

# Motlow State Community College



*growing . . .  
. . . into its second decade*

**1979-1980**

*Catalog-Student Handbook*

**MOTLOW STATE COMMUNITY COLLEGE**

**TULLAHOMA, TENNESSEE**



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

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**Volume 11 - Number 1**

**May, 1979**

## ACCREDITATIONS

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

## MEMBERSHIPS

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

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MOTLOW STATE COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY INSTITUTION AND WELCOMES APPLICATIONS FOR EMPLOYMENT OR ADMISSION REGARDLESS OF AGE, HANDICAP, NATIONAL ORIGIN, RACE, RELIGION, OR SEX.

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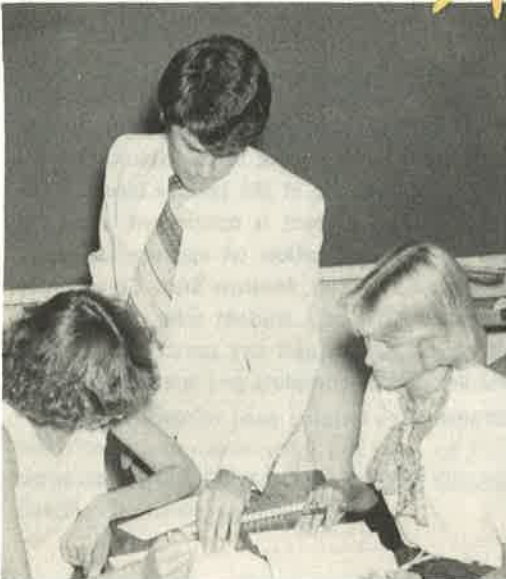
This publication was printed at a cost of approximately \$.98 per copy with funds appropriated by the State of Tennessee. The College urges judicious use of this Catalog and Student Handbook and intends to make careful distribution of the publication.

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.

The provisions of this catalog constitute a contract between Motlow State Community College and a student who commences any program of study insofar as it relates to the degree requirements for that program during the effective period of this catalog, and the degree requirements are subject to change during such period only to the extent required by federal or state laws or accreditation standards. The specific courses or activities constituting the degree requirements for any program are subject to substitution at any time prior to completion by the student.

The remaining provisions of this catalog reflect the general nature of and conditions concerning the educational services of Motlow State Community College in effect at this time, but do not constitute a contract or otherwise binding commitment between Motlow State Community College and the student. Any fees, charges, or costs, and all academic regulations set forth in this catalog are subject to change at any time; and all courses, programs and activities described in this catalog are subject to cancellation or termination by Motlow State Community College or the State Board of Regents at any time.

Motlow State Community College provides the opportunity for students to increase their knowledge by providing programs of instruction in the various disciplines and programs through faculty who, in the opinion of the institution, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. As a result, Motlow State Community College does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific knowledge or skills, or will be able to successfully pass or complete any specific examination for any course, degree, or license.



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## ACADEMIC CALENDAR

(Subject to Change by Quarter)

### FALL QUARTER 1979

|   |                      |
|---|----------------------|
| Faculty Orientation . . . . .                               | Sept. 11, 12, 13, 14 |
| Freshmen Orientation . . . . .                              | Sept. 13, 14         |
| Registration, Day . . . . .                                 | Sept. 17, 18         |
| Registration, Evening . . . . .                             | Sept. 17             |
| Classes Begin . . . . .                                     | Sept. 20             |
| Last Day to Register or Add Courses . . . . .               | Oct. 3               |
| Last Day to Drop Classes and be Deleted from Roll . . . . . | Oct. 3               |
| Last Day to Drop Classes and Receive a "W" . . . . .        | Oct. 11              |
| Mid-Term Examinations . . . . .                             | Oct. 18 - Oct. 24    |
| Last Day to Drop Classes with "WP" or "WF" Option . . . . . | Nov. 21              |
| Thanksgiving Holidays . . . . .                             | Nov. 22, 23, 24      |
| Final Examinations, Day . . . . .                           | Dec. 1, 3, 4, 5      |
| Final Examinations, Evening . . . . .                       | Nov. 26, 27, 28, 29  |

### WINTER QUARTER 1980

|   |                     |
|---|---------------------|
| Registration, Day . . . . .                                 | Jan. 3              |
| Registration, Evening . . . . .                             | Jan. 3              |
| Classes Begin . . . . .                                     | Jan. 7              |
| Last Day to Register or Add Courses . . . . .               | Jan. 18             |
| Last Day to Drop Classes and be Deleted from Roll . . . . . | Jan. 18             |
| Last Day to Drop Classes and Receive a "W" . . . . .        | Jan. 28             |
| Mid-Term Examinations . . . . .                             | Feb. 4 - Feb. 9     |
| Programs of Study Due . . . . .                             | Feb. 15             |
| Last Day to Drop Classes with "WP" or "WF" Option . . . . . | Feb. 29             |
| Intent to Graduate Forms Due . . . . .                      | Mar. 14             |
| Final Examinations, Day . . . . .                           | Mar. 12, 13, 14, 15 |
| Final Examinations, Evening . . . . .                       | Mar. 10, 11, 12, 13 |

### SPRING QUARTER 1980

|   |                      |
|---|----------------------|
| Registration, Day . . . . .                                 | Mar. 25              |
| Registration, Evening . . . . .                             | Mar. 25              |
| Classes Begin . . . . .                                     | Mar. 27              |
| Last Day to Register or Add Courses . . . . .               | April 9              |
| Last Day to Drop Classes and be Deleted from Roll . . . . . | April 9              |
| Last Day to Drop Classes and Receive a "W" . . . . .        | April 17             |
| Mid-Term Examinations . . . . .                             | April 24 - April 30  |
| Last Day to Drop Classes with "WP" or "WF" Option . . . . . | May 23               |
| Final Examinations, Day . . . . .                           | May 31, June 2, 3, 4 |
| Final Examinations, Evening . . . . .                       | May 29, June 2, 3, 4 |
| Commencement . . . . .                                      | June 7               |

## SUMMER QUARTER 1980

|                                    |                   |
|------------------------------------|-------------------|
| Registration, Day . . . . .        | June 12           |
| Registration, Evening . . . . .    | June 12           |
| Classes Begin . . . . .            | June 16           |
| Full Term . . . . .                | June 16 - Aug. 22 |
| 1st Concentrated Term . . . . .    | June 16 - July 9  |
| 2nd Concentrated Term . . . . .    | July 10 - July 31 |
| 3rd Concentrated Term . . . . .    | Aug. 1 - Aug. 22  |
| Independence Day Holiday . . . . . | July 4            |
| Quarter Ends . . . . .             | Aug. 22           |

Final examinations are given on the last class day for each term. For information about withdrawal deadlines, see the Summer 1980 Class Schedule or contact the Office of Admissions and Records.

## 1979

|   |   |   |   |
|---|---|---|---|
| <b>JANUARY</b><br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31   | <b>FEBRUARY</b><br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28         | <b>MARCH</b><br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31 | <b>APRIL</b><br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30          |
| <b>MAY</b><br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31       | <b>JUNE</b><br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30       | <b>JULY</b><br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30 31  | <b>AUGUST</b><br>1 2 3 4<br>5 6 7 8 9 10 11<br>12 13 14 15 16 17 18<br>19 20 21 22 23 24 25<br>26 27 28 29 30 31      |
| <b>SEPTEMBER</b><br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 | <b>OCTOBER</b><br>1 2 3 4 5 6<br>7 8 9 10 11 12 13<br>14 15 16 17 18 19 20<br>21 22 23 24 25 26 27<br>28 29 30 31 | <b>NOVEMBER</b><br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 | <b>DECEMBER</b><br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 |

## 1980

|   |   |  |   |
|---|---|--|---|
| <b>JANUARY</b><br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31 | <b>FEBRUARY</b><br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29      | <b>MARCH</b><br>1<br>2 3 4 5 6 7 8<br>9 10 11 12 13 14 15<br>16 17 18 19 20 21 22<br>23 24 25 26 27 28 29<br>30 31 | <b>APRIL</b><br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30        |
| <b>MAY</b><br>1 2 3<br>4 5 6 7 8 9 10<br>11 12 13 14 15 16 17<br>18 19 20 21 22 23 24<br>25 26 27 28 29 30 31     | <b>JUNE</b><br>1 2 3 4 5 6 7<br>8 9 10 11 12 13 14<br>15 16 17 18 19 20 21<br>22 23 24 25 26 27 28<br>29 30       | <b>JULY</b><br>1 2 3 4 5<br>6 7 8 9 10 11 12<br>13 14 15 16 17 18 19<br>20 21 22 23 24 25 26<br>27 28 29 30 31     | <b>AUGUST</b><br>1 2<br>3 4 5 6 7 8 9<br>10 11 12 13 14 15 16<br>17 18 19 20 21 22 23<br>24 25 26 27 28 29 30<br>31 |
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PHONE DIRECTORY

TULLAHOMA 455-8511

LYNCHBURG 759-7322

Main Switchboard . . . . . Regular Hours 7:45 a.m.-8:00 p.m.

For specific information, make inquiries as directed below:

- Academic Programs, Dean of the College . . . . . Ext. 210
- Administrative Services, Dean of Business and Management . . . . Ext. 248
- Admissions and Records, Director . . . . . Ext. 215
- Bookstore, Manager . . . . . Ext. 257
- Business Office, Business Manager. . . . . Ext. 220
- Cafeteria, Director. . . . . Ext. 238
- Career Education, Director . . . . . Ext. 241
- Computer Center, Director . . . . . Ext. 315
- Continuing Education and Evening Instruction, Director. . . . . Ext. 227
- Counseling and Guidance, Coordinator of Guidance and Testing. . Ext. 202
- Dean of the College . . . . . Ext. 210
- Dean of Business and Management . . . . . Ext. 248
- Director of Student Services . . . . . Ext. 207
- Financial Aid and Scholarships, Director . . . . . Ext. 204
- Health Services, Nurse . . . . . Ext. 209
- Industrial and Business Institute, Director . . . . . Ext. 250
- Information and Public Relations, Director . . . . . Ext. 213
- Learning Resources Center, Director . . . . . Ext. 239
- Liberal Arts, Director. . . . . Ext. 252
- Library . . . . . Ext. 225
- Maintenance, Superintendent of Buildings and Grounds . . . . . Ext. 255
- Nursing, Director. . . . . Ext. 242
- Personnel and Research, Director . . . . . Ext. 247
- President's Office . . . . . Ext. 200
- Student Affairs, Director of Student Services . . . . . Ext. 207

CORRESPONDENCE DIRECTORY

For information, please send correspondence to:  
Motlow State Community College  
Tullahoma, TN 37388

- For: Applications, Admissions, and Enrollment  
To: Office of Director of Admissions and Records
- For: Information on Athletics  
To: Office of Director of Athletics
- For: Catalogs  
To: Office of Director of Admissions and Records
- For: Information on Computer Services  
To: Office of Director of Computer Center
- For: Information on Continuing Education Courses  
To: Office of Director of Continuing Education and Evening Instruction
- For: Information on Evening Courses  
To: Office of Director of Continuing Education and Evening Instruction
- For: Information on Financial Aid  
To: Office of Director of Financial Aid
- For: Information on Veterans Affairs  
To: Office of Director of Admissions and Records
- For: Special Health Problems  
To: Office of Health Services
- For: New Student Information and Advisement  
To: Office of Coordinator of Guidance and Testing
- For: Information on Nursing  
To: Office of Director of Nursing
- For: Information on Off-Campus Housing  
To: Office of Director of Student Services
- For: Information on Pre-Freshman Program  
To: Office of Coordinator of Guidance and Testing
- For: Information on Testing  
To: Office of Coordinator of Guidance and Testing
- For: Information on General Workshops, Institutes, Seminars  
To: Office of Director of Continuing Education and Evening Instruction
- For: Information on Business Workshops, Institutes, Seminars  
To: Office of Director of the Industrial and Business Institute
- For: Information on Placement Services  
To: Cooperative Education and Placement Office  
Division of Career Education



**AN INTRODUCTION TO  
MOTLOW STATE  
COMMUNITY  
COLLEGE**

**Location**

**History**

**Purpose**

**Objectives**

**Affirmative  
Action Policy**





## 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.

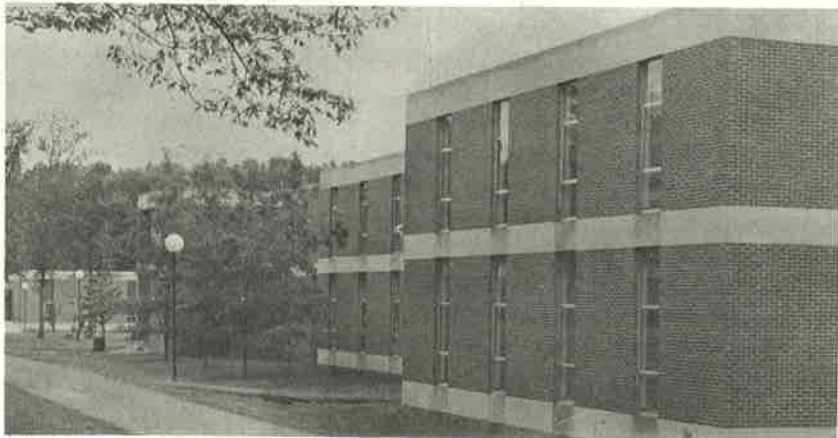
### HISTORY

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.

### CLASSROOM BUILDING



GYMNASIUM

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 1978-1979 academic year with approximately 2300 students and approximately 125 full-time and part-time faculty.

### CLASSROOM BUILDING



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.



## 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 CENTER



## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

It is the intent of Motlow State Community College to fully comply with all parts of the Executive Order 11246 as amended, all subsequent amendments thereto, and any Executive Order superseding each order. Furthermore, it is the intent of Motlow State Community College to comply with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, subsequent amendments to these acts, and all other current state and Federal laws and regulations regarding equal employment opportunity and/or affirmative action.

The President of Motlow State Community College is fully committed to the development, implementation, and adherence to effective policies that will insure equal employment opportunity and affirmative action which will eliminate any current discrimination practices and possible effects of past discrimination. To meet this commitment the President has declared the following as institutional policies regarding equal employment opportunity:

- a. It is the policy of Motlow State Community College that a qualified individual will be assigned overall responsibility for equal employment opportunity and affirmative action and that accurate and efficient reporting and monitoring procedures are the responsibility of this person. This responsibility is assigned to the Director of Personnel and Research.
- b. All decisions to recruit, hire, train, and promote persons in all job classifications will be made without regard to race, color, religion, sex, or national origin.
- c. All decisions on employment will be based upon a policy to further the principle of equal employment opportunity.
- d. Only valid requirements will be imposed for promotional opportunities to insure that promotion decisions are in accord with principles of equal employment opportunity.
- e. All personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, institution sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, or national origin.
- f. All educational and admissions programs of the College will be administered without regard to sex, race, color, religion, or national origin.

It is furthermore the policy of Motlow State Community College that these policies will be appropriately disseminated so that it will be widely known that the institution is committed to equal employment opportunity policies and practices.

## GRIEVANCE PROCEDURES

To insure compliance with Title IX Regulations, the following grievance procedures were established, adopted, and published for prompt and equitable resolution of student complaints of sex discrimination:

1. The student should notify the institution's Affirmative Action Officer in writing of the nature and extent of the alleged violation.
2. The Affirmative Action Officer will notify the person or unit in writing being charged of the offense and coordinate a hearing involving this person, the student(s) involved, and the Affirmative Action Officer within a one week period.
3. If possible, the case will be resolved at the hearing and necessary action will be taken to eliminate the problem, if violations of Title IX are found to exist.
4. If it is impossible to resolve the problem at the hearing, the case will be referred to the Student Affairs Committee. The student involved and person being charged will be notified of the time and place to present their case to the Student Affairs Committee. Supporting evidence for each side should be presented to the committee at this hearing.
5. The student may appeal the decision of the Student Affairs Committee to the President of the institution if dissatisfied with the judgment of the Student Affairs Committee.
6. In any case, when an act is judged to be in violation of Title IX, appropriate measures will be taken to insure discontinuance of this act and all reasonable efforts will be made to insure fair and equitable resolution of problems caused to the person against whom the act was performed. Furthermore, a written disposition of the case will be filed with the Affirmative Action Officer, and a copy will be given to the student.



## 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 approved high school (high school transcript) or evidence of satisfactory completion of the General Education Development (G.E.D.) examination with a comprehensive score of at least 45. 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 or she has successfully completed 15 hours of college credit including English and mathematics. The ACT is administered periodically on the Motlow campus.
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 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 division offering the program in order to become familiar with these special requirements.

#### NURSING STUDENTS

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. (For information concerning testing dates, contact the Director of Nursing.) Final selection of successful applicants will be made by a committee composed of the nursing faculty and the Director of Nursing.

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. Advisement by the nursing faculty is recommended to plan an appropriate program of study.

Provisions can be made for challenging courses by examination for those individuals who meet certain criteria. These examinations are administered by the Director of Nursing. LPN's may challenge NET 111 by a written examination combined with completion of required course work and clinical performance evaluation at selected times during the year.

Students enrolling in the nursing program should anticipate additional costs for textbooks, uniforms, 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 or her admission status and by completing the degree seeking student admission 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 STUDENTS 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 requirements:

## Student Affairs

1. File an application for admission and pay a \$5.00 non-refundable application fee.
2. Provide evidence of graduation from an approved high school (high school transcript) or evidence of satisfactory completion of the General Education Development (G.E.D.) examination with a comprehensive score of at least 45 or be at least 18 years of age. All high school transcripts should be mailed directly to the Office of Admissions and Records from the high school. Students who are 18 years old or older and have not graduated from an approved high school or have not made a score of at least 45 on the G.E.D. will have the following restrictions:
  - a. Limited course load of no more than nine (9) quarter hours per quarter.
  - b. Required enrollment in EDU 100 General Education Development Studies within the first twelve (12) hours of course work. A student has the option of taking the G.E.D. examination while enrolled in the first twelve (12) hours; if a score of at least 45 is attained, the EDU 100 requirement will be waived.
  - c. Limited accumulated hours of no more than twenty (20) until graduating from an approved high school or attaining a score of at least 45 on the G.E.D. examination.
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 or she has successfully completed fifteen (15) hours of college credit including English and mathematics. The ACT is administered periodically on the Motlow campus.
5. Students who have attended other institutions of higher education must provide the Office of Admissions and Records with a letter of good standing from the Office of Admissions and Records of the last institution previously attended for credit. Letters must be mailed directly from the Office of Admissions and Records of the institution.

Students must meet the requirements of a degree or certificate seeking student at least two quarters prior to the term of graduation if they wish to receive a degree or certificate from Motlow.

## Student Affairs

- II. TRANSIENT STUDENTS. A transient student is a student who is regularly enrolled and in good standing at an institution other than Motlow and who is taking a course(s) at Motlow which he intends to transfer to his regular institution. Transient students must meet the following 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 Office of Admissions and Records of 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. JOINT ENROLLMENT/PRE-FRESHMAN STUDENTS. A joint enrollment/pre-freshman student is a student who is enrolled in college classes for credit at Motlow while still involved in a high school program of study. 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.
  3. Have a cumulative B average or better for their sophomore and junior years.
  4. Be approved for pre-freshman enrollment at Motlow by their high school principal and/or counselor.

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

Such courses will not necessarily 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 courses for audit. Any student may audit a course, but those students who are audit-only must meet the following admission requirements:



## Student Affairs

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. Be at least 14 years of age prior to the quarter in which they wish to audit a course.

A student may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the quarter, or 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 last day to add a class as designated in each quarter's class schedule.

V. NON-CREDIT COMMUNITY SERVICE STUDENTS. These are students enrolled in non-credit continuing education courses. These students must meet the following admission requirements:

1. Fill out the forms in the Non-Credit Community Service (NCCS) packet during the registration process.
2. Pay the appropriate fee.

VI. DISABLED STUDENTS AND STUDENTS 60 YEARS OF AGE OR OLDER. Persons who are domiciled in Tennessee and are 60 years of age or older and persons domiciled in Tennessee who are totally disabled, as defined by the State Board of Regents, may audit credit courses and/or enroll in non-credit continuing education courses without payment of a maintenance fee.

Persons who are domiciled in Tennessee and are 65 years of age or older and persons domiciled in Tennessee who are totally disabled, as defined by the State Board of Regents, may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee. (See the schedule of fees.)

Enrollment of disabled persons and enrollment of persons age 60 and over without payment of the full maintenance fee will be subject to the availability of space in the class being requested.

Any student enrolled in one of the above admissions categories who wishes to change categories must meet the admission requirements for that particular category.

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

## Student Affairs

### ADMISSION OF 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 should be eligible to re-enter the school from which they are transferring. Transfer students who wish to enter the nursing program must have a five-year currency credit in nursing, biology, nutrition, chemistry, and algebra or college mathematics.

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.

A transfer student who is not eligible to re-enter the institution from which he or she is transferring may appeal his or her situation to the Student Affairs Committee at Motlow if he or she feels there are unusual circumstances which have contributed to his or her suspension from the previous institution. A transfer student who is allowed to enter Motlow through this appeal process is normally required to attempt 9 hours or less and is required to have periodic counseling sessions with a counselor.

An appeal must be presented in writing and in duplicate to the Director of Student Services prior to the first day of classes as indicated in the official college calendar for the quarter which the student wishes to enter. Appeals will be heard by the Committee on the first day of classes of each quarter at 3:00 p.m., including summer. The student should report to the office of the Director of Student Services in the Administration Building.

The Director of Student Services may remove the suspension status for a student when recommended by the Student Affairs Committee or when satisfactory progress is clearly indicated.

### ADMISSION OF NON-RESIDENT STUDENTS

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 from the Office of Admissions and Records upon request.

### ADMISSION OF FOREIGN STUDENTS

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

## Student Affairs

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.

### 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 and Records from each college attended.

A readmitted student who has attended another institution since attending Motlow will be entered as a transfer student and must meet the entrance requirements of a transfer student.

### FINAL ACCEPTANCE

When all admission papers have been received in the Office of Admissions and Records, the applicant will be sent a letter indicating acceptance for admission or 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.

### 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.

## Student Affairs

### CHALLENGE EXAMINATION CREDIT

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the division directors by challenge examination. To receive credit by challenging a course the student must:

1. Enroll in the course.
2. Apply for credit by examination by completing the upper portion of the Proficiency Examination Application. This form and further instructions may be secured in the office of any division director.
3. Take an examination during the first two weeks of classes on major aspects of the course as determined by the faculty member.
4. Attend class regularly until the proficiency examination is given.

If the examination is successfully completed, the student will not be required to attend the class for the remainder of the quarter. The student will receive the credit hours with a grade of "CR", which will not be used in computing grade point average. If the examination is not successfully completed, the student should either withdraw from the class or continue in attendance for the remainder of the course.

A student may challenge a specific course only once, and this challenge program may not be used to remove an "I" or an "F" grade or to improve a grade already earned.

### COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 12 hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. There is a fee.



## Student Affairs

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

| CLEP Subject Area             | Credit Hours | Motlow Courses    |
|-------------------------------|--------------|-------------------|
| Introductory Accounting       | 9            | ACT 231, 232, 233 |
| Biology                       | 12           | BIO 141, 142, 143 |
| Introductory Business Law     | 3            | BUS 261           |
| Intro. to Business Mgmt.      | 3            | BUS 271           |
| Introductory Marketing        | 3            | BUS 281           |
| Chemistry                     | 12           | CHE 101, 102, 103 |
| Computers and Data Processing | 3            | CST 121           |
| Introductory Economics        | 9            | ECO 201, 202, 203 |
| Human Growth & Development    | 3            | EDU 110           |
| English Composition           | 9            | ENG 101, 102, 103 |
| American Literature<br>or     |              |                   |
| English Literature            | 9            | ENG 205, 206, 207 |
| Western Civilization          | 9            | HIS 111, 112, 113 |
| American History              | 9            | HIS 211, 212, 213 |
| Statistics                    | 3            | MAT 140           |
| College Algebra               | 5            | MAT 151           |
| Trigonometry                  | 5            | MAT 152           |
| Calculus                      | 5            | MAT 206           |
| American Government           | 6            | POL 111, 112      |
| General Psychology            | 6            | PSY 131, 132      |
| Educational Psychology        | 3            | PSY 211           |
| Introductory Sociology        | 6            | SOC 211, 212      |

Contact the Counseling Office for additional information.

## CORRESPONDENCE COURSE CREDIT

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 or by CLEP subject examination.

## Student Affairs

### 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 all the requirements of registration have been completed. Registration after these dates may be completed by presenting an acceptable reason for the delay with payment of a late registration fee. Registration delayed beyond the time described in the official college calendar requires special permission from the Director of Admissions and Records and may result in a reduction of course load for the quarter.

### CHANGE OF REGISTRATION

After the official registration period is over, a student may make adjustments in his or her schedule through the process of adding and/or dropping courses. The last day for a student to add and/or drop a course without a penalty will be stated in each quarter's schedule of classes. 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 Change of Registration form with the assistance of the advisor.
3. Obtain the instructor's signature for any course dropped.
4. Secure a course card from the appropriate division office for each course being added. NOTE: Course cards will be available in the Office of 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 the form in the Business Office, pay appropriate fees, and secure a copy of the form as a permit to attend the class being added.

Failure to follow the described procedures for dropping courses will result in an "F" in the course. A student who drops a course prior to one week of mid-term examinations will receive a grade of "W". Any student who drops a course prior to ten (10) calendar days prior to first day of final examinations will receive a grade of "WP" or "WF". 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 Dean of the College. Specific dates will be posted in the Office of Admissions and Records.



## Student Affairs

### 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 or her name deleted from all class rolls until, and including, the last day to register or add a course for that quarter as indicated in the official college calendar. 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 the College.

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 Director of Student Services a withdrawal permit.
2. Secure the necessary signatures.
3. Take the completed permit to the Business Office for any refund due.

Failure to officially withdraw from the college will result in an "F" for each course involved.

### COURSE REPEATS

A student may repeat a course he or she 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 two 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. 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 Affairs

### CHANGE OF NAME OR ADDRESS

The Office of the Director of Student Services and the Office of Admissions and Records should be informed of all changes in the student's legal name because of marriage or other reasons, place of residence, mailing address, and telephone number. The College is not responsible for a student's failure to receive official information due to failure to notify the College of any changes stated above.

### 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 persons, 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 Director of Student Services. A request by a student for access to the education records of the student should be directed to the Director of Student Services 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:



## Student Affairs

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.
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. 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 Director of Student Services and shall be controlling as to the rights of students described herein.

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.

## Student Affairs

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.

## STUDENT EXPENSES

Motlow State Community College is a state-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 all required fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his or her financial obligations. All payments are to be made in cash, by check, or by Master Charge to the Business Office in the Administration Building.

**Student Affairs**

**FEES**

|   |                          |
|---|--------------------------|
| <b>Full-time students (12 or more hours)</b>              |                          |
| Residents of Tennessee . . . . .                          | \$ 90.00 per quarter     |
| <b>Non-residents</b>                                      |                          |
| Maintenance fee . . . . .                                 | \$ 90.00 per quarter     |
| Tuition . . . . .   | \$334.00 per quarter     |
| Total . . . . .   | \$424.00 per quarter     |
| <b>Part-time students</b>                                 |                          |
| Residents of Tennessee . . . . .                          | \$ 8.00 per quarter hour |
| Non-residents . . . . .                                   | \$36.00 per quarter hour |
| <b>Age 65 or totally disabled (for credit enrollment)</b> |                          |
| Part-time . . . . .                                       | \$3.50 per quarter hour  |
| Maximum . . . . .   | \$30.00 per quarter      |

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

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**

|  |         |
|--|---------|
| Application Fee . . . . .                                | \$ 5.00 |
| <b>Auto Registration--campus parking</b>                 |         |
| Annual Fee . . . . .                                     | \$ 3.00 |
| Short Term Fee, per quarter . . . . .                    | \$ 1.00 |
| Late Registration Fee. . . . .                           | \$10.00 |
| Graduation Fee. . . . .                                  | \$20.00 |
| Change of Registration Fee per form. . . . .             | \$ 5.00 |
| Special or Late Examination Fee . . . . .                | \$ 5.00 |
| Private Music Instruction Fee, per quarter hour. . . . . | \$22.00 |
| Nursing Entrance Examination Fee. . . . .                | \$10.00 |

**Student Affairs**

**FINES**

|  |         |
|--|---------|
| <b>Library fine for Reserve Books</b>      |         |
| \$0.25 per hour up to maximum of . . . . . | \$ 5.00 |
| Returned check fine. . . . .               | \$ 5.00 |
| <b>Traffic Fine</b>                        |         |
| First and second violation, each . . . . . | \$ 5.00 |
| Each violation thereafter. . . . .         | \$10.00 |

**RETURNED CHECKS**

There is a \$5.00 charge for any check accepted by the college that is returned. Returned checks received for the payment of registration fees, if not redeemed within seven calendar days from the postmark date of the institution's letter of notification, shall result in the disenrollment of the student who fails to redeem his or her check. A late fee of \$10.00 will also be assessed for any returned check for registration fees, unless the student registered late initially.

For other returned checks cashed on campus, an opportunity to redeem the check shall be allowed; and, if the check is not then redeemed, a formal notice will be sent by registered mail to the drawer. Failure to redeem the check after formal notice shall result in the matter being referred to a law enforcement agency for collection.

No student may re-enroll, graduate, receive grades, or receive a transcript of his or her record until all accounts are settled. The term "account" includes any indebtedness to the college.

The above policy on returned checks is in accordance with recommended and approved policies of the State University and Community College System of Tennessee.

**REFUNDS**

Two changes in a student's status which may require a refund are changes in a full-time student's schedule which result in his or her reclassification to a part-time student and changes in a part-time student's schedule which result in a class load of fewer hours.

Those situations which may require a refund are dropping a course or courses, withdrawing from school, cancellation of a class by the institution, and death of the student.

## Student Affairs

The following procedures will be followed in regard to refunds for credit students:

1. Seventy-five percent refund of fees for drops or withdrawals during the 14 calendar days from the first official day of classes. No refunds will be issued thereafter.
2. One hundred percent refund of fees for classes cancelled by the institution.
3. One hundred percent refund of fees for drops or withdrawals prior to official registration.
4. All refunds require two to three weeks for processing.

The following procedure will be followed in regard to refunds for non-credit students:

1. No refunds will be made for a non-credit class unless the class is cancelled.

## 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 \$65.00 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 by cash, check, Master Charge or Visa.

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. If a class is cancelled, books purchased for that class will be bought back at that time. Dates scheduled for buying back textbooks will be posted at the Bookstore.

## FOOD SERVICE

A cafeteria, located in the Student Center, is operated by a private vendor. Complete breakfasts and lunches are served as well as short order snacks. Drink and snack vending machines are located elsewhere on the campus.

## Student Affairs

### COUNSELING SERVICES AND FINANCIAL AID

#### COUNSELING

Guidance and counseling services are available for enrolled and prospective students through the offices of the Director of Student Services and the Coordinator of Guidance and Testing. The staff is committed to serving all Motlow students as an integral part of the college program.

It is the ultimate aim of the staff to provide necessary academic advisement and personal guidance to help each student make a successful adjustment.

Other activities in support of the college program include pre-registration advisement, orientation of new students, administering various tests and interest inventories, visiting area high schools, and promoting student activities.

Educational and occupational information, including catalogs from other institutions, is available in the offices of the Director of Student Services and the Coordinator of Guidance and Testing.

#### FRESHMEN ORIENTATION

A comprehensive Freshmen Orientation program is scheduled for all new students before the Fall Quarter registration each year. The program is designed to introduce new students to college life and explain the general operation procedures of the college which affect each student. Some of the topic areas included in the orientation program are: 1) testing, 2) introduction of faculty and staff, 3) academic advisement, and 4) student services.

The Freshmen Orientation program is directed by the Counseling Office.

#### TESTING

Tests can often serve as a valuable tool in helping students find out more about themselves and assisting them in making important educational decisions. Tests results can help a student and his advisor choose proper courses of study. All test results are kept confidential.

The Counseling Office participates in the following testing programs on a regular basis:

ACT Residual  
General Education Development Test  
College Level Examination Program  
ACT career planning program



## Student Affairs

In addition, vocational interest surveys are given on a demand-response basis. Anyone desiring information on specific testing procedures and dates should contact the Coordinator of Guidance and Testing.

### STUDENT FINANCIAL AID

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend college successfully. Most students find it difficult to hold a full-time job and do their academic work adequately. Unfortunately, many who try to do both either drop out of school or do so poorly that they cannot continue their education. This hurts both the individual and the community. It is for this reason that both the state of Tennessee and the national government provide grants, loans, and employment for students. All students are encouraged to apply for financial aid if they have the need. The Motlow Application for Aid form, as well as additional financial aid information, can be found in the Motlow Financial Aid Handbook available from the Financial Aid Office.

### POLICIES

The Financial Aid Office is open from 8:00 a.m. to 4:30 p.m. each school day. It is located in the Administration Building. The Financial Aid Officer is available to discuss anyone's situation and need with them and to help with the necessary aid application forms. Any information given to this office is kept confidential.

A student may apply for the Basic Educational Opportunity Grant, the Tennessee Student Assistance Award, and any of the other aid programs that are based on need by: 1) submitting the Motlow Application for Aid form, and 2) completing either the Family Financial Statement of the American College Testing Program or the Financial Aid Form of the College Scholarship Service. All Motlow students are encouraged to apply for the Basic Educational Opportunity Grant and the Tennessee Student Assistance Award. Normally, any assistance needed beyond the Basic Educational Opportunity Grant and the Tennessee Student Assistance Award will be through College Work-Study Program employment.

The Forms mentioned above can be obtained at high school Guidance Offices or the Financial Aid Office at Motlow.

## Student Affairs

### EMPLOYMENT PROGRAMS

1. The College Work-Study Program is a federal program based on financial need and provides up to 20 hours of work a week on campus. Amounts of wages are subject to change.
2. A limited number of campus jobs are available where financial need is not the determining factor.

A student shall be entitled to receive federal student assistance benefits only if that student is maintaining satisfactory progress in the course of study he is pursuing. For further information on the student employment program, inquiries should be directed to the Financial Aid Officer.

### GRANT PROGRAMS

1. The Basic Educational Opportunity Grant Program is a federal program based on financial need. Undergraduate students who are carrying or plan to carry at least a half-time load are eligible to apply.
2. The Supplemental Educational Opportunity Grant is a federal program which is available to a limited number of students with exceptional need.
3. The Tennessee Student Assistance Award is a state program available to residents of Tennessee only and is administered by the Tennessee Student Assistance Corporation. These grants are awarded to students with financial need and range up to the cost of registration fees.
4. The Nursing Grant Program is also federally funded. Students who are enrolled in the nursing program and have applied for financial assistance are considered for these grants. Those students capable of maintaining good standing in the program and demonstrating exceptional need are awarded these grants.

A student shall be entitled to receive federal student assistance benefits only if that student is maintaining satisfactory progress in the course of study he is pursuing. Amounts of grants are subject to change. Contact the Financial Aid Officer for further information.

### LOAN PROGRAMS

1. The National Direct Student Loan Program provides long-term, low-interest loans up to a total of \$2,500 for the first two years of college. There are no interest charges while the student is in school. Repayment of principal and interest begins nine months after the student has



## Student Affairs

ceased to be at least a half-time student. The loans bear interest at the rate of 3% per year. This loan is based on financial need and is arranged between Motlow and the student.

2. Tennessee Student Assistance Corporation is an agency created by action of the 83rd General Assembly of the State of Tennessee for the purpose of guaranteeing loans made to Tennessee students by Tennessee banks or credit unions. Application forms are available at participating banks, credit unions, or the Financial Aid Office.
3. The Nursing Loan Program is federally funded. Loans are made on a funds available basis to students who have been accepted into Motlow's nursing program. There are no interest charges while the student is in school. Repayment of principal and interest begins nine months after the student has ceased to be at least a half-time student. The loans bear interest at the rate of 3% per year. A borrower is entitled to have up to 85% of the loan cancelled for full-time employment as a registered nurse (including teaching, administration, and supervisory work) in many public and non-profit agencies, institutions, organizations, and health centers.
4. A small loan fund has been made available for short term loans, interest free, for students who encounter sudden financial distress.

A student shall be entitled to receive federal student assistance benefits only if that student is maintaining satisfactory progress in the course of study he is pursuing. Further information on loan programs may be obtained from the Financial Aid Officer.

## SCHOLARSHIP PROGRAMS

1. Motlow makes available, on an annual basis, academic workshops to each valedictorian and salutatorian representing the graduating class of service area high schools. These workshops cover the cost of maintenance fees and include a work obligation on the part of the student.
2. Ten outstanding area high school students are also offered the Motlow Leadership Award. This award covers maintenance fees and includes a work obligation on the part of the student. The recipients of this award are chosen by a committee who reviews the list of nominees submitted by area high schools.
3. Scholarships are available in certain discipline areas. For information concerning these scholarships, contact the offices of Liberal Arts, Career Education, or Financial Aid.

## Student Affairs

### STUDENT SERVICES AND ACTIVITIES

#### SERVICES

##### HEALTH SERVICES

Students are required to complete a student medical history form for admission to Motlow. 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 in the Classroom Building. 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 Director of Student 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.

##### LOST AND FOUND

Information concerning lost articles should be directed to the Information and Field Services Office in the Administration Building. Any article found should be turned in to that office.

## Student Affairs

### STUDENT CENTER

The Student Center has facilities which provide a small meeting room, bookstore, cafeteria, and student lounge. In addition, there is a Student Government Association office and the counselors' offices located there. Arrangements for the use of any of the facilities after regular hours of operation should be made through the Office of Director of Public Information and Field Services.

### VEHICLE REGISTRATION AND PARKING

All privately owned or operated vehicles for use on campus by regular students 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 \$3.00. For students taking short term CEU courses only, (CEU courses which are less than one quarter in duration) the auto registration fee is \$1.00 per quarter. 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. 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 Director of Student 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 the Office of Admissions and Records. A veteran who wishes to contact the VA Central Office may do so at the following address:

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.

## Student Affairs

### 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.

### COOPERATIVE EDUCATION AND JOB PLACEMENT PROGRAMS

Motlow College maintains cooperative education and job placement programs or services for students through the Division of Career Education which strives to facilitate the transition of students from education into the work force. These programs and services are an integral part of Motlow's efforts to afford education-related jobs during enrollment and career placement for students following graduation or completion of certificate programs.

Students enrolled in the Cooperative Practicum 201, 202, 203 earn two (2) quarter hours credit each for their study related cooperative work experiences with employers.

Students who are interested in applying for the Co-op program, need part-time jobs, or desire career placement after they complete their academic program, should contact the Cooperative Education and Placement Office, Division of Career Education.

### ACTIVITIES

#### ATHLETICS

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 intercollegiate program sponsors teams in baseball, men's basketball, women's basketball and tennis. 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.

### SOCIAL EVENTS

A variety of social events is an important part of the total student life experience at Motlow. Almost all events are planned by students for their enjoyment. Many cultural and intellectually stimulating events are open to interested area citizens. Any student interested in planning or promoting social events should contact the Director of Student Services.

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

All social events must have approved chaperones for each activity or event. These chaperones must be present throughout the entire event.

A calendar of student events is published monthly to inform students of upcoming activities and club meetings on campus. Anyone interested in promoting an event in the calendar should contact the Director of Student Services.



### STUDENT GOVERNMENT

Motlow State Community College is committed to the concept of student government because of its democratic ideals 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 student government at Motlow is divided into an executive and legislative branch. The executive branch is composed of the President, Vice-President, appointed cabinet officials, and special committees. Elections for the executive branch are held each spring. The legislative branch is called the Student Senate. The Senate is composed of freshmen and sophomore officials. Sophomore members are elected in the Spring and freshmen members are elected in the Fall.

Information regarding specific 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 office. The constitution outlines the duties of each student government official, gives procedures and regulations for elections, and includes by-laws which govern the day-to-day activities of the SGA. Those wishing to become involved in SGA activities should contact the SGA president or staff advisor.

### 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 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 Director of Student 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



## Student Affairs

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 Director of Student 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                                | Motlow Student Nursing Association              |
| Baptist Student Union                   | National Collegiate Association for Secretaries |
| Cheerleaders                            | Phi Rho Pi                                      |
| Chorus                                  | Science Club                                    |
| Gamma Beta Phi Society                  | Student Government Association                  |
| Motlow Fellowship of Christian Athletes |   |

A special event, Club Day, is set aside at the beginning of the Fall Quarter for new students to learn more about campus organizations. In addition, organizations and meetings are advertised on campus bulletin boards. For more information on specific organizations contact the Student Government Association.

## 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 REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

College students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between

## Student Affairs

the institution and the academic community which it seeks to serve, the State Board of Regents has authorized the Presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

Pursuant to this authorization and in fulfillment of its duty to provide a secure and stimulating atmosphere in which individual and academic pursuits may flourish, the State Board of Regents has developed the following Regulations which are intended to govern student conduct on the several campuses under its jurisdiction, and which regulations may be expanded or supplemented by each institution subject to Board approval. In addition, students are subject to all national, state and local laws and ordinances. If a student's violation of such laws or ordinances also adversely affects the institution's pursuit of its educational objectives, the institutions may enforce their own regulations regardless of any proceedings instituted by other authorities. Conversely, violation of any section of these Regulations may subject a student to disciplinary measures by the institution whether or not such conduct is simultaneously violative of state, local or national laws.

## DISCIPLINARY OFFENSES

1. CONDUCT DANGEROUS TO OTHERS. Any conduct which constitutes a serious danger to any person's health, safety or personal well-being, including any physical abuse or immediate threat of abuse;
2. HAZING. Any act of hazing of any variety by an individual or group;
3. DISORDERLY CONDUCT. Any individual or group behavior which is abusive, obscene, lewd, indecent, violent, excessively noisy, disorderly, or which unreasonably disturbs other groups or individuals;
4. OBSTRUCTION OF OR INTERFERENCE WITH INSTITUTIONAL ACTIVITIES OR FACILITIES. Any intentional interference with or obstruction of any institutional activity, program, event, or facilities, including the following:
  - a. Any unauthorized occupancy of institution or institutional controlled facilities or blockage of access to or from such facilities.
  - b. Interference with the right of any institution member or other authorized person to gain access to any institution or institutional controlled activity, program, event or facilities.
  - c. Any obstruction or delay of a campus security officer, fireman, or any institution official in the performance of his or her duty.
5. MISUSE OF OR DAMAGE TO PROPERTY. Any act of misuse, vandalism, malicious or unwarranted damage or destruction, defacing,

## Student Affairs

- disfiguring or unauthorized use of property belonging to the institution including but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution;
6. **THEFT, MISAPPROPRIATION, OR UNAUTHORIZED SALE.** Any act of theft, misappropriation, or unauthorized possession or sale of institution property or any such act against a member of the institution community or a guest of the institution;
  7. **MISUSE OF DOCUMENTS OR IDENTIFICATION CARDS.** Any forgery, alteration of or unauthorized use of institution documents, forms, records or identification cards, including the giving of any false information, or withholding of necessary information, in connection with a student's admission, enrollment or status in the institution;
  8. **FIREARMS AND OTHER DANGEROUS WEAPONS.** Any unauthorized or illegal possession of or use of firearms or dangerous weapons of any kind;
  9. **EXPLOSIVES, FIREWORKS, AND FLAMMABLE MATERIALS.** The unauthorized possession, ignition or detonation of any object or article which could cause damage by fire or other means to persons or property or possession of any substance which could be considered to be and used as fireworks;
  10. **ALCOHOLIC BEVERAGES.** The consumption or possession of alcoholic beverages;
  11. **DRUGS.** The unlawful possession or use of any drug or controlled substance (including any stimulant, depressant, narcotic, or hallucinogenic drug or substance, or marijuana), or the sale or distribution of any such drug or controlled substance;
  12. **GAMBLING.** Gambling in any form;
  13. **FINANCIAL IRRESPONSIBILITY.** Failure to meet financial responsibilities to the institution promptly including, but not limited to, knowingly passing a worthless check or money order in payment to the institution or to a member of the institution community acting in an official capacity;
  14. **UNACCEPTABLE CONDUCT IN HEARINGS.** Any conduct at an institutional hearing involving contemptuous, disrespectful, or disorderly behavior, or the giving of false testimony or other evidence at any hearing;
  15. **FAILURE TO COOPERATE WITH INSTITUTIONAL OFFICIALS.** Failure to comply with directions of institutional officials acting in the performance of their duties;

## Student Affairs

16. **VIOLATION OF GENERAL RULES AND REGULATIONS.** Any violation of the general rules and regulations of the institution as published in an official institutional publication, including the intentional failure to perform any required action or the intentional performance of any prohibited action;
17. **ATTEMPTS AND AIDING AND ABETTING THE COMMISSION OF OFFENSES.** Any attempt to commit any of the foregoing offenses, or the aiding and abetting of the commission of any of the foregoing offenses (an "attempt" to commit an offense is defined as the intention to commit the offense coupled with the taking of some action toward its commission);
18. **VIOLATIONS OF STATE OR FEDERAL LAWS.** Any violation of state or federal laws or regulations prescribing conduct or establishing offenses, which laws and regulations are incorporated herein by reference;

Disciplinary action may be taken against a student for violations of the foregoing Regulations which occur on institutionally owned, leased, or otherwise controlled property, or which occur off-campus when the conduct impairs, interferes with or obstructs any institutional activity or the missions, processes and functions of the institution. In addition, disciplinary action may be taken on the basis of any conduct, on or off-campus which poses a substantial threat to persons or property within the institutional community.

For the purposes of these Regulations, a "student" shall mean any person who is registered for study in any institution in the State University and Community College System of Tennessee for any academic period. A person shall be considered a student during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period, and during any period while the student is under suspension from the institution.

### ACADEMIC AND CLASSROOM MISCONDUCT

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

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

If the student believes that he or she has been erroneously accused of academic misconduct; and if his or her final grade has been lowered as a result, the student may appeal the case through the appropriate institutional procedures.

#### DISCIPLINARY SANCTIONS

Upon a determination that a student or organization has violated any of the rules, regulations or disciplinary offenses set forth in the Regulations, the following disciplinary sanctions may be imposed, either singly or in combination, by the appropriate institution officials.

#### DEFINITION OF SANCTIONS

1. **RESTITUTION.** A student who has committed an offense against property may be required to reimburse the institution or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.
2. **WARNING.** The appropriate institutional official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.
3. **REPRIMAND.** A written reprimand, or censure, may be given any student or organization whose conduct violates any part of these Regulations. Such a reprimand does not restrict the student in any way, but does have important consequences. It signifies to the student that he or she is in effect being given another chance to conduct himself or herself as a proper member of the institution community, but that any further violation may result in more serious penalties.
4. **RESTRICTION.** A restriction upon a student's or organization's privileges for a period of time may be imposed. This restriction may include, for example, denial of the right to represent the institution in any way, denial of use of facilities, parking privileges, participation in extracurricular activities or restriction of organizational privileges.

5. **PROBATION.** Continued enrollment of a student on probation may be conditioned upon adherence to these Regulations. Any student placed on probation will be notified of such in writing and will also be notified of the terms and length of the probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these Regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.
6. **SUSPENSION.** If a student is suspended, he or she is separated from the institution for a stated period of time with conditions of readmission stated in the notice of suspension.
7. **INTERIM OR SUMMARY SUSPENSION.** Though as a general rule, the status of a student accused of violations of these Regulations should not be altered until a final determination has been made in regard to the charges against him or her, summary suspension may be imposed upon a finding by the appropriate institutional official that the continued presence of the accused on campus constitutes an immediate threat to the physical safety and well-being of the accused, or of any other member of the institution community or its guests, destruction of property, or substantial disruption of classroom or other campus activities. In any case of immediate suspension, the student shall be given an opportunity at the time of the decision or immediately thereafter to contest the suspension, and if there are disputed issues of fact or cause and effect, the student shall be provided a hearing on the suspension as soon as possible.

#### 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 Director of Student 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.



## Student Affairs

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 Director of Student 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 Director of Student Services.

When appropriate, an informative letter is sent to the parents by the Director of Student 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.



## ACADEMIC AFFAIRS

Academic Organization

Academic Inventory

Academic Policies

Graduation  
Requirements

Programs of Study

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 ORGANIZATION

The organization within which the education programs at Motlow are planned and implemented is designed with five divisions. They are the divisions of Career Education, Continuing Education and Evening Instruction, the Industrial and Business Institute, Liberal Arts and Library-Learning Resources.

#### THE 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 business technology, computer science technology, engineering 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 six 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.

The Division of Career Education additionally offers a Cooperative Education Program and Job Placement services for all students who wish to participate in the work force.



## Academic Affairs



THE 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 Office of Continuing Education and Evening Instruction which is open Monday through Thursday, 8:00 a.m. to 9:00 p.m., and on Friday, 8:00 a.m. to 4:30 p.m.

While regular academic credit is awarded for many classes that are offered through this division, the Continuing Education Unit (CEU) is awarded also upon successful completion of certain non-credit courses or activities. 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.

#### CREDIT COURSES

Each quarter numerous credit courses are offered at night in cooperation with the divisions of Career Education and Liberal Arts. These courses, which are described in other sections of this catalog, are available to full-time and part-time students both on campus and at several off-campus locations for the convenience of the student. Individuals interested in pursuing a college degree will find that they can earn a degree by attending classes in the evening.



## Academic Affairs

### NON-CREDIT GENERAL INTEREST COURSES

A wide variety of general interest 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 Continuing Education Unit is usually awarded upon successful completion. The following are some selected titles:

|                                |                               |
|--------------------------------|-------------------------------|
| Art of Quilt Making            | Houseplant Magic              |
| Assertiveness Training         | Individualized Reading        |
| Baseball Clinic--Little League | Knitting                      |
| Basketball Camp                | Nature Photography            |
| Beekeeping in Tennessee        | Needlepoint                   |
| Cake Decorating                | Oil Painting                  |
| Ceramics--Work in Clay         | Parent Effectiveness Training |
| College Survival               | Photography                   |
| Crocheting                     | Pragmatic Landscape Design    |
| Dance-ercise                   | Run For Your Life             |
| Disco Dancing                  | Sewing                        |
| Dog Obedience                  | Silk Flower Making            |
| Finding My Way                 | Slimnastics                   |
| GED Preparation                | Speed Reading                 |
| Genealogy I                    | Tennis Instruction            |
| Guitar                         | Watercolor Painting           |

### PUBLIC SERVICE ACTIVITIES

The college, through this division, attempts to work with various individuals and groups to provide a variety of courses and activities of a public service nature. Groups who are served include area banking and insurance personnel as well as school personnel in Motlow's seven-county service area. Most recently, more than two-hundred unemployed adults have been reached through a federally funded program, Guidance and Counseling Services for Unemployed Adults.

## Academic Affairs

### THE DIVISION OF THE INDUSTRIAL AND BUSINESS INSTITUTE

The Division of the Industrial and Business Institute was formed to support the training needs of businesses and industries within the seven-county service area of Motlow State Community College. The Institute has presented approximately 250 programs since its beginning in 1976 providing its services to over 6300 people. The Institute, which is self-supporting, develops its programs to meet specific needs of organizations in the service area.

One of the special features of the Institute is the unique and relevant offerings in the forms of continuous programs, seminars, workshops, and conferences. All offerings are developed to meet the area's rapidly-changing technological society and are held in convenient locations for the participants, giving any interested person the opportunity to attend. Since these types of programs have usually been available only to those in top management positions, persons in middle management and supervisory positions may not have been able to participate. The Institute has brought quality programs to the area with the philosophy that it is less costly to bring in a quality instructor for the area than it is to send a number of employees to a similar program. Many of the continuous program formats are flexible enough to be offered in-house at various businesses or industries.

A major objective of the Institute is to maintain quality instruction for all programs. In an effort to ensure quality instruction, seminars are conducted by nationally-recognized consultants in the respective fields; and all instructors are required to follow an instructor's training manual, designed by the Institute to maximize instructor performance and to allow maximum participant benefits.

The Institute utilizes the services of various advisory groups to assist in developing programs. Work with the advisory groups gives the Institute the opportunity to address those subjects which are indicated by members of the groups as being needed and of interest.

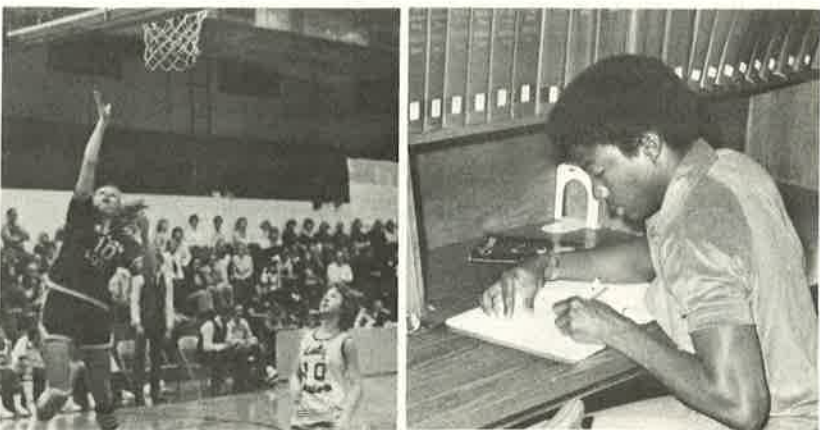
The IBI continues to assess its role in the community and to address and support the training needs of the service area. Through continuous utilization of and consultation with the various advisory groups, the Institute will continue with the same types of offerings that have helped earn its reputation and national ranking as one of the major staff development programs in the United States.





## THE 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.



## THE DIVISION OF LIBRARY-LEARNING RESOURCES

The services and facilities of the Division of Library-Learning Resources support the instructional program of the college. Not only does the Library-Learning Resources Center provide resources and reference services, but also production of media materials, instructional development assistance, and other services in support of the educational curricula. The new closed circuit television (CCTV) system promises to provide faculty and students with a different approach to the learning process.

The Library-Learning Resources Center (L-LRC), so-called because it combines the traditional library concept with a learning resources center providing modern audio-visual equipment and instructional materials, is located in the north wing of the classroom building. It houses an up-to-date collection of informative materials in print and non-print form. Here students, faculty, and staff can browse among the 30,000 books and 275 periodical titles or utilize materials such as phonograph records, cassette tapes, films, filmstrips, and slide sets. This collection is intended both for the support of the college curricula and for the stimulation of extracurricular development and enrichment. Members of communities in Motlow's service area are invited to utilize L-LRC materials within the Center. The L-LRC Director welcomes student and faculty suggestions for the purchase of new materials.

The L-LRC is normally open Monday through Thursday, 7:30 a.m. to 8:30 p.m., and on Friday from 7:30 a.m. to 4:30 p.m. Temporary changes in this schedule are posted in advance. Members of the library staff are available to assist in locating information or materials.

Books are arranged in open stacks according to the Library of Congress system of classification. They are loaned for two-week periods and may be renewed for another two weeks. Borrowers are responsible for the replacement of lost or damaged books and may be charged a fine of 25 cents an hour up to five dollars for reserve books which are not returned on time. Reference books, periodicals, audio-visual equipment, and instructional materials must be used within the Center. Details of Library-Learning Resources Center procedures, rules, and regulations may be found in the Student Handbook of the Library-Learning Resources Center.



## Academic Affairs

### ACADEMIC INVENTORY

The scope of the academic program at Motlow State Community College provides the following alternatives for its students: (1) an associate degree program designed for transfer purposes, or (2) an associate degree program designed for immediate career application, or (3) a concentrated short-term certificate program. For each program of study completed toward receiving either the Associate of Arts degree or the Associate of Science degree, a student will identify a major and will select, when applicable, an emphasis in that major. The following chart is an inventory of programs available.

| Division     | Major               | Emphasis                                 | Degree  |
|--------------|---------------------|--|---|
| Liberal Arts | University Parallel | Accounting                               | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Aerospace Administration                 | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Aerospace Technology                     | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Agriculture                              | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Art                                      | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Biology                                  | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Business Administration                  | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Business Education/<br>Office Management | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Chemistry                                | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Communications                           | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Computer Science                         | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Early Childhood Education                | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Economics                                | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Elementary Education                     | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | English                                  | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |

## Academic Affairs

| Division     | Major               | Emphasis                    | Degree  |
|--------------|---------------------|-----------------------------|---|
| Liberal Arts | University Parallel | Geography                   | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Health & Physical Education | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | History                     | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Industrial Management       | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Mathematics                 | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Physics                     | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Political Science           | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Pre-Dental                  | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Pre-Law                     | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Pre-Medical                 | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Pre-Nursing                 | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Pre-Optometry               | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Pre-Pharmacy                | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Pre-Veterinary Medicine     | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Psychology                  | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Recreation                  | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Secondary Education         | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Social Science              | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Social Work                 | Associate of Science (A.S.)                             |
| Liberal Arts | University Parallel | Sociology                   | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |
| Liberal Arts | University Parallel | Undeclared                  | Associate of Arts (A.A.)<br>Associate of Science (A.S.) |

### Academic Affairs

| Division         | Major                                | Emphasis           | Degree                      |
|------------------|--------------------------------------|--------------------|-----------------------------|
| Career Education | Engineering                          | -----              | Associate of Science (A.S.) |
| Career Education | Business Technology                  | Accounting         | Associate of Science (A.S.) |
| Career Education | Business Technology                  | Banking & Finance  | Associate of Science (A.S.) |
| Career Education | Business Technology                  | General Business   | Associate of Science (A.S.) |
| Career Education | Business Technology                  | Real Estate        | Associate of Science (A.S.) |
| Career Education | Computer Science Technology          | Business           | Associate of Science (A.S.) |
| Career Education | Computer Science Technology          | Scientific         | Associate of Science (A.S.) |
| Career Education | Engineering Technology               | Architectural      | Associate of Science (A.S.) |
| Career Education | Engineering Technology               | Design & Drafting  | Associate of Science (A.S.) |
| Career Education | Engineering Technology               | Energy Engineering | Associate of Science (A.S.) |
| Career Education | Engineering Technology               | General            | Associate of Science (A.S.) |
| Career Education | Nursing                              | -----              | Associate of Science (A.S.) |
| Career Education | Secretarial Science Technology       | Secretarial        | Associate of Science (A.S.) |
| Career Education | Secretarial Science Technology       | General Clerical   | Associate of Science (A.S.) |
| Career Education | Biomedical Equipment Technician      | -----              | Associate of Science (A.S.) |
| Career Education | Dietetic Technician                  | -----              | Associate of Science (A.S.) |
| Career Education | Electroencephalographic Technologist | -----              | Associate of Science (A.S.) |
| Career Education | Emergency Medical Technician         | -----              | Associate of Science (A.S.) |
| Career Education | Health Data Processing Technician    | -----              | Associate of Science (A.S.) |
| Career Education | Medical Assistant                    | -----              | Associate of Science (A.S.) |
| Career Education | Medical Laboratory Technician        | -----              | Associate of Science (A.S.) |
| Career Education | Medical Record Technician            | -----              | Associate of Science (A.S.) |

### Academic Affairs

| Division         | Major                                   | Emphasis | Degree                      |
|------------------|---|----------|-----------------------------|
| Career Education | Multiple Competency Clinical Technician | -----    | Associate of Science (A.S.) |
| Career Education | Occupational Therapy Assistant          | -----    | Associate of Science (A.S.) |
| Career Education | Optometric Technician                   | -----    | Associate of Science (A.S.) |
| Career Education | Physical Therapist Assistant            | -----    | Associate of Science (A.S.) |
| Career Education | Radiologic Technologist                 | -----    | Associate of Science (A.S.) |
| Career Education | Respiratory Therapist                   | -----    | Associate of Science (A.S.) |

| Division         | Major                                | Emphasis | Certificate           |
|------------------|--------------------------------------|----------|-----------------------|
| Career Education | Accounting Technology                | -----    | Certificate of Credit |
| Career Education | General Clerical Technology          | -----    | Certificate of Credit |
| Career Education | Marketing Technology                 | -----    | Certificate of Credit |
| Career Education | Salesmanship Technology              | -----    | Certificate of Credit |
| Career Education | Secretarial Science Technology       | -----    | Certificate of Credit |
| Career Education | Wholesaling and Retailing Technology | -----    | Certificate of Credit |





**UNIVERSITY PARALLEL MAJOR**

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                           | industrial management   |
| aerospace administration             | mathematics             |
| aerospace technology                 | physics                 |
| agriculture                          | political science       |
| art                                  | pre-dental              |
| biology                              | pre-law                 |
| business administration              | pre-medical             |
| business education/office management | pre-nursing             |
| chemistry                            | pre-optometry           |
| communications                       | pre-pharmacy            |
| computer science                     | pre-veterinary medicine |
| early childhood education            | psychology              |
| economics                            | recreation              |
| elementary education                 | secondary education     |
| English                              | social science          |
| geography                            | social work             |
| health-physical education            | sociology               |
| history                              | undeclared              |

**ENGINEERING MAJOR**

Motlow State Community College offers an engineering major in a program leading to the Associate of Science Degree. An alternative curriculum showing two "tracks" for transfer to major receiving universities is presented as possible programs of study.

**BUSINESS TECHNOLOGY MAJOR**

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

**COMPUTER SCIENCE TECHNOLOGY MAJOR**

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

**ENGINEERING TECHNOLOGY MAJOR**

Motlow State Community College offers an engineering technology major with an architectural emphasis, a design and drafting emphasis, an energy engineering emphasis, and a general engineering emphasis. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Science Degree is awarded.

**NURSING MAJOR**

Motlow State Community College offers a nursing major in a program leading to the Associate of Science Degree. Upon completion of the program, graduates who are eligible, based upon the Tennessee Board of Nursing criteria, may write the State Board Test Pool Examination for licensure as a Registered Nurse.

**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. The Associate of Science Degree is awarded.

**CERTIFICATES OF CREDIT**

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
- marketing technology
- salesmanship technology
- secretarial science technology
- wholesaling and retailing technology

### ALLIED HEALTH LINKAGE PROGRAM

Motlow State Community College is involved in a cooperative Linkage program with the Regional Technical Institute (RTI) for Health Occupations, a division of the School of Community and Allied Health (SCAH) at The University of Alabama in Birmingham. The first year of general education and prerequisite courses is completed at Motlow State Community College. Upon application to and acceptance by RTI, students transfer to RTI at the program starting date to complete the technical study and clinical experience in one of fourteen programs jointly offered through this arrangement:

BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR  
DIETETIC TECHNICIAN MAJOR  
ELECTROENCEPHALOGRAPHIC TECHNOLOGIST MAJOR  
EMERGENCY MEDICAL TECHNICIAN MAJOR  
HEALTH DATA PROCESSING TECHNICIAN MAJOR  
MEDICAL ASSISTANT MAJOR  
MEDICAL LABORATORY TECHNICIAN MAJOR  
MEDICAL RECORD TECHNICIAN MAJOR  
MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR  
OCCUPATIONAL THERAPY ASSISTANT MAJOR  
OPTOMETRIC TECHNICIAN MAJOR  
PHYSICAL THERAPIST ASSISTANT MAJOR  
RADIOLOGIC TECHNOLOGIST MAJOR  
RESPIRATORY THERAPIST MAJOR

For information concerning the program of study for each of the above majors, see pages 118 through 132.



### 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 or she 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 initiated 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. This form should be filed in the Office of Admissions and Records no later than February 15.

#### 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. Nineteen quarter hours is the maximum load without permission of the appropriate Division Director.

##### 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 constitutes a series of obligated appointments. An explanation of the cause 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 |                           | Grade Points Awarded Per Quarter Hour |
|-------|---------------------------|---------------------------------------|
| A     | Outstanding               | 4                                     |
| B     | Above Average             | 3                                     |
| C     | Average                   | 2                                     |
| D     | Passing but below Average | 1                                     |
| F     | Failing                   | 0                                     |

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

|    |                |    |                  |
|----|----------------|----|------------------|
| CR | Credit by Exam | S  | Satisfactory     |
| I  | Incomplete     | W  | Withdrew         |
| NC | No Credit      | WF | Withdrew Failing |
| P  | Passed         | WP | Withdrew Passing |

The "CR" is used when a student receives credit for a course by challenge examination. The "CR" is not used in computing the grade point average.

The "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 "I" unless extenuating circumstances noted above exist. The "I" is not included in computing the grade point average in the quarter for which it is assigned; however, an incomplete must be removed during the succeeding quarter, excluding summer. Otherwise, a grade of "F" is automatically entered.

The "NC" is used when a student has audited a course or when a student has withdrawn from a non-credit community service (NCCS) course or has not completed satisfactorily a non-credit community service (NCCS) course. The "NC" is not included in computing the grade point average.

The grades "P" and "F" are used with the Pass/Fail grading option. The "P" is not used in computing the grade point average. The "F" is used in computing the grade point average by including the number of hours of the course in the hours attempted total and including zero grade points in the grade points earned.

The "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.

The "W" is used when a student drops a class or withdraws from the college no later than one week prior to mid-term examinations. The "W" is not used in computing the grade point average.

The "WP" or "WF" is used when a student drops a class or withdraws from the college no later than ten calendar days prior to the first day of final examinations. Anyone dropping a class or withdrawing from the college after this time will receive "WF", except for unavoidable circumstances as determined by the Dean of the College. Specific dates for the above are posted quarterly in the Office of Admissions and Records. The "WP" is not included in computing the grade point average; however, the "WF" is computed in the grade point average in the same manner as an "F".

**GRADE POINT AVERAGE, GPA (QUALITY POINT AVERAGE, QPA)**

The academic standing of a student is expressed in terms of a cumulative grade point average (CGPA). When a course is completed, the number of grade points earned is determined by multiplying the credit hours earned for that course by the grade points assigned to the letter grade earned. The cumulative grade point average is determined by dividing the total number of grade points earned by the total number of credit hours which the student attempted except for credit hours in courses from which the student withdraws in good standing or for courses in which the student received grades which are not considered when determining the CGPA (Example: repeated courses).

Assigned grade point values per credit hour are: A--4 points, B--3 points, C--2 points, D--1 point, and F--0 points.

Example:

|                                      |                   |                        |
|--------------------------------------|-------------------|------------------------|
| 3 hr. course completed with grade A: | $3 \times 4 = 12$ | grade points earned    |
| 5 hr. course completed with grade C: | $5 \times 2 = 10$ | grade points earned    |
| 1 hr. course completed with grade B: | $1 \times 3 = 3$  | grade points earned    |
| 4 hr. course completed with grade B: | $4 \times 3 = 12$ | grade points earned    |
| 3 hr. course completed with grade F: | $3 \times 0 = 0$  | grade points earned    |
| 16 hours completed                   |                   | 37 grade points earned |



## Academic Affairs

The grade point average, GPA, is determined by the use of the following formula:

$$\text{GPA} = \frac{\text{total grade points earned}}{\text{hours attempted minus hours repeated or withdrawn from in good standing}}$$

In the example given:  $\text{GPA} = 37 \text{ divided by } 16 = 2.31$  (no hours repeated)

### REPEATING A COURSE

A student may repeat a course which he or she 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.

Repeating a course will affect a student's academic record in the following ways:

1. Only the last grade received for a course will be used in computing the cumulative grade point average (even if the last grade is lower than a previously received grade).
2. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the quarter during which the course was repeated.
3. The hours earned by repeating a course are subtracted from the total hours attempted before dividing to compute the cumulative grade point average.

### RETENTION STANDARDS

The minimum standard of achievement expected is 2.00 ("C" average). A cumulative grade point average of not less than 2.00 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 over 21 quarter hours.

## Academic Affairs

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

| Quarter Hours Attempted | Minimum Cumulative GPA |
|-------------------------|------------------------|
| 0 - 21.0                | No minimum             |
| 21.1 - 39.0             | 1.0                    |
| 39.1 - 60.0             | 1.4                    |
| 60.1 - 72.0             | 1.7                    |
| 72.1 - 84.0             | 1.9                    |
| 84.1 - and above        | 2.0                    |

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 grade point average which prevents a student from being placed on probation. Probation automatically limits a student to 12 quarter hours for the succeeding quarter plus a physical education activity course, if desired.

At the end of the next term of enrollment, a student on academic probation who has failed to attain either the given cumulative standard or a 2.00 GPA for that term will be suspended for one term. Academic suspension prevents college attendance the succeeding quarter, including summer.

Students who are returning to school after having been suspended for a quarter will re-enter on a probationary status.

### APPEAL OF ACADEMIC SUSPENSION

A student who is suspended for academic reasons may appeal his or her suspension to the Student Affairs Committee if he or she feels there are unusual circumstances which have contributed to his or her suspension. A student who is allowed to re-enter school through this appeal process is normally required to attempt 9 hours or less and is required to have periodic counseling sessions with a counselor.

An appeal must be presented in writing and in duplicate to the Director of Student Services prior to the first day of classes as indicated in the official college calendar for the quarter during which the student's suspension is to be in effect. Appeals will be heard by the Committee on the first day of classes of each quarter at 3:00 p.m., including summer. The student should report to the office of the Director of Student Services.

## Academic Affairs

The Director of Student Services has the authority to remove suspension status for a student when recommended by the Student Affairs Committee or when satisfactory progress is clearly indicated.

### AWARDS AND HONORS

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

|            |                 |
|------------|-----------------|
| 3.80--4.00 | Summa Cum Laude |
| 3.50--3.79 | Magna Cum Laude |
| 3.30--3.49 | Cum Laude       |

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

### HONORS PROGRAM

The Honors Program is designed to meet the special needs of the superior student. It is a college wide program for students who desire to pursue extensive or intensive study in a particular course or courses under the direction and guidance of a highly qualified member of the faculty specifically designated to guide honors study. Completion of 18 quarter hours in honors courses at Motlow will generally allow students transferring to a four year institution upon completion of the associate degree to gain entry into upper division honors work at that institution. A maximum of 28 quarter hours will be allowed in honors courses at Motlow, and no more than one honors course may be attempted each quarter.

A student must make application to the Director, Division of Career Education, or Director, Division of Liberal Arts. Initial acceptance of a student into an Honors Program will be indicated to the student in writing.

In order to be eligible for participation in the Honors Program, incoming freshmen must have attained an ACT composite score of 25 or better or be in the upper 10 percent of their high school class. Sophomores must have minimum grade point average of 3.0. Those students who do not meet the objective criteria for participation in the Honors Program may petition the Director, Division of Career Education, or Director, Division of Liberal Arts for admission in a letter accompanied by two letters of recommendation from senior high school teachers in the case of incoming freshmen, or from members of the college faculty in other cases.

## Academic Affairs

### 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 EXAMINATION CREDIT

Students who have achieved competence equivalent to that offered in a course through on-the-job training, previous instruction, or other methods may receive credit for selected courses as designated by the division directors by challenge examination. To receive credit by challenging a course the student must:

1. Enroll in the course.
2. Apply for credit by examination by completing the upper portion of the Proficiency Examination Application. This form and further instructions may be secured in the office of any division director.
3. Take an examination during the first two weeks of classes on major aspects of the course as determined by the faculty member.
4. Attend class regularly until the proficiency examination is given.

If the examination is successfully completed, the student will not be required to attend the class for the remainder of the quarter. The student will receive the credit hours with a grade of "CR", which will not be used in computing grade point average. If the examination is not successfully completed, the student should either withdraw from the class or continue in attendance for the remainder of the course.

A student may challenge a specific course only once, and this challenge program may not be used to remove an "I" or an "F" grade or to improve a grade already earned.

## Academic Affairs

### COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 12 hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. There is a fee.

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

| CLEP Subject Area             | Credit Hours | Motlow Courses    |
|-------------------------------|--------------|-------------------|
| Introductory Accounting       | 9            | ACT 231, 232, 233 |
| Biology                       | 12           | BIO 141, 142, 143 |
| Introductory Business Law     | 3            | BUS 261           |
| Intro. to Business Mgmt.      | 3            | BUS 271           |
| Introductory Marketing        | 3            | BUS 281           |
| Chemistry                     | 12           | CHE 101, 102, 103 |
| Computers and Data Processing | 3            | CST 121           |
| Introductory Economics        | 9            | ECO 201, 202, 203 |
| Human Growth & Development    | 3            | EDU 110           |
| English Composition           | 9            | ENG 101, 102, 103 |
| American Literature           |              |                   |
| or                            |              |                   |
| English Literature            | 9            | ENG 205, 206, 207 |
| Western Civilization          | 9            | HIS 111, 112, 113 |
| American History              | 9            | HIS 211, 212, 213 |
| Statistics                    | 3            | MAT 140           |
| College Algebra               | 5            | MAT 151           |
| Trigonometry                  | 5            | MAT 152           |
| Calculus                      | 5            | MAT 206           |
| American Government           | 6            | POL 111, 112      |
| General Psychology            | 6            | PSY 131, 132      |
| Educational Psychology        | 3            | PSY 211           |
| Introductory Sociology        | 6            | SOC 211, 212      |

Contact the Counseling Office for additional information.

### CORRESPONDENCE COURSE CREDIT

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.

## Academic Affairs

2. Students in residence carrying a full load may not register for such courses.
3. English composition must be taken in residence or by CLEP subject examination.

### ACADEMIC SCHEDULE

#### 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 (50 minutes lecture time = 1 class hour) 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, 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            | HED | Health                |
| AGR | Agriculture           | HIS | History               |
| ANT | Anthropology          | IMT | Industrial Management |
| ART | Art                   | INS | Insurance             |
| AVI | Aerospace             | MAT | Mathematics           |
| BIO | Biology               | MKT | Marketing             |
| BNK | Banking               | MUS | Music                 |
| BUS | Business              | NET | Nursing               |
| CHE | Chemistry             | PED | Physical Education    |
| COM | Communications        | PHY | Physics               |
| COP | Cooperative Education | POL | Political Science     |
| CST | Computer Science      | PSY | Psychology            |
| ECO | Economics             | REL | Religion              |
| EDU | Education             | RES | Real Estate           |
| ENG | English               | SOC | Sociology             |
| ERG | Engineering           | SPA | Spanish               |
| GGY | Geography             | SST | Secretarial Science   |



## Academic Affairs

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)             |
| S | Student Center   |
| 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 the rooms on the second floor are numbered 200's.

### CLASS MEETING DAY CODES

The following are abbreviations for each day of the week:

|   |         |    |           |   |          |     |                 |
|---|---------|----|-----------|---|----------|-----|-----------------|
| M | Monday  | W  | Wednesday | F | Friday   | SU  | Sunday          |
| T | Tuesday | TH | Thursday  | S | Saturday | TBA | To Be Announced |

The use of these codes or combinations of these codes designates the days a class meets. For example: MWF is Monday, Wednesday, Friday; TTH is Tuesday, Thursday; M is Monday; MTWTHF is Monday, Tuesday, Wednesday, Thursday, Friday; and so forth.

The abbreviation TBA indicates that the information needed, such as classroom and class day and time, will be arranged when the quarter begins. A student who is registering for a class showing TBA should see the instructor of that class or the advisor to determine pertinent information.

### 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.

## 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. (No course or courses may be used to meet more than one requirement in a given program for a specific degree and major (and emphasis, if applicable).) 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.
  - c. A cumulative grade point average of not less than 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 by 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, 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 of that year. A cumulative grade point average of not less than 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.

**DEGREES DESIGNED FOR TRANSFER PURPOSES  
MINIMUM REQUIREMENTS**

The Tennessee State Board of Regents has determined that the following associate degree requirements be regarded as the minimum acceptable requirements for associate degrees designed for transfer purposes from institutions in the State University and Community College System of Tennessee.

1. All associate degrees shall require a minimum of 96 quarter credit hours.
2. All associate degrees designed for transfer purposes shall require completion of not less than 45 quarter credit hours of level-one coursework as described below:
  - a. English composition. . . . .9 quarter credit hours
  - b. Humanities\*. . . . .12 quarter credit hours, including at least 6 quarter credit hours in literature
  - c. American History . . . . .9 quarter credit hours (A student may substitute 3 quarter hours of Tennessee history for 3 quarter hours of American history required.)
  - d. Natural/physical sciences/mathematics. . . . .12 quarter credit hours to include one year of science and at least one course in mathematics
  - e. Physical education activities . .3 quarter credit hours to be taken as three 1-quarter courses (Institutions may substitute satisfactory participation in armed forces experience.)
3. Credit hours earned in developmental or remedial courses cannot be used to satisfy the 45 quarter credit hour requirement.
4. Students studying for an associate of arts degree designed for transfer purposes shall be required to demonstrate proficiency in a foreign language equivalent to completion of one year of college level work.

The 45 quarter credit hours, or any part thereof, earned in System institutions in satisfying the course requirements of this policy shall be accepted for degree credit upon transfer to any institution in the State University and Community College System of Tennessee. This policy shall become effective for freshman students entering a State University and Community College System of Tennessee institution in the Fall, 1977 term.

\*All courses in the disciplines of anthropology, art, communications, and music and also ERG 153 Technical Reporting have been identified at Motlow State Community College to meet the Humanities requirement established by the State Board of Regents.

**UNIVERSITY PARALLEL MAJOR**

The university parallel major is designed for the student who intends to transfer to a four year institution. Completion of one of the following emphases and graduation from the college will insure meeting the minimum general education requirements of institutions in the State University and Community College System of Tennessee. Students who intend to transfer to other than institutions in the State University and Community College System of Tennessee may find it necessary to have changes made in their program of studies. Under normal circumstances, all associate degree recipients are recognized as juniors upon transfer to a four year institution.

**ACCOUNTING EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .                     | 9           |
| ENG 205, 206, 207 . . . . .                     | 9           |
| COM 101 . . . . .                               | 3           |
| HIS 211, 212, 213 . . . . .                     | 9           |
| One year sequence in BIO, CHE, or PHY . . . . . | 9-12        |
| MAT Electives. . . . .                          | 5-6         |
| (Excluding MAT 100 and 110)                     |             |
| PED Activities. . . . .                         | 6           |
| ACT 231, 232, 233 . . . . .                     | 9           |
| BUS 121 . . . . .                               | 3           |
| BUS 251 . . . . .                               | 3           |
| CST 121 . . . . .                               | 3           |
| CST 211, 212 . . . . .                          | 8           |
| ECO 201, 202, 203 . . . . .                     | 9           |
| SST 101 . . . . .                               | 3           |
| General Electives . . . . .                     | 4-8         |
| <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

**AEROSPACE ADMINISTRATION EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103. . . . .  | 9           |
| ENG 205, 206, 207. . . . .  | 9           |
| ERG 153. . . . .  | 3           |
| HIS 211, 212, 213 . . . . .   | 9           |
| PHY 101, 102, 103. . . . .  | 9           |
| MAT 151, 152. . . . .   | 10          |
| PED Activities. . . . .   | 6           |
| AVI 111, 112, 113, 123 . . . . .  | 12          |
| ECO 201, 202, 203 or ACT 231, 232, 233 . . . . .                              | 9           |
| ERG 101. . . . .  | 3           |
| ERG 110. . . . .  | 3           |
| Electives from the following: AVI 201, 202, 203, 204, 212, 213, 231 . . . . . | 6           |
| General Electives . . . . .   | 8           |
|   | <hr/>       |
|   | 96 hrs.     |

Students taking AVI 201, 202, 203, 204 will be responsible for contracting for these flight courses with one of the fixed base operators approved by the F.A.A. Motlow State Community College assumes no liability for flight courses. See the course description and the aerospace instructor prior to enrollment.

**AEROSPACE TECHNOLOGY EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103. . . . .  | 9           |
| ENG 205, 206, 207. . . . .  | 9           |
| ERG 153. . . . .  | 3           |
| HIS 211, 212, 213 . . . . .   | 9           |
| CHE 101, 102, 103 or PHY 201, 202, 203 . . . . .                              | 12          |
| MAT 190, 205. . . . .   | 10          |
| PED Activities. . . . .   | 6           |
| AVI 111, 112, 113, 123 . . . . .  | 12          |
| ERG 101, 110, 123. . . . .  | 8           |
| Electives from the following: AVI 201, 202, 203, 204, 212, 213, 231 . . . . . | 6           |
| General Electives . . . . .   | 12          |
|   | <hr/>       |
|   | 96 hrs.     |

Students taking AVI 201, 202, 203, 204, will be responsible for contracting for these flight courses with one of the fixed base operators approved by the F.A.A. Motlow State Community College assumes no liability for flight courses. See the course description and the aerospace instructor prior to enrollment.

Academic Affairs

**AGRICULTURE EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101, 102, 103. . . . .  | 9           |
| ENG 205, 206, 207. . . . .  | 9           |
| COM 102. . . . .            | 3           |
| HIS 211, 212, 213 . . . . . | 9           |
| BIO 141, 142, 143 . . . . . | 12          |
| CHE 101, 102, 103. . . . .  | 12          |
| MAT 131, 132, 133. . . . .  | 9           |
| PED Activities. . . . .     | 6           |
| AGR 101, 102, 103. . . . .  | 12          |
| AGR 234. . . . .            | 3           |
| ECO 201, 202. . . . .       | 6           |
| General Electives . . . . . | 6           |
|                             | <hr/>       |
|                             | 96 hrs.     |

**ART EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

| 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           |
| ART 111, 112, 113. . . . .   | 9           | ART 111, 112, 113. . . . .  | 9           |
| ART 121, 122, 231, 232. . . . .  | 12          | ART 121, 122, 231, 232. . . . .   | 12          |
| HIS 211, 212, 213 . . . . .  | 9           | HIS 211, 212, 213 . . . . .   | 9           |
| One year sequence in BIO, CHE, or<br>PHY . . . . .   | 9-12        | One year sequence in BIO, CHE, or<br>PHY . . . . .  | 9-12        |
| MAT Electives. . . . .   | 5-6         | MAT Electives. . . . .  | 5-6         |
| (Excluding MAT 100)  |             | (Excluding MAT 100)   |             |
| PED Activities. . . . .  | 6           | PED Activities. . . . .   | 6           |
| One year sequence in a<br>foreign language. . . . .  | 9           | One year sequence from one of the<br>following: AGR, ANT, BIO, CHE,<br>COM, EDU, GGY, HED, HIS, MAT,<br>MUS, PED, PHY, POL, PSY, REL,<br>or SOC . . . . . | 9-15        |
| Electives from ANT, COM, EDU,<br>GGY, HED, HIS, MUS, PED, POL,<br>PSY, REL, or SOC . . . . . | 9           | General Electives . . . . .   | 9-19        |
| General Electives . . . . .  | 6-10        |   |             |
|  | <hr/>       |   | <hr/>       |
|  | 96 hrs.     |   | 96 hrs.     |



**Academic Affairs**

**BIOLOGY EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

| 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            |
| Electives from ART, COM, or MUS. . . . .  | .9            | Elective(s) from ANT, ART, COM, or<br>MUS . . . . .   | .3            |
| HIS 211, 212, 213 . . . . .   | .9            | HIS 211, 212, 213 . . . . .   | .9            |
| BIO 141, 142, 143 . . . . .   | 12            | BIO 141, 142, 143 . . . . .   | 12            |
| CHE 101, 102, 103. . . . .  | 12            | BIO 271, 272, 273 . . . . .   | .9            |
| MAT 190, 205. . . . .   | 10            | BIO 231 . . . . .   | .4            |
| PED Activities. . . . .   | .6            | CHE 101, 102, 103. . . . .  | 12            |
| One year sequence in a<br>foreign language. . . . .   | .9            | MAT 190, 205. . . . .   | 10            |
| Electives from ANT, ART, COM,<br>EDU, GGY, HED, HIS, MUS,<br>PED, POL, PSY, REL, or SOC . . . . . | .9            | PED Activities. . . . .   | .6            |
| General Electives . . . . .   | .2            | Electives from any of the following:<br>ACT, ANT, ART, AVI, BNK, BUS,<br>COM, COP, CST, ECO, EDU, ERG,<br>GGY, HED, HIS, IMT, MKT, MUS,<br>PED, POL, PSY, REL, RES, SOC,<br>SST . . . . . | .9            |
|   |               | General Electives . . . . .   | .4            |
|   | <hr/> 96 hrs. |   | <hr/> 96 hrs. |

**BUSINESS ADMINISTRATION EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs.   |
|---|---------------|
| ENG 101, 102, 103. . . . .                      | .9            |
| ENG 205, 206, 207. . . . .                      | .9            |
| COM 101. . . . .                                | .3            |
| HIS 211, 212, 213 . . . . .                     | .9            |
| One year sequence in BIO, CHE, or PHY . . . . . | 9-12          |
| MAT Electives. . . . .                          | .5-6          |
| (Excluding MAT 100 and 110)                     |               |
| PED Activities. . . . .                         | .6            |
| ACT 231, 232, 233. . . . .                      | .9            |
| BUS 121 . . . . .                               | .3            |
| CST 121, 211, 212 . . . . .                     | 11            |
| ECO 201, 202, 203. . . . .                      | .9            |
| SST 101 . . . . .                               | .3            |
| General Electives . . . . .                     | 7-11          |
|   | <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**

**BUSINESS EDUCATION/OFFICE MANAGEMENT EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs.   |
|---|---------------|
| ENG 101, 102, 103. . . . .                      | .9            |
| ENG 205, 206, 207. . . . .                      | .9            |
| COM 101. . . . .                                | .3            |
| HIS 211, 212, 213 . . . . .                     | .9            |
| One year sequence in BIO, CHE, or PHY . . . . . | 9-12          |
| MAT Electives. . . . .                          | .5-6          |
| (Excluding MAT 100 and 110)                     |               |
| PED Activities. . . . .                         | .6            |
| ACT 231, 232, 233. . . . .                      | .9            |
| BUS 121, 251 . . . . .                          | .6            |
| ECO 201, 202, 203. . . . .                      | .9            |
| SST 101, 102, 103 . . . . .                     | .9            |
| General Electives . . . . .                     | 9-13          |
|   | <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**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

| 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            |
| Electives from ART, COM, or MUS. . . . .  | .9            | Elective(s) from ANT, ART, COM, or<br>MUS . . . . .  | .3            |
| HIS 211, 212, 213 . . . . .   | .9            | HIS 211, 212, 213 . . . . .  | .9            |
| CHE 101, 102, 103. . . . .  | 12            | CHE 101, 102, 103. . . . .   | 12            |
| MAT 190, 205, 206, 207. . . . .   | 20            | CHE 231, 232, 233. . . . .   | 12            |
| PED Activities. . . . .   | .6            | MAT 190, 205, 206. . . . .   | 15            |
| One year sequence in a<br>foreign language. . . . .   | .9            | MAT 207, 208. . . . .  | 10            |
| Electives from ANT, ART, COM,<br>EDU, GGY, HED, HIS, MUS,<br>PED, POL, PSY, REL, or SOC . . . . . | .9            | PED Activities. . . . .  | .6            |
| General Electives . . . . .   | .4            | Electives from any of the following:<br>ACT, ANT, ART, AVI, BNK, BUS,<br>COM, COP, CST, ECO, EDU, ERG,<br>GGY, HED, HIS, IMT, INS, MKT,<br>MUS, PED, POL, PSY, REL, RES,<br>SOC, SST . . . . . | .9            |
|   |               | General Electives . . . . .  | .2            |
|   | <hr/> 96 hrs. |  | <hr/> 96 hrs. |

**Academic Affairs**

**COMMUNICATIONS EMPHASIS**

University Parallel Major

Associate of Arts Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103 . . . . .                          | .9          |
| ENG 205, 206, 207 . . . . .                          | .9          |
| COM 101 . . . . .                                    | .3          |
| HIS 211, 212, 213 . . . . .                          | .9          |
| One year sequence in BIO, CHE,<br>or PHY . . . . .   | 9-12        |
| MAT Electives . . . . .                              | 5-6         |
| (Excluding MAT 100)                                  |             |
| PED Activities . . . . .                             | .6          |
| One year sequence in a<br>foreign language . . . . . | .9          |
| COM 102, 103 . . . . .                               | .6          |
| COM 111, 112, 113 . . . . .                          | .9          |
| COM 204 . . . . .                                    | .3          |
| COM 221, 231 . . . . .                               | .6          |
| SST 101, 102 . . . . .                               | .6          |
| General Electives . . . . .                          | 3-7         |

96 hrs.

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .   | .9          |
| ENG 205, 206, 207 . . . . .   | .9          |
| COM 101 . . . . .   | .3          |
| HIS 211, 212, 213 . . . . .   | .9          |
| One year sequence in BIO, CHE,<br>or PHY . . . . .  | 9-12        |
| MAT Electives . . . . .   | 5-6         |
| (Excluding MAT 100)   |             |
| PED Activities . . . . .  | .6          |
| COM 101, 102 . . . . .  | .6          |
| COM 111, 112, 113 . . . . .   | .9          |
| COM 102, 103 . . . . .  | .6          |
| COM 221, 231 . . . . .  | .6          |
| SST 101, 102 . . . . .  | .6          |
| Electives from any of the following:<br>ACT, ANT, ART, AVI, BNK, BUS,<br>CST, COP, ECO, EDU, ERG, GGY,<br>HED, HIS, IMT, MKT, MUS, PED,<br>POL, PSY, REL, RES, SOC, SST . . . . . | .9          |
| General Electives . . . . .   | 3-7         |

96 hrs.

**COMPUTER SCIENCE EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .                     | .9          |
| ENG 205, 206, 207 . . . . .                     | .9          |
| ERG 153 . . . . .                               | .3          |
| HIS 211, 212, 213 . . . . .                     | .9          |
| One year sequence in BIO, CHE, or PHY . . . . . | 9-12        |
| MAT 151, 152 . . . . .                          | 10          |
| MAT 140 . . . . .                               | .3          |
| PED Activities . . . . .                        | .6          |
| ACT 231, 232, 233 . . . . .                     | .9          |
| BUS 121 . . . . .                               | .3          |
| CST 121, 122 . . . . .                          | .6          |
| CST 132 . . . . .                               | .4          |
| ECO 201, 202, 203 . . . . .                     | .9          |
| ERG 110 . . . . .                               | .3          |
| General Electives . . . . .                     | 1-4         |

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.

**Academic Affairs**

**EARLY CHILDHOOD EDUCATION EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103 . . . . .                      | .9          |
| ENG 205, 206, 207 . . . . .                      | .9          |
| ART 101, 103 . . . . .                           | .6          |
| MUS 131, 132, 242 . . . . .                      | .7          |
| COM 101 . . . . .                                | .3          |
| HIS 211, 212, 213 . . . . .                      | .9          |
| BIO 101, 102, 103 or BIO 141, 142, 143 . . . . . | 9-12        |
| PHY 101, 102, 103 . . . . .                      | .9          |
| MAT 100 . . . . .                                | .5          |
| PED Activities . . . . .                         | .6          |
| EDU 101, 110, PSY 211 . . . . .                  | .9          |
| GGY 101, 102, 103 . . . . .                      | .9          |
| HED 201 . . . . .                                | .3          |
| PED 241, 242 . . . . .                           | .6          |

99-102 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**

University Parallel Major

Associate of Arts Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103 . . . . .                          | .9          |
| ENG 205, 206, 207 . . . . .                          | .9          |
| Electives from ART, COM, or MUS . . . . .            | .9          |
| HIS 211, 212, 213 . . . . .                          | .9          |
| One year sequence in BIO, CHE,<br>or PHY . . . . .   | 9-12        |
| MAT Electives . . . . .                              | 5-6         |
| (Excluding MAT 100 and 110)                          |             |
| PED Activities . . . . .                             | .6          |
| One year sequence in a<br>foreign language . . . . . | .9          |
| COM 101 . . . . .                                    | .3          |
| ECO 201, 202, 203 . . . . .                          | .9          |
| General Electives . . . . .                          | 15-19       |

96 hrs.

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .   | .9          |
| ENG 205, 206, 207 . . . . .   | .9          |
| COM 101 . . . . .   | .3          |
| HIS 211, 212, 213 . . . . .   | .9          |
| One year sequence in BIO, CHE,<br>or PHY . . . . .  | 9-12        |
| MAT Electives . . . . .   | 5-6         |
| (Excluding MAT 100 and 110)   |             |
| PED Activities . . . . .  | .6          |
| ECO 201, 202, 203 . . . . .   | .9          |
| POL 111, 112, 113 . . . . .   | .9          |
| Electives from any of the following:<br>ACT, ANT, ART, AVI, BNK, BUS,<br>COM, COP, CST, ECO, EDU, ERG,<br>GGY, HED, HIS, IMT, MKT, MUS,<br>PED, POL, PSY, REL, RES, SOC,<br>SST . . . . . | .9          |
| General Electives . . . . .   | 15-19       |

96 hrs.

**Academic Affairs**

**ELEMENTARY EDUCATION EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses                                | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103                      | .9          |
| ENG 205, 206, 207                      | .9          |
| COM 101                                | .3          |
| BIO 101, 102, 103 or BIO 141, 142, 143 | 9-12        |
| HIS 211, 212, 213                      | .9          |
| PHY 101, 102, 103                      | .9          |
| MAT 100                                | .9          |
| PED Activities                         | .5          |
| ART 101, 103                           | .6          |
| EDU 101, 110, PSY 211                  | .9          |
| ENG 262                                | .3          |
| GGY 101, 102, 103                      | .9          |
| HED 201                                | .3          |
| MUS 131, 132                           | .4          |
| MUS 242                                | .3          |
| <hr/>                                  |             |
|  | 96-99 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**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

| 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          |
| ART 101, COM 101, MUS 241               | .9          | ART 101, COM 101, MUS 241  | .9          |
| HIS 211, 212, 213                       | .9          | HIS 211, 212, 213  | .9          |
| One year sequence in BIO, CHE, or PHY   | 9-12        | One year sequence in BIO, CHE, or PHY  | 9-12        |
| MAT Electives (Excluding MAT 100)       | 5-6         | MAT Electives (Excluding MAT 100)  | 5-6         |
| PED Activities                          | .6          | PED Activities   | .6          |
| One year sequence in a foreign language | .9          | EDU 101, 110, PSY 211  | .9          |
| EDU 101, 110, PSY 211                   | .9          | HED 202, 203   | .6          |
| HED 202, 203                            | .6          | SOC 211  | .3          |
| SOC 211                                 | .3          | One year sequence from one of the following: AGR, ANT, ART, BIO, CHE, COM, EDU, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, REL, or SOC | 9-15        |
| General Electives                       | 9-13        | General Electives  | 3-13        |
| <hr/>                                   |             | <hr/>  |             |
|   | 96 hrs.     |  | 96 hrs.     |

**Academic Affairs**

**GEOGRAPHY EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

| 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          |
| Electives from ART, COM, or MUS         | .9          | Elective(s) from ANT, ART, COM, or MUS   | .3          |
| HIS 211, 212, 213                       | .9          | HIS 211, 212, 213  | .9          |
| One year sequence in BIO, CHE, or PHY   | 9-12        | One year sequence in BIO, CHE, or PHY  | 9-12        |
| MAT Electives (Excluding MAT 100)       | 5-6         | MAT Electives (Excluding MAT 100)  | 5-6         |
| PED Activities                          | .6          | PED Activities   | .6          |
| One year sequence in a foreign language | .9          | GGY 101, 102, 103  | .9          |
| GGY 101, 102, 103                       | .9          | Electives from any of the following: ACT, ANT, ART, AVI, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, SST | .9          |
| General Electives                       | 18-22       | General Electives  | 24-28       |
| <hr/>                                   |             | <hr/>  |             |
|   | 96 hrs.     |  | 96 hrs.     |

**HEALTH AND PHYSICAL EDUCATION EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses                                 | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103                       | .9          |
| ENG 205, 206, 207                       | .9          |
| Elective(s) from ANT, ART, COM, or MUS  | .3          |
| HIS 211, 212, 213                       | .9          |
| BIO 141, 142, 143                       | 12          |
| Mat Electives (Excluding MAT 100)       | 5-6         |
| PED Activities                          | .6          |
| COM 101                                 | .3          |
| HED 201, 202, 203                       | .9          |
| Physical Education Professional Courses | .9          |
| PSY 131, 132, 133                       | .9          |
| General Electives                       | 12-13       |
| <hr/>                                   |             |
|   | 96 hrs.     |



**Academic Affairs**

**HISTORY EMPHASIS**

University Parallel Major

| Associate of Arts Degree             |               | Associate of Science Degree               |               |
|--------------------------------------|---------------|---|---------------|
| 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            |
| Electives from any of the following: |               | Elective(s) from ANT, ART, COM,           |               |
| ART, COM, or MUS . . . . .           | .9            | or MUS. . . . .                           | .3            |
| HIS 211, 212, 213 . . . . .          | .9            | HIS 211, 212, 213 . . . . .               | .9            |
| One year sequence in BIO, CHE,       |               | One year sequence in BIO, CHE,            |               |
| or PHY. . . . .                      | .9-12         | or PHY. . . . .                           | .9-12         |
| MAT Electives. . . . .               | 5-6           | MAT Electives. . . . .                    | 5-6           |
| (Excluding MAT 100)                  |               | (Excluding MAT 100)                       |               |
| PED Activities. . . . .              | .6            | PED Activities. . . . .                   | .6            |
| One year sequence in a               |               | HIS 111, 112, 113, or                     |               |
| foreign language. . . . .            | .9            | HIS 190, 261, 262 . . . . .               | .9            |
| HIS 111, 112, 113, or                |               | POL 111, 112, 113 . . . . .               | .9            |
| HIS 190, 261, 262 . . . . .          | .9            | Electives from any of the following: ACT, |               |
| General Electives . . . . .          | 18-22         | ANT, ART, AVI, BNK, BUS, COM,             |               |
|                                      |               | COP, CST, ECO, EDU, ERG, GGY,             |               |
|                                      |               | HED, HIS, IMT, MKT, MUS, PED,             |               |
|                                      |               | POL, PSY, REL, RES, SOC, SST . . . . .    | .9            |
|                                      |               | General Electives . . . . .               | 15-19         |
|                                      | <hr/> 96 hrs. |   | <hr/> 96 hrs. |

**INDUSTRIAL MANAGEMENT EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses                               | Credit hrs.   |
|---------------------------------------|---------------|
| ENG 101, 102, 103. . . . .            | .9            |
| ENG 205, 206, 207. . . . .            | .9            |
| ERG 153. . . . .                      | .3            |
| HIS 211, 212, 213 . . . . .           | .9            |
| One year sequence in BIO, CHE, or PHY | .9-12         |
| MAT Electives. . . . .                | 5-6           |
| (Excluding MAT 100 and 110)           |               |
| PED Activities. . . . .               | .6            |
| CST 121 . . . . .                     | .3            |
| ECO 201, 202, 203 . . . . .           | .9            |
| ERG 101, 102, 110. . . . .            | .9            |
| IMT 101, 153, 183 . . . . .           | .9            |
| MAT 140. . . . .                      | .3            |
| General Electives . . . . .           | 9-13          |
|                                       | <hr/> 96 hrs. |

**Academic Affairs**

**MATHEMATICS EMPHASIS**

University Parallel Major

| Associate of Arts Degree                 |               | Associate of Science Degree               |               |
|--|---------------|---|---------------|
| 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            |
| Electives from ART, COM, or MUS. . . . . | .9            | Elective(s) from ANT, ART, COM,           |               |
| HIS 211, 212, 213 . . . . .              | .9            | or MUS. . . . .                           | .3            |
| 12-hour one-year sequence in             |               | HIS 211, 212, 213 . . . . .               | .9            |
| BIO, CHE, or PHY . . . . .               | .12           | 12-hour one-year sequence in              |               |
| MAT 190, 205, 206, 207, 208. . . . .     | .25           | BIO, CHE, or PHY . . . . .                | .12           |
| PED Activities. . . . .                  | .6            | MAT 190, 205, 206, 207, 208, 273. . . . . | .30           |
| One year sequence in a                   |               | PED Activities. . . . .                   | .6            |
| foreign language. . . . .                | .9            | CST 121 . . . . .                         | .3            |
| Electives from any of the following:     |               | Electives from any of the following: ACT, |               |
| ANT, ART, COM, EDU, GGY,                 |               | ANT, ART, AVI, BNK, BUS, COM,             |               |
| HED, HIS, MUS, PED, POL, PSY,            |               | COP, CST, ECO, EDU, ERG, GGY,             |               |
| REL, or SOC . . . . .                    | .9            | HED, HIS, IMT, MKT, MUS, PED,             |               |
|  | <hr/> 97 hrs. | POL, PSY, REL, RES, SOC, or SST . . . . . | .9            |
|  |               | General Electives . . . . .               | .6            |
|  |               |   | <hr/> 96 hrs. |

**PHYSICS EMPHASIS**

University Parallel Major

| Associate of Arts Degree                   |               | Associate of Science Degree               |               |
|--|---------------|---|---------------|
| 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            |
| Elective(s) from ART, COM, or MUS. . . . . | .3            | Elective(s) from ANT, ART, COM,           |               |
| HIS 211, 212, 213 . . . . .                | .9            | or MUS. . . . .                           | .3            |
| CHE 101, 102, 103. . . . .                 | .12           | HIS 211, 212, 213 . . . . .               | .9            |
| MAT 190, 205, 206, 207, 208. . . . .       | .25           | CHE 101, 102, 103. . . . .                | .12           |
| PED Activities. . . . .                    | .6            | MAT 190, 205, 206. . . . .                | .15           |
| One year sequence in a                     |               | MAT 207, 208, 273. . . . .                | .15           |
| foreign language. . . . .                  | .9            | PED Activities. . . . .                   | .6            |
| PHY 201, 202, 203. . . . .                 | .12           | PHY 201, 202, 203. . . . .                | .12           |
| General Electives . . . . .                | .2            | Electives from any of the following: ACT, |               |
|  | <hr/> 96 hrs. | ANT, ART, AVI, BNK, BUS, COM,             |               |
|  |               | COP, CST, ECO, EDU, ERG, GGY,             |               |
|  |               | HED, HIS, IMT, MKT, MUS, PED,             |               |
|  |               | POL, PSY, REL, RES, SOC, or SST . . . . . | .6            |
|  |               |   | <hr/> 96 hrs. |

**Academic Affairs**

**POLITICAL SCIENCE EMPHASIS**

University Parallel Major

| Associate of Arts Degree   |               | Associate of Science Degree  |               |
|--|---------------|--|---------------|
| 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            |
| Electives from ART, COM, or MUS. . . . .   | .9            | Elective(s) from ANT, ART, COM,<br>or MUS. . . . .   | .3            |
| HIS 211, 212, 213 . . . . .  | .9            | HIS 211, 212, 213 . . . . .  | .9            |
| One year sequence in BIO, CHE,<br>or PHY. . . . .  | .9-12         | One year sequence in BIO, CHE,<br>or PHY. . . . .  | .9-12         |
| MAT Electives. . . . .   | 5-6           | MAT Electives. . . . .   | 5-6           |
| (Excluding MAT 100)  |               | (Excluding MAT 100)  |               |
| PED Activities. . . . .  | .6            | PED Activities. . . . .  | .6            |
| One year sequence in a<br>foreign language. . . . .  | .9            | HIS 111, 112, 113 . . . . .  | .9            |
| POL 111, 112, 113, 290 . . . . .   | 12            | POL 111, 112, 113, 290 . . . . .   | 12            |
| Electives from any of the following:<br>ANT, ART, COM, EDU, GGY,<br>HED, HIS, MUS, PED, POL, PSY,<br>REL, or SOC . . . . . | .9            | Electives from any of the following: ACT,<br>ANT, ART, AVI, BNK, BUS, COM,<br>COP, CST, ECO, EDU, ERG, GGY,<br>HED, HIS, IMT, MKT, MUS, PED,<br>POL, PSY, REL, RES, SOC, or SST .9 | .9            |
| General Electives . . . . .  | .6-10         | General Electives . . . . .  | 12-16         |
|  | <hr/> 96 hrs. |  | <hr/> 96 hrs. |

**PRE-DENTAL EMPHASIS**

University Parallel Major

| Associate of Arts Degree                            |                | Associate of Science Degree |               |
|---|----------------|-----------------------------|---------------|
| 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            |
| COM 101. . . . .                                    | .3             | COM 101. . . . .            | .3            |
| HIS 211, 212, 213 . . . . .                         | .9             | HIS 211, 212, 213 . . . . . | .9            |
| BIO 141, 142, 143 . . . . .                         | 12             | BIO 141, 142, 143 . . . . . | 12            |
| MAT 190, 205. . . . .                               | 10             | MAT 190, 205. . . . .       | 10            |
| PED Activities. . . . .                             | .6             | PED Activities. . . . .     | .6            |
| One year sequence in a<br>foreign language. . . . . | .9             | CHE 101, 102, 103. . . . .  | 12            |
| CHE 101, 102, 103. . . . .                          | 12             | CHE 231, 232, 233. . . . .  | 12            |
| CHE 231, 232, 233 . . . . .                         | 12             | PHY 201, 202, 203 . . . . . | 12            |
| PHY 201, 202, 203 . . . . .                         | 12             | General Electives . . . . . | .2            |
|   | <hr/> 103 hrs. |                             | <hr/> 96 hrs. |

**Academic Affairs**

**PRE-LAW EMPHASIS**

University Parallel Major

| Associate of Arts Degree                            |               | Associate of Science Degree                         |               |
|---|---------------|---|---------------|
| 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            |
| Electives from ART, COM, or MUS. . . . .            | .9            | Elective(s) from ANT, ART, COM,<br>or MUS. . . . .  | .3            |
| HIS 211, 212, 213 . . . . .                         | .9            | HIS 211, 212, 213 . . . . .                         | .9            |
| BIO 141, 142, 143, or<br>CHE 101, 102, 103. . . . . | 12            | BIO 141, 142, 143, or<br>CHE 101, 102, 103. . . . . | 12            |
| MAT Electives. . . . .                              | 5-6           | MAT Electives. . . . .                              | 5-6           |
| (Excluding MAT 100)                                 |               | (Excluding MAT 100)                                 |               |
| PED Activities. . . . .                             | .6            | PED Activities. . . . .                             | .6            |
| One year sequence in a<br>foreign language. . . . . | .9            | ECO 201, 202, 203. . . . .                          | .9            |
| ACT 231, 232, 233. . . . .                          | .9            | POL 111, 112, 113 . . . . .                         | .9            |
| ECO 201, 202, 203. . . . .                          | .9            | PSY and/or SOC Electives . . . . .                  | .9            |
| POL 111, 112, 113. . . . .                          | .9            | General Electives . . . . .                         | 15-16         |
| General Electives . . . . .                         | 0-1           |   |               |
|   | <hr/> 96 hrs. |   | <hr/> 96 hrs. |

**PRE-MEDICAL EMPHASIS**

University Parallel Major

| Associate of Arts Degree                            |                | Associate of Science Degree |               |
|---|----------------|-----------------------------|---------------|
| 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            |
| COM 101. . . . .                                    | .3             | COM 101. . . . .            | .3            |
| HIS 211, 212, 213 . . . . .                         | .9             | HIS 211, 212, 213 . . . . . | .9            |
| BIO 141, 142, 143 . . . . .                         | 12             | BIO 141, 142, 143 . . . . . | 12            |
| MAT 190, 205. . . . .                               | 10             | MAT 190, 205. . . . .       | 10            |
| PED Activities. . . . .                             | .6             | PED Activities. . . . .     | .6            |
| One year sequence in a<br>foreign language. . . . . | .9             | CHE 101, 102, 103. . . . .  | 12            |
| CHE 101, 102, 103. . . . .                          | 12             | CHE 231, 232, 233. . . . .  | 12            |
| CHE 231, 232, 233 . . . . .                         | 12             | PHY 201, 202, 203 . . . . . | 12            |
| PHY 201, 202, 203 . . . . .                         | 12             | General Electives . . . . . | .2            |
|   | <hr/> 103 hrs. |                             | <hr/> 96 hrs. |

**Academic Affairs**

**PRE-NURSING EMPHASIS**

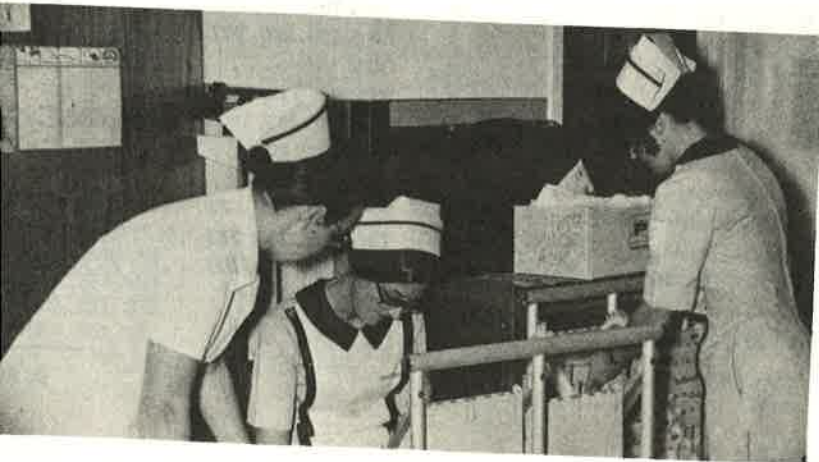
University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .   | 9           |
| ENG 205, 206, 207 . . . . .   | 9           |
| Elective(s) from ANT, ART, COM, or MUS . . . . .                            | 3           |
| HIS 211, 212, 213 . . . . .   | 9           |
| BIO 141, 142, 143 and CHE 101 or<br>CHE 101, 102, 103 and BIO 141 . . . . . | 16          |
| MAT 140, 151 . . . . .  | 8           |
| PED Activities . . . . .  | 6           |
| BIO 231 . . . . .   | 4           |
| BIO 271, 272, 273 . . . . .   | 9           |
| PSY 131, 132 . . . . .  | 6           |
| SOC 211, 212, 213 . . . . .   | 9           |
| PSY 133 or PSY 212 . . . . .  | 3           |
| General Electives . . . . .   | 5           |
|   | 96 hrs.     |

Entrance admissions vary among different schools and colleges of nursing. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the nursing school of choice for specific entrance requirements early in the college career.

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



**Academic Affairs**

**PRE-OPTOMETRY EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103 . . . . .                      | 9           |
| ENG 205, 206, 207 . . . . .                      | 9           |
| Elective(s) from ANT, ART, COM, or MUS . . . . . | 3           |
| HIS 211, 212, 213 . . . . .                      | 9           |
| BIO 141, 142, 143 . . . . .                      | 12          |
| MAT 151, 152, 205 . . . . .                      | 15          |
| PED Activities . . . . .                         | 6           |
| BIO 231 . . . . .                                | 4           |
| CHE 101, 102, 103 . . . . .                      | 12          |
| PHY 201, 202, 203 . . . . .                      | 12          |
| PSY 110, 131 . . . . .                           | 6           |
|  | 97 hrs.     |

Entrance admissions vary widely among different schools and colleges of optometry. While this program will meet the admission requirements of many schools, additional courses may be necessary for admission to others. Each student should contact the optometry school of choice for specific entrance requirements early in the college career.

**PRE-PHARMACY EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101, 102, 103 . . . . . | 9           |
| ENG 205, 206, 207 . . . . . | 9           |
| COM 101 . . . . .           | 3           |
| HIS 211, 212, 213 . . . . . | 9           |
| BIO 141, 142, 143 . . . . . | 12          |
| MAT 190, 205 . . . . .      | 10          |
| PED Activities . . . . .    | 6           |
| ACT 231 . . . . .           | 3           |
| CHE 101, 102, 103 . . . . . | 12          |
| CHE 231, 232, 233 . . . . . | 12          |
| PHY 201, 202 . . . . .      | 8           |
| PSY 110 . . . . .           | 3           |
|                             | 96 hrs.     |



**Academic Affairs**

**PRE-VETERINARY MEDICINE EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101, 102, 103 . . . . . | .9          |
| ENG 205, 206, 207 . . . . . | .9          |
| COM 201 . . . . .           | .3          |
| HIS 211, 212, 213 . . . . . | .9          |
| BIO 141, 142, 143 . . . . . | .12         |
| MAT 131, 132, 133 . . . . . | .9          |
| PED Activities . . . . .    | .6          |
| AGR 101, 103 . . . . .      | .8          |
| CHE 101, 102, 103 . . . . . | .12         |
| CHE 231, 232, 233 . . . . . | .12         |
| ECO 201, 202 . . . . .      | .6          |
| General Electives . . . . . | .1          |
|                             | 96 hrs.     |

After completion of the Associate of Science Degree with an emphasis in pre-veterinary medicine, the student will transfer to a four-year institution to complete other entrance requirements. Competition for admission to veterinary school is intense since more students generally apply than can be accepted. Students are advised to consider possible career alternatives in selection of their program after completion of the Associate of Science Degree. The Associate of Science Degree is designed to permit students to work toward the normal entry requirements for veterinary school yet maintain the recommended career flexibility in a variety of agriculture and other baccalaureate degree programs.

**PSYCHOLOGY EMPHASIS**

University Parallel Major

| Associate of Arts Degree                          |             | Associate of Science Degree                      |             |
|---|-------------|--|-------------|
| 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          |
| Electives from ART, COM, or MUS . . . . .         | .9          | Elective(s) from ANT, ART, COM, or MUS . . . . . | .3          |
| HIS 211, 212, 213 . . . . .                       | .9          | HIS 211, 212, 213 . . . . .                      | .9          |
| One year sequence in BIO, CHE, or PHY . . . . .   | .9-12       | One year sequence in BIO, CHE, or PHY . . . . .  | .9-12       |
| MAT Electives . . . . .                           | .5-6        | MAT Electives . . . . .                          | .5-6        |
| (Excluding MAT 100 and 110)                       |             | (Excluding MAT 100 and 110)                      |             |
| PED Activities . . . . .                          | .6          | PED Activities . . . . .                         | .6          |
| One year sequence in a foreign language . . . . . | .9          | PSY 131, 132, 133 . . . . .                      | .9          |
| PSY 131, 132, 133 . . . . .                       | .9          | PSY 211, 212, 221 . . . . .                      | .9          |
| PSY 211, 212, 221 . . . . .                       | .9          | General Electives . . . . .                      | .24-28      |
| General Electives . . . . .                       | .9-13       |  |             |
|   | 96 hrs.     |  | 96 hrs.     |

**Academic Affairs**

**RECREATION EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .   | .9          |
| ENG 205, 206, 207 . . . . .   | .9          |
| Elective(s) from ANT, ART, COM, or MUS . . . . .  | .3          |
| HIS 211, 212, 213 . . . . .   | .9          |
| BIO 141, 142, 143 . . . . .   | .12         |
| MAT Electives . . . . .   | .5-6        |
| (Excluding MAT 100)   |             |
| PED Activities . . . . .  | .6          |
| One year sequence from one of the following: AGR, ANT, ART, BIO, CHE, COM, EDU, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, REL, or SOC. . . . . | .9-15       |
| HED 201, 202, 203 . . . . .   | .9          |
| PED 211, 212, 221 . . . . .   | .9          |
| PSY 131, 132, 133 . . . . .   | .9          |
| General Electives . . . . .   | .0-7        |
|   | 96 hrs.     |

**SECONDARY EDUCATION EMPHASIS**

University Parallel Major

| Associate of Arts Degree                          |             | Associate of Science Degree   |             |
|---|-------------|---|-------------|
| 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          |
| ART 101, COM 101, MUS 241 . . . . .               | .9          | ART 101, COM 101, MUS 241 . . . . .   | .9          |
| HIS 211, 212, 213 . . . . .                       | .9          | HIS 211, 212, 213 . . . . .   | .9          |
| One year sequence in BIO, CHE, or PHY . . . . .   | .9-12       | One year sequence in BIO, CHE, or PHY . . . . .   | .9-12       |
| MAT Electives . . . . .                           | .5-6        | MAT Electives . . . . .   | .5-6        |
| (Excluding MAT 100)                               |             | (Excluding MAT 100)   |             |
| PED Activities . . . . .                          | .6          | PED Activities . . . . .  | .6          |
| One year sequence in a foreign language . . . . . | .9          | EDU 101, 110, PSY 211 . . . . .   | .9          |
| EDU 101, 110, PSY 211 . . . . .                   | .9          | HED 201 . . . . .   | .3          |
| HED 201 . . . . .                                 | .3          | Electives from any of the following: ACT, ANT, ART, AVI, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MK', MUS, PED, POL, PSY, REL, RES, SOC, or SST . . . . . | .9          |
| General Electives . . . . .                       | .15-19      | General Electives . . . . .   | .15-19      |
|   | 96 hrs.     |   | 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.

**Academic Affairs**

**SOCIAL SCIENCE EMPHASIS**

University Parallel Major

Associate of Arts Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103. . . . .  | .9          |
| ENG 205, 206, 207. . . . .  | .9          |
| Electives from ART, COM, or MUS. . . . .  | .9          |
| HIS 211, 212, 213 . . . . .   | .9          |
| One year sequence in BIO, CHE,<br>or PHY. . . . .   | .9-12       |
| MAT Electives. . . . .  | 5-6         |
| (Excluding MAT 100)   |             |
| PED Activities. . . . .   | .6          |
| One year sequence in a<br>foreign language. . . . .   | .9          |
| Electives from ANT, ART, COM,<br>EDU, GGY, HED, HIS, MUS,<br>PED, POL, PSY, REL, or SOC . . . . . | .27         |
| General Electives . . . . .   | 0-4         |

96 hrs

Associate of Science Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103. . . . .   | .9          |
| ENG 205, 206, 207. . . . .   | .9          |
| Elective(s) from ANT, ART, COM,<br>or MUS. . . . .   | .3          |
| HIS 211, 212, 213 . . . . .  | .9          |
| One year sequence in BIO, CHE,<br>or PHY. . . . .  | .9-12       |
| MAT Electives. . . . .   | 5-6         |
| (Excluding MAT 100)  |             |
| PED Activities. . . . .  | .6          |
| One year sequence from one of the follow-<br>ing: AGR, ANT, ART, BIO, CHE,<br>COM, EDU, GGY, HED, HIS, MAT,<br>MUS, PED, PHY, POL, PSY, REL,<br>or SOC . . . . . | .18         |
| General Electives . . . . .  | .9-19       |

96 hrs.

**SOCIAL WORK EMPHASIS**

University Parallel Major

Associate of Science Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103. . . . .                      | .9          |
| ENG 205, 206, 207. . . . .                      | .9          |
| Elective(s) from ANT, ART, COM, or MUS. . . . . | .3          |
| HIS 211, 212, 213 . . . . .                     | .9          |
| One year sequence in BIO, CHE, or PHY           | .9          |
| MAT Electives. . . . .                          | 9-12        |
| (Excluding MAT 100)                             | 5-6         |
| PED Activities. . . . .                         | .6          |
| HED 202. . . . .                                | .6          |
| PSY 131, 132, 133 . . . . .                     | .3          |
| PSY 212, 221 . . . . .                          | .9          |
| SOC 211, 212, 213 . . . . .                     | .6          |
| SOC 220 . . . . .                               | .9          |
| SOC 257 . . . . .                               | .3          |
| General Electives . . . . .                     | .4          |

96 hrs.

**Academic Affairs**

**SOCIOLOGY EMPHASIS**

University Parallel Major

Associate of Arts Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103. . . . .                          | .9          |
| ENG 205, 206, 207. . . . .                          | .9          |
| Electives from ART, COM, or MUS. . . . .            | .9          |
| HIS 211, 212, 213 . . . . .                         | .9          |
| One year sequence in BIO, CHE,<br>or PHY. . . . .   | .9-12       |
| MAT Electives. . . . .                              | 5-6         |
| (Excluding MAT 100)                                 |             |
| PED Activities. . . . .                             | .6          |
| One year sequence in a<br>foreign language. . . . . | .9          |
| PSY 131, 132, 133 . . . . .                         | .9          |
| SOC 211, 212, 213, 220 . . . . .                    | .12         |
| General Electives . . . . .                         | .6-10       |

96 hrs.

Associate of Science Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103. . . . .                         | .9          |
| ENG 205, 206, 207. . . . .                         | .9          |
| Elective(s) from ANT, ART, COM,<br>or MUS. . . . . | .3          |
| HIS 211, 212, 213 . . . . .                        | .9          |
| One year sequence in BIO, CHE,<br>or PHY. . . . .  | .9-12       |
| MAT Electives. . . . .                             | 5-6         |
| (Excluding MAT 100)                                |             |
| PED Activities. . . . .                            | .6          |
| PSY 131, 132, 133 . . . . .                        | .9          |
| SOC 211, 212, 213, 220 . . . . .                   | .12         |
| General Electives . . . . .                        | 21-25       |

96 hrs.

**UNDECLARED EMPHASIS**

University Parallel Major

Associate of Arts Degree

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103. . . . .  | .9          |
| ENG 205, 206, 207. . . . .  | .9          |
| Electives from ART, COM, or MUS. . . . .  | .9          |
| HIS 211, 212, 213 . . . . .   | .9          |
| One year sequence in BIO, CHE,<br>or PHY. . . . .   | .9-12       |
| MAT Electives. . . . .  | 5-6         |
| (Excluding MAT 100)   |             |
| PED Activities. . . . .   | .6          |
| One year sequence in a<br>foreign language. . . . .   | .9          |
| Electives from ANT, ART, COM,<br>EDU, GGY, HED, HIS, MUS,<br>PED, POL, PSY, REL, or SOC . . . . . | .9          |
| General Electives . . . . .   | 18-22       |

96 hrs.

Associate of Science Degree

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103. . . . .                         | .9          |
| ENG 205, 206, 207. . . . .                         | .9          |
| Elective(s) from ANT, ART, COM,<br>or MUS. . . . . | .3          |
| HIS 211, 212, 213 . . . . .                        | .9          |
| One year sequence in BIO, CHE,<br>or PHY. . . . .  | .9-12       |
| MAT Electives. . . . .                             | 5-6         |
| (Excluding MAT 100)                                |             |
| PED Activities. . . . .                            | .6          |
| One year sequence from any<br>discipline. . . . .  | .9-15       |
| General Electives . . . . .                        | 27-37       |

96 hrs.

Academic Affairs

**ENGINEERING MAJOR**

Motlow State Community College offers an engineering major in a program leading to the Associate of Science Degree which articulates with several major universities. The first two years of an engineering program vary considerably depending upon the specific discipline and institution involved; therefore, two different curriculums called "tracks" are offered that fully articulate with all major universities within the state as well as with several out-of-state institutions. Specific discipline requirements are satisfied with "departmental requirements" courses that can be arranged through the engineering faculty advisor.

Track 1 is basically designed to articulate with the "2 plus 2" engineering curriculum at Tennessee Technological University. In addition, Track 1 will articulate with several major out-of-state universities. Track 2 will articulate with The University of Tennessee at Knoxville, Nashville, and Chattanooga as well as Tennessee State University.

Students should consult with the engineering faculty to develop specific programs of study which will best accomplish their engineering education objectives.

**ENGINEERING MAJOR**

Associate of Science Degree

Freshman Year

| Track 1<br>Board of Regents System |               | Track 2<br>UT System |               |
|------------------------------------|---------------|----------------------|---------------|
| Courses                            | Credit hrs.   | Courses              | Credit hrs.   |
| ENG 101, 102, 103                  | .9            | ENG 101, 102, 103    | .9            |
| CHE 101, 102, 103                  | 12            | CHE 101, 102, 103    | 12            |
| MAT 190, 205, 206                  | 15            | MAT 190, 205, 206    | 15            |
| PED Activities                     | .6            | ERG 101, 111, 112    | 11            |
| ERG 101, 102                       | .6            | ERG 153              | .3            |
| ERG 123                            | .3            |                      |               |
|                                    | <hr/> 51 hrs. |                      | <hr/> 50 hrs. |

Academic Affairs

Sophomore Year

| Track 1<br>Board of Regents System |               | Track 2<br>UT System        |               |
|------------------------------------|---------------|-----------------------------|---------------|
| Courses                            | Credit hrs.   | Courses                     | Credit hrs.   |
| ENG 205, 206, 207                  | .9            | ENG 205, 206, 207           | .9            |
| HIS 211, 212, 213                  | .9            | MAT 207, 208, 283           | 14            |
| MAT 207, 208, 273                  | 15            | PHY 202, 203                | .8            |
| PHY 201, 202, 203                  | 12            | ERG 102, 113                | .7            |
| ECO 201                            | .3            | ERG 123                     | .3            |
| ERG 252                            | .3            | ERG 231                     | .4            |
| ERG 253                            | .3            | * Departmental Requirements | .9            |
|                                    | <hr/> 54 hrs. |                             | <hr/> 54 hrs. |

GRAND TOTALS: Track 1--105 Credit hrs. Track 2--104 Credit hrs.

\*The "departmental requirements" sequence is reserved in Track 2 to accommodate sophomore level engineering sequences or discreet courses required by different engineering departments. Students interested in electrical engineering would take ERG 211, 212, and 213. Mechanical engineering students would take ERG 253, ECO 201, and ERG 273. Engineering science and mechanics majors would take ERG 253, ERG 232, and ERG 273. Other departmental sequences and requirements can be arranged.

Provisions will be made in the college schedule to provide a buffer quarter for students who wish to enter the engineering program but who lack sufficient preparation in mathematics to undertake the calculus series immediately. The buffer quarter will consist of MAT 110, ENG 101, CHE 101, and ERG 101. The buffer quarter total of 15 credit hours would enable the student to start with a comparatively light load and would free time in the subsequent quarters to lighten the quarter or to repeat courses. The buffer quarter will be available to all engineering students.





Academic Affairs

BUSINESS TECHNOLOGY MAJOR

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

ACCOUNTING EMPHASIS

Business Technology Major

Associate of Science Degree

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. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101, 102. . . . .       | 6           |
| COM 101. . . . .            | 3           |
| MAT 140. . . . .            | 3           |
| ACT 231, 232, 233 . . . . . | 9           |
| ACT 241, 242. . . . .       | 6           |
| ACT 251, 252, 253 . . . . . | 9           |
| ACT 261 . . . . .           | 3           |
| ACT 281 . . . . .           | 3           |
| BUS 121 . . . . .           | 3           |
| BUS 124, 125 . . . . .      | 6           |
| BUS 251 . . . . .           | 3           |
| BUS 261, 262 . . . . .      | 6           |
| BUS 271 . . . . .           | 3           |
| CST 121 . . . . .           | 3           |
| CST 211, 212 . . . . .      | 8           |
| CST 223 . . . . .           | 3           |
| ECO 201, 202, 203 . . . . . | 9           |
| SST 110 . . . . .           | 1           |
| General Electives . . . . . | 9           |

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 EMPHASES

Business Technology Major

Associate of Science Degree

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. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                         | Credit hrs. |
|---------------------------------|-------------|
| ENG 101, 102, 103. . . . .      | 9           |
| COM 101. . . . .                | 3           |
| ECO 201, 202, 203 . . . . .     | 9           |
| BUS 124, 125 . . . . .          | 6           |
| BUS 221, 251 . . . . .          | 6           |
| BUS 261, 262 . . . . .          | 6           |
| BUS 271, 272 . . . . .          | 6           |
| ACT 231, 232, 233, 241. . . . . | 12          |
| CST 121 . . . . .               | 3           |
| BNK 111. . . . .                | 3           |
| BNK 112. . . . .                | 3           |
| BNK 122. . . . .                | 3           |
| BNK 211. . . . .                | 3           |
| BNK 222. . . . .                | 3           |
| BNK 232. . . . .                | 3           |

Electives from the following:

|   |   |
|---|---|
| BNK 113, 123, 132, 133, 212, 213, 223, 224, 242, 243, 263, 273, 283, or<br>BUS 121, or IMT 183, or SST 213, 221 . . . . . | 9 |
|---|---|

Electives from the following:

|   |   |
|---|---|
| AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, GGY, HED, HIS,<br>MAT, MUS, PED, PHY, POL, PSY, REL, SOC, SPA . . . . . | 9 |
|---|---|

96 hrs.



**Academic Affairs**

**GENERAL BUSINESS EMPHASIS**

Business Technology Major

Associate of Science Degree

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. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                               | Credit hrs. |
|---------------------------------------|-------------|
| ENG 101, 102 . . . . .                | 6           |
| COM 101 . . . . .                     | 3           |
| MAT 140 . . . . .                     | 3           |
| ACT 231, 232, 233 . . . . .           | 9           |
| BUS 121, 124, 125, 221, 222 . . . . . | 15          |
| BUS 251 . . . . .                     | 3           |
| BUS 261, 262 . . . . .                | 6           |
| BUS 271, 272, 275 . . . . .           | 9           |
| BUS 281, 282 . . . . .                | 6           |
| CST 121 . . . . .                     | 3           |
| CST 211, 212 . . . . .                | 8           |
| ECO 201, 202, 203 . . . . .           | 9           |
| ERG 100 . . . . .                     | 3           |
| IMT 183 . . . . .                     | 3           |
| MKT 102 . . . . .                     | 3           |
| General Electives . . . . .           | 4           |
|                                       | 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.



**Academic Affairs**

**REAL ESTATE EMPHASIS**

Business Technology Major

Associate of Science Degree

The Real Estate program is designed to assist the student in becoming knowledgeable in the total operation of a real estate business and to provide preparation for the Tennessee Real Estate Licensing Examinations. Students not desiring to pursue the Associate of Science Degree may register for real estate courses to satisfy the requirements established by the Tennessee Real Estate Commission for licensure. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                                    | Credit hrs. |
|--|-------------|
| COM 101 . . . . .                          | 3           |
| ENG 101, 102 . . . . .                     | 6           |
| MAT 140 . . . . .                          | 3           |
| ACT 231, 232, 233 . . . . .                | 9           |
| BNK 122 . . . . .                          | 8           |
| BUS 121, 124, 125 . . . . .                | 9           |
| BUS 221, 222 . . . . .                     | 6           |
| BUS 261 . . . . .                          | 3           |
| ECO 201, 202, 203 . . . . .                | 9           |
| ERG 152 . . . . .                          | 3           |
| ERG 261, 262 . . . . .                     | 6           |
| MKT 102 . . . . .                          | 3           |
| MKT 231 . . . . .                          | 3           |
| RES 201, 202, 211, 212, 223, 243 . . . . . | 18          |
| General Electives . . . . .                | 12          |
|  | 96 hrs.     |



**Academic Affairs**

**COMPUTER SCIENCE TECHNOLOGY MAJOR**

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

**BUSINESS EMPHASIS**

Computer Science Technology Major

Associate of Science Degree

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. The program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101, 102, 103 . . . . . | 9           |
| MAT 131, 132, 133 . . . . . | 9           |
| MAT 140 . . . . .           | 3           |
| ACT 231, 232, 233 . . . . . | 9           |
| BUS 121 . . . . .           | 3           |
| BUS 221 . . . . .           | 3           |
| BUS 271, 272 . . . . .      | 6           |
| CST 121, 122 . . . . .      | 6           |
| CST 131 . . . . .           | 3           |
| CST 132 . . . . .           | 4           |
| CST 133 . . . . .           | 4           |
| CST 211, 212 . . . . .      | 8           |
| CST 223 . . . . .           | 3           |
| ECO 201, 202, 203 . . . . . | 9           |
| ERG 153 . . . . .           | 3           |
| SST 110 . . . . .           | 1           |
| General Electives . . . . . | 13          |
| <hr/>                       |             |
| 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.

**Academic Affairs**

**SCIENTIFIC EMPHASIS**

Computer Science Technology Major

Associate of Science Degree

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. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                          | Credit hrs. |
|----------------------------------|-------------|
| ENG 101, 102, 103 . . . . .      | 9           |
| MAT 151, 152 . . . . .           | 10          |
| MAT 205, 206, 207, 208 . . . . . | 20          |
| MAT 140 . . . . .                | 3           |
| PHY 201, 202, 203 . . . . .      | 12          |
| CST 121, 122 . . . . .           | 6           |
| CST 131 . . . . .                | 3           |
| CST 132 . . . . .                | 4           |
| CST 133 . . . . .                | 4           |
| CST 211, 212 . . . . .           | 8           |
| ERG 110 . . . . .                | 3           |
| ERG 123 . . . . .                | 3           |
| ERG 153 . . . . .                | 3           |
| SST 110 . . . . .                | 1           |
| General Electives . . . . .      | 7           |
| <hr/>                            |             |
| 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

ENGINEERING TECHNOLOGY MAJOR

Motlow State Community College offers an engineering technology major with an architectural emphasis, a design and drafting emphasis, an energy engineering emphasis, and a general engineering emphasis. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Science Degree is awarded.

ARCHITECTURAL EMPHASIS

Engineering Technology Major

Associate of Science Degree

The architectural curriculum is designed for the student interested in the general construction and the building materials industries of the college service area. Emphasis in the program is in design, material-quantity estimating, cost estimating and building code compliance. The curriculum is complimentary to, but does not conflict with, building trade courses available in the vocational-technical system. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103. . . . .   | 9           |
| PED Activities. . . . .  | 6           |
| One year sequence from ENG, HIS, PSY, or SOC. . . . .  | 9           |
| Electives from any of the following:   |             |
| AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, GGY, HED, HIS,<br>MAT, MUS, PED, PHY, PSY, REL, SOC, or SPA. . . . . | 4           |
| ERG 101. . . . .   | 3           |
| ERG 104, 105, 106. . . . .   | 9           |
| ERG 110. . . . .   | 3           |
| ERG 111. . . . .   | 4           |
| ERG 123. . . . .   | 3           |
| ERG 131. . . . .   | 3           |
| ERG 132. . . . .   | 3           |
| ERG 153. . . . .   | 3           |
| ERG 202. . . . .   | 3           |
| ERG 231. . . . .   | 4           |
| ERG 242, 243. . . . .  | 6           |
| ERG 251. . . . .   | 3           |
| ERG 261. . . . .   | 3           |
| ERG 262. . . . .   | 3           |
| ERG 263. . . . .   | 3           |
| ERG 265. . . . .   | 3           |
| ERG 267. . . . .   | 3           |
| ERG 282. . . . .   | 3           |
| ERG 283. . . . .   | 3           |

96 hrs.

Academic Affairs

DESIGN AND DRAFTING EMPHASIS

Engineering Technology Major

Associate of Science Degree

This program of study is designed for the student interested in drafting and design as a career choice. Both mechanical and architectural design courses are included in order to equip the graduate to function in either an engineering or architectural environment. The surveying courses contained may be applied toward licensure as a registered land surveyor as well as allowing the student to become proficient in the graphical presentation of surveying field data. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses  | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103. . . . .   | 9           |
| ERG 104, 105, 106. . . . .   | 9           |
| PED Activities. . . . .  | 6           |
| ART 111. . . . .   | 3           |
| PHY 101, 102, 103. . . . .   | 9           |
| Electives from any of the following:   |             |
| AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, GGY, HED,<br>HIS, MAT, MUS, PED, PHY, PSY, REL, SOC, or SPA. . . . . | 9           |
| BUS 121. . . . .   | 3           |
| CST 121. . . . .   | 3           |
| ERG 101, 102, 103. . . . .   | 9           |
| ERG 110, 111, 123, 153. . . . .  | 13          |
| ERG 231, 242, 243. . . . .   | 10          |
| ERG 261, 265, 267. . . . .   | 9           |
| General Electives . . . . .  | 4           |

96 hrs.



**Academic Affairs**

**ENERGY ENGINEERING EMPHASIS**

Engineering Technology Major

Associate of Science Degree

This program of study is designed specifically for the student concerned with energy conservation in residential and commercial applications, and interested in design and installation of solar energy augmentation systems. The program contains a broad background in technical subjects and the humanities which should provide the student with the understanding and skills required to enter the profession as an energy specialist, or a solar energy technician or contractor. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses   | Credit hrs. |
|---|-------------|
| ENG 101, 102, 103 . . . . .   | 9           |
| ERG 104, 105, 106 . . . . .   | 9           |
| PED Activities . . . . .  | 6           |
| PHY 101 . . . . .   | 3           |
| Electives from any of the following:  |             |
| AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, GGY, HED,<br>HIS, MAT, MUS, PED, PHY, PSY, REL, SOC, or SPA . . . . . | 9           |
| BUS 121 . . . . .   | 3           |
| BUS 251 . . . . .   | 3           |
| CST 121 . . . . .   | 3           |
| ERG 101, 110, 111, 123, 153 . . . . .   | 16          |
| ERG 201, 202, 203, 204, 205 . . . . .   | 16          |
| ERG 242, 243, 261 . . . . .   | 9           |
| General Electives . . . . .   | 10          |
|   | 96 hrs.     |



**Academic Affairs**

**GENERAL ENGINEERING EMPHASIS**

Engineering Technology Major

Associate of Science Degree

This emphasis area is designed specifically for the student who is interested in engineering aide/office management positions with engineering or architectural firms or with large industrial and government agencies. The curriculum gives the student a broad understanding of basic engineering practice, computational skills, drafting, and office management. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                                      | Credit hrs. |
|--|-------------|
| ENG 101, 102, 103 . . . . .                  | 9           |
| PED Activities . . . . .                     | 6           |
| PHY 101, 102, 103 . . . . .                  | 9           |
| One year sequence from one of the following: |             |
| ENG, HIS, PSY, or SOC . . . . .              | 9           |
| BUS 121 . . . . .                            | 3           |
| BUS 251 . . . . .                            | 3           |
| CST 121 . . . . .                            | 3           |
| ERG 101, 102, 103 . . . . .                  | 9           |
| ERG 104, 105, 106 . . . . .                  | 9           |
| ERG 110 . . . . .                            | 3           |
| ERG 111 . . . . .                            | 4           |
| ERG 123 . . . . .                            | 3           |
| ERG 153 . . . . .                            | 3           |
| ERG 201, 202 . . . . .                       | 6           |
| ERG 265, 267 . . . . .                       | 6           |
| ERG 231 . . . . .                            | 4           |
| ERG 261 . . . . .                            | 3           |
| General Electives . . . . .                  | 4           |
|  | 96 hrs.     |



## Academic Affairs

### NURSING MAJOR

The philosophy of nursing education provides a balanced program of general and specialized learning which enables students to safely perform a variety of nursing skills based on scientific knowledge and to direct ancillary workers giving bedside patient care. The objective is to assist the student in developing the technical and intellectual competencies which enable capable functioning as a graduate staff nurse and a commitment to maintaining this competency through continuing education. The Associate of Science degree is awarded.

The department of nursing functions within the general policies, purposes, and standards of Motlow State Community College and is especially concerned with providing flexibility to meet the changing educational and health needs of the community. The curriculum includes planned learning experiences organized around common nursing problems with opportunities provided to develop understanding and skills in communication and human relationships. All clinical periods are planned by the college faculty who select, guide, and influence the learning experiences of the student. Laboratory facilities are utilized in institution classrooms, at area hospitals and extended care facilities, various health and community agencies in the seven county service area and the Veteran's Administration Hospital, Murfreesboro.

Prospective applicants must meet admission requirements to the college and have a nursing application on file by March 15 of each year. In addition, the Psychological Corporation Pre-Nursing Entrance Examination is administered in April to all students passing initial screening. If the track quotas are not filled from the April testing, a second test will be scheduled in August. Additional requirements vary according to the Track option selected. Two tracks are available - Track A or Track B. Final acceptance of applicants depends upon test scores, previous grades, health status, and satisfactory completion of Track option requirements. One class is admitted annually in the fall quarter. Transfer students from other R.N. programs must meet Motlow transfer requirements and may only challenge NET 111. 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.

## Academic Affairs

Students may anticipate the following costs in addition to college registration fees:

|  |          |
|--|----------|
| Entrance Exam Fee                        | \$ 10.00 |
| Uniforms (purchased before fall quarter) | \$ 80.00 |
| Liability Insurance (per year)           | \$ 15.00 |
| Licensing (last quarter)                 | \$ 55.00 |
| Nursing Pin (last quarter)               | \$ 55.00 |
| Textbooks: (minimum)                     |          |
| 1st quarter                              | \$100.00 |
| Each quarter thereafter                  | \$ 50.00 |

A cumulative 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 or prerequisite courses (biology, chemistry, pharmacological mathematics, or nutrition) attempted; and satisfactory performance in the clinical laboratory is required to be eligible for the succeeding nursing course. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum. Students, in any Track, failing the same nursing course twice or two separate nursing courses are ineligible for readmission for a period of two years. Students requesting readmission at that time will be screened by the full nursing faculty and officials of the college.

Upon completion of the program, graduates who are eligible, based upon the Tennessee Board of Nursing criteria, may write the State Board Test Pool Examination for licensure as a Registered Nurse.

Curriculum requirements for the Nursing major, Track A and Track B, are described on the following page.





Academic Affairs

NURSING MAJOR

Track A

Associate of Science Degree

Track A admission requirement: Completion of a credit course in chemistry, biology, and algebra or college mathematics within the past 5 years or by September 1 of current year and the receipt of a grade of "C" or better in these courses.

| First Year (4 quarters)          |             | Second Year (3 quarters)         |             |
|----------------------------------|-------------|----------------------------------|-------------|
| Courses                          | Credit hrs. | Courses                          | Credit hrs. |
| ENG 101, 102, 103 . . . . .      | .9          | SOC 211, 212, 213 . . . . .      | .9          |
| BIO 271, 272, 273 . . . . .      | .9          | BIO 231 . . . . .                | .4          |
| MAT 120 . . . . .                | .1          | General Electives . . . . .      | .6          |
| HED 221, 222 . . . . .           | .4          | NET 211, 212, 213, 214 . . . . . | .26         |
| PSY 131 . . . . .                | .3          |                                  |             |
| NET 111, 112, 113, 114 . . . . . | .29         |                                  |             |
|                                  | <hr/>       |                                  | <hr/>       |
|                                  | 55 hrs.     |                                  | 45 hrs.     |

Track B

Associate of Science Degree

This Track is designed for a select group of students who may lack the necessary educational background to enter the Track A program, or may have greatly limited financial resources necessitating part time work, or may be licensed practical nurses seeking the goal of career advancement over an extended period of time (3-5 years). The same curriculum as outlined in Track A is spread over three or more years with the program of study expanded to include completion of the needed prerequisites or other basic preparation courses before beginning the nursing sequence. Full details of Track B admission requirements are available from the nursing office. Enrollment is limited.

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

Academic Affairs

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. The Associate of Science Degree is awarded.

GENERAL CLERICAL EMPHASIS

Secretarial Science Technology Major

Associate of Science Degree

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. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                      | Credit hrs. |
|------------------------------|-------------|
| ENG 101, 102, 103 . . . . .  | .9          |
| COM 101 . . . . .            | .3          |
| ACT 231, 232, 233 . . . . .  | .9          |
| BUS 121 . . . . .            | .3          |
| BUS 124, 125 . . . . .       | .6          |
| BUS 221, 222 . . . . .       | .6          |
| BUS 251 . . . . .            | .3          |
| BUS 261 . . . . .            | .3          |
| BUS 291 . . . . .            | .3          |
| CST 121 . . . . .            | .3          |
| ECO 201, 202 . . . . .       | .6          |
| PSY 110 . . . . .            | .3          |
| *SST 101, 102, 103 . . . . . | .9          |
| SST 110 . . . . .            | .1          |
| SST 201, 203 . . . . .       | .6          |
| SST 213, 214, 215 . . . . .  | .9          |
| SST 220 . . . . .            | .3          |
| SST 221 . . . . .            | .3          |
| General Electives . . . . .  | .8          |
|                              | <hr/>       |
|                              | 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

Secretarial Science Technology Major

Associate of Science Degree

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. This program is designed for the student who does not intend to transfer to a four-year institution.

| Courses                      | Credit hrs. |
|------------------------------|-------------|
| ENG 101, 102, 103 . . . . .  | 9           |
| COM 101 . . . . .            | 3           |
| ACT 231, 232 . . . . .       | 6           |
| BUS 121 . . . . .            | 3           |
| BUS 124, 125 . . . . .       | 6           |
| BUS 221, 222 . . . . .       | 6           |
| BUS 251 . . . . .            | 3           |
| BUS 261 . . . . .            | 3           |
| CST 121 . . . . .            | 3           |
| ECO 201, 202 . . . . .       | 6           |
| *SST 101, 102, 103 . . . . . | 9           |
| SST 110 . . . . .            | 1           |
| *SST 111, 112, 113 . . . . . | 15          |
| SST 213, 214, 215 . . . . .  | 9           |
| SST 221 . . . . .            | 3           |
| SST 203 . . . . .            | 3           |
| General Electives . . . . .  | 8           |
| 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 and 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 OF CREDIT 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. This program is designed for the student who does not intend to transfer to a four-year institution.

#### ACCOUNTING TECHNOLOGY

Certificate of Credit

| 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           |
| 49 hrs.                     |             |

#### GENERAL CLERICAL TECHNOLOGY

Certificate of Credit

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101 . . . . .           | 3           |
| ACT 231, 232 . . . . .      | 6           |
| BUS 121 . . . . .           | 3           |
| BUS 124, 125 . . . . .      | 6           |
| BUS 221, 222 . . . . .      | 6           |
| BUS 251 . . . . .           | 3           |
| CST 121 . . . . .           | 3           |
| SST 101, 102, 103 . . . . . | 9           |
| SST 213, 214, 215 . . . . . | 9           |
| 48 hrs.                     |             |

Academic Affairs

**MARKETING TECHNOLOGY**

Certificate of Credit

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| MAT 140 . . . . .           | 3           |
| ACT 231, 232, 233 . . . . . | 9           |
| BUS 121 . . . . .           | 3           |
| BUS 124, 125 . . . . .      | 6           |
| BUS 281, 282 . . . . .      | 6           |
| CST 121 . . . . .           | 3           |
| ECO 201, 202, 203 . . . . . | 9           |
| MKT 102, 103 . . . . .      | 6           |
| MKT 231 . . . . .           | 3           |
| General Electives . . . . . | 3           |
|                             | 51 hrs.     |

**SALESMANSHIP TECHNOLOGY**

Certificate of Credit

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101, 102 . . . . .      | 6           |
| COM 101 . . . . .           | 3           |
| ACT 231, 232 . . . . .      | 6           |
| BUS 121 . . . . .           | 3           |
| BUS 124, 125 . . . . .      | 6           |
| BUS 281, 282 . . . . .      | 6           |
| MKT 102 . . . . .           | 3           |
| MKT 103 . . . . .           | 3           |
| MKT 231 . . . . .           | 3           |
| General Electives . . . . . | 9           |
|                             | 48 hrs.     |

**SECRETARIAL SCIENCE TECHNOLOGY**

Certificate of Credit

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ENG 101 . . . . .           | 3           |
| BUS 121 . . . . .           | 3           |
| BUS 124 . . . . .           | 3           |
| BUS 221, 222 . . . . .      | 6           |
| BUS 251 . . . . .           | 3           |
| SST 101, 102, 103 . . . . . | 9           |
| SST 111, 112, 113 . . . . . | 15          |
| SST 213, 214, 215 . . . . . | 9           |
|                             | 51 hrs.     |

Academic Affairs

**WHOLESALE & RETAILING TECHNOLOGY**

Certificate of Credit

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| ACT 231, 232, 233 . . . . . | 9           |
| BUS 121 . . . . .           | 3           |
| BUS 124, 125 . . . . .      | 6           |
| BUS 281, 282 . . . . .      | 6           |
| ECO 201, 202, 203 . . . . . | 9           |
| MKT 102 . . . . .           | 3           |
| MKT 103 . . . . .           | 3           |
| MKT 231 . . . . .           | 3           |
| General Electives . . . . . | 6           |
|                             | 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 nearby 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. 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.

**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           |
| COM 101 . . . . .               | 3           |
| HIS 211, 212, 213 . . . . .     | 9           |
| BIO 101, 102, 103 . . . . .     | 9           |
| PHY 101, 102, 103 . . . . .     | 9           |
| MAT 100 . . . . .               | 5           |
| PED Activities . . . . .        | 6           |
| ART 101, 103 . . . . .          | 6           |
| EDU 101, 110, PSY 211 . . . . . | 9           |
| ENG 262 . . . . .               | 3           |
| GGY 101, 102, 103 . . . . .     | 9           |
| HED 201, 203 . . . . .          | 6           |
| MUS 131, 132, 242 . . . . .     | 7           |
|                                 | 99 hrs.     |

Middle Tennessee State University will deliver the core education courses and other complimentary courses to Motlow, as needed. Additional courses in several areas of concentration will be offered with some regularity so that students in elementary education may take many third and fourth year courses at Motlow.

Academic Affairs

**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 may take most of the supporting courses from Motlow. The remaining courses will be taken through 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<br>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 131, 132, 133, 221, 290 . . . . .               | 15          |
|   | 57 hrs.     |



**ALLIED HEALTH LINKAGE PROGRAM**

Motlow State Community College is involved in a cooperative Linkage program with the Regional Technical Institute (RTI) for Health Occupations, a division of the School of Community and Allied Health (SCAH) at The University of Alabama in Birmingham. The first year of general education and prerequisite courses is completed at Motlow State Community College. Upon application to and acceptance by RTI, students transfer to RTI at the program starting date to complete the technical study and clinical experience in one of fourteen programs jointly offered through this arrangement:

| Major                                      | Start-up Quarter(s)<br>Enrollment at RTI | Approximate Length<br>of Study at RTI |
|--|--|---------------------------------------|
| Biomedical Equipment Technician            | Fall                                     | 4 quarters                            |
| Dietetic Technician                        | Fall                                     | 3 quarters                            |
| Electroencephalographic (EEG) Technologist | Fall, Spring                             | 3 quarters                            |
| Emergency Medical Technician               | Each quarter                             | 3 quarters                            |
| Health Data Processing Technician          | Fall                                     | 4 quarters                            |
| Medical Assistant                          | Fall                                     | 3 quarters                            |
| Medical Laboratory Technician              | Summer                                   | 4 quarters                            |
| Medical Record Technician                  | Fall                                     | 4 quarters                            |
| Multiple Competency Clinical Technician    | Fall                                     | 4 quarters                            |
| Occupational Therapy Assistant             | Fall                                     | 5 quarters                            |
| Optometric Technician                      | Fall                                     | 3 quarters                            |
| Physical Therapist Assistant               | Fall                                     | 4 quarters                            |
| Radiologic Technologist                    | Summer, Winter                           | 8 quarters                            |
| Respiratory Therapist                      | Fall, Spring                             | 4 quarters                            |

Some of the above programs are extremely competitive for admission. Therefore, students interested in pursuing a Linkage program should contact the RTI Linkage Coordinator/Advisor at Motlow College at the earliest possible opportunity, preferably during the first quarter of their freshman year, in order to determine eligibility for admission, plan the appropriate course of study, and obtain application materials for RTI. Admission and course prerequisites for RTI are subject to change in December of each year. The RTI Linkage Coordinator/Advisor at Motlow has a list of current requirements for each program.

While attending the RTI, students pay tuition at rates consistent with those of Alabama's state junior colleges; additionally, a Student Health Service fee and hospitalization insurance are required by the RTI. Students who successfully complete the joint program are awarded the associate degree by Motlow State Community College and a professional certificate by RTI.

Information concerning financial aids and housing at UAB may be obtained by writing the Office of Student Financial Aid at UAB, or the UAB Housing Office, University of Alabama in Birmingham, University Station, Birmingham, Alabama 35294.

Additional information on the Linkage may be obtained by writing SCAH/RTI Student Affairs, Regional Technical Institute, University of Alabama in Birmingham, Birmingham, Alabama 35294.

**BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR**

The Biomedical Equipment Technician Program is designed to train technicians to service, operate and maintain biomedical equipment used in hospitals, clinics and other specialized areas, under the supervision of biomedical engineers. The Biomedical Equipment Technician is responsible for installation, calibration, maintenance, repair and operational checks of general medical and technical equipment. Further responsibilities include supervision of equipment management programs, safety programs and equipment systems.

The technical training at the Regional Technical Institute (RTI) begins in September (Fall Quarter) of each year and is four academic quarters in length. Students are provided job-related experiences within medically-oriented environments by rotating through various departments in the University of Alabama in Birmingham (UAB) Medical Center and other clinical affiliates to become knowledgeable about medical methods, procedures and terminology.

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

**BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| BIO 141 . . . . .           | 4           |
| CHE 101 . . . . .           | 4           |
| ENG 101, 102, 103. . . . .  | 9           |
| MAT 151, 152. . . . .       | 10          |
| PHY 101 . . . . .           | 3           |
| PSY 131, 132 . . . . .      | 6           |
| General Electives . . . . . | 12          |
| <b>Total Quarter Hours</b>  | <b>48</b>   |

Second year - RTI

4 Quarters . . . . .66 Semester Hours



**DIETETIC TECHNICIAN MAJOR**

The Dietetic Technician Program (DIP) trains beginning level dietetic personnel to work in a variety of food service establishments, such as schools, hospitals and nursing homes. A graduate of this program may be employed in a large institution as an assistant to the Registered Dietitian, or in a small hospital or nursing home as a food service department manager working with a consulting dietitian. Through extending the role of the dietitian, the technician will fill an important role in providing nutritional care, performing such functions as: assisting in purchasing food and other supplies, supervising food production, planning duty schedules for employees, writing modified diets, taking nutrition histories, teaching classes to patients and food service personnel, and giving diet instructions.

The technical training at the Regional Technical Institute begins in September (Fall Quarter) of each year and is three academic quarters in length. The program is approved by the American Dietetic Association. Upon successful completion of the program, graduates may apply for technician membership in the American Dietetic Association and will be eligible to apply to take the certification examination that is presently being developed.

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

**DIETETIC TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                      | Credit hrs. |
|------------------------------|-------------|
| BIO 141, 142 . . . . .       | 8           |
| BUS 271, 272 . . . . .       | 6           |
| ENG 101, 102, 103 . . . . .  | 9           |
| SOC 211, 212 . . . . .       | 6           |
| *General Electives . . . . . | 19          |
| Total Quarter Hours          | 48          |

\*Recommended Electives: COM 101, ECO 201, HED 203, MAT 100 or 110, PSY 131

Second year - RTI

3 Quarters . . . . .44 Semester Hours

**ELECTROENCEPHALOGRAPHIC TECHNOLOGIST MAJOR**

An Electroencephalographic (EEG) Technologist makes recording of electroencephalograms (brain waves) in clinical or research laboratories. The electroencephalogram is a record of the electrical activity of the brain picked up by electrodes attached to the scalp and written on moving paper. Since this test is painless and harmless, it is often requested as part of the diagnostic work-up of patients suspected of having strokes, epilepsy, brain tumors and similar disorders.

The EEG Technology training taken at the Regional Technical Institute (RTI) begins in September (Fall Quarter) and March (Spring Quarter) of each year and is three academic quarters in length. The program will provide training to develop the necessary knowledge and attitudes to perform successfully the duties of the electroencephalographic technologist. Under the supervision of a neurologist or neuro-surgeon and the chief technologist, duties of graduate EEG technologists will include: preparing patients for testing, applying electrodes according to the physician's directions, operating the EEG machine and obtaining a valid reading, and making minor repairs on equipment.

Upon satisfactory completion of the program, the student will be eligible to take the national certification examination of the American Board of Registration of Electroencephalographic Technologists. The program is approved by The Council on Medical Education of the American Medical Association, in cooperation with the American Electroencephalographic Society and the American Society of EEG Technologists.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

**ELECTROENCEPHALOGRAPHIC TECHNOLOGIST MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                               | Credit hrs. |
|---------------------------------------|-------------|
| BIO 141, 142, 271, 272, 273 . . . . . | 17          |
| CHE 101 . . . . .                     | 4           |
| ENG 101, 102, 103 . . . . .           | 9           |
| MAT 110 . . . . .                     | 5           |
| PHY 101 . . . . .                     | 3           |
| PSY 131, 132 . . . . .                | 6           |
| General Electives . . . . .           | 4           |
| Total Quarter Hours                   | 48          |

Second year - RTI

3 Quarters . . . . .33 Semester Hours



Academic Affairs

**EMERGENCY MEDICAL TECHNICIAN MAJOR**

The Regional Technical Institute (RTI) offers training programs for Emergency Medical Technicians (EMT) at the three nationally established levels of competence (Basic, Intermediate, Paramedic). Completion of the Paramedic level is required for the associate degree. Technical training at RTI begins each quarter for each level of study.

EMT Basic consists of 71 contact hours of classroom lecture and lab combined with 40 contact hours in clinical hospital rotation. This one-quarter course will permit the student to take the test for state licensure at the EMT Basic level.

Successful completion of the Basic Course and a passing score on the EMT Proficiency Test is prerequisite for the Intermediate Course. The Intermediate course is also one quarter and consists of 70 contact hours of classroom lecture/lab and 149 contact hours of rotation.

Successful completion of the Intermediate course is required to advance to the final quarter, Paramedic, which combines 88 hours of classroom and lab with 256 hours of rotation and provides education in the area of care and management of the emergency patient. Graduates of the Intermediate and Paramedic levels will be qualified to work in the emergency department of a medical facility. Other areas of employment include ambulance services, fire and police departments and many other health related activities where "emergency knowledge" is needed.

Completion of all three levels meets the State of Alabama Department of Transportation's 480 hours standards for emergency medical training.

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

**EMERGENCY MEDICAL TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| BIO 141, 142, 143 . . . . . | 12          |
| CHE 101, 102, 103 . . . . . | 12          |
| ENG 101, 102, 103 . . . . . | .9          |
| MAT 110, 120. . . . .       | .6          |
| PSY 131, 132, 290 . . . . . | .9          |
| <b>Total Quarter Hours</b>  | <b>48</b>   |

Second year - RTI

3 Quarters . . . . .35 Semester Hours

Emergency Medical training is also available within the State of Tennessee. Further information concerning these programs can be obtained by writing to: Emergency Medical Services, South Central Regional Health Office, 1216 Mt. Pleasant Pike, Columbia, TN 38401.

Academic Affairs

**HEALTH DATA PROCESSING TECHNICIAN MAJOR**

A Health Data Processing Technician (HDPT) is an allied health professional with specialized skills necessary to the efficient operation of modern hospitals, clinics and extended care facilities. Job prospects are excellent. The Health Data Processing Technician (HDPT) is trained to process, record and disseminate computerized information. The graduate HDPT is skilled in most areas of computer operations and management. Responsibilities include overseeing computer functioning and anticipating potential problems. The HDPT maintains up-to-date information about the hospital or clinic, and may advise medical specialists regarding the use of the computer in a particular situation.

The training program at the Regional Technical Institute (RTI) begins in September (Fall Quarter) of each year and is four academic quarters in length. As part of the educational program, the student will receive actual work experience by supervised clinical rotation through the various departments and hospitals at the University of Alabama in Birmingham and similar facilities in the metropolitan area.

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

**HEALTH DATA PROCESSING TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                      | Credit hrs. |
|------------------------------|-------------|
| ACT 231, 232, 233 . . . . .  | .9          |
| COM 101. . . . .             | .3          |
| ENG 101, 102, 103. . . . .   | .9          |
| MAT 151. . . . .             | .5          |
| PSY 131 . . . . .            | .3          |
| SST *101, *102. . . . .      | .6          |
| **General Electives. . . . . | 13          |
| <b>Total Quarter Hours</b>   | <b>48</b>   |

\*Waived in lieu of 40 wpm typing proficiency

\*\*Recommended Electives: CST 121, ERG 153, PSY 132, computer or mathematics courses

Second year - RTI

4 Quarters . . . . .46 Semester Hours

Academic Affairs

**MEDICAL ASSISTANT MAJOR**

The Medical Assistant Program provides formal training for graduates to assist physicians in their offices or other medical settings, performing both administrative and/or clinical duties. Medical assistants have a wide range of duties in many aspects of the physician's practice.

Business-administrative duties include scheduling and receiving patients; obtaining patients' data; maintaining medical records; typing and medical transcription; handling telephone calls, correspondence, reports and manuscripts; and assuming responsibility for office care, insurance matters, office accounts, fees and collections.

Clinical duties may include preparing the patient for examination, obtaining vital signs, taking medical histories, assisting with examinations and treatments, performing routine office laboratory procedures and electrocardiograms; sterilizing instruments and equipment for office procedures, and instructing patients in preparation for x-ray and laboratory examinations.

Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for personnel and office management.

The Medical Assistant Program at the Regional Technical Institute (RTI) begins in September (Fall Quarter) of each year and is three academic quarters in length. It is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Association of Medical Assistant (AAMA). The medical assistant student who completes the program is eligible to sit for the certification examination of the AAMA and receive recognition as a Certified Medical Assistant.

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

**MEDICAL ASSISTANT MAJOR**

Associate of Science Major

First year - MSCC

| Courses                            | Credit hrs. |
|------------------------------------|-------------|
| BIO 141, 142 . . . . .             | .8          |
| BUS 124, 125, or MAT 110 . . . . . | 6 or 5      |
| ENG 101, 102, 103 . . . . .        | .9          |
| PSY 131, 132 . . . . .             | .6          |
| SST *101, *102 . . . . .           | .6          |
| **General Electives . . . . .      | .13 or 14   |
| Total Quarter Hours                | 48          |

\*Waived in lieu of 40 wpm typing proficiency (to be tested at RTI)

\*\*Recommended Electives: ACT 231, BUS 251, COM 101, MAT 120, SST 213, 214

Second year - RTI

Academic Affairs

**MEDICAL LABORATORY TECHNICIAN MAJOR**

The Medical Laboratory Technician Program provides technical training in the performance of laboratory procedures used by physicians to assist them in the diagnosis and treatment of disease. Graduates of the program are capable of performing a variety of chemical and biological assays on blood and other specimens. Using established procedures and standards, they are skilled in manual techniques such as pipetting, colorimetry and microscopy. They also monitor electronic and automated analytical systems. Medical laboratory technicians are in demand in hospital laboratories and physicians' offices. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association.

The technical training taken at the Regional Technical Institute (RTI) begins in June (Summer Quarter) of each year and is four academic quarters in length. Graduates of the program are eligible to take an examination for certification.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

**MEDICAL LABORATORY TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                            | Credit hrs. |
|------------------------------------|-------------|
| BIO 141, 142, 231 . . . . .        | 12          |
| CHE 101, 102, 103 . . . . .        | 12          |
| ENG 101, 102, 103 . . . . .        | .9          |
| MAT 131, 132, or MAT 151 . . . . . | .6 or 5     |
| *General Electives . . . . .       | .9 or 10    |
| Total Quarter Hours                | 48          |

\*Recommended Electives: BIO 271, 272, CST 121

Note Special Medical Laboratory Technician Admission Requirements:

1. ACT composite of at least 15.
2. Language Mechanics score on the California Achievement Test at the 11th grade level (to be tested at RTI).

Second year - RTI

4 Quarters . . . . .63 Semester Hours

Academic Affairs

MEDICAL RECORD TECHNICIAN MAJOR

The Medical Record Technician Program prepares students to become a vital member of the modern health care team, working with physicians, nurses and other health professionals. The Medical Record Technician (MRT) helps to provide a quality medical record system which is necessary for quality patient care.

Medical Record Technicians (MRT) work in hospitals, outpatient clinics and specialized health centers, nursing homes, health maintenance organizations, insurance companies, and government health agencies. The Medical Record Technician (MRT) must develop technical and supervisory skills related to the following medical record functions: medical record analysis, record storage and retrieval, health and hospital statistics, coding and indexing of diseases and operations, medical transcription, abstracting health data from computer, release of medicolegal information, maintenance of specialized indexes and registers, supervision of clerical personnel, and assistance to medical staff in research and patient care evaluation.

The technical training at the Regional Technical Institute (RTI) begins in September (Fall Quarter) and is four academic quarters in length. Graduates are eligible to write the national examination for the Accredited Record Technician (ART) given by the American Medical Record Association. A student's transcript must reflect the Associate Degree before eligibility to write the Accreditation Examination is determined. The technical phase of the Medical Record Technician Program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the American Medical Record Association.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

MEDICAL RECORD TECHNICIAN MAJOR

Associate of Science Degree

First year - MSCC

| Courses                          | Credit hrs. |
|----------------------------------|-------------|
| BIO 141, 271, 272, 273 . . . . . | 13          |
| COM 101, 102. . . . .            | 6           |
| ENG 101, 102, 103. . . . .       | 9           |
| MAT 100. . . . .                 | 5           |
| PSY 131 . . . . .                | 3           |
| SOC 211 . . . . .                | 3           |
| SST *101, *102. . . . .          | 6           |
| **General Electives. . . . .     | 3           |
| Total Quarter Hours              | 48          |

\*Waived in lieu of 40 wpm typing proficiency (to be tested at RTI)

\*\*Recommended Electives: BIO 231, CST 121, MAT 140, SST 221

Second year - RTI

4 Quarters . . . . .58 Semester Hours

Academic Affairs

MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR

The Multiple Competency Clinical Technician (MCCT) is a health technician generalist possessing skills which enable him/her to assist physicians and health technologists in the delivery of health care. The technician is able to provide most office services as well as a variety of clinical procedures. Duties include scheduling patients, taking preliminary histories, assisting with patient examinations, administering medications, developing and keeping medical records, bookkeeping and requesting reimbursement from third party payors. The technician can also provide medical transcription services.

Clinical competencies of the MCCT include securing and processing specimens for analysis and performing laboratory procedures such as urinalysis, blood counts, routine chemistries, and EKG's. In addition the technician can perform basic radiographs of the extremities, chest and abdomen and is capable of performing basic emergency medical procedures including cardiopulmonary resuscitation.

The technical education at the Regional Technical Institute (RTI) begins in September (Fall Quarter) of each year in conjunction with the Medical Assistant Program and is four academic quarters in length. The training will provide students with actual experience within medically oriented environments. The program is an extension of the Medical Assistant Program which is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the American Association of Medical Assistants (AAMA).

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR

Associate of Science Degree

First year - MSCC

| Courses                            | Credit hrs. |
|------------------------------------|-------------|
| BIO 141, 142 . . . . .             | 8           |
| BUS 124, 125, or MAT 110 . . . . . | 6 or 5      |
| ENG 101, 102, 103. . . . .         | 9           |
| PSY 131, 132 . . . . .             | 6           |
| SST *101, *102. . . . .            | 6           |
| **General Electives. . . . .       | 13 or 14    |
| Total Quarter Hours                | 48          |

\*Waived in lieu of 40 wpm typing proficiency (to be tested at RTI)

\*\*Recommended Electives: ACT 231, BUS 251, COM 101, MAT 120, SST 213, 214

Second year - RTI

4 Quarters . . . . .52 Semester Hours



**OCCUPATIONAL THERAPY ASSISTANT MAJOR**

Occupational therapy is the science of analyzing man's deficiencies in performance. These deficiencies may be the result of physical, psychosocial or developmental problems. Occupational therapy attempts to improve areas of deficit through the use of meaningful activity. The overall goal of the therapeutic program is to allow the student or client to achieve maximal adjustment to his/her disability.

The Occupational Therapy Assistant functions along with the Registered Occupational Therapist in providing health services. The Occupational Therapy Assistant must have a broad base of knowledge of illness and disease, the activity process and the therapeutic application of activities. He/she must be able to relate and communicate effectively with others.

The program at the Regional Technical Institute (RTI) begins in September of each year and is five academic quarters in length (four quarters of academic work and a final quarter of supervised Clinical Practice). The program is designed to meet the approval standards outlined by the American Occupational Therapy Association. Upon satisfactory completion of the program, the student will be eligible to take the national certification examination for Occupational Therapy Assistants given by the American Occupational Therapy Association.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

**OCCUPATIONAL THERAPY ASSISTANT MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                               | Credit hrs. |
|---------------------------------------|-------------|
| BIO 141, 142, 271, 272, 273 . . . . . | 17          |
| ENG 101, 102, 103. . . . .            | 9           |
| MAT 110. . . . .                      | 5           |
| PSY 131, 132, 133, 212, 290 . . . . . | 15          |
| *General Electives . . . . .          | 2           |
| Total Quarter Hours                   | 48          |

\*Recommended Elective: SOC 211

Second year - RTI

5 Quarters . . . . .61 Semester Hours

**OPTOMETRIC TECHNICIAN MAJOR**

The Optometric Technician is a highly skilled person who assists the optometrist in the operation and conduct of his practice. Qualified by academic and practical training, the technician provides patient services under the supervision of the optometrist. In performing his/her duties, the technician functions as another pair of skilled hands. The technical duties involve training, contact lenses (insertion, removal and hygiene), tonometry, visual fields, color vision, photography, case histories, laboratory ordering, frame styling and selection, and dispensing of prescriptions. Further duties of the technician include all types of business procedures, such as typing, filing, bookkeeping and office management. In a multiple employee office or clinic, specialization in all aspects of the technician's training is possible.

The Optometric Technician Program at the Regional Technical Institute (RTI), in cooperation with the UAB School of Optometry, begins in September (Fall Quarter) of each year and is three academic quarters in length. Emphasis is placed on the various and unique duties required of a technician in a well-managed optometric practice. On completion of the program, there are many opportunities for challenging and profitable employment in the field of optometry. It also provides the profession of optometry with a much needed source of formally trained technicians.

The program of study at Motlow College, which may be completed in three quarters beginning with the fall quarter, contains the courses listed below.

**OPTOMETRIC TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                        | Credit hrs. |
|--------------------------------|-------------|
| ACT *231, *232 . . . . .       | 6           |
| BIO 141, 142 . . . . .         | 8           |
| COM 101. . . . .               | 3           |
| ENG 101, 102, 103. . . . .     | 9           |
| MAT 110. . . . .               | 5           |
| PSY 131, 132 . . . . .         | 6           |
| SST **101, **102 . . . . .     | 6           |
| ***General Electives . . . . . | 5           |
| Total Quarter Hours            | 48          |

\*An elective may be substituted if student has successfully completed a high school bookkeeping course

\*\*Waived in lieu of 40 wpm typing proficiency (to be tested at RTI)

\*\*\*Recommended Elective: PHY 101

Second year - RTI

3 Quarters . . . . .52 Semester Hours

Academic Affairs

**PHYSICAL THERAPIST ASSISTANT MAJOR**

The Physical Therapist Assistant (PTA) is a skilled technical health worker who performs certain patient care activities as directed by a physical therapist. The functions of the Physical Therapist Assistant (PTA) are: performs certain physical therapy procedures that are designed and delegated by the supervising Registered Physical Therapist, and assists the physical therapist who is performing evaluations and complex treatment procedures.

The technical training taken at the Regional Technical Institute (RTI) begins in September (Fall Quarter) of each year and is four academic quarters in length.\* The program meets the standards of approval established by the American Physical Therapy Association.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

**PHYSICAL THERAPIST ASSISTANT MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                      | Credit hrs. |
|------------------------------|-------------|
| BIO 141, 142, 271 . . . . .  | 11          |
| ENG 101, 102, 103. . . . .   | 9           |
| MAT 110. . . . .             | 5           |
| PSY 131, 132 . . . . .       | 6           |
| SOC 211 . . . . .            | 3           |
| **General Electives. . . . . | 14          |
|                              | 48          |
| Total Quarter Hours          | 48          |

\*Admission to the program is extremely competitive.

\*\*Recommended Electives: BIO 272, EDU 110 or PSY 212, PHY 101, SOC 212

Second year - RTI

4 Quarters . . . . . 49 Semester Hours

Academic Affairs

**RADIOLOGIC TECHNOLOGIST MAJOR**

The Radiologic Technologist (RT) is a highly trained person who assists the physician-radiologist with the care and treatment of the sick and injured. He/she is responsible for the technical production and processing of radiographs at the direction of the radiologist. Equally important duties include care of the patient while in the radiology department and care of the radiographic room and equipment.

The training program at the Regional Technical Institute (RTI) begins in June and January of each year and is 24 months (8 academic quarters) in length. It consists of clinical education and experience in patient care, radiologic physics, principles of radiographic exposure, radiation protecting measures for technologist and patient, anatomy and physiology, and body positioning of the patient for various examinations. To enable the student to perform properly all the duties of the technologist, instruction is also given in record keeping, terminology and medical ethics.

The program is approved by the Council on Medical Education of the American Medical Association in cooperation with the American College of Radiology and the American Society of Radiologic Technologists. Students completing the course are expected to become Registered Technologists by writing the examination of the American Registry of Radiologic Technologists.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

**RADIOLOGIC TECHNOLOGIST MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| BIO 271, 272, 273 . . . . . | 9           |
| COM 101. . . . .            | 3           |
| ENG 101, 102, 103. . . . .  | 9           |
| MAT 151. . . . .            | 5           |
| PHY 101, 102. . . . .       | 6           |
| PSY 131 . . . . .           | 3           |
| *General Electives. . . . . | 13          |
|                             | 48          |
| Total Quarter Hours         | 48          |

\*Recommended Electives: BIO 141, MAT 152, PSY 132

Note Special Radiologic Technology Admission Requirement:

1. General Aptitude Test Battery (GATB, Form S80) Required; Call Local State Employment Service.

Second and Third years - RTI

8 Quarters . . . . . 76 Semester Hours

**RESPIRATORY THERAPIST MAJOR**

Respiratory Therapy (RT) is an allied health specialty concerned with the diagnosis, treatment, management, control and preventive care of patients with deficiencies or abnormalities associated with respiration. The Regional Technical Institute (RTI) offers the registry program in respiratory therapy.

Working from the written orders of a physician, the therapist must be an expert in carrying out specific therapeutic measures to assist the respiratory-distressed patient. He/she must be competent in many areas including medical gas administration, humidification, bronchopulmonary drainage, cardiopulmonary resuscitation, airway management, blood-gas analysis and physiological monitoring.

The Registered Respiratory Therapist has a wide area of responsibilities, mainly directed toward delivering specialized respiratory care in the treatment of heart and lung ailments. The therapist is primarily employed by hospitals, but may also be hired by the clinics, nursing homes, physicians and educational institutions. The therapist often finds a position in the area of management as a clinical specialist, supervisor or department head in health care facilities.

The technical training at the RTI begins in September (Fall Quarter) and March (Spring Quarter) of each year and is four academic quarters in length. The student receives classroom instruction and clinical experience in affiliated hospitals. Upon satisfactory completion of the Linkage Program, the student is eligible to sit for the registry examination of the American Association for Respiratory Therapy. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the Joint Review Committee for Respiratory Therapy Education.

The program of study at Motlow College, which may be completed in four quarters beginning with the summer quarter, contains the courses listed below.

**RESPIRATORY THERAPIST MAJOR**

Associate of Science Degree

First year - MSCC

| Courses                     | Credit hrs. |
|-----------------------------|-------------|
| BIO 141, 142, 271, 272, 273 | 17          |
| CHE 101, 102                | 8           |
| ENG 101, 102, 103           | 9           |
| MAT 151                     | 5           |
| PHY 101                     | 3           |
| PSY 131, 132                | 6           |
| Total Quarter Hours         | 48          |

Recommended Elective: BIO 231

Second year - RTI

4 Quarters . . . . . 61 Semester Hours

COURSE DESCRIPTIONS

Courses which may be taken for credit from Motlow are described on the following pages. Included with the description of course content are the quarter credit hours earned by completing the course and a listing of any courses which should be taken prior to the time (prerequisite) or at the same time (co-requisite) enrollment in the course occurs. If a course number has been changed, the previous course number used for that course is indicated at the end of the course description.

**ACCOUNTING**

**ACT 231 Principles of Accounting I . . . . . .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 II . . . . . .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 III. . . . . .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 I . . . . . .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.



## Academic Affairs

**ACT 252 Intermediate Accounting II . . . . .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 III . . . . .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.

**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 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.

**ACT 299 Topics in Accounting . . . . . 1-5 Credits**  
Selected topics in accounting; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

## AEROSPACE TECHNOLOGY

**AVI 101 General Aeronautics . . . . .3 Credits**  
A survey course concerning the history, dynamics, and future of aviation. Specific areas of interest include man in space, flight physiology, weather, navigation, flight theory and the rules of flight. This course is open to all students who desire a basic practical knowledge of aviation and is preparatory study for the private pilot written exam, flight check, or biennial flight review.

**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.

## Academic Affairs

**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 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. It will be the responsibility of the individual student to contract for this flight course at one of the fixed base operators approved by the F.A.A. Motlow State Community College assumes no liability for flight courses. Contact the aerospace instructor for full information prior to enrollment. 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. It will be the responsibility of the individual student to contract for this flight course at one of the fixed base operators approved by the F.A.A. Motlow State Community College assumes no liability for flight courses. Contact the aerospace instructor for full information prior to enrollment. Prerequisite: AVI 201.

**AVI 203 Flight Instruction III . . . . .3 Credits**  
A continuation of Flight Instruction II with emphasis on instrument flight techniques and procedures. It will be the responsibility of the individual student to contract for this flight course at one of the fixed base operators approved by the F.A.A. Motlow State Community College assumes no liability for flight courses. Contact the aerospace instructor for full information prior to enrollment. Prerequisite: AVI 202.

## Academic Affairs

### AVI 204 Flight Instruction IV . . . . . 1 Credit

Advanced flight instruction and discussion concerning precision aerobatic flight. It will be the responsibility of the individual student to contract for this flight course at one of the fixed base operators approved by F.A.A. Motlow State Community College assumes no liability for flight courses. Contact the aerospace instructor for full information prior to enrollment. Prerequisite: AVI 201, AVI 202 or advanced aerobatical standing.

### 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.

### AVI 213 Aircraft Systems . . . . . 3 Credits

An in-depth study of the various aircraft systems to include reciprocating and jet engines, hydraulic, electrical flight control and propeller control systems.

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

Instruments, F.A.A. 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.

### AVI 299 Topics in Aviation . . . . . 1-5 Credits

Selected topics in aviation; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

## AGRICULTURE

### AGR 101 Animal Science for Agriculture . . . . . 4 Credits

Animals in agriculture: body systems and development, principles of inheritance, fundamentals of feeding, the function of farm animals, animal sanitation, animal products, and the relationship to public health. (Formerly AGR 112)

### AGR 102 Plant Science for Agriculture . . . . . 4 Credits

Plant structure, physiology, heredity, and environment in relation to growth, adaptation, and management of crops. (Formerly AGR 113)

## Academic Affairs

### AGR 103 Introduction to Social Sciences for Agriculture . . . . . 4 Credits

Social sciences as they relate to agriculture--agriculture in the economy; tools of social science analysis applied to agricultural problems; agriculture, its development, relation to man, industry and government. (Formerly AGR 111)

### AGR 234 Farm Animal Diseases . . . . . 3 Credits

Commonly encountered diseases of farm animals (horses, cattle, sheep, hogs and poultry), description of the diseases, pathogenesis, signs, and treatment. Special emphasis will be placed on the on-farm recognition, prevention, and lay person treatment of farm animal diseases.

### AGR 254 Soil Studies and Plant Nutrition . . . . . 3 Credits

A survey of soil classification, physical qualities of soils, and soil microbiology; includes the related study of plant nutrition, utilization of nutrients, and nutrient concentrations as determined by soil analysis.

### AGR 255 Taxonomy of Woody Ornamentals and Groundcovers . . . 4 Credits

The classification and nomenclature of common landscape plants; special emphasis on the "functional" taxonomy of landscape species as it relates to landscape design. (3 hours lecture-2 hours laboratory)

### AGR 256 Propagation of Landscape Plants . . . . . 4 Credits

Sexual and asexual propagation of landscape plants featuring basic commercial nursery techniques, especially grafting and mist propagation of the woody ornamentals. (3 hours lecture-2 hours laboratory)

### AGR 299 Topics in Agriculture . . . . . 1-5 Credits

Selected topics in agriculture.

## 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.

## Academic Affairs

- 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.
- ANT 299 Topics in Anthropology** . . . . . 1-5 Credits  
Selected topics in anthropology.

## 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.
- 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 I** . . . . .3 Credits  
Introduces the procedures of freehand drawing; a course designed to teach visual perception and conception.
- ART 122 Drawing II** . . . . .3 Credits  
A continuation of ART 121 with added emphasis on the expressive and conceptive processes.

## Academic Affairs

- ART 231 Introduction to Painting I** . . . . .3 Credits  
An introduction to the techniques and principles of oil painting. A laboratory course. (6 hours per week)
- ART 232 Painting II** . . . . .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 233 Painting III** . . . . .3 Credits  
A continuation of oil painting with emphasis on personal exploration. A laboratory course. (6 hours per week) Prerequisite: ART 231 and ART 232 or permission of the Director of Division of Liberal Arts.
- ART 241 Introduction to Ceramics I** . . . . .3 Credits  
An introduction to the techniques of making hand built pottery, glazing and firing. A laboratory course. (6 hours per week)
- ART 242 Ceramics II** . . . . .3 Credits  
A continuation of ART 241 with added emphasis on wheel thrown pottery, glazing and firing of kiln. A laboratory course. (6 hours per week) Prerequisite: ART 241 or permission of the Director of Division of Liberal Arts.
- ART 243 Ceramics III** . . . . .3 Credits  
A continuation of ART 242 with emphasis on creative design of pottery and clay sculpture. A laboratory course. (6 hours per week) Prerequisite: ART 242 or permission of the Director of Division of Liberal Arts.
- ART 299 Topics in Art** . . . . . 1-5 Credits  
Selected topics in art.

## 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 the 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.



## Academic Affairs

### BNK 112 Bank Letters and Communications. . . . .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.

### 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.

## Academic Affairs

### 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.

### BNK 222 Analyzing Financial Statements I . . . . .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. The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

### BNK 223 Analyzing Financial Statements II . . . . .3 Credits

This course is a continuation of BNK 222 and deals with the goals, methods, and tools of analysis of profit and loss, accounts receivable, and financial forecasting. Prerequisite: BNK 222.

Academic Affairs

**BNK 224 Analyzing Financial Statements III. . . . .3 Credits**  
This course is a continuation of BNK 223 and involves the development of ratio models and the use of case studies. Prerequisite: BNK 223.

**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.

**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.

Academic Affairs

**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.

**BNK 299 Topics in Banking . . . . . 1-5 Credits**  
Selected topics in banking; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

BIOLOGY

The biology sequence BIO 101, 102, 103 is designed as an optional sequence to General Biology (BIO 141, 142, 143) for many non-science emphases. Transient students and students who intend to transfer to other than a State Board of Regents' institution upon graduation from Motlow should check with their advisor before selecting BIO 101, 102, 103. Students who receive credit for BIO 141, 142, 143 may take BIO 102 for elective credit, but may not receive credit for BIO 101 or BIO 103.

**BIO 101 Principles of Biological Science . . . . .3 Credits**  
An introductory course in the biological sciences with emphasis on: scientific methodology, objectives of biology, levels of organization, basic concepts of cell and molecular biology, classical genetics, and evolution.

**BIO 102 Environmental Biology . . . . .3 Credits**  
An introductory course in environmental conservation with emphasis on a description of the natural environment and the various factors that influence the environment. Specific topics will include: food chains, energy flow, community concept, succession, overpopulation, pollution, and extinction of species. A major emphasis will be on the role humans play in the environment.

**BIO 103 Survey of the Living World. . . . .3 Credits**  
An introductory survey of the plant and animal kingdom with emphasis on the diversity found in the living world, culminating with a unit on human systems.

**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)

Academic Affairs

- 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 hours 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.
- BIO 271 Anatomy and Physiology I. . . . .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) Prerequisite: 8 hours of biology or admission to the Nursing Program or permission of the Director of Division of Liberal Arts.
- BIO 272 Anatomy and Physiology II . . . . .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 III. . . . .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.
- BIO 299 Topics in Biology . . . . . 1-5 Credits**  
 Selected topics in biology.

Academic Affairs

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 I. . . . .3 Credits**  
 An intensive review of the fundamental operations of mathematics as applied to business, including fractions, decimals, basic algebra, percentages, valuation of assets, simple interest, discounts, markup, depreciation, goodwill, and metrics.
- BUS 125 Business Mathematics II . . . . .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 221 Business English . . . . .3 Credits**  
 This course will be a concentrated study of the basic elements of English grammar as a preparation for transcribing and composing business letters and reports. Contents of course will include: parts of speech, punctuation, sentence structure, the memorandum, and the business letter. This course is a recommended elective for all Business Technology majors.
- 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.
- 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.



## Academic Affairs

### BUS 261 Introduction to Business Law I . . . . .3 Credits

Principles of law comprising legal environment appropriate to common business transactions. Includes an introduction to the nature of the legal system, the basic law of contracts, personal property and bailments, sales, and Uniform Commercial Code.

### BUS 262 Introduction to Business Law II . . . . .3 Credits

General principles of law as these pertain to business partnerships and corporations. Includes the basic legal principles of commercial paper, creditors' rights and secured transactions, agency and employment, partnerships and special ventures, corporations, and real property. Prerequisite: BUS 261.

### BUS 271 Business Organization and Management I . . . . .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 II . . . . .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 275 Small Business Management . . . . .3 Credits

A study of the techniques of organizing and operating a small business. Includes the causes of business failures, merchandising, financial problems, and employer-employee relations.

### BUS 281 Principles of Marketing I . . . . .3 Credits

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

### BUS 282 Principles of Marketing II . . . . .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.

### BUS 291 Career Preparation . . . . .3 Credits

A detailed study of the methods for successful entry into work organizations. Included are such topics as resume preparation, interviewing skill development, evaluation of employment opportunities, exploration of personal career objectives, and job search methods. A recommended elective for all Career Education students.

## Academic Affairs

### BUS 299 Topics in Business . . . . . 1-5 Credits

Selected topics in business; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

## CHEMISTRY

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

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

### CHE 102 General Chemistry II . . . . .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 III . . . . .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 I . . . . .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 II . . . . .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 III . . . . .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.

### CHE 299 Topics in Chemistry . . . . . 1-5 Credits

Selected topics in chemistry.

COMMUNICATIONS

- COM 101 Fundamentals of Speech I . . . . .3 Credits  
Study and practice in preparing and delivering various types of speeches.
- COM 102 Fundamentals of Speech II . . . . .3 Credits  
Additional study and practice in preparing and delivering various types of speeches. Job-related speaking skills also are stressed. Prerequisite: COM 101 or equivalent speech training. (Formerly COM 201)
- COM 103 Oral Reading . . . . .3 Credits  
Training in the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed.
- 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 Introduction to Journalism. . . . .3 Credits  
An introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news, features, and advertising copy. Prerequisite: SST 101 and/or ability to type 35-40 words per minute.
- COM 113 Introduction to Broadcasting . . . . .3 Credits  
An introduction to broadcasting history, structure, and careers. Laboratory experience is provided in radio and television operations and speaking for broadcasting.
- COM 202 Children's Drama and Speech . . . . .3 Credits  
Training is provided in story-telling, choral reading, puppetry, creative dramatics, and children's drama. Especially recommended for elementary education majors and youth leaders.
- COM 203 Introduction to Drama. . . . .3 Credits  
A survey of and practice in all phases of play production including play 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 the college instructor. Prerequisites: COM 101, COM 111, COM 112.
- COM 221 Radio Production . . . . .3 Credits  
An introductory course to the field of radio production. Basic techniques of program production and equipment operation will be stressed. Practical experience is provided in announcing, recording, editing, interviewing, cueing records, and microphone techniques.
- COM 231 Television Production . . . . .3 Credits  
A basic course in television production techniques covering the principles of equipment setup, operation and care, lighting, sound, sets, props, and camera techniques. The course combines class lecture with actual participation in the production of television programs in campus studio.
- COM 299 Topics in Communications . . . . . 1-5 Credits  
Selected topics in communications.

COMPUTER SCIENCE

- CST 121 Introduction to Electronic Data Processing . . . . .3 Credits  
A course designed to introduce the student to computers and their impact on this decade. Major topics covered include: historical development, number systems, nomenclature capabilities, data representations, Boolean logic, computer concepts, flow charting, and programming concepts.
- CST 122 BASIC Programming Language . . . . .3 Credits  
The course is designed to introduce the student to the Beginner's All-Purpose Symbolic Instruction Code (BASIC) language and its application to commercial and scientific problems. The use of remote terminals will be required.
- CST 123 Data Entry Methods . . . . .2 Credits  
This course is designed to familiarize the student with the different methods of data entry available in a typical, modern, time-sharing computer system. "Hands on" use of on-line and off-line equipment will be required in this course.

Academic Affairs

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)

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. (3 hours lecture-3 hours laboratory) Prerequisite: CST 211.

CST 223 Commercial Applications. . . . .3 Credits

A study of the application of computer systems and automated data processing to traditional accounting and business problems with development of the concepts of a system. The student will develop, code, test, debug and document programs necessary to implement a computerized solution relative to the student's field of interest. Prerequisites: CST 212 and ACT 233.

CST 299 Topics in Computer Science. . . . . 1-5 Credits

Selected topics in computer science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

Academic Affairs

COOPERATIVE EDUCATION

COP 201 Cooperative Practicum I . . . . .2 Credits

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

COP 202 Cooperative Practicum II. . . . .2 Credits

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

COP 203 Cooperative Practicum III . . . . .2 Credits

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

ECONOMICS

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

Emphasis will be placed on examining aggregate economic 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 development.

ECO 202 Principles of Economics II. . . . .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.

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

A discussion of macro problems and policies and the international economy, as well as a discussion of micro problems and policies. The approach will use relevant and stimulating contemporary problems to provide a real-world foundation to enhance motivation and retention. Prerequisite: ECO 202.

ECO 299 Topics in Economics . . . . . 1-5 Credits

Selected topics in economics; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.



EDUCATION

EDU 100 General Education Development Studies . . . . .3 Credits

A course designed to assist in preparation for the General Education Development Test. The course will deal with the five academic areas covered on the test: English, mathematics, literature, and readings in science and social studies.

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 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)

EDU 201 Orientation to Teaching . . . . .3 Credits

Observation and service in the school as an orientation to the role of the teacher. Students will be required to spend six hours each week in either an elementary or secondary school under the supervision of an approved teacher and meet one scheduled conference each week. Prerequisites: EDU 101, EDU 110 and completion of, or concurrent enrollment in, PSY 211.

EDU 299 Topics in Education. . . . . 1-5 Credits

Selected topics in education.

ENGINEERING

ERG 100 Fundamentals of Graphics . . . . .3 Credits

An introduction to technical drawing for non-engineering students. Emphasis is on the use of drafting instruments, drawing conventions, drawing graphs, charts, and tables, lettering, preparing visual aids, and illustrations required in all professions. (1 hour lecture-4 hours laboratory).

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 ERG 101 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 Design Drafting. . . . .3 Credits

A continuation of ERG 102 with emphasis on more complex machine design problems. The student will complete an independent design project approved by the instructor. (5 hours lecture and laboratory per week.) Prerequisite: ERG 102.

ERG 104 Technical Computations I. . . . .3 Credits

An introduction to the application of algebra, trigonometry, and vectors to technical problems including linear equations, systems of equations, trigonometric functions, right and oblique triangles, exponents and radicals, and the quadratic equation.

ERG 105 Technical Computations II . . . . .3 Credits

An introduction to the application of analytical geometry and derivatives to technical problems including additional concepts in algebra, trigonometry, and vectors. Prerequisite: ERG 104.

ERG 106 Technical Computations III. . . . .3 Credits

An introduction to the application of definite and indefinite integrals to technical problems including additional concepts in algebra, trigonometry, and vectors. Prerequisite: ERG 105.

Academic Affairs

- ERG 110 Introduction to Engineering . . . . .3 Credits  
Introduction to: careers in science, engineering, and technology; the creative aspects of engineering, the ethical and professional aspects of engineering, the problems challenging the engineer today, and approaches in problem solving; use of slide rule calculator included.
- ERG 111 Basic Engineering I . . . . .4 Credits  
Forces, vector quantities and moments; resultants of force systems; simple static equilibrium. (3 hours lecture-3 hours laboratory) Co-requisite: MAT 205 or ERG 106.
- ERG 112 Basic Engineering II. . . . .4 Credits  
Displacement vectors; particle kinematics and projectile motion; kinetics of particles using Newton's Laws; frictional forces and impulse-momentum. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 111. Co-requisite: MAT 206.
- ERG 113 Basic Engineering III . . . . .4 Credits  
Work and kinetic energy; temperature, heat, First Law of Thermodynamics; Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 112. Co-requisite: MAT 207.
- ERG 123 Engineering Computations . . . . .3 Credits  
Introduction to FORTRAN IV programming; application of digital computers to engineering problem solving; presentation of data, treatment of error, and empirical methods. (3 hours lecture-3 hours laboratory) Prerequisite: MAT 151 or ERG 105.
- ERG 131 Architectural History. . . . .3 Credits  
A survey of the history of architecture from the period of Romanesque architecture through modern engineered buildings.
- ERG 132 Shade, Shadow, and Perspective. . . . .3 Credits  
Basic principles of intersection of lines and planes with emphasis on building structures. Principles of descriptive geometry will be shown by casting shadows on architectural elevations. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 101.
- ERG 152 Blueprint Reading . . . . .3 Credits  
This course includes fundamental blueprint reading as related to architecture and building construction.

Academic Affairs

- ERG 153 Technical Reporting . . . . .3 Credits  
A specialized composition course designed to teach the principles of technical writing and oral presentation for informal and formal reports, mechanism descriptions, process analyses, proposals and research projects. This course is open to students of any major or emphasis. Students other than engineering students may choose subjects for research projects and other papers from their area of emphasis. (Formerly ENG 104)
- ERG 161 Basic Electronics I. . . . .3 Credits  
An introductory course in the fundamentals of electronic circuits and devices. Major emphasis in area of electronic tubes.
- ERG 162 Basic Electronics II . . . . .3 Credits  
Study of electronic circuits and devices with major emphasis in solid-state circuitry.
- ERG 163 Instrumentation . . . . .3 Credits  
The study of variables that are measurable by electronic means. Special emphasis is on instrumentation and installation, calibration and the use of the measuring devices as well as data interpretation.
- ERG 201 World Energy Sources . . . . .3 Credits  
This course presents a historical background of the development of modern energy sources and the growth of energy demand. New energy sources such as nuclear, geothermal, and solar are introduced and explored.
- ERG 202 Heat Transfer in Residential and Commercial Buildings . .3 Credits  
The student makes heat loss (or gain) calculations on selected buildings assuming different construction materials and methods. Heat loss is converted to energy cost through appropriate conversions using local utility rates. Prerequisite: ERG 104.
- ERG 203 Residential Energy Audit . . . . .3 Credits  
The student conducts actual energy audits either from blueprints or physical inspection and develops recommendations to minimize energy consumption. Prerequisite: ERG 202.
- ERG 204 Solar Energy Theory . . . . .4 Credits  
This course develops the basic theory of how energy from the sun is gathered, stored and converted to forms useful to mankind. (5 hours per week-lecture and laboratory) Prerequisite: ERG 104.

Academic Affairs

ERG 205 Solar Energy Applications. . . . .3 Credits  
Development and design of working solar energy systems. Prerequisites:  
ERG 204 and ERG 243.

ERG 211 Circuits I. . . . .3 Credits  
Circuit variables. Current, voltage, power, energy, resistance, capacitance  
and inductance. Kirchhoff's laws. Writing circuit equilibrium equations  
using loop currents as well as node voltages. Solution for resistive networks  
using matrix algebra. Reduction by Y -  $\Delta$  transformation. Network theo-  
rems. (3 hours including laboratory) Co-requisite: MAT 208.

ERG 212 Circuits II . . . . .3 Credits  
Elementary transient analysis of circuits with one storage element. Net-  
works in sinusoidal steady-state. Use of complex algebra. Power and power  
factor. Phasors and transforms. Concept of transform networks, and com-  
plex impedances. Resonance. (3 hours including laboratory) Prerequisite:  
ERG 211, MAT 273 concurrently.

ERG 213 Circuits III. . . . .3 Credits  
Polyphase networks considered as networks with more than one source.  
Magnetically coupled circuits. Transient analysis of circuits containing more  
than one storage element using classical methods. Steady-state analysis of  
networks containing sinusoidal sources of more than one frequency. (3 hours  
including laboratory) Prerequisite: ERG 212, MAT 283 concurrently.

ERG 231 Mechanics of Materials. . . . .4 Credits  
Concepts of stress and strain, stress-strain relations and Mohr's Circle.  
Static analysis of members, area moments of inertia, analysis of axially loaded  
members; torsion; bending. Prerequisites: ERG 111 or ERG 252 and ERG  
106 or MAT 205.

ERG 232 Fluid Mechanics . . . . .3 Credits  
Basic laws of fluids; effects of viscosity and compressibility, empirical  
analysis, Navier-Stokes equations. (3 hours lecture) Prerequisite: MAT 208.

ERG 242 Architectural Design and Drafting I . . . . .3 Credits  
An introductory course in the design of small structures including resi-  
dential. 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.

Academic Affairs

ERG 243 Architectural Design and Drafting II. . . . .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 hours lecture-4 hours laboratory)  
Prerequisite: ERG 242.

ERG 251 Architectural Design and Drafting III . . . . .3 Credits  
Continuation of ERG 243 with emphasis on more complex structures;  
electrical and mechanical design and specifications. Prerequisites: ERG 242,  
ERG 104.

ERG 252 Statics. . . . .3 Credits  
A study of vector algebra, resultants, equilibrium, friction, centers of  
gravity, centroids, and moments of inertia. Prerequisite: PHY 201. Co-  
requisite: MAT 207.

ERG 253 Dynamics . . . . .3 Credits  
A study of particle Kinematics, absolute and relative motion, kinetics,  
applications of Newton's Laws, work-energy principle, and impulse-momen-  
tum principle. Prerequisite: ERG 252.

ERG 261 Engineering Surveys I. . . . .3 Credits  
The theory and use of basic surveying instruments, accuracy, probability  
of error, computation and drafting techniques. Prerequisite: ERG 101.  
Co-requisite: ERG 104.

ERG 262 Estimating. . . . .3 Credits  
A study of the basic principles and current practices employed in esti-  
mating building costs. The student will make material quantity take-offs  
from working drawings and specifications and complete cost estimates using  
local unit cost and labor hour figures. Prerequisite: ERG 251.

ERG 263 Architectural Specifications . . . . .3 Credits  
A study of the methods of specification writing using the Institute of  
Construction Specifications Outline. Students will complete a specification  
for their individual design project.

ERG 265 Engineering Surveys II . . . . .3 Credits  
A continuation of ERG 261 with applications in more complex areas of  
location and boundary surveys. Emphasis on accuracy in data analysis and  
graphical display of results. Prerequisite: ERG 261 or permission of the  
Director of Division of Career Education.



Academic Affairs

- ERG 267 Engineering Surveys III . . . . .3 Credits  
A continuation of ERG 265 with applications in route surveying. Introduction to electronic and laser surveying equipment and advanced photographic methods. Prerequisite: ERG 265 or permission of the Director of Division of Career Education.
- ERG 273 Electrical Engineering . . . . .3 Credits  
An introductory course in AC-DC circuits and fields. (2 hours lecture-2 hours laboratory)
- ERG 282 Engineering Properties of Soils. . . . .3 Credits  
Origin and composition of soils; subsurface exploration, routine testing and classification, load bearing properties.
- ERG 283 Steel and Concrete Design. . . . .3 Credits  
A study of reinforced concrete structures and determination of member sizes and required reinforcing using ACI design codes. (3 hours lecture)
- ERG 299 Topics in Engineering. . . . . 1-5 Credits  
Selected topics in engineering; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

ENGLISH

- ENG 101 English Composition I . . . . .3 Credits  
A review of grammar and a study of the smaller units of writing. Word usage and sentence structure are stressed leading to outlining, paragraphing, and theme writing.
- ENG 102 English Composition II. . . . .3 Credits  
A continuation of ENG 101 with emphasis on expository writing skills and the documented paper. Prerequisite: ENG 101.
- ENG 103 English Composition III . . . . .3 Credits  
A continuation of ENG 102. Several types of literature are read and analyzed and short critical papers are written. Prerequisites: ENG 101, ENG 102.
- ENG 110 Reading Dynamics I. . . . .3 Credits  
An individualized program which emphasizes personal growth in developing more efficient reading skills in the broad areas of speed, vocabulary and comprehension.

Academic Affairs

- ENG 111 Reading Dynamics II . . . . .3 Credits  
A continuation of ENG 110, with increased emphasis on the application of reading skills to other courses.
- ENG 112 Reading Dynamics III . . . . .3 Credits  
A continuation of ENG 111, with increased emphasis on personal interests as well as on the application of reading skills to areas of lifetime learning.
- ENG 205 Sophomore Literature I . . . . .3 Credits  
A survey of the literary heritage of the western world as represented through the literature of the Middle East and Europe from Biblical times up to the sixteenth century. Specific authors and works are studied from Hebrew, Greek, Roman, Medieval, and Renaissance cultures. Prerequisite: ENG 103.
- ENG 206 Sophomore Literature II. . . . .3 Credits  
A survey of the representative works of the prose, poetry, and drama of medieval England and Shakespeare through the twentieth century. Prerequisite: ENG 103.
- ENG 207 Sophomore Literature III . . . . .3 Credits  
A survey of the representative works of the prose, poetry, and drama of America since 1800. Prerequisite: ENG 103.
- 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.)
- ENG 299 Topics in English. . . . . 1-5 Credits  
Selected topics in English.

GEOGRAPHY

- GGY 101 Elements of Physical Geography I . . . . .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.

Academic Affairs

GGY 102 Elements of Physical Geography II. . . . .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 III . . . . .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.

GGY 299 Topics in Geography . . . . . 1-5 Credits  
Selected topics in geography.

HEALTH

HED 201 Personal Health. . . . .3 Credits  
A study of personal health problems of college men and women. Major emphasis is placed on healthful emotional, physical, and social development and behaviors.

HED 202 Community Health . . . . .3 Credits  
A course dealing with health as applied to the family and community. Major emphasis is directed toward promoting health, prevention of health problems, environmental health, and health services. Sanitation 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 204 School Health. . . . .3 Credits  
A course dealing with the various areas of the school health program, included are health service, healthful school living and health instruction.

HED 221 Principles of Nutrition . . . . .2 Credits  
The first part of a two course sequence where the basic principles of nutrition are introduced with a detailed look into the six essential nutrients in food (carbohydrates, fats, proteins, water, minerals, and vitamins) and their importance to man. Also included is a look into total energy requirements as well as the basic processes involved in nutrient utilization in the body (digestion, absorption, and metabolism).

Academic Affairs

HED 222 Therapeutic Nutrition . . . . .2 Credits  
The second part of a two course sequence where the nutritional principles are applied to various conditions including diabetes mellitus, cardiovascular disease, renal disease, liver disease, gastrointestinal disease, surgical and burn therapy and weight control. Included is food composition as a basic tool of diet therapy.

HED 299 Topics in Health . . . . . 1-5 Credits  
Selected topics in health.

HISTORY

HIS 111 World Civilization I. . . . .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 II . . . . .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 III. . . . .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 190 Blacks in American. . . . .3 Credits  
Designed to trace the background, development, and contributions of black Americans. The format of the course emphasizes self-study and guided ideas. The student will trace the history of black Americans from their African roots to their role in Modern American society.

HIS 211 United States History I . . . . .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)

### Academic Affairs

**HIS 212 United States History II . . . . .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 State History III . . . . .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)

**HIS 261 History of Tennessee I . . . . .3 Credits**  
A survey of Tennessee's political, economic, social, and intellectual development from pre-colonial times through the Civil War.

**HIS 262 History of Tennessee II . . . . .3 Credits**  
A survey of Tennessee's political, economic, social, and intellectual development from the Civil War to the present.

**HIS 299 Topics in History . . . . . 1-5 Credits**  
Selected topics in history.

### 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 223 Quality Control . . . . .3 Credits**  
A simplified but valid coverage of product quality control and reliability which covers sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. Recommended Prerequisite: MAT 140.

### Academic Affairs

**IMT 299 Topics in Industrial Management. . . . . 1-5 Credits**  
Selected topics in industrial management; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

### INSURANCE

**INS 111 Economic Security and Individual Life Insurance . . . . .3 Credits**  
This course lays the economic and ethical foundation on which the life and health insurance business is based. It also familiarizes students with basic individual life, health and annuity contracts available to meet the needs of the insurance buying public. In addition, it explains the way equity among policyholders is achieved through careful risk selection procedures; how policyowner security is achieved through prudent practices and self-regulation by the insurance industry; and how security is enhanced by government regulations.

**INS 112 Life Insurance Law and Mathematics . . . . .3 Credits**  
A study of the legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also covered is the mathematics of life insurance as related to premiums, reserves, nonforfeiture values, surplus, and dividends.

**INS 113 Group Insurance and Social Insurance . . . . .3 Credits**  
Analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves. Also included will be various governmental programs related to the economic problems of death, old age, unemployment, and disability.

**INS 114 Economics . . . . .3 Credits**  
A study of economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance.

**INS 115 Accounting and Finance . . . . .3 Credits**  
An examination of basic accounting principles, including data accumulation systems, income measurement, valuation of assets and liabilities, and financial statement analysis. Included is the accounting process from the recording of a business transaction in the books of account to the final preparation of financial statements. Also included are various sources of short-term, intermediate-term, and long-term funds available to business enterprise.



Academic Affairs

INS 201 Investments and Family Financial Management . . . . .3 Credits

A study of various aspects of investment principles and their application to family finance. Included are yields, limited income securities, investment markets, and valuation of common stock. Also included are family budgeting, property and liability insurance, mutual funds, variable annuities, and aspects of other investment media.

INS 202 Income Taxation . . . . .3 Credits

A course designed to explore the federal income tax system with particular reference to the taxation of life insurance and annuities. Emphasis is given to the income taxation of individuals, sole proprietorships, partnerships, corporations, trusts, and estates.

INS 203 Pension Planning . . . . .3 Credits

A study of basic features of pension plans including cost factors, funding instruments, tax consideration involved in private pensions, profit-sharing plans, tax-deferred annuities, thrift and savings plans, and plans for the self-employed. Attention will be given to the effect of the Employees Retirement Income Security Act of 1974 on covered areas.

INS 204 Business Insurance . . . . .3 Credits

This course focuses on business uses of life and health insurance, including proprietorship, partnership, and corporation continuation problems and their solutions through the use of buy-sell agreements properly funded to preserve and distribute business values. Also covered are other business uses of life and health insurance, such as key man insurance, non-qualified deferred compensation plans, split-dollar plans, corporate recapitalizations, professional corporations, and business uses of property and liability insurance.

INS 205 Estate Planning and Taxation . . . . .3 Credits

A study of estate and tax planning, emphasizing the nature, valuation, disposition, administration, and taxation of property. Included are the use of revocable and irrevocable trusts, testamentary trusts, life insurance, powers of appointment, wills, lifetime gifts, the marital deduction, and the role of life insurance in minimizing the financial problems of the estate owner. This course is a capstone learning experience and must, therefore, be taken last, or concurrently with courses a student needs to complete this series of ten courses.

INS 299 Topics in Insurance. . . . . 1-5 Credits

Selected topics in insurance; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

Academic Affairs

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 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 299 Topics in Marketing. . . . . 1-5 Credits

Selected topics in marketing; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor.

MATHEMATICS

Students choosing mathematics courses to meet the general education requirement should select courses appropriate for the baccalaureate granting institution and major which they intend to pursue after graduating and/or transferring from Motlow. If there is doubt about the proper choice of courses, the general mathematics sequence--MAT 131, MAT 132, MAT 133--is recommended.

MAT 100 Fundamentals of Mathematics. . . . .5 Credits

Principles and applications of arithmetic, including fundamental operations on whole numbers, common and decimal fractions, signed numbers, radicals, percent, ratio, sets, exponential forms, and introduction to solving linear equations. Required for the Associate Degree with Early Childhood Education Emphasis or Elementary Education Emphasis; does not satisfy mathematics requirement for other associate degrees. Recommended for other students with deficient mathematics background. (4 hours lecture-2 hours laboratory) (Formerly MAT 106)

Academic Affairs

- 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.
- MAT 120 Mathematics of Pharmacological Weights and Measures** . . 1 Credit  
 The metric and Apothecaries' systems of weights and measures: abbreviations, symbols, conversions. Calculations involved in preparing solutions from powdered drugs and tablets, dilutions of concentrated stock solutions, dosages from stock solutions. Differentiation between dosages for adults and dosages for children. (Formerly MAT 171)
- MAT 131 General Mathematics I** . . . . .3 Credits  
 Fundamental concepts of sets and set operations, the number systems, elementary study of relations and functions and their graphs, systems of linear equations, determinants, matrices, arithmetic and geometric progressions, compound interest and annuities. Credit not allowed for students who have successfully completed MAT 151. Prerequisite: 1 year of high school algebra or the equivalent. (Formerly MAT 101)
- MAT 132 General Mathematics II** . . . . .3 Credits  
 Quadratic equations, radical expressions and exponential forms, linear and quadratic inequalities, linear programming, logarithms, statistical measures, permutations, combinations, and probability. Prerequisite: MAT 131 or equivalence to 2 years of high school algebra. (Formerly MAT 102)
- MAT 133 General Mathematics III** . . . . .3 Credits  
 Study of trigonometric functions, the right triangle, oblique triangles, trigonometric identities, introductory concepts of analytic geometry, introduction to limiting process, introduction to derivatives and integrals and their applications. Credit not allowed for students who have successfully completed MAT 152 or MAT 205. Prerequisite: MAT 132 or MAT 151. (Formerly MAT 103)
- MAT 140 Elementary Mathematical Statistics** . . . . .3 Credits  
 A study of elementary methods of techniques in collecting, presenting, and interpreting data, including combinations, permutations, and probability. Prerequisite: MAT 131 or equivalent. (Formerly MAT 221)
- MAT 151 College Algebra** . . . . .5 Credits  
 Real number system, fundamental operations with polynomials, radical expressions and exponential forms, systems of linear equations, quadratic

Academic Affairs

- and higher degree equations and inequalities, functions, relations, graphs, and other selected topics. Credit not allowed for students who have successfully completed MAT 131 and MAT 132. (Formerly MAT 111)
- MAT 152 Plane Trigonometry** . . . . .5 Credits  
 Study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. (Formerly MAT 112)
- MAT 190 Pre-Calculus Mathematics** . . . . .5 Credits  
 A survey of algebra and trigonometry including equations, inequalities, relations, functions, systems of equations, trigonometric functions of angles, right and oblique triangles, vectors, expansion and reduction formulas, trigonometric equations and identities. Credit not allowed for students who have successfully completed MAT 131 and MAT 132 and MAT 133 or MAT 151 and MAT 152. (Formerly MAT 109)
- MAT 205 Analytic Geometry and Calculus I** . . . . .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. (Formerly MAT 113)
- MAT 206 Calculus II** . . . . .5 Credits  
 Anti-derivatives and the definite integral with applications in computations of area, volume, arc length, work, and center of mass. Also logarithmic, exponential, trigonometric, and inverse trigonometric functions. Prerequisite: MAT 205. (Formerly MAT 211)
- MAT 207 Calculus III** . . . . .5 Credits  
 Hyperbolic functions, formal integration, indeterminate forms, improper integrals, and Taylor's formula, infinite series. Prerequisite: MAT 206. (Formerly MAT 212)
- MAT 208 Calculus IV** . . . . .5 Credits  
 Partial derivatives, multiple integrals, and infinite series. Prerequisite: MAT 207. (Formerly MAT 213)
- MAT 273 Differential Equations** . . . . .5 Credits  
 Ordinary differential equations with applications, numerical solutions, power series, and LaPlace transforms. Prerequisite: MAT 208.



Academic Affairs

**MAT 283 Matrix Algebra** . . . . .4 Credits  
 Vectors, matrices, systems of equations, determinants, inverses of matrices, eigenvalues, and eigenvectors. Prerequisite: MAT 205.

**MAT 299 Topics in Mathematics** . . . . . 1-5 Credits  
 Selected topics in mathematics.

MUSIC

**MUS 101 Music Theory and Harmony I** . . . . .3 Credits  
 Basic concepts of music theory are developed; aesthetics, acoustics of sound, harmonic series, notation, scales and modes, intervals, triads, rhythm and accents, melodic dictation.

**MUS 102 Music Theory and Harmony II** . . . . .3 Credits  
 Basic concepts are continued; texture, counterpoint, timbre, instrumentation, form; and the triadic basis of music begun; harmonic evolution, four-voice texture, doubling, figured bass, ear training. Prerequisite: MUS 101.

**MUS 103 Music Theory and Harmony III** . . . . .3 Credits  
 The triadic basis of music is continued; functional harmony, secondary function, embellishing tones, six four chord, augmented chord, seventh chords, the triton, melodic writing, ear training. Prerequisite: MUS 102.

**MUS 201 Advanced Theory and Harmony I** . . . . .3 Credits  
 The major-minor system of harmony is developed; chord classifications, augmented sixth chords, Neopolitan sixth chords, chorale style, modulation, fugal analysis, structural harmony, sonata principle, and ear training. Prerequisite: MUS 103.

**MUS 202 Advanced Theory and Harmony II** . . . . .3 Credits  
 The major-minor system is expanded; ninth chords, diminished sevenths, analytical problems, chromatic analysis, eleventh and thirteenth chords, added tone technique, orchestration, form, and ear training. Prerequisite: MUS 201.

**MUS 203 Advanced Theory and Harmony III** . . . . .3 Credits  
 Newer harmonic approaches are considered; quartal harmony, synthetic scales, twelve-tone method, tone clusters, pantonality, rock, and ear training. Prerequisite: MUS 202.

Academic Affairs

**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 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 299 Topics in Music** . . . . . 1-5 Credits  
 Selected topics in music.

APPLIED MUSIC

**Chorus I, II, III, IV, V, VI** . . . . .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 | Chorus I   | 2 Hours |
| MUS 112 | Chorus II  | 2 Hours |
| MUS 113 | Chorus III | 2 Hours |
| MUS 211 | Chorus IV  | 2 Hours |
| MUS 212 | Chorus V   | 2 Hours |
| MUS 213 | Chorus VI  | 2 Hours |

**Instrumental Ensemble I, II, III, IV, V, VI** . . . . .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.

|         |                           |         |
|---------|---------------------------|---------|
| MUS 115 | Instrumental Ensemble I   | 2 Hours |
| MUS 116 | Instrumental Ensemble II  | 2 Hours |
| MUS 117 | Instrumental Ensemble III | 2 Hours |
| MUS 215 | Instrumental Ensemble IV  | 2 Hours |
| MUS 216 | Instrumental Ensemble V   | 2 Hours |
| MUS 217 | Instrumental Ensemble VI  | 2 Hours |



Academic Affairs

Class Piano I, II, III . . . . . 2 Credits Each

Class piano is designed to begin at the level of each individual student and meet his or her 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 | Class Piano I   | 2 Hours |
| MUS 132 | Class Piano II  | 2 Hours |
| MUS 133 | Class Piano III | 2 Hours |

(These are to be taken in sequence.)

Individual Piano I, II, III. . . . . 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 | Individual Piano I   | 1-2 Hours |
| MUS 232 | Individual Piano II  | 1-2 Hours |
| MUS 233 | Individual Piano III | 1-2 Hours |

(These are to be taken in sequence.)

Class Voice I, II, III . . . . . 2 Credits Each

Class voice includes small 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. (No fee)

|         |                 |         |
|---------|-----------------|---------|
| MUS 121 | Class Voice I   | 2 Hours |
| MUS 122 | Class Voice II  | 2 Hours |
| MUS 123 | Class Voice III | 2 Hours |

(These are to be taken in sequence.)

Individual Voice I, II, III. . . . . 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 | Individual Voice I   | 1-2 Hours |
| MUS 222 | Individual Voice II  | 1-2 Hours |
| MUS 223 | Individual Voice III | 1-2 Hours |

(These are to be taken in sequence.)

Academic Affairs

NURSING

NET 111 Fundamentals of Nursing . . . . . 6 Credits

Introduction to health care and the health care system focusing on the stress caused by illness and adaptations involved in adjusting to hospitalization. Emphasis is placed on promoting and maintaining maximal health status. Experiences for application of bedside nursing skills are provided in the classroom laboratory, hospital and/or extended care facilities. (4 hours lecture-6 hours laboratory) Prerequisites: CHE 101 or high school chemistry, BIO 141 or high school biology, college mathematics or high school algebra. (Formerly NET 101)

NET 112 Medical-Surgical Nursing I. . . . . 7 Credits

Theory and guided learning experiences focused on developing skills in caring for individuals undergoing situational stress or developmental stress in acute or chronic illness. This includes the medical and surgical aspects of locomotive disturbances and simple neurological problems. Clinical experiences are provided in the classroom laboratory and selected area hospitals. (4 hours lecture-9 hours laboratory) Prerequisites: NET 111, BIO 271, MAT 120. (Formerly NET 102)

NET 113 Medical-Surgical Nursing II . . . . . 7 Credits

Theory and guided learning experiences focused on developing knowledge and skills in caring for individuals stressed by hypoxia, by conditions resulting in nutritional disturbances, and by disorders of the urinary or reproductive system. Clinical practice experiences are provided in the classroom laboratory and selected area hospitals. (4 hours lecture-9 hours laboratory) Prerequisites: NET 112, HED 221, BIO 272. (Formerly NET 103)

NET 114 Medical-Surgical Nursing III. . . . . 9 Credits

Advanced theory with a sequence of planned experiences focused on further development of skills in caring for individuals experiencing stress due to sudden illness or injury and adaptation to more complex medical and surgical conditions involving hypoxia, fluid and electrolyte balance or loss of body integrity. Emphasis is placed on recognition of psychosocial needs and the development of beginning skills in team nursing, emergency and disaster. Clinical practice includes functional and patient-centered assignments in selected area hospitals. (5 hours lecture-12 hours laboratory) Prerequisites: NET 113 and BIO 273.

Academic Affairs

NET 211 Psychiatric Nursing . . . . .9 Credits

A course which focuses on the concepts of mental health and stressful factors leading to abnormal behavior. The principles and techniques of psychiatric nursing care are applied to the patient, family and community. Legal aspects, pharmacology and more complex communication skills are integrated. Clinical practice includes carefully selected experiences in a psychiatric setting. (6 hours lecture-9 hours laboratory) Prerequisite: NET 114. (Formerly NET 201)

NET 212 Pediatric Nursing. . . . .7 Credits

Theory and guided learning experiences are focused on developing knowledge and skills in caring for the child/family unit undergoing situational or developmental stress. Emphasis is placed on concepts of nutrition, growth and development, adaptations based on biological and environmental factors, common health problems, and prevention of disease of health maintenance from infancy through adolescence. Clinical experiences are provided in nursery school, special education classes, community agencies and selected area hospitals. (4 hours lecture-9 hours laboratory) Prerequisites: NET 211 and BIO 231. (Formerly NET 203)

NET 213 Seminar in Nursing . . . . .2 Credits

A course which focuses on emerging trends in nursing, ethical, legal, and professional issues and selected aspects of leadership and management. Emphasized is the role of the nurse as a resource person within the community. (2 hours lecture) Prerequisite: NET 211.

NET 214 Maternity Nursing . . . . .8 Credits

Theory and guided learning experiences are focused on developing skills in caring for the mother/newborn within the total family unit. Emphasis is placed on understanding the complex stress and adaption factors involved from time of conception through the antepartal, intrapartal and postpartal periods. Concepts of growth and development, nutrition, prevention of disease or health maintenance, and team nursing are integrated. Experiences are provided in selected community agencies and area hospitals. (4 hours lecture-12 hours laboratory) Prerequisites: NET 212 and NET 213. (Formerly NET 202)

NET 290 Health Assessment. . . . .3 Credits

Principles and theory underlying health screening of children and adults, including health history, interviewing, and physical examination. Practicum included (2 hours lecture-2 hours laboratory). Prerequisite: Be an R.N., G.N., or have completion of the first year of an R.N. nursing program.

Academic Affairs

NET 299 Topics in Nursing . . . . . 1-5 Credits

Selected topics in nursing. Second-year nursing students may pursue an in-depth study in a specialized area of the discipline under the advisement of a member of the nursing faculty.

PHYSICAL EDUCATION AND RECREATION

Activities

PED 101 Badminton . . . . .2 Credits

A course designed to develop basic skills and understanding of badminton.

PED 102 Volleyball . . . . .2 Credits

A course designed to develop basic skills and understanding of volleyball rules.

PED 103 Social Dance. . . . .2 Credits

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. . . . .2 Credits

A course designed to develop an understanding of the basic fundamental rules of touch football and flag football.

PED 106 Basketball . . . . .2 Credits

Instruction and practice in the basic fundamentals of basketball.

PED 107 Stunts and Tumbling . . . . .2 Credits

Instruction and practice in the basic fundamentals of stunts and tumbling on the mats, trampoline, and balance beam.

PED 108 Folk and Square Dance. . . . .2 Credits

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. . . . .2 Credits

A beginning course which provides instruction and practice in the basic fundamentals of archery shooting.

Academic Affairs

- PED 110 Golf . . . . .2 Credits  
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 . . . . .2 Credits  
A beginning course that provides instruction and practice in the basic fundamentals of tennis.
- PED 112 Softball . . . . .2 Credits  
A course designed to develop basic physical skills and understanding of softball rules.
- PED 113 Bowling . . . . .2 Credits  
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 . . . . .2 Credits  
A course designed to develop an understanding of basic rules and skills of soccer.
- PED 115 Body Building and Weight Lifting . . . . .2 Credits  
A course designed for body building and conditioning through the use of weights and a gym machine. No prerequisite.
- PED 118 Bicycling . . . . .2 Credits  
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 I . . . . .2 Credits  
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 II . . . . .2 Credits  
A continuation of PED 121.
- PED 123 Conditioning Exercises III . . . . .2 Credits  
A continuation of PED 122.

Academic Affairs

- PED 131 Adaptive Physical Education I . . . . .2 Credits  
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 II . . . . .2 Credits  
A continuation of PED 131.
- PED 133 Adaptive Physical Education III . . . . .2 Credits  
A continuation of PED 132.
- PED 141 Varsity Athletics I . . . . .2 Credits  
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 II . . . . .2 Credits  
A continuation of PED 141.
- PED 143 Advanced Bowling . . . . .2 Credits  
A course designed to go beyond basic skills and knowledge taught in PED 113. The emphasis is on preparing the student for team and local participation in a community league. Prerequisite: PED 113 or permission of the Director of Division of Liberal Arts.
- PED 151 Beginning Swimming . . . . .2 Credits  
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 . . . . .2 Credits  
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.
- PED 153 Life Saving and Water Safety . . . . .2 Credits  
This course is designed to provide the student with the knowledge and skills to save his or her own life or the life of another in the event of a water-related accident or emergency. The student will also have an opportunity to improve his or her swimming ability.



Academic Affairs

PED 154 Intermediate Tennis . . . . .2 Credits  
An intermediate course designed to advance the students' skill level and broaden instruction in court tactics and strategy in the game of tennis.

Professional

The professional courses in physical education are intended primarily for those students following an emphasis in physical education, recreation, or related areas. These courses do not satisfy the physical education activities requirement.

PED 200 Introduction to Physical Education. . . . .3 Credits  
A course dealing with the history and principles of health, physical education, and recreation; also considered is health, physical education and recreation as a profession.

PED 250 Physical Education--Coaching Basketball . . . . .3 Credits  
This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.

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

PED 207 The Care of Athletic Injuries . . . . .3 Credits  
An overview of common injuries in various sports; safety procedures; first aid; conditioning; taping and bandaging; and training room maintenance.

PED 208 Officiating . . . . .3 Credits  
A course designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, and volleyball.

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.

Academic Affairs

PED 241 Games, Relays, Self-Testing Activities--Elem. Children . . .3 Credits  
Techniques and materials for teaching games, relays and self-testing activities suitable for the needs, abilities and interests of elementary children.

PED 242 Rhythmic Activities for Elementary Children . . . . .3 Credits  
Techniques and materials for teaching fundamental movement; creative rhythms, singing games and folk dances suitable for elementary children.

PED 299 Topics in Physical Education . . . . . 1-5 Credits  
Selected topics in physical education.

PHYSICS

PHY 101 Physical Science I . . . . .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 non-science majors. No credit is given for any student who has successfully completed PHY 201. Formerly PHY 106)

PHY 102 Physical Science II. . . . .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 non-science majors. No credit is given for any student who has successfully completed CHE 101. (Formerly PHY 105)

PHY 103 Physical Science III . . . . .3 Credits  
An introductory course dealing with selected topics from astronomy, meteorology and geology. This course is offered for non-science majors. (Formerly PHY 107)

PHY 201 General Physics I. . . . .4 Credits  
An introductory calculus-based course intended for science and engineering students. Subjects covered include mechanics, momentum, energy, harmonic motion and rotational motion. (3 hours lecture-2 hours laboratory) Prerequisites: MAT 205 and concurrent enrollment in or completion of MAT 206.

Academic Affairs

- PHY 202 General Physics II . . . . .4 Credits  
Continuation of PHY 201. Subjects covered include heat, thermodynamics, electricity and magnetism. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 201.
- PHY 203 General Physics III. . . . .4 Credits  
Continuation of PHY 202. Subjects covered include waves, optics, atomic and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 202.
- PHY 299 Topics in Physics. . . . . 1-5 Credits  
Selected topics in physics.

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.
- POL 299 Topics in Political Science . . . . . 1-5 Credits  
Selected topics in political science.

Academic Affairs

PSYCHOLOGY

- PSY 110 Psychology of Human Relationships . . . . .3 Credits  
A course designed to introduce the student to factors in human interactions which contribute to understanding of self and others. (Formerly PSY 121)
- PSY 131 General Psychology I . . . . .3 Credits  
This is an introductory course in psychology emphasizing methods of research findings and interpretation. Included will be behavioral inheritance, principles of learning, biological foundations of behavior and thinking. (Formerly PSY 122)
- PSY 132 General Psychology II. . . . .3 Credits  
A continuation of PSY 131, this course will include topics such as perception, motivation, emotion, personality and behavior disorders. Prerequisite: PSY 131 or permission of the Director of Division of Liberal Arts. (Formerly PSY 123)
- PSY 133 General Psychology III . . . . .3 Credits  
A continuation of PSY 132, this course will include topics such as measurement and testing, human development, and social psychology. Prerequisite: PSY 132 or permission of the Director of Division of Liberal Arts.
- 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 131, PSY 132, PSY 133 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.

**Academic Affairs**

**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.

**PSY 299 Topics in Psychology . . . . . 1-5 Credits**

Selected topics in psychology.

**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 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.

**Academic Affairs**

**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.

**RES 299 Topics in Real Estate . . . . . 1-5 Credits**

Selected topics in real estate; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

**RELIGION**

**REL 111 Survey of the Old Testament . . . . .3 Credits**

An investigation of the literature of the Old Testament and the Hebrew nation that produced and preserved it.

**REL 112 Survey of the New Testament . . . . .3 Credits**

A study of the New Testament and historical events of the period. The effect of its message on history and modern times is addressed.

**REL 113 Life of Christ . . . . .3 Credits**

A study of the basic teachings of Jesus about God, the kingdom, love, possessions, the family, prayer, the church, the Scripture and other subjects. These topics are presented in their biblical setting and the present day importance of each is noted.

**REL 211 Introduction to the Bible . . . . .3 Credits**

A study of how the Bible came into being including the origin of manuscripts, principles of textual criticism, theories of inspiration and inerrancy, history and translations.

**REL 212 Introduction to Religion . . . . .3 Credits**

A general introduction to the basis of religion and its importance in the life of man. Included are those problems and issues which have confronted and continue to confront world religious communities.

**REL 213 Major World Religions . . . . .3 Credits**

An examination of the history of religions, with particular emphasis given to selected examples of contemporary living world religions in terms of their history, major ideas and cultic practices, excluding Christianity and Judaism.



Academic Affairs

REL 220 Religion in American Life . . . . .3 Credits  
A study of the American religious phenomena, including the present role and status of religion; religion on the frontier, the fundamentalist-modernist controversy, the social gospel, sects and cults.

REL 299 Topics in Religion . . . . . 3-6 Credits  
Selected topics in religion.

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. Credit not allowed for students who have successfully completed SST 102 and/or 103. This course cannot be challenged if SST 102 and/or 103 are required as degree requirement. If student has had the equivalent, an elective may be substituted for this course. (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 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 110 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 and Sorter. One hour class plus one laboratory period. (Formerly CST 101)

SST 111 Beginning Shorthand . . . . . 5 Credits  
Theory of Gregg Shorthand, Diamond Jubilee Series; emphasis on reading and writing shorthand from textbook, homework notes, dictation. Development of dictation and longhand transcription abilities. Credit not allowed for

Academic Affairs

students who have successfully completed SST 112 and/or 113. This course cannot be challenged if SST 112 and/or 113 are required as degree requirement. If student has had the equivalent, an elective may be substituted for this course. (5 hours lecture-2 hours laboratory)

SST 112 Intermediate Shorthand . . . . . 5 Credits  
Further application of principles of Gregg Shorthand, DJS, in the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. (5 hours lecture-2 hours laboratory) Prerequisite: SST 111 or equivalent.

SST 113 Advanced Shorthand . . . . . 5 Credits  
Continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. (5 hours lecture-2 hours laboratory) 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 203 Office Management . . . . .3 Credits  
An introductory study of office organization and functions; office layout and equipment; the selection, training and supervision of office personnel; office automation; planning, organizing and controlling office services. This course is designed for the student who wants to become an executive secretary and/or administrative assistant. (Sophomores only or permission of the Director of Division of Career Education.)

SST 213 Office Procedures I . . . . .3 Credits  
Introduction to the duties of the clerical and secretarial worker. General areas are emphasized: appearance, grooming, office etiquette, and human relations. Office procedures studied include mailing procedures, telephone techniques, use of communication services, office equipment and supplies, and other frequently performed office duties.

SST 214 Office Procedures II . . . . .3 Credits  
Includes units of special areas of office work such as filing, legal financial aspects, travel and conference arrangements, collection and presentation of business data, job application and interviews.

Academic Affairs

SST 215 Office Procedures III. . . . .3 Credits

Emphasis on development of skill in using proportional spacing type-writer, spirit duplicator, mimeograph, mimeoscope, transcribing machines, and the preparation of masters for duplication. Prerequisite: SST 102 or equivalent.

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; 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 SST 214.

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.

SST 299 Topics in Secretarial Science. . . . . 1-5 Credits

Selected topics in secretarial science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor.

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.

Academic Affairs

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.

SOC 257 Introduction to Social Welfare . . . . .4 Credits

A survey of social welfare with emphasis on the profession of social work. Focuses on the history, philosophy, organization, and methodology of social work, and includes a study of societal/social work values and the breadth of services offered. Students will also be expected to do a minimum of 20 hours voluntary work with approved social welfare agencies. Prerequisite: SOC 211.

SOC 299 Topics in Sociology . . . . . 1-5 Credits

Selected topics in sociology.

SPANISH

SPA 101 Beginning Spanish I . . . . .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 II. . . . .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 III . . . . .3 Credits

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

Academic Affairs

SPA 201 Intermediate Spanish I . . . . . 3 Credits  
An intermediate grammar course with readings in Spanish civilization.  
(Laboratory sessions arranged individually for all students.)

SPA 202 Intermediate Spanish II . . . . . 3 Credits  
The course continues grammar review and reading with exercises for oral  
and writing skills combined with cultural material.

SPA 203 Intermediate Spanish III . . . . . 3 Credits  
Emphasis is placed on readings of Spanish and Latin-American cultures  
with special selections from Spanish authors.

SPA 299 Topics in Spanish . . . . . 1-5 Credits  
Selected topics in Spanish.



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- To Be Announced . . . . . Superintendent of Buildings and Grounds
- Dr. Frank Glass . . . . . Dean of the College
- Mrs. Martha Scarbrough . . . . . Assistant to the Dean of the College
- Dr. Earl Daniel . . . . . Director of Division of Career Education
- Miss Mary Frances Rudd . . . . . Director of Division of Continuing Education and Evening Instruction
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- Dr. William Strang, Jr. . . . . Director of Division of Liberal Arts
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- Dr. Jerry Crites . . . . . Director of Admissions and Records
- Mr. Charles Lea . . . . . Director of Student Services
- Mrs. Jessie Campbell . . . . . Coordinator of Guidance and Testing
- Mrs. Floy Allen . . . . . College Nurse
- Mr. Joe Daves . . . . . Director of Athletics
- Mr. Stanley Pearson . . . . . Director of Public Information and Field Services

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- Mr. Van Riggins, Jr. (Student Member) . . . . . Clarksville

**THE FACULTY AND ADMINISTRATION**

- Anderson, Brenda K. . . . . Instructor, English  
B.A., 1977, Jackson State University; M.A., 1978, Jackson State University; Motlow position, 1978.
- Babcock, William J. . . . . Instructor, Business  
B.B.A., 1952, Southern Methodist University; M.B.A., 1967, Ohio State University; Additional Graduate Study, Industrial College of Armed Forces; Motlow position, 1977.
- Barber, Mary . . . . . Assistant Professor, Nursing  
Director of Nursing  
B.S.N., 1958, State University of New York; M.A., 1974, George Peabody College; Motlow position, 1976.
- Bean, Dennis . . . . . Assistant Professor, Computer Science  
B.S., 1968, Tennessee Technological University; M.S., 1973, Tennessee Technological University; Ed.S., 1976, Middle Tennessee State University; Motlow position, 1973.
- Bradley, Michael R. . . . . Associate Professor, Social Science  
B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post-Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment for the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Motlow position, 1970.
- Broemel, Eloise D. . . . . Assistant Professor, Education  
Director, Library-Learning Resources Center  
B.A., 1940, Vanderbilt University; B.S. in L.S., 1943, Columbia University; Motlow position, 1969.
- Butler, Margaret S. . . . . Assistant Professor, English  
B.S., 1968, Middle Tennessee State University; M.A., 1971, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Indiana University of Pennsylvania; Motlow position, 1971.
- Camp, Hershel L. . . . . Assistant Professor, Accounting  
BSEE, 1962, Tennessee Technological University; M.B.A., 1970, University of Alabama; Additional Graduate Study, University of Tennessee; Motlow position, 1977.
- Campbell, Jessie . . . . . Coordinator of Guidance and Testing  
B.S., 1962, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Motlow position, 1975.

FACULTY AND ADMINISTRATION

- Cheatham, C. Donald . . . . . Associate Professor, Political Science  
A.B., 1950, Samford University; A.B.J., 1950, University of Georgia;  
M.Ed., 1963, University of Georgia; Ed.D., 1969, University of Georgia;  
Post-Doctoral Study, Research Grant, National Endowment for the  
Humanities, Duke University, 1973; Motlow position, 1970.
- Collins, Ruth . . . . . Instructor, English  
B.A., 1960, Wheaton College; M.A., 1974, University of Texas at Austin;  
Additional Graduate Study, Middle Tennessee State University, George  
Peabody College; Motlow position, 1977.
- Crites, Jerry K. . . . . Director of Admissions and Records  
B.S., 1969, Murray State University; M.A., 1970, Murray State University;  
D.A., 1975, Middle Tennessee State University; Motlow position, 1976.
- Crossley, Patricia. . . . . Instructor, Education  
Assistant Librarian  
B.S., 1963, Simmons College; M.L.S., 1974, University of Oklahoma;  
Motlow position, 1976.
- Daniel, Earl S. . . . . Associate Professor, Education  
Director, Division of Career Education  
B.S., 1951, University of North Alabama; M.A., 1956, George Peabody  
College for Teachers; Ph.D., 1976, University of Alabama; Motlow posi-  
tion, 1979.
- Daves, B. Joseph . . . . . Associate Professor, Health and Physical Education  
Athletic Director  
A.A., 1959, Coffeyville College; B.S., 1964, Austin Peay State University;  
M.A., 1969, Austin Peay State University; Additional Graduate Study,  
Middle Tennessee State University; Motlow position, 1969.
- Dillard, Paulette Rawley . . . . . Instructor, Biology  
B.A., 1973, Barber-Scotia College; M.S., 1978, Tennessee State University;  
Motlow position, 1978.
- Evans, Doris A. . . . . Dean of Business and Management  
B.S., 1966, Middle Tennessee State University; Graduate Study, University  
of Tennessee - Nashville; Motlow position, 1978.

FACULTY AND ADMINISTRATION

- Gentry, Ralph E. . . . . Director, Computer Center  
B.B.A., 1975, University of Georgia; Motlow position, 1977.
- Gilmore, Janice. . . . . Instructor, Nursing  
A.D.N., 1975, St. Petersburg Junior College; B.S.N., 1978, University of  
Alabama; Motlow position, 1978.
- Glass, Frank. . . . . Associate Professor, Education  
Dean of the College  
B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Ten-  
nessee State University; D.A., 1973, Middle Tennessee State University;  
Motlow position, 1975.
- Gross, Richard H. . . . . Associate Professor, Biology  
A.A., 1961, Palm Beach Junior College; B.S.E., 1963, University of  
Florida; M.Ag., 1964, University of Florida; Additional Graduate Study,  
Florida Atlantic University and Colorado State University; Motlow posi-  
tion, 1977.
- Harder, Janice. . . . . Instructor, Secretarial Science  
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, Memphis  
State University; Additional Graduate Study, Memphis State University;  
Motlow position, 1978.
- Harder, Ward D. . . . . Associate Professor, Accounting  
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle  
Tennessee State University; C.P.A., 1978, Tennessee; Additional Graduate  
Study, University of Arkansas; Motlow position, 1976.
- Harwell, Sharon H. . . . . Assistant Professor, Education  
Assistant Director, Division of Continuing Education and Evening Instruction  
B.S., 1963, Georgia Southern College; M.Ed., 1965, University of Georgia;  
Ed.S., 1967, University of Georgia; Additional Graduate Study, University  
of Georgia; Motlow position, 1978.
- Hasty, Linda H. . . . . Instructor, Secretarial Science  
B.S., 1968, Middle Tennessee State University; Additional Graduate  
Study, Middle Tennessee State University; Motlow position, 1978.



FACULTY AND ADMINISTRATION

- Hendrickson, Timothy . . . . . Assistant Professor, English  
B.A., 1968, Murray State University; M.A.C.T., 1974, Murray State University; S.C.T., 1974, Murray State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1974.
- Herting, Gary . . . . . Instructor, Education  
Director, Division of the Industrial and Business Institute  
B.S., 1971, Tennessee Technological University; M.A., 1973, Tennessee Technological University; Additional Graduate Study, Penn State University; Motlow position, 1975.
- Hurley, Charles A. . . . . Business Manager  
B.S., 1973, University of Tennessee; M.B.A., 1978, University of Tennessee; Motlow position, 1978.
- Huskey, Alice K. . . . . Assistant Professor, Secretarial Science  
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970.
- Johnson, Henry E. . . . . Associate Professor, Chemistry  
B.S., 1961, Florence State University; M.S., 1967, University of Mississippi; Additional Graduate Study, University of Mississippi; Motlow position, 1970.
- Jones, Frances . . . . . Director of Student Financial Aid  
A.S., 1975, Motlow State Community College; Motlow position, 1975.
- Jordan, Patricia W. . . . . Instructor, Nursing  
B.S.N., 1975, University of North Carolina; Motlow position, 1976.
- Koss, Jacqueline . . . . . Instructor, Health and Physical Education  
Women's Basketball Coach  
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida; Motlow position, 1976.
- Kribs, Richard A. . . . . Associate Professor, Psychology  
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1971.

FACULTY AND ADMINISTRATION

- Lea, Charles L. . . . . Director of Student Services  
B.S., 1972, Middle Tennessee State University; M.A.T., 1974, Middle Tennessee State University; Motlow position, 1976.
- Long, Bryan H. . . . . Instructor, Mathematics/Physics  
B.S., 1973, Middle Tennessee State University; M.S., 1976, Middle Tennessee State University, Additional Graduate Study, Middle Tennessee State University, University of Tennessee Space Institute; Motlow position, 1978.
- Madden, Edna P. . . . . Instructor, English  
A.B., 1943, Blue Mountain College; M.R.E., 1946, Southwestern Baptist Theological Seminary; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1978.
- Majors, William R. . . . . Professor, History  
B.S., 1951, Bethel College; M.A., 1954, George Peabody College for Teachers; Ed.S., 1957, George Peabody College for Teachers; Ph.D., 1967, University of Georgia; Post-Doctoral Study, Research Grant, National Endowment for Humanities, University of Washington, 1973; Motlow position, 1969.
- McPherson, John . . . . . Assistant Professor, Mathematics  
B.A., 1971, Carson-Newman College; M.A., 1974, University of Tennessee; Additional Graduate Study, University of Tennessee, Middle Tennessee State University, University of Tennessee Space Institute; Motlow position, 1974.
- Moffitt, Orvil L. . . . . Associate Professor, Music  
B.S., 1941, George Peabody College for Teachers; M.A., 1944, George Peabody College for Teachers; Additional Graduate Study, George Peabody College for Teachers; Motlow position, 1969.
- Moore, Jack L. . . . . Associate Professor, Art  
B.F.A., 1956, University of Alabama; M.A., 1964, University of Alabama; Additional Graduate Study, Wichita State University, Middle Tennessee State University; Motlow position, 1969.
- Overall, Martha . . . . . Instructor, Psychology  
B.S., 1953, University of Kentucky; M.Ed., 1970, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1971.
- Pearson, Stanley N. . . . . Director, Public Information and Field Services  
B.S., 1969, Middle Tennessee State University; M.A.T., 1972, Middle Tennessee State University; Motlow position, 1972.



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- Potts, Eula F. . . . . Instructor, Nursing  
 B.N., 1963, Midstate Baptist School of Nursing; B.S., 1973, Middle Tennessee State University; M.S.N., 1977, Vanderbilt University; Motlow position, 1978.
- Reavis, Jackie . . . . . Assistant Professor, Health and Physical Education  
 Baseball Coach  
 B.S., 1964, Middle Tennessee State University; M.Ed., 1968, Middle Tennessee State University; Motlow position, 1973.
- Riddle, Betty . . . . . Instructor, Nursing  
 B.S.N., 1959, Baylor University; Graduate Study, Texas Women's University, Middle Tennessee State University, Marquette University, Vanderbilt University; Motlow position, 1979.
- Rollins, Linda C. . . . . Instructor, English  
 B.S., 1963, Tennessee Technological University; M.A., 1964, George Peabody College for Teachers; Motlow position, 1976.
- Rudd, Mary Frances. . . . . Assistant Professor, Secretarial Science  
 Director, Division of Continuing Education and Evening Instruction  
 B.S., 1967, William Jennings Bryan College; M.S., 1968, University of Tennessee; Motlow position, 1969.
- Sartain, Teresa B. . . . . Instructor, Business  
 A.S., 1971, Gadsden State Junior College; B.S., 1973, Auburn University; M.Ed., 1974, Memphis State University; Additional Graduate Study, Memphis State University; Motlow position, 1974.
- Scarbrough, Martha W. . . . . Assistant Professor, Mathematics  
 Assistant to the Dean of the College  
 B.S., 1964, Middle Tennessee State University; M.S.T., 1967, Middle Tennessee State University; Motlow position, 1969.
- Strang, William J., Jr. . . . . Associate Professor, Education  
 Director, Division of Liberal Arts  
 B.S., 1955, Lamar University; M.A., 1968, University of Alabama, Ph.D., 1972, University of Alabama; Motlow position, 1978.
- Stockton, J. Harlan . . . . . Assistant Professor, Education  
 Media Specialist  
 B.S., 1970, East Tennessee State University; M.A., 1972, East Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1972.

FACULTY AND ADMINISTRATION

- Thompson, Rod W. . . . . Assistant Professor, Economics  
 B.S., 1973, University of Tennessee; M.A.C.T., 1976, University of Tennessee; Additional Graduate Study, University of Tennessee Law School; Motlow position, 1976.
- Tirres, Carlos . . . . . Assistant Professor, Engineering  
 B.S., 1965, Oklahoma State University; M.S., 1969, Air Force Institute of Technology; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1976.
- Wagner, Harry D. . . . . President  
 B.S., 1958, Tennessee Technological University; M.S., 1962, University of Tennessee; Ed.D., 1967, George Peabody College for Teachers; Motlow position, 1975.
- White, Helen. . . . . Associate Professor, Communications  
 B.S., 1967, Middle Tennessee State University; M.A., 1970, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970.



PART-TIME FACULTY

- Abbott, Kathy . . .Physical Education; B.S.; Middle Tennessee State University  
 Andrews, Martha. . . . . Banking; B.A.; Randolph-Macon Woman's College  
 Austin, James R. . . . .Business; M.B.A.; Middle Tennessee State University  
 Beaton, Sara. . . . . Business; Jur.D.; University of Tennessee  
 Beavers, Pamela. . . . . English; M.Ed.; Middle Tennessee State University  
 Boss, William H. . . . . Engineering; M.S.; Air Force Institute of Technology  
 Bradley, Martha . . . . . Psychology; M.A.; Middle Tennessee State University  
 Bramblett, Linda W. . . Mathematics; M.A.; Middle Tennessee State University  
 Brewer, LeRoy E. . . . . Mathematics; Ph.D.; University of Brussels  
 Bricken, Benjamin Rush . . . . Accounting; B.S.; Auburn University; C.P.A.  
 Canada, Leslie Thomas . . . . . Accounting;  
 M.B.A.; Middle Tennessee State University; C.P.A.  
 Conley, James F. . . . . Real Estate; Jur.D.; Memphis State University  
 Copeland, Thomas. . . . . Banking; Jur.D.; Memphis State University  
 Covington, Melvin . . . . . Industrial and Applied Technology;  
 Ed.S.; Middle Tennessee State University  
 Crawford, Margaret . . . . . Mathematics; M.S.; University of Tennessee  
 Credle, Oliver P. . . . . Engineering; M.S.; North Carolina State University  
 Dark, Jean . . . Computer Science; M.S.T.; Middle Tennessee State University  
 Davis, C. Jackson. . . . . Business, Marketing; M.S.; Vanderbilt University  
 Dayton, Jack . . . . . Marketing, Real Estate;  
 M.B.A.; Middle Tennessee State University  
 Douglas, Stephen L. . . . Real Estate; B.S.; Middle Tennessee State University  
 Edwards, Doris . . . . Mathematics; M.S.T.; Middle Tennessee State University  
 Evans, Evan Al . . . . . Insurance; C.P.C.U.; Insurance Institute of America  
 Fikes, David . . . . . Engineering; M.S.; University of Tennessee  
 Fiske, Larry David. . . . . Secretarial Science;  
 B.S.; Middle Tennessee State University

PART-TIME FACULTY

- Golden, Jeffrey . . . . .Banking; Louisiana State University, School of Banking  
 Goodwin, Lanny . . . . . Physical Education;  
 B.S.; Middle Tennessee State University  
 Gregory, Wayne H. . . . . Industrial and Applied Technology;  
 University of Tennessee  
 Groom, R. W. III. . . . . English; Ed.S.; Middle Tennessee State University  
 Hale, Hilda. . . . . English; M.A.T.; Middle Tennessee State University  
 Hall, Von L. . . . . Banking; Louisiana State University, School of Banking  
 Hasty, Doyle . . . . . Engineering; M.S.; University of Tennessee  
 Hatchett, Billy G. . . . . Banking; American Institute of Banking  
 Hill, John T. . . . . Industrial Management;  
 B.S.; Middle Tennessee State University  
 Hodge, Pamela P. . . . . Nursing;  
 R.N.; Nashville General Hospital School of Nursing  
 Hubbard, Helen. . . . . Business; M.B.A.; University of Houston; C.P.A.  
 Jeffries, Donna . . . . . English; Ed.S.; Middle Tennessee State University  
 Jeffries, John . . . . . Biology; M.S.; Middle Tennessee State University  
 Jennings, Pamela. . . . . Sociology; M.A.; Middle Tennessee State University  
 Jones, Sylvia. . . . . English; Ed.S.; Middle Tennessee State University  
 Justice, John . . . . . Industrial Management; B.S.; Ohio State University  
 Krauss, Henry. . . . . Industrial and Applied Technology;  
 B.S.; University of Pittsburgh  
 Lawson, Charles . . . . . Industrial and Applied Technology;  
 Middle Tennessee State University  
 Lee, Glyna F. . . . . Banking; Draughon's Business College  
 Lewis, Beverly S. . . . . Psychology; M.Ed.; Middle Tennessee State University  
 Lominac, John Kent . . . . . Engineering; M.S.; University of Tennessee  
 Long, Lloyd . . . . . Industrial and Applied Technology;  
 M.A.T.; Middle Tennessee State University  
 Lowndes, Richard I. . . Engineering; M.A.E.; Georgia Institute of Technology



**PART-TIME FACULTY**

- Merz, Glenn . . . . . Industrial Management; M.S.; University of Tennessee  
 Murray, James Ronald . . . . . Biology; M.S.T.; Middle Tennessee State University  
 O'Brien, John Larry . . . . . Real Estate;  
 B.S.; Middle Tennessee State University  
 Pack, Kenneth . . . . . Business; M.B.A.; Middle Tennessee State University  
 Patton, Wayne . . . . . Education; M.S.; Tennessee Technological University  
 Pickering, David L. . . . . Engineering; M.B.A.; George Washington University  
 Pickering, Judith . . . . . Business; B.S.E.; University of Central Arkansas  
 Porch, James . . . . . Religious Studies;  
 Th.D.; New Orleans Baptist Theological Seminary  
 Porch, Lynn . . . . . Psychology; M.Ed.; Mississippi College  
 Raney, Jerry . . . . . Real Estate; B.S.; Florence State College  
 Ricou, A. R. . . . . Engineering; M.Ed.; Middle Tennessee State University  
 Roy, Gabriel . . . . . Engineering; Ph.D.; University of Tennessee  
 Scarbrough, John . . . . . Anthropology, Sociology;  
 M.A.T.; Middle Tennessee State University  
 Scott, Paul . . . . . Insurance; C.L.U.; American College of Life Underwriters  
 Segroves, Harold . . . . . Real Estate; B.A.; University of Virginia  
 Simmonds, Heidi . . . . . English; M.S.; George Peabody College  
 Singleton, Linda W. . . . . Music; M.Ed.; Auburn University  
 Smith, A. Richard . . . . . Religious Studies; M.A.; Vanderbilt University  
 Smith, Frank H. . . . . Industrial and Applied Technology;  
 M.S.M.E.; Georgia Institute of Technology  
 Smith, Kenneth W. . . . . Economics; M.A.; Tennessee Technological University  
 Spratley, Cynthia Levi . . . . . Computer Science;  
 M.S.; Middle Tennessee State University  
 Stephens, Gilley T. . . . . Geography; M.A.; George Peabody College  
 Swafford, Timothy . . . . . Computer Science; M.S.M.E.; University of Tennessee  
 Sypult, Sharron . . . . . English; M.A.; Middle Tennessee State University

**PART-TIME FACULTY**

- Templeton, William Jasper . . . . . Industrial and Applied Technology;  
 B.S.; Southwestern University  
 Thoma, Eldon Bracton III . . . . . Banking; B.A.; Vanderbilt University  
 Thomas, Roy Earl . . . . . History; M.A.T.; Middle Tennessee State University  
 Thorpe, Duane . . . . . Banking; B.S.; Southeast Missouri College  
 Tucker, Denise . . . . . English; M.A.; Austin Peay State University  
 Tucker, Howard K. . . . . Real Estate; M.A.; Austin Peay State University  
 Uselton, Sam R. . . . . Business; M.B.A.; Middle Tennessee State University  
 Walker, Dennis M. . . . . Banking; B.S.; Middle Tennessee State University  
 Wallace, Pauline . . . . . English; B.S.; Middle Tennessee State University  
 Wier, Linda . . . . . Nursing; B.S.; Florida State University  
 Windley, Linwood . . . . . Agriculture; D.V.M.; University of Georgia  
 Womack, Robert . . . . . Chemistry; B.S.R.Ph.; Samford University





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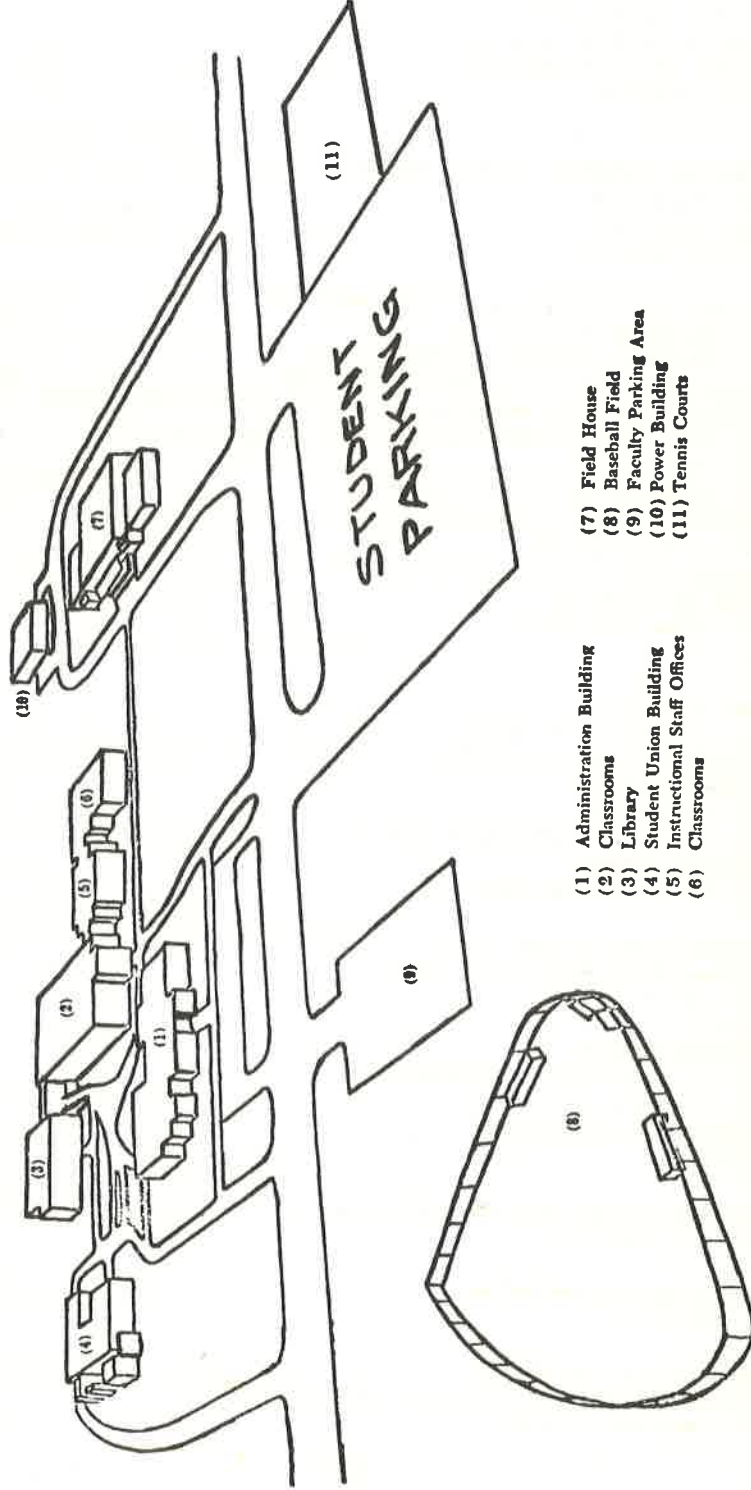
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**MOTLOW STATE COMMUNITY COLLEGE**



- (1) Administration Building
- (2) Classrooms
- (3) Library
- (4) Student Union Building
- (5) Instructional Staff Offices
- (6) Classrooms

- (7) Field House
- (8) Baseball Field
- (9) Faculty Parking Area
- (10) Power Building
- (11) Tennis Courts

*Motlow State Community College*  
*Tullahoma, TN 37388*



*Catalog*

*September 11, 1981*