspective, fundamentals of descriptive geometry, graphical analysis. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 101 or 2 years high school drafting and permission of the Director of Division of Career Education.

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 121 Introduction to Technology . . . . .2 Credits

Introduction to the college and to technical professions, problem solving techniques, lab reports, slide rule, and calculator. (1 hour lecture-2 hours laboratory)

ERG 152 Blueprint Reading . . . . .3 Credits

This course includes fundamental blueprint reading as related to architecture and building construction.

ERG 242 Architectural Design and Drafting . . . . .3 Credits

An introductory course in the design of small structures including residential. Compliance with Federal and local building codes, material quantity estimates, and cost estimates. Course stresses architectural standards of drafting and detail design. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 101 or permission of the Director of Division of Career Education.

ERG 243 Architectural Design and Drafting . . . . .3 Credits

A continuation of ERG 242. Emphasis on the application of design and drafting procedures and techniques to practical architectural problems. Students will complete working plans for a residential structure and make material, quantity, and cost estimates. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 242.

Career Education

ERG 252 Statics . . . . .3 Credits

A study of forces, movements, vector quantities, static equilibrium with application to structures, friction, center of gravity, second movements. 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. Prerequisite: ERG 252.

ERG 261 Elementary Surveying . . . . .3 Credits

The theory and use of basic surveying instruments, accuracy, probability of error, computation and drafting techniques. Prerequisites: ERG 101, MAT 112 or MAT 103 or permission of the Director of Division of Career Education.

INDUSTRIAL MANAGEMENT

IMT 101 Elements of Industrial Management. . . . .3 Credits

A foundation course introducing the organization and basic principles of management as found in modern industry. The course will include trips to industries, practical problems, and the introduction to modern management.

IMT 153 Industrial Safety . . . . .3 Credits

Control of industrial hazards through safe-guarding machinery and processes; mechanical guards, remote controls, nature and analysis of accidents, and control of accidents. Emphasis on latest Federal laws.

IMT 183 Principles of Supervision . . . . .3 Credits

Managing yourself, management of people at work, the planning, direction, and control of human resources in industrial plants.

IMT 211 Motion and Time Study . . . . .3 Credits

Methods and techniques in motion and time study analysis, efficiency, labor saving devices, and work simplification.

IMT 223 Quality Control . . . . .3 Credits

A simplified but valid coverage of product quality control and reliability

Career Education

which covers sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. MAT 221 is recommended.

IMT 231 Production and Cost Control I . . . . .3 Credits

Production control fundamentals, emphasizing job lot or order control methods. Includes planning, routing, scheduling, dispatching, and follow-up.

IMT 232 Production and Cost Control II. . . . .3 Credits

A continuation of IMT 231 to study production control in continuous manufacturing or flow control, and the planning and control of large production or engineering projects.

IMT 243 Plant Layout. . . . .3 Credits

Principles of plant layout, process, charts, aids for effective layout, and includes lab project to utilize knowledge of all IMT courses studied. Prerequisite: ERG 101.

IMT 272 Labor Relations. . . . .3 Credits

An analysis of the major problems in labor relations, labor union history and operation, industrial and labor legislations, collective bargaining, the rights and responsibilities of employers and employees.

MARKETING

MKT 102 Salesmanship . . . . .3 Credits

A presentation of salesmanship in its broad sense including the basic principles necessary for selling. Course will include actual projects in selling.

MKT 103 Public Relations . . . . .3 Credits

A study of the role of public relations in business, an analysis of public opinion including the techniques of planning, research, and communication to earn acceptance and support of employees, customers, stockholders, and the community.

MKT 202 Principles of Wholesaling and Retailing . . . . .3 Credits

A study of the principles and functions of wholesaling and retailing from the manufacturer to the consumer. The movement of consumer goods



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from source to user is related to the marketing functions involved. Prerequisite: BUS 281.

**MKT 222 Sales Training** . . . . .3 Credits

A course designed to acquaint the student with the attitudes and philosophies of sales management. Course includes planning, performance, and evaluation of sales people and the sales organization.

**MKT 223 Sales Management** . . . . .3 Credits

A presentation of principles, policies and organization structure of sales management. Course includes planning, performance, and evaluation of sales people and the sales organization.

**MKT 231 Principles of Advertising** . . . . .3 Credits

A study of the techniques and methods of advertising, its planning, creation, and use in the retail field.

**MKT 232 Marketing Management** . . . . .3 Credits

Concerns the role of the marketing manager with respect to policy decisions on product development, merchandising, distribution, and promotion. Prerequisite: BUS 281.

**MKT 233 Marketing Research** . . . . .3 Credits

To develop an understanding of information systems techniques, and their application to marketing. Study of problem definitions, research, data evaluation, estimation, and solution techniques. Prerequisites: BUS 281, MAT 221.

**MKT 243 Purchasing** . . . . .3 Credits

An up-to-date study of the principles and methods of merchandise selection, what to buy, when to buy, where to buy, and how to buy.

## MILITARY SCIENCE

**MST 101 Military Science** . . . . .1 Credit

American Military History: Historical growth and development of the Army through the Civil War; principles of war, and evolution of warfare. Leadership development: Significance of military courtesy and discipline and

## Career Education

practical exercises in leadership development and rifle marksmanship. Average one hour of classwork and one hour of leadership laboratory per week.

**MST 102 Military Science** . . . . .1 Credit

American Military History: Historical growth and development of the Army from the Civil War to the present, principles of war, and evolution of warfare. Leadership Development: Significance of military courtesy and discipline, customs and traditions of the service, military as a profession, and practical exercises in leadership development. Average one hour of class work and one hour of leadership laboratory per week. Prerequisite: None.

**MST 103 Military Science** . . . . .1 Credit

American Military History: Historical growth and development of the Army from World War II to the present, principles of war, and evolution of warfare. Leadership Development: Practical exercises in leadership development with the emphasis on individual skills.

**MST 201 Military Science** . . . . .2 Credits

U.S. Defense Establishment: Organization of the Army and R.O.T.C. national security, and development of American military thought. Leadership Development: Functions, duties, and responsibilities of junior leaders, and the development of leadership potential and confidence through practical exercises. Average two hours of class work and one hour of leadership laboratory per week. Prerequisites: MST 101 and 102 or permission of the Director of Division of Career Education.

**MST 202 Military Science** . . . . .2 Credits

Introduction to Tactics and Operations: Mission, organization, and composition of basic military teams, principles of offensive and defensive combat stressing firepower, movement and communications at the squad level, introduction to troop leading procedures, and application of basic principles of map and aerial photograph reading. Leadership Development: functions, duties, and responsibilities of junior leaders and the development of leadership potential through practical exercise, and discussion of the R.O.T.C. Advanced Course. Average two hours of class work and one hour of leadership laboratory per week. Prerequisites: MST 101 and 102 or permission of the Director of Division of Career Education. (MST 201 is not a prerequisite.)

Career Education

**MST 203 Military Science . . . . . 2 Credits**

Introduction to troop leading procedures at company level and application of basic principles of map and aerial photograph reading. Leadership Development: Same as MST 201. Prerequisites: 101, 102, and 103 or permission of the Director of Division of Career Education.

**NURSING**

**NET 101 Fundamentals of Nursing I . . . . . 5 Credits**

Emphasis is placed on medical asepsis, body mechanics, and daily hygienic care. The course includes socioeconomic factors, diet, and pharmacology concepts as applied to patient care. Basic community health resources are considered. Appropriate clinical facilities will be utilized for laboratory experiences. (3 hours lecture-6 hours laboratory)

**NET 102 Fundamentals of Nursing II. . . . . 6 Credits**

A continuation of NET 101. Study and guided learning experience in the basic nursing principles and skills. (3 hours lecture-9 hours laboratory) Prerequisite: NET 101.

**NET 103 Medical-Surgical Nursing I. . . . . 6 Credits**

Theory and clinical practice emphasize the patient-centered problem-solving approach in assisting the individual to attain and/or maintain homeostasis. Concepts of emergency and disaster nursing, civil defense, community services, and legal aspects of nursing care are further developed. Sequence of content based on material covered the previous quarters in anatomy and physiology. (3 hours lecture-9 hours laboratory) Prerequisite: NET 102.

**NET 104 Medical-Surgical Nursing II . . . . . 8 Credits**

Advanced theory with a sequence of planned experiences designed to further develop knowledge and skills in the nursing care of patients with a complexity of problems. Emphasis is given to the recognition of psychosocial needs. (4 hours lecture-12 hours laboratory) Prerequisite: NET 103.

**NET 201 Psychiatric Nursing . . . . . 9 Credits**

Designed to give the student a better understanding of self, the behavior of the normal individual, and the deviations which may occur in mental illness. Emphasis is placed on the principles and techniques of psychiatric

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nursing as well as the therapeutic use of groups. Psychological aspects of emergency nursing and legal implications in the care of the emotionally ill are integrated. Carefully selected experiences in a psychiatric setting are planned to provide increased skill in the problem-solving approach to patient-family-community centered nursing. (5 hours lecture-12 hours laboratory) Prerequisite: NET 104.

**NET 202 Maternal-Child Health I . . . . . 6 Credits**

A course in the principles of care for the mother and the newborn in relation to the total family unit. The physiological and psychological concepts are covered from the time of conception through the antepartal, intrapartal, and postpartal periods. The concepts in the development of the fetus and the immediate care of the newborn are incorporated. (3 hours lecture-9 hours laboratory) Prerequisite: NET 201.

**NET 203 Maternal-Child Health II. . . . . 6 Credits**

A course in the principles of care for the child as part of a family unit and as a member of the community. Concepts of normal growth and development are incorporated as they affect the common health problems of the child from infancy through adolescence. Experiences are provided in the nursery school, in classes for handicapped children and in the hospital pediatric unit. (3 hours lecture-9 hours laboratory) Prerequisite: NET 202.

**REAL ESTATE**

**RES 201 Real Estate Principles I. . . . . 3 Credits**

This course covers the basic laws and principles of Tennessee Real Estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. Will be of assistance to those preparing for the real estate salesman license examination.

**RES 202 Real Estate Principles II . . . . . 3 Credits**

A continuation of RES 201 with additional emphasis on basic laws and principles of Tennessee Real Estate. Will be of assistance to those preparing for the real estate salesman license examination.

**RES 211 Legal Aspects of Real Estate I . . . . . 3 Credits**

This course is a study of Tennessee Real Estate Law, including rights

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incident to property ownerships and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of a broker's examination.

RES 212 Legal Aspects of Real Estate II. . . . .3 Credits

A continuation of RES 211 with additional emphasis on Tennessee Real Estate Law. Applies toward educational requirement of a broker's examination.

RES 223 Real Estate Appraisal . . . . .3 Credits

This is an introductory course covering the purpose of appraisals, the appraisals process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property.

RES 243 Real Estate Finance . . . . .3 Credits

This course is an examination and analysis of the principles and methods of financing real estate; sources of funds (including FHA and VA types); types and contents of financing instruments, and role of various financing institutions, both private and governmental.

SECRETARIAL SCIENCE

SST 101 Beginning Typewriting . . . . .3 Credits

Development of techniques in touch typewriting and the introduction of keyboard and machine parts. Emphasis on speed building and the typing of memos, personal and business letters, centering, 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 tabulations, manuscripts, and business correspondence. (5 hours per week-lecture and laboratory) Prerequisite: SST 101 or equivalent.

SST 103 Advanced Typewriting . . . . .3 Credits

Continued emphasis on speed and accuracy building along with production

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speed building. All kinds of typed correspondence studied will be reviewed and business forms will be introduced. (5 hours per week-lecture and laboratory) Prerequisite: SST 102 or equivalent.

SST 111 Beginning Shorthand. . . . .3 Credits

Theory of Gregg Shorthand, Diamond Jubilee Series; emphasis on reading and writing shorthand from textbook, homework notes, and dictation. Development of dictation and longhand transcription abilities. (5 hours per week)

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. Prerequisite: SST 111 or equivalent.

SST 113 Advanced Shorthand. . . . .3 Credits

Continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. Prerequisite: SST 112 or equivalent.

SST 201 Technical Typewriting. . . . .3 Credits

Continuation of speed building, accuracy building, and production speed building with emphasis on more complex manuscripts, business correspondence, tables, business forms, executive, and legal typing. It is recommended that students complete one year of college typewriting before taking this course. (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. Prerequisite: SST 113.

SST 212 Advanced Shorthand and Transcription . . . . .3 Credits

Continued emphasis on dictation and transcription skills necessary to meet occupational standards. Prerequisite: SST 211.

SST 213 Office Procedures. . . . .3 Credits

Introduction to the duties of the clerical and secretarial worker. General



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areas are emphasized: Appearance, grooming, office etiquette, and human relations. Office procedures studied include mailing procedures, telephone techniques, use of communication services, office equipment and supplies, and other frequently performed office duties.

### **SST 214 Office Procedures. . . . . 3 Credits**

Includes units of special areas of office work such as filing, legal and financial aspects, 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 typewriter, spirit duplicator, mimeograph, mimeoscope, transcribing machines, and the preparation of masters for duplication.

### **SST 220 Office Simulation. . . . . 3 Credits**

Course provides a realistic office-like situation for training students to become office personnel, using previously acquired office skills. Students assume various office positions and activities include the normal day-by-day business activities with emphasis on decision making and supervisory skills, job priorities, time management, and accuracy in work. (5 hours per week) Prerequisites: BUS 251, SST 102 (or equivalent), SST 213 and 214. Sophomore only or by permission of the Director of Division of Career Education.

### **SST 221 Records Management . . . . . 3 Credits**

Course emphasizes the importance of records control and includes rules for alphabetic, geographic, numeric, and subject filing. Course also analyzes the records management field, equipment, supplies, procedures, and systems. Practical application provided through practice set.

## DIVISION OF CONTINUING EDUCATION AND EVENING INSTRUCTION

Motlow State Community College is dedicated to the philosophy that education should not terminate with adulthood but should continue throughout all phases of life. To this end, the Division of Continuing Education and Evening Instruction offers a wide variety of courses and special programs at locations and at times convenient for students, both on and off campus, day and evening. Individuals or groups who desire a course or special program should make their interest known to the Director of Continuing Education and Evening Instruction.

The Continuing Education Unit (CEU) is awarded upon successful completion of many special interest courses. The CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." Many organizations and professions are now requiring adults to continue their education, and the CEU is an effort to provide a standard unit of measurement so that organizations and professions may grant the proper recognition to their constituents for having participated in continuing education programs. These units are recorded on a permanent record. A transcript of a student's CEU record may be obtained by contacting the Office of Admissions and Records.



**REGULAR NON-CREDIT COURSES.** A wide variety of non-credit courses are offered each quarter for persons who wish to meet requirements for job improvement, improve their personal efficiency, enrich their cultural lives, or enhance their enjoyment of recreational and leisure time. The following are a sample of offerings accompanied by course descriptions for a few: Aging in America, Ballroom Dancing, Boating Safety, Defensive Driving, General Education Development Preparation (a course that develops those areas covered by the G.E.D. test sections), Guitar, Macrame, Personal Typewriting, Real Estate Fundamentals, Rebels and Redcoats, Sewing, and Sketching.

#### **BASIC INVESTING**

Learn about various types of securities, how they are bought and sold, what the role of the broker is, how to read financial reports, tax shelters and options, and much more.

#### **CAKE DECORATING**

The "Wilton Method" is used, and the student will proceed from simple techniques such as star borders to more difficult items as a full-bloom American Beauty Rose.

#### **COLLEGE SURVIVAL**

A course designed to help the student improve competency in study skills, including preparation for exams, use of the library, and taking notes on lectures and reading assignments.

#### **PHYSICAL ASSESSMENT**

An introductory course in history-taking and physical assessment skills for practicing registered nurses.

#### **QUILTING**

The step-by-step process of "Learning How to Quilt." Emphasis on materials and equipment needed, quilting plan, and methods used in quilting and finishing the quilt.

**SPECIAL NON-CREDIT COURSES.** The college also recognizes needs of educational, business, industrial, and governmental organizations for special types of training for their employees. The opportunity to meet with repre-

sentatives of these organizations to provide courses, seminars, institutes, or workshops to meet the needs of their personnel is welcomed.

In some situations, courses are developed to meet the specific needs of one industry or a group of industries facing an unusual problem. In other situations, courses are already developed and available for presentation at a company location. For example, an Industrial Improvement Program has been developed that can be offered over a ten-week period either at the plant location or on the college campus. Topics include Supervisory Development Training, OSHA, On the Job Training, Management Development Training, Human Behavior and Communication, and Problem and Research Development. These courses can be altered to a particular industry or group of industries to meet their various needs.

**COMMUNITY SERVICE PROGRAMS.** The college also provides programs to interested groups on almost every topic. One area of special emphasis has been consumer education. The college has delivered a variety of consumer education programs including pre-retirement, money management, energy conservation, law and the consumer, nutrition, and rights and responsibilities of the consumer.





## DIVISION OF LIBRARY-LEARNING RESOURCES

It is more than a library, so it is called the Library-Learning Resources Center. Located in the north wing of the classroom building, under the same roof as the classrooms and faculty offices, it is the center of Motlow State Community College both in physical location and academic activity. It has a large LIBRARY sign over the main ramp entrance.

To implement this Library-Learning Resources Center's aim to stimulate learning and to make available the right material to the right person at the right time, "Guidelines for Two-Year College Learning Resources Programs" developed by the American Association of Junior Colleges and the American Library Association are used. The Center has expanded from 8,000 sq. ft. in 1969 to over 20,000 sq. ft. at the present.



## Library-Learning Resources

The main floor of the L-LRC is divided into areas for the circulation desk and current periodical and newspaper shelving and reading; adjacent are the rooms which house the Nursing Department and the printing room. A room housing the card catalog, the microfilm cabinets, and 2 copying machines is reached by passing through any of 3 arches. A large cathedral-ceiling room is for 44 study stations and for the reference collections. This room also has 4 large tables for indices. A conference room capable of seating 8 - 12 is on the lower level, across the hall from the Director's office and adjacent to the reference area. There is a large stack area holding one-half of the book collection, and the bound periodicals, a microfilm reader, a microfilm reader-printer, and 32 study stations.

There are 2 staircases in the high-ceilinged reference area; one leads to the second half of the book collection and 43 study stations, the other leads to the A-V section of the L-LRC and 37 study stations. In that section is to be found a large carpeted area with listening stations and the office of the media instructional specialist. An exit door leads to a hall and large multi-purpose room, L-200, seating 200.

The Library-Learning Resources Center is open Monday through Friday; hours are posted. A professional librarian is on duty when the Center is open to assist students and faculty in using the resources. Also, the citizens of the community are welcome to use the Library-Learning Resources Center's materials and equipment within the Center.





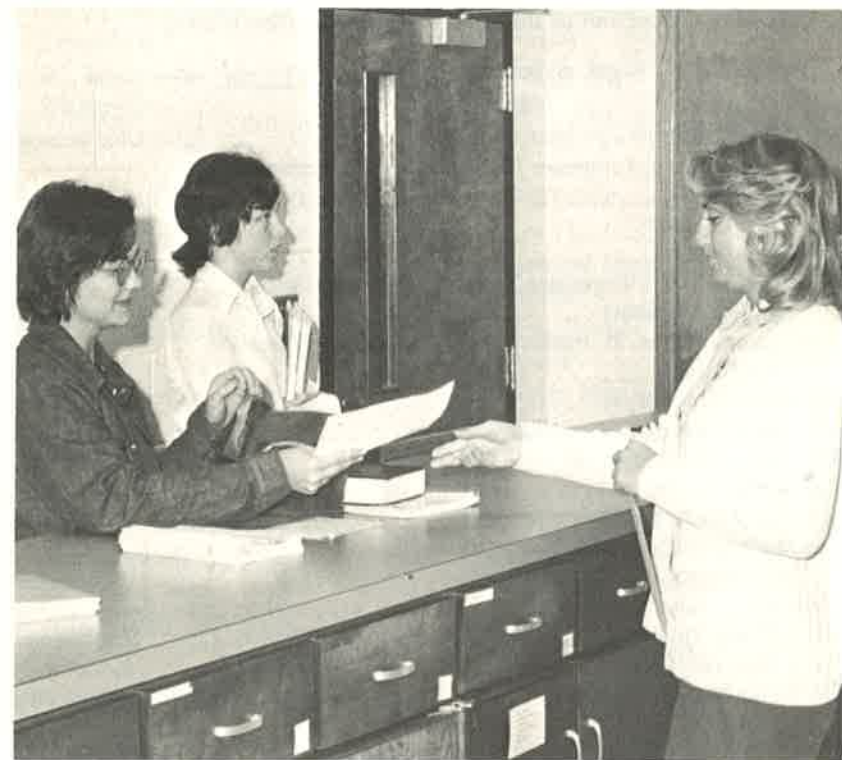


**THE COLLEGE ADMINISTRATION**

**THE FACULTY**

**AND**

**ADVISORY GROUPS**





**Board of Regents The State University and Community College System of Tennessee**

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**THE COMMUNITY ADVISORY GROUPS**

The Community Advisory Council and individual program advisory groups are comprised of citizens representing various professions, businesses, and occupations in the service area of the college. The purpose of the Advisory Council and groups is to assist in determining needs of the community for college services and to make appropriate recommendations.

**ADVISORY COUNCIL**

- |                                    |                                   |
|------------------------------------|-----------------------------------|
| Mr. Richard Bell<br>Manchester     | Mr. James Shubert<br>Fayetteville |
| Mr. Ed Murray<br>Winchester        | Mr. Lynwood Smith<br>McMinnville  |
| Mr. Frank Veal<br>Shelbyville      | Mr. Bobby Mason<br>Winchester     |
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|                                    | (Previously at Genesco in Cowan)  |

**AEROSPACE ADVISORY GROUP**

- |                                   |                                          |
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| Mr. Roscoe Miller<br>McMinnville  | Mr. Marshall Seymour<br>Tullahoma        |
| Mr. Bill Kershner<br>Sewanee      | Mr. H. L. Routh<br>Tullahoma             |
| Mr. Ed Murray<br>Winchester       | Mr. Buddy Martin<br>Tullahoma            |
| Mr. Robert Bomar<br>Shelbyville   | Mr. Tom Perkins<br>Tullahoma             |
| Mr. Miller Lanier<br>Murfreesboro | Mrs. Pat Garner<br>Tullahoma             |
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|                                   | Motlow Student Representative            |

**BUSINESS ADVISORY GROUP**

Mr. Pete Austin Shelbyville	Mr. John Parish Tullahoma
Mr. Roger Brashears Lynchburg	Mr. Glenn Sheriden Tullahoma
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Mr. Austin Coop Shelbyville	Mr. R. H. Whitman Winchester
Mrs. Helen Kidd Manchester	Mr. Joe Williams Tullahoma
Mr. Joe Getsay Lynchburg	Mr. Edward Young McMinnville
Mr. Bill Hackleman Shelbyville	Mr. Lowell Mason Tullahoma
Mr. William S. Householder Tullahoma	Mr. Charles Jernigan Tullahoma
Mr. Jim Johnson Tullahoma	Motlow Student Representative

**COOPERATIVE EDUCATION ADVISORY GROUP**

Mr. John T. Bobo Shelbyville	Mr. Bob Janecke Shelbyville
Dr. F. Wade Callicutt Tullahoma	Mr. Tommy Martin McMinnville
Mr. Steve Carpenter Shelbyville	Dr. John I. Shipp Tullahoma
Mr. Jack Corsey Tullahoma	Mr. Fred Walker Winchester
Mr. J. C. Eoff, Jr. Tullahoma	Mr. Jack Youree Manchester

**INDUSTRIAL MANAGEMENT ADVISORY GROUP**

Mr. Albert Bart Tullahoma	Mr. Bill York Tullahoma
Mr. Ray Knowis Tullahoma	Mr. Carleton Hardy Fayetteville
Mr. Paul Massa Shelbyville	Mr. Herbert Nichols Shelbyville
Mr. William Hackemann Shelbyville	

**NURSING ADVISORY GROUP**

Dr. Edwin Blalack Fayetteville	Mrs. Nancy Hulan Shelbyville
Mr. Ray Smith Winchester	Mr. Guy Irvin Lynchburg
Mr. Porter Clark Fayetteville	Dr. James M. King Tullahoma
Mr. E. A. Purdue Fayetteville	Mrs. Hazel G. Finley Tullahoma
Dr. Edwin E. Gray Tullahoma	Motlow Student Representative

**ADMINISTRATIVE STAFF**

Dr. Harry Wagner	President
Mrs. Peggy Goodwin	
Mr. E. G. Boyd	Business Manager
Mrs. Kathy Hawkersmith	
Mrs. Susanna McMillan	
Mrs. Jo Moore	
Mrs. Carole Rogers	
Mrs. Eloise Broemel	Director of Division of Library-Learning Resources
Mrs. Florence Carson	
Mrs. Ruth Easterly	
Mrs. Linda Rawlins	
Mr. Joe Daves	Athletic Director
Dr. Frank Glass	Dean of Instruction
Mrs. Dale Murray	
Mrs. Charlene Higgs, R.N.	College Nurse
Dr. Joe B. Johnson	Dean of Student Personnel Services
Miss Charlotte Lewis	
Mr. George Mitchell	Superintendent of Buildings and Grounds
Mr. Stanley Pearson	Director of Public Information and Field Services
Mrs. Mabel Keese	
Dr. Charles Reeder	Admissions Counselor
Miss Mary Frances Rudd	Director of Division of Continuing Education and Evening Instruction
Mrs. Barbara Darlington	
Mr. David Stults	Director of Institutional Research and Director of the Computer Center
Mrs. Carol Barbeau	
Mrs. Patsy Burton	
Mrs. Carol Holt	
Mr. O. B. Thornton	Director of Division of Career Education
Mrs. Terri Fulmer	
Mrs. Gladys Narkates	
Mr. Bill Tipps	Director of Auxiliary Enterprises
Mrs. Amanda Parks	
Mrs. Sue South	
Miss Donna Young	Counselor
To Be Announced	Director of Financial Aid and Counselor
Mrs. Frances Jones	
To Be Announced	Director of Admissions and Records
Mrs. Cynthia Northcutt	
Mrs. Patricia Richardson	
Miss Holly Ann Richey	
To Be Announced	Director of Division of Liberal Arts
Mrs. Grace Crosby	
Mrs. Liz Scott	



## THE FACULTY AND ADMINISTRATION

- Bean, Dennis . . . . . Assistant Professor, Computer Science  
B.S., M.S., Tennessee Technological University; Additional Graduate  
Study, Middle Tennessee State University (1973).
- Blackwell, Teresa. . . . . Instructor, Business  
A.S., Gadsden State Jr. College; B.S., Auburn University; M.Ed., Memphis  
State University (1974).
- Boyd, Ermer G.. . . . . Business Manager  
A.A., Martin College; B.S., M.A., George Peabody College for Teachers  
(1969).
- Bradley, Michael R. . . . . Associate Professor, Social Science  
B.A., Samford University; B.D., New Orleans Baptist Seminary; M.A.,  
Ph.D., Vanderbilt University; Post-Doctorate Study, Research Grant,  
National Endowment for the Humanities, Johns Hopkins University  
(1970).
- Broemel, Eloise D. . . . . Director, Library-Learning Resources Center  
B.A., Vanderbilt University, B.S. in L.S., Columbia University (1969).
- Butler, Margaret S. . . . . Assistant Professor, English  
B.S., M.A., Additional Graduate Study, Middle Tennessee State University  
(1971).
- Cheatham, C. Donald . . . . . Associate Professor, Political Science  
A.B., Samford University; A.B.J., M.Ed., Ed.D., University of Georgia;  
Post-Doctoral Study, Research Grant, National Endowment for the  
Humanities, Duke University (1970).
- Daves, B. Joseph . . . . . Assistant Professor, Health and Physical Education  
Athletic Director, Basketball Coach  
A.A., Coffeyville College; B.S., M.A., Austin Peay State University; Addi-  
tional Graduate Study, Middle Tennessee State University (1969).
- Dayton, Jack . . . . . Instructor, Business  
B.S., M.B.A., Middle Tennessee State University (1974).
- Fann, Nancy J. . . . . Instructor, Secretarial Science  
B.S., Middle Tennessee State University; Additional Graduate Study,  
University of Tennessee, Ball State University, Middle Tennessee State  
University (1975).
- Foster, John W. . . . . Instructor, Biology  
B.S., M.S.T., Middle Tennessee State University; Additional Graduate  
Study, George Peabody College for Teachers (1969).

- Glass, Frank . . . . . Dean of Instruction  
B.S., M.A., D.A., Middle Tennessee State University (1975).
- Goss, Ernest P. . . . . Instructor, Business  
B.A., University of South Florida; M.B.A., Georgia State University (1975).
- Harper, Philip . . . . . Instructor, Biology  
B.A., Middle Tennessee State College; M.Ed., University of Chattanooga;  
M.S., Middle Tennessee State University; Additional Study, University of  
Kentucky School of Medicine (1974).
- Hendrickson, Timothy . . . . . Instructor, English  
B.A., Murray State University; M.A.C.T. and S.C.T., Murray State Uni-  
versity; Additional Graduate Study, Middle Tennessee State University  
(1974).
- Herting, Gary . . . . . Assistant Director, Continuing Education  
and Evening Instruction  
B.S., M.A., Tennessee Technological University; Additional Graduate  
Study, Penn State University (1975).
- Johnson, Henry E. . . . . Associate Professor, Chemistry  
B.S., Florence State University; M.S., Additional Graduate Study, Uni-  
versity of Mississippi (1970).
- Johnson, Joe B. . . . . Dean of Student Personnel Services  
B.A., M.Ed., Southeastern Louisiana College; Ed.D., University of Ala-  
bama (1969).
- King, Alice L. . . . . Assistant Professor, Secretarial Science  
B.S.E., M.S.E., Arkansas State University. Additional Graduate Study,  
Middle Tennessee State University (1970).
- Kopecky, Robert J. . . . . Assistant Professor, Economics  
B.A., Case Western Reserve University; M.Ed., Cleveland State University;  
Ph.D., George Peabody College for Teachers (1974).
- Kribs, Richard A. . . . . Assistant Professor, Psychology  
B.A., M.A., Western Michigan University; Additional Graduate Study,  
Middle Tennessee State University (1971).
- Majors, William R. . . . . Professor, History  
B.S., Bethel College; M.A., Ed.S., George Peabody College for Teachers;  
Ph.D., University of Georgia; Post-Doctoral Study, Research Grant, Na-  
tional Endowment for Humanities, University of Washington (1969).
- McComas, Betty B. . . . . Associate Professor, Nursing  
Director, Joint Nursing Program with Middle Tennessee State University  
R.N., Norton Memorial Infirmary; B.S. in Nursing, Catherine Spaulding  
College; M.S.N., St. Louis University (1972).

McPherson, John . . . . . Instructor, Mathematics  
 B.A., Carson-Newman College; M.A., University of Tennessee; Additional  
 Graduate Study, University of Tennessee, Middle Tennessee State Univer-  
 sity, University of Tennessee Space Institute (1974).

Midgett, Wallace R. . . . . Assistant Professor, English  
 B.S., M.A., Middle Tennessee State University; M.A., University of Tennes-  
 see; Additional Graduate Study, Memphis State University, George Pea-  
 body College for Teachers (1970).

Moffitt, Orvil L. . . . . Associate Professor, Music  
 B.S., M.A., Additional Graduate Study, George Peabody College for  
 Teachers (1969).

Moore, Jack L. . . . . Assistant Professor, Art  
 B.F.A., M.A., University of Alabama; Additional Graduate Study, Wichita  
 State University (1969).

Odenwald, Sylvia . . . . . Instructor, English  
 B.A., Blue Mountain College; M.A., Austin Peay State University; Addi-  
 tional Graduate Study, Southern Baptist Theological Seminary, and  
 Baylor University (1974).

Overall, Martha . . . . . Instructor, Psychology  
 B.S., University of Kentucky, M.Ed., Middle Tennessee State University  
 (1971).

Pearson, Stanley N. . . . . Director, Public Information and Field Services  
 B.S., M.A.T., Middle Tennessee State University (1972).

Reavis, Jackie . . . . . Instructor, Health and Physical Education  
 Baseball Coach  
 B.S., M.A., Middle Tennessee State University (1973).

Reeder, Charles F. . . . . Admissions Counselor  
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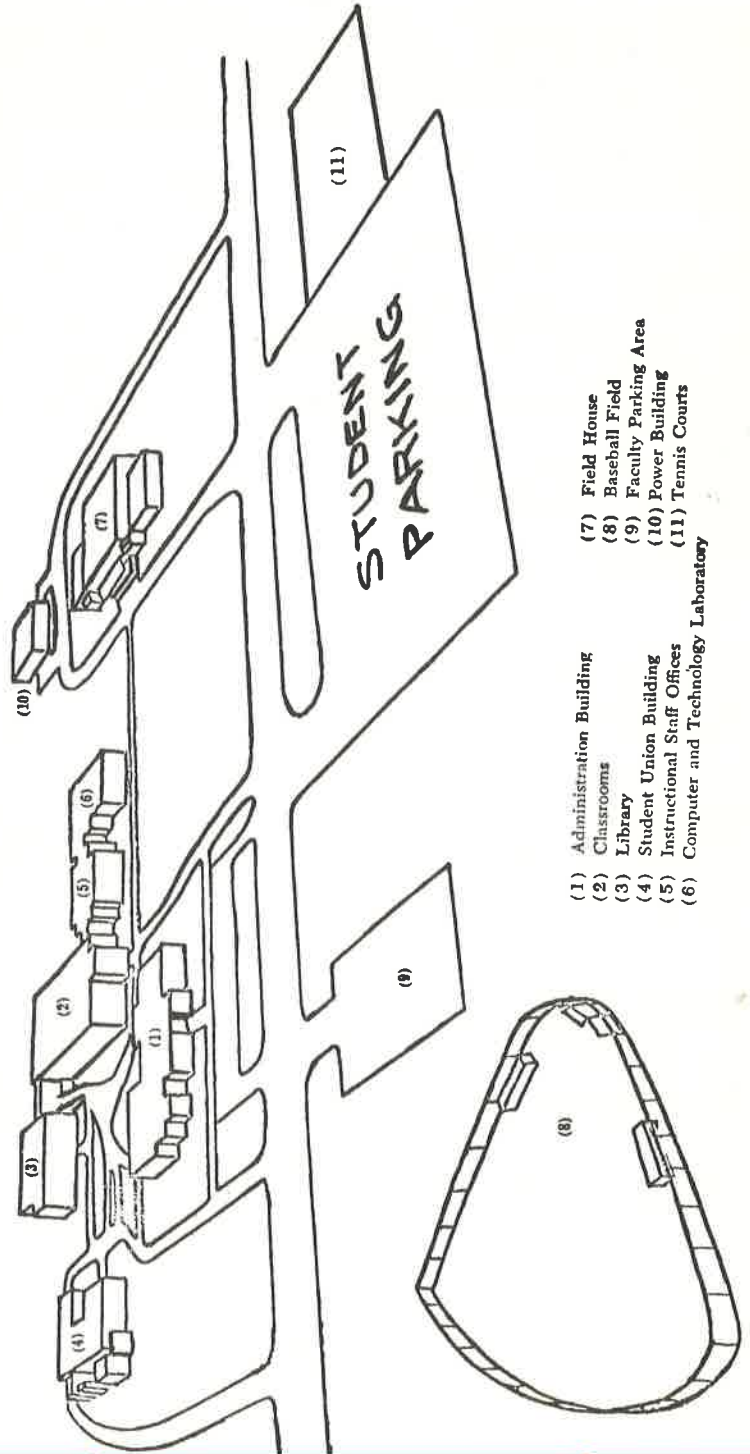
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**MOTLOW STATE COMMUNITY COLLEGE**



- |                                        |                          |
|----------------------------------------|--------------------------|
| (1) Administration Building            | (7) Field House          |
| (2) Classrooms                         | (8) Baseball Field       |
| (3) Library                            | (9) Faculty Parking Area |
| (4) Student Union Building             | (10) Power Building      |
| (5) Instructional Staff Offices        | (11) Tennis Courts       |
| (6) Computer and Technology Laboratory |                          |



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