

MOTLOW STATE
COMMUNITY
COLLEGE



CATALOG
1975-76



MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE 37388



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

ACCREDITATION

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

MEMBERSHIP

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

Volume 7 - Number 1

May 1975

Correspondence Directory

For information, please address inquiries as directed below to: Motlow State Community College, Tullahoma, Tennessee 37388. Telephone 455-8511.

Academic Program Dean of Instruction, Dr. Don C. England
455-8511 Ext. 211, 212

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

Bookstore Bookstore Manager, Mr. Bill Tipps
455-8511 Ext. 217

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

Finances Business Manager, Mr. E. G. Boyd
455-8511 Ext. 221, 222

Library Director, Library and Learning Resources Center, Mrs. Eloise Broemel
455-8511 Ext. 226, 227

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

Evening Numbers Evening School 455-8511
Business Office 455-9936
President 455-8332
Gymnasium 455-0886
Dean of Instruction 455-4823
Library 455-6009
Maintenance 759-7322

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

ACADEMIC CALENDAR

Summer Quarter 1975

Registration Tuesday-Wednesday, June 10-11
Evening Registration Thursday, June 12
Classes Begin Friday, June 13
Independence Day Holiday .. Friday, July 4
Quarter Ends Friday, August 22
* Calendar for Summer Quarter, 1975 available after May 1, 1975.

Fall Quarter 1975

Pre-School Conference September 10-12
Registration September 16-17
Evening Registration September 16
Classes Begin September 22
Last Day to Register or Change Courses September 29
Mid-Term Examinations October 27-30
Thanksgiving Holidays November 27-28
Final Examinations December 4-10

Winter Quarter 1976

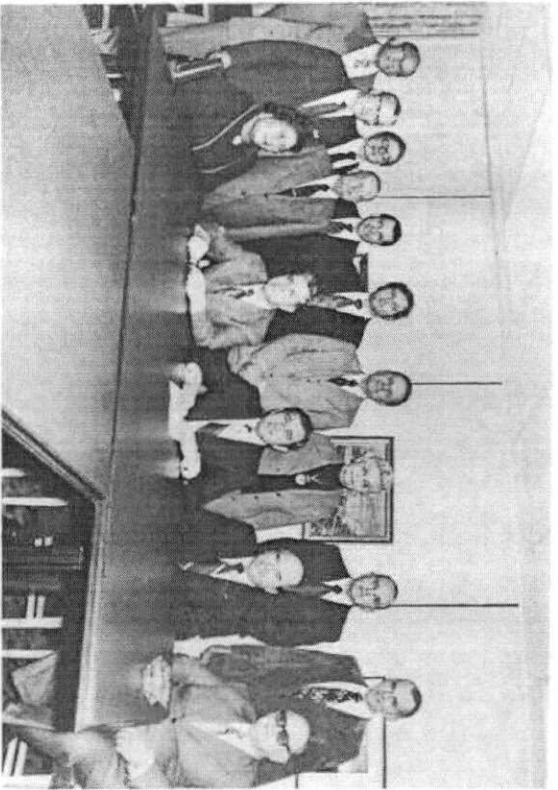
Registration January 5 *Monday*
Classes Begin January 5/6 *Monday*
Last Day to Register or Change Courses January 12
Mid-Term Examinations February 2-8
Final Examinations March 8-12
Spring Holidays March 15-19

Spring Quarter 1976

Registration March 22
Classes Begin March 24
Last Day to Register or Change Courses March 31
Mid-Term Examinations April 19-23
Final Examinations May 26-June 1
Graduation June 4

Summer Quarter 1976

Registration June 10
Classes Begin June 11
Independence Day Holiday July 5
Quarter Ends August 20
* Schedule for Summer Quarter, 1976 available after May 1, 1976



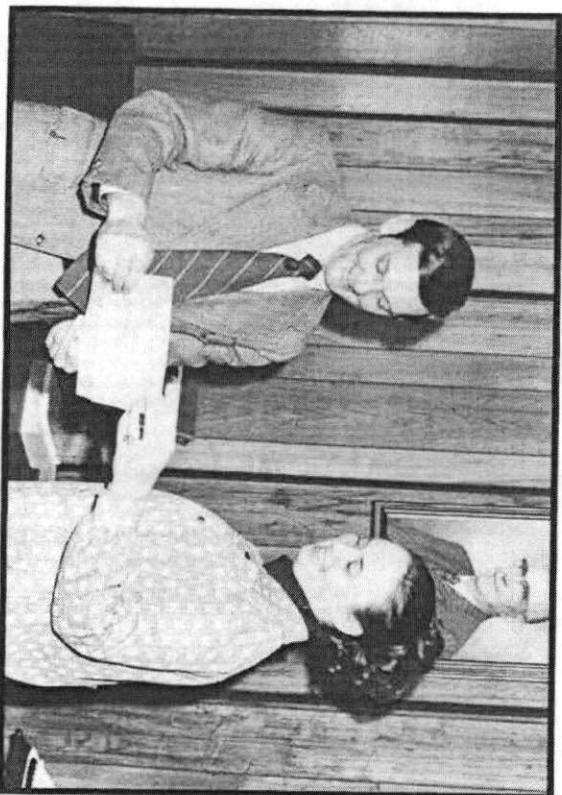
**Board of Regents The State University and Community
College System of Tennessee**

THE HONORABLE RAY BLANTON, Chairman
Governor of the State of Tennessee (Ex-Officio)

DR. ROY S. NICKS, CHANCELLOR

- | | |
|---|--------------|
| Dr. C. N. Berry | Chattanooga |
| Dr. Kenneth Ezell | Murfreesboro |
| Dr. Wayne Brown (Ex-Officio) | Nashville |
| Mr. Dale Glover | Obion |
| The Honorable Sam H. Ingram, Commissioner of Education
(Ex-Officio) | Nashville |
| Mr. James H. Jones, Jr. | Mt. Pleasant |
| Mr. Ben Kimbrough | Clarksville |
| Mr. George M. Klepper, Jr. | Memphis |
| Mr. Charles J. Linder | Athens |
| Mrs. Johnella H. Martin | Nashville |
| The Honorable Edward S. Porter, Commissioner of Agriculture
(Ex-Officio) | Nashville |
| Miss Ella V. Ross | Johnson City |
| Mr. J. Frank Taylor | Huntingdon |
| Mr. J. Howard Warf | Hohenwald |
| Mr. David White | Knoxville |

**ADMINISTRATION
AND
FACULTY**



ADMINISTRATION

- Dr. Harry D. Wagner President
- Kay Kimbro
- Mr. Charles E. Bollinger Director of Financial Aid and Counselor
- Jan Moore
- Mr. E. G. Boyd Business Manager
- Kathy Hawkesmith
- Jo Moore, Accounting Clerk
- Carole Rogers
- Mrs. Eloise Broemel Director, Library and Learning Resources Center
- Florence Carson
- Ruth Easterly
- Linda Rawlins
- Mr. Bryan Burgess Director of Institutional Research
- Phyllis Birdsong
- Mr. Joe B. Daves Athletic Director
- Mr. David Parks, Assistant Basketball Coach
- Dr. Don C. England Dean of Instruction
- Nancy Baker
- Mrs. Charlene Higgs, R.N. College Nurse
- Dr. Louis G. Hunter Chairman, Science & Mathematics
- Elizabeth Scott
- Dr. Joe B. Johnson Dean of Student Personnel Services
- Pat Crocker
- Dr. William R. Majors Chairman, Social Science & Education
- Grace Crosby *Deans*
- Mr. Orvil Moffitt Chairman, Humanities
- Margo Chapman *Division*
- Mr. W. A. Preston Acting Superintendent of Buildings & Grounds
- Mr. Stanley Pearson Director of Public Information and Field Services
- Susanna McMillan, PBX
- Karen Schwartz
- Mr. David Stults Director of Admissions & Records and Director of the Computer Center
- Marla Bogle
- Patsy Burton, Keypunch Operator
- Carol Holt, Programmer
- Joan Lapa
- Patricia Richardson
- Dr. Robert Kopecky Chairman, Career Education
- Terri Fulmer
- Gladys Narkates
- Mr. Bill F. Tipps Bookstore Manager
- Sue South
- Mrs. Jessie Warren Director, Continuing Education and Evening Instruction
- Barbara Darlington

THE COMMUNITY ADVISORY COUNCIL AND GROUPS

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

ADVISORY COUNCIL

- | | |
|--------------------|-----------------------|
| Mr. Richard Bell | Mr. Charles Alexander |
| Manchester | Tulahoma |
| Mr. James Shubert | Mr. De Witt Smith |
| Fayetteville | Cowan |
| Mr. Ed Murray | Mr. Morris Simon |
| Winchester | Tulahoma |
| Mr. Lynnwood Smith | Mr. Charles Manley |
| McMinnville | Lynchburg |
| Mr. Frank Veal | Mr. James Jobe |
| Shelbyville | Shelbyville |
| Mr. Bobby Mason | Mr. James Jarrell |
| Winchester | Manchester |

AEROSPACE ADVISORY GROUP

- | | |
|-------------------|-------------------------------|
| Mr. Roscoe Miller | Mr. Marshall Seymour |
| McMinnville | Tulahoma |
| Mr. Bill Kershner | Mr. H. L. Routh |
| Sewanee | Tulahoma |
| Mr. Ed Murray | Mr. Buddy Martin |
| Winchester | Tulahoma |
| Mr. Robert Bomar | Mr. Tom Perkins |
| Shelbyville | Tulahoma |
| Mr. Miller Lanier | Mrs. Pat Garner |
| Murfreesboro | Tulahoma |
| Mr. Bob Ansley | Dixie Flying Service (Rep.) |
| Winchester | Tulahoma |
| | Motlow Student Representative |

BUSINESS ADVISORY GROUP

Mr. Pete Austin Shelbyville	Mr. John Parish Tullahoma
Mr. Roger Brashears Lynchburg	Mr. Glenn Sheridan Tullahoma
Mr. Joe Brodio Manchester	Mr. Billy Thomas Lynchburg
Mr. Leo Bussart Fayetteville	Mrs. Patsy Tucker Tracy City
Mrs. Austin Coop Shelbyville	Mr. R. H. Whitman Winchester
Mrs. Helen Kidd Manchester	Mr. Joe Williams Tullahoma
Mr. Joe Getsay Lynchburg	Mr. Edward Young McMinnville
Mr. Bill Hackleman Shelbyville	Mr. Lowell Mason Tullahoma
Mr. William S. Householder Tullahoma	Mr. Charles Jernigan Tullahoma
Mr. Jim Johnson Tullahoma	Motlow Student Representative

NURSING ADVISORY GROUP

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

The Faculty and Administration

Bear, Dennis Instructor, Computer Science
 B.S., M.S., Tennessee Technological University (1973).
 Bingman, Ruth Ann Instructor, Nursing
 B.S.N., Widener College; R.N. (1973).
 Blackwell, Teresa Instructor, Business
 A.S., Gadsden State Jr. College; B.S., Auburn University; M.Ed.,
 Memphis State University (1974).
 Bollinger, Charles E. Director of Financial Aid, Counselor
 B.A., David Lipscomb College; M.A., Scarritt College; Ed.S., George
 Peabody College For Teachers, M.Ed., M.T.S.U. (1969).
 Boyd, Erner G. Business Manager
 A.A., Martin College; B.S., M.A., George Peabody College for Teachers
 (1969).
 Bradley, Michael R. Assistant Professor, Social Science
 B.A., Sanford University; B.D., New Orleans Baptist Seminary; M.A.,
 Ph.D., Vanderbilt University; Post-Doctorate Study, Research Grant,
 National Endowment for the Humanities, Johns Hopkins University
 (1970).
 Broemel, Eloise D. Director, Library-Learning Resources Center
 B.A., Vanderbilt University, B.S. in L.S., Columbia University (1969).
 Brown, Helen S. Instructor, Business
 B.S., M.B.A., Additional Graduate Study, Middle Tennessee State Uni-
 versity (1970).
 Burgess, Bryan E. Director of Institutional Research
 B.S.E.E., Tennessee Technological University; M.S.E., University of
 Alabama; Additional Graduate Study, Middle Tennessee State Uni-
 versity, University of Tennessee Space Institute; P.E. (1970).
 Butler, Margaret S. Instructor, English
 B.S., M.A., Additional Graduate Study, Middle Tennessee State Uni-
 versity (1971).
 Carr, Ben W. Instructor, Aerospace Education
 B.S., M.Ed., Additional Graduate Study, Middle Tennessee State Uni-
 versity. Federal Aviation Administration, Flight Instructor Certificate,
 Airline Transport Pilot (1972).

Chambers, Avo Assistant Professor, Nursing
 Assistant Director, Joint Nursing Program with Middle Tennessee State
 University
 R.N., St. Thomas Hospital School of Nursing; B.S.N., Marillac College;
 M.S.N., Vanderbilt University (1973).
 Cheatham, C. Donald Associate Professor, Political Science
 A.B., Samford University; A.B.J., M.Ed., E.D.D., University of Georgia
 (1970).
 Daves, B. Joseph Assistant Professor, Health and Physical Education
 Athletic Director, Basketball Coach
 A.A., Coffeyville College; B.S., M.A., Austin Peay State University;
 Additional Graduate Study, Middle Tennessee State University (1969).
 Dayton, Jack Instructor, Business
 B.S., M.B.A., Middle Tennessee State University (1974).
 England, Don C. Dean of Instruction
 B.A., Harding College; M.A., George Peabody College For Teachers;
 E.D.D., Memphis State University (1969).
 Foster, John W. Instructor, Biology
 B.S., M.S.T., Middle Tennessee State University; Additional Graduate
 Study, George Peabody College for Teachers (1969).
 Harper, Philip Instructor, Biology
 B.A., Middle Tennessee State College; M.Ed., University of Chattanooga;
 M.S., Middle Tennessee State University; Additional Study, University
 of Kentucky School of Medicine (1974).
 Hendrickson, Timothy Instructor, English
 B.A., Murray State University; M.A.C.T. and S.C.T., Murray State Uni-
 versity (1974).
 Hill, Gerald Instructor, R.O.T.C.
 B.S., Texas A & I University; M.Ed., Middle Tennessee State University;
 Additional Graduate Study, William & Mary College (1974).
 Hilton, Thomas Instructor, Business
 B.S., M.A., East Tennessee State University (1974).
 Hunter, Louis G. Assistant Professor, Physics
 Chairman, Division of Science and Mathematics
 B.S.M.E., M.S.M.E., Brigham Young University; Ph.D., University of
 Tennessee (1970).
 Johnson, Henry E. Assistant Professor, Chemistry
 B.S., Florence State University; M.S., Additional Graduate Study, Uni-
 versity of Mississippi (1970).

Johnson, Joe B. Dean of Student Personnel Services
 B.A., M.Ed., Southeastern Louisiana College; E.D.D., University of
 Alabama (1969).
 King, Alice L. Instructor, Secretarial Science
 B.S.E., M.S.E., Arkansas State University. Additional Graduate Study,
 Middle Tennessee State University (1970).
 Kribs, Richard A. Instructor, Psychology
 B.A., M.A., Western Michigan University; Additional Graduate Study,
 Middle Tennessee State University (1971).
 Kopecky, Robert J. Instructor, Business
 Chairman, Division of Career Education
 B.A., Case Western Reserve University; M.Ed., Cleveland State Uni-
 versity; Ph.D., George Peabody College for Teachers (1974).
 Majors, William R. Professor, History
 Chairman, Division of Social Science and Education
 B.S., Bethel College; M.A., Ed.S., George Peabody College for Teachers;
 Ph.D., University of Georgia; Post-Doctoral Study, Research Grant, Na-
 tional Endowment for Humanities, University of Washington (1969).
 Matheny, Ellis L. Assistant Professor, Biology
 B.S., Madison College; M.S., Ph.D., University of Tennessee (1971).
 Mayberry, John Instructor, Sociology
 B.S., Tennessee Technological University; M.A., Middle Tennessee State
 University; Additional Graduate Study, Middle Tennessee State Uni-
 versity (1974).
 Maybrey, Pollyanna F. Instructor, Spanish
 B.A., University of Chattanooga; M.A., George Peabody College for
 Teachers (1970).
 McComas, Betty B. Associate Professor, Nursing
 Director, Joint Nursing Program with Middle Tennessee State University
 R.N., Norton Memorial Infirmary; B.S. in Nursing, Catherine Spaulding
 College; M.S.N., St. Louis University (1972).
 McPherson, John Instructor, Mathematics
 B.A., Carson-Newman College; M.A., University of Tennessee. Addi-
 tional Graduate Study, University of Tennessee (1974).
 Midgett, Wallace R. Assistant Professor, English
 B.S., M.A., Middle Tennessee State University; M.A., University of
 Tennessee; Additional Graduate Study, Memphis State University,
 George Peabody College for Teachers (1970).

Mielke, Nancy C. Assistant Librarian
 B.S., Tennessee Technological University; M.L.S., George Peabody
 College for Teachers (1970).

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

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

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

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

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

Prater, Donna Instructor, Music
 B.S., Tennessee Technological University; M.M.E., Austin Peay State
 University (1974).

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

Riddle, Betty Instructor, Nursing
 B.S.N., Baylor University; Additional Graduate Study, Texas Women's
 University (1974).

Robinson, William C. Instructor, Business
 A.S., New York State Ag-Tech Institute; B.F.E., Rensselaer Polytechnic
 Institute; M.B.A., U.S.A.F. Institute of Technology; Additional Graduate
 Study, University of Tennessee Space Institute, Middle Tennessee State
 University (1969).

Rudd, Mary Frances Assistant Professor, Secretarial Science
 B.S., William Jennings Bryan College; M.S., University of Tennessee
 (1969).

Sarver, Patricia L. Instructor, Physical Education
 Women's Basketball Coach
 B.S., Middle Tennessee State University; M.A., Additional Graduate
 Study, Tennessee Technological University (1973).

Scarborough, Martha W. Instructor, Mathematics
 B.S., M.S.T., Middle Tennessee State University (1969).

Spaulding, Evelyn Instructor, Biology
 B.S., Middle Tennessee State University; M.S.T., Middle Tennessee
 State University; Additional Graduate Study, Middle Tennessee State
 University and Tennessee Technological University (1974).

Stephens, Gilley T. Instructor, Geography
 B.S., Middle Tennessee State University; M.A., George Peabody College
 For Teachers; Additional Graduate Study, University of Tennessee,
 University of Chicago, University of Miami (1970).

Stockton, J. Harlan Media Specialist
 B.S., M.A., East Tennessee State University (1972).
 Instructor, Education

Stulks, David A. Director, Admissions and Records
 B.A., M.S., Tennessee Technological University (1972).

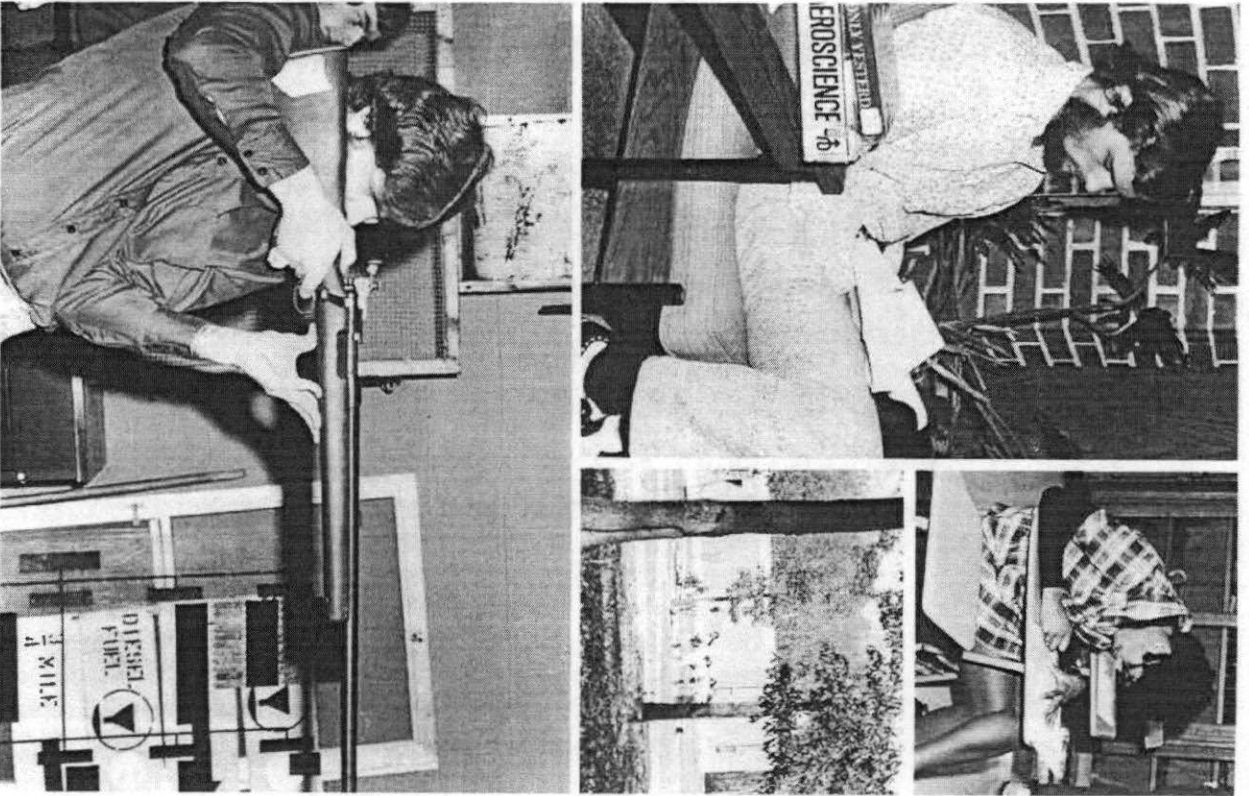
Warren, Jessie H. Assistant Professor, Education
 Director, Continuing Education and Evening Instruction
 B.S., M.A., Additional Graduate Study, Middle Tennessee State Uni-
 versity (1969).

White, Helen B. Instructor, English
 B.S., M.A., Middle Tennessee State University (1970).

Williams, Dolores B. Assistant Professor, English
 B.S., M.A., Additional Graduate Study, Middle Tennessee State Uni-
 versity. Additional Graduate Study, Maryland State Teachers College,
 University of Maryland (1970).

Wiser, Janet Instructor, Nursing
 R.N., Henry Ford Hospital School of Nursing; B.S., Olivet Nazarene
 College; Additional Graduate Study, Case Western Reserve University
 (1974).

Young, Donna K. Counselor
 B.S., M.A., Tennessee Technological University; Additional Graduate
 Study, Middle Tennessee State University and Tennessee Technological
 University (1972).



- 14 -

**GENERAL
INFORMATION
AND
REGULATIONS**



- 15 -

General Information

LOCATION

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

HISTORY

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

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

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

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

Other buildings on the campus were completed soon thereafter and the college opened in September, 1969, with approximately 500 students and 25 faculty members. At that time the college offered only the two-year university parallel associate of arts and associate of science degrees and four two-year career programs. By September 1974, there were more than 1350 students and 46 faculty members.

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.

General Information and Regulations

Motlow State Community College will provide 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 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.

CLASSIFICATION

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

GENERAL CODES OF CONDUCT

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

Students, upon registration at Motlow State Community College, agree to conform to its regulations and policies and are subject to disciplinary action by the college upon violation. Students who are penalized for the violation of public laws are not exempted from further action by Motlow State Community College. A student involved in a violation of these policies will be allowed a formal hearing by the committee which may recommend

General Information and Regulations

discipline of the following degrees: (a) reprimand, (b) probation, (c) suspension, or (d) expulsion.

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

ATTENDANCE REGULATIONS

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

DISMISSALS

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

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

GRADUATION

1. All students must complete the general requirements as prescribed by the college and specific requirements set forth for the degree sought. Students are allowed to graduate by the requirements of the catalog under which they entered provided graduation is within 5 years of the entrance date.
2. A Program of Study should be filed with advisors no later than Feb. 15 by everyone who plans to receive a diploma in June or August of that year.
3. An Intention to Graduate form should be filed with the Office of Admissions and Records no later than March 15 by everyone who plans to receive a diploma 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.

General Information and Regulations

MID QUARTER DEFICIENCY REPORTS

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

BUSINESS REGULATIONS

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

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

Registration Fees and Tuition

Full-Time Students	(12 or more hours)
Residents of Tennessee	\$ 68.00 per quarter
Non-Residents	\$ 68.00 per quarter
Maintenance Fee	\$ 68.00 per quarter
Tuition	\$280.00 per quarter
Total	\$348.00 per quarter
Registration for Part-Time	
Residents of Tennessee	\$ 6.00 per quarter hour
Non-Residents	\$30.00 per quarter hour

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

Annual Campus Auto Registration	\$ 1.00
---------------------------------------	---------

General Information and Regulations

Laboratory fee per quarter	\$ 2.50
Lab fees will be charged for all Physics courses (with the exception of Physics 101, 102, and 103), all Biology courses, and all Chemistry courses.	
Late Registration Fee, first day	\$ 4.00
Each Additional Day	\$ 1.00
Graduation Fee	\$ 10.00
Change of Registration	\$ 3.00
Transcript (First one free)	\$ 1.00
Late Examination Fee	\$ 5.00
Replacement of Lost ID Card	\$ 1.00
Private Music Instruction (per quarter)	\$ 22.00
Flight Fee for AVI 201	\$230.00
Flight Fee for AVI 202	\$230.00
Flight simulator fee (not AVI course connected) (per hour)	\$ 3.00
Nursing Entrance Exam Fee	\$ 10.00

REFUNDS

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

BOOKS AND SUPPLIES

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

STUDENT PERSONNEL

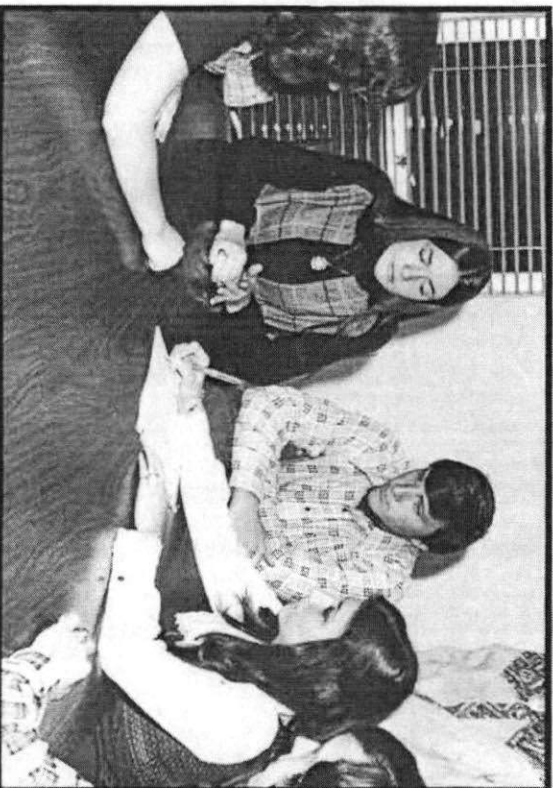
SERVICES

Admissions and Records

Counseling and Testing

Financial Aid

Health Services



Student Personnel Services

ADMISSION

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 Seeking Students

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

1. File an application for admission and pay a \$5.00 non-refundable application fee.
 2. Provide evidence of graduation from an accredited high school (high school transcript) or evidence of satisfactorily completing the G.E.D. examination with a comprehensive score of 45 or more. All high school transcripts should be mailed directly to the Office of Admissions from the high school.
 3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.
 4. Take the American College Testing Program Battery (ACT) and have the official scores forwarded to the Office of Admissions. This requirement may be waived for Evening only students and/or those students who have been out of high school for five years or more. A transfer student will not be required to take the ACT if he has successfully completed 15 hours of college credit including English and math.
 5. Provide the Office of Admissions with an official transcript from each institution previously attended for credit. All transcripts must be mailed directly from the institutions.
- Certain instructional programs of the college are subject to special admissions requirements which are in addition to the general admissions requirements. These programs, which are shown below, necessitate special admissions requirements and are subject to change due to the availability of institutional resources. Students wishing to enter one of these programs of study should check with the appropriate division offering the program in order to become familiar with these special requirements.

Nursing

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

Student Personnel Services

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

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

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

SPECIAL STUDENTS

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

1. *Special Student For Credit (Continuing Education)*—A special student for credit is defined as a student who is taking one or more courses for credit but not pursuing a degree or certificate at Motlow. A special student for credit must meet the following admission requirements:
 1. File an application for admission and pay a \$5.00 non-refundable application fee.
 2. Provide evidence of graduation from an accredited high school (high school transcript) or evidence of satisfactorily completing the G.E.D. examination with a comprehensive score of 45 or more. All high school transcripts should be mailed directly to the Office of Admissions from the high school.
 3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.
 4. Take the American College Testing Program Battery (ACT) and have the official scores forwarded to the Office of Admissions. This requirement may be waived for Evening only students and/or those students who have been out of high school for five years or more. A transfer student will not be required to take the ACT if he has successfully completed 15 hours of college credit including English and math.
 5. Students who have attended other institutions of higher learning must provide the Office of Admissions with a letter of good standing from the last institution previously attended for credit. Letters must be mailed directly from the institution.

Student Personnel Services

Student Personnel Services

II. *Transient Student*—A transient student is a student enrolled at another college or university who is taking credit courses at Motlow to transfer to the institution where he is regularly enrolled. Transient Students must meet the following admission requirements:

1. File an application for admission and pay a \$5.00 non-refundable application fee.
2. Have a letter of good standing mailed to Motlow from the institution at which the student is regularly enrolled.
3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.

III. *Pre-Freshman Program*—High School students who have completed their junior year may enroll for regular courses in the summer session on the freshman level 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. They must have a cumulative B average or better for their sophomore and junior year.
4. They must be nominated by their high school principal and/or counselor.

Courses taken in the summer session must be chosen by the student in consultation with his high school counselor and Motlow counselor so as to supplement, and not overlap, the total high school diploma.

Such courses will not count toward the high school diploma, and they will not count as part of the entrance requirements for regular admission to Motlow State Community College. They will count as credit for those who may subsequently enter Motlow State Community College as regular students.

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

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

A student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to

credit nor credit to audit after the drop-add period designated each quarter.

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

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

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

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

Readmission of Former Students

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

Transfer Students

Students who wish to transfer from another college or university to Motlow State Community College must fulfill admission requirements for the category under which they wish to enter. Transfer students must be eligible to re-enter the school from which they are transferring.

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

Foreign Student Admissions

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 of 500 or above). The TOEFL exam is not administered at Motlow. It is the student's responsibility to make arrangements to take the examination and have the scores mailed to the Office of Admissions. The TOEFL exam may be waived if there is a demonstrated proficiency in English by the student.

Non-Residents

The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents.

For the purpose of paying fees and tuition all residency classifications will be made by the Director of Admissions and Records according to the policy set forth by the State Board of Regents. Copies of these policies are available upon request.

American College Testing Program

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

Final Acceptance

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

REGISTRATION FOR COURSES

All students are expected to complete registration on the dates announced for registration. They must observe the procedure specified at that time. A student is not officially enrolled until he has completed all the requirements of registration. Registration after these dates may be completed by presenting an acceptable reason for the delay and by payment of a late registration fee. Registration delayed more than one week requires special permission from the Dean of Instruction and may result in a reduction of course load for the quarter.

Change of Registration

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

1. Secure a Change of Registration Form from the Office of Admissions and Records.
2. Complete the drop-add form with the assistance of your advisor.

3. Return the completed form to the Office of Admissions and Records for course card.
4. Present form to Business Office and pay appropriate fees.
5. Return with receipted form to Admissions Office and secure class admit card.

A student who drops a class no later than one week prior to mid-term examinations will receive a grade of "W." Any student shall be allowed to drop a class and receive a "WF" or "WP" up to ten (10) calendar days prior to the first day of final examinations. Anyone withdrawing from a class during this ten (10) day period prior to final examinations will receive a "WF" except for unavoidable circumstances as determined by the Dean of Student Personnel Services.

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

Withdrawal/and Honorable Dismissals

Students finding it necessary to withdraw from the college should do so officially to maintain good standing and to assure readmission or honorable dismissal. Up to the last day to register or add a course, a student may withdraw and have his name deleted from class roll.

A student who withdraws from school no later than one week prior to mid-term examinations will receive a grade of "W." A student who withdraws from school no later than 10 calendar days prior to the first day of final examinations will receive a grade of "WF" or "WP." Anyone withdrawing from school after this time will receive a "WF" except for unavoidable circumstances as determined by the Dean of Student Personnel Services.

Specific dates will be posted in the Office of Admissions and Records. All requests to withdraw must be made in writing. Withdrawal procedures are as follows:

1. Secure from the Dean of Student Personnel Services a withdrawal permit.
2. Secure the necessary signatures.
3. Take the completed permit to the Business Office for any refund due.
4. Return the remaining copies of the permit to the Office of Admission and Records for official record and notification of faculty.

ADVANCED PLACEMENT AND CREDIT BY EXAMINATION

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

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.

Students may earn college credit by examination for acceptable scores on the College-Level Examination Program (CLEP) up to a maximum of twelve quarter hours. The minimum score being recommended at Motlow State Community College for acceptable credit by CLEP is the 60-70 point range. Motlow State has been approved as a limited CLEP testing center.

CANCELLATION OF SCHEDULED CLASSES

Any scheduled class may be discontinued by the college. The right is reserved to cancel any class when the number enrolled is deemed insufficient.

CORRESPONDENCE AND EXTENSION COURSES

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

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.
2. Students in residence carrying a full load may not register for such courses.
3. English Composition must be taken in residence.
4. The maximum amount of correspondence or extension credit allowed is one-fourth of the total number of credits required for graduation.

COURSE REPEATS

A student may repeat a course he has previously taken. The grade received in repeating a course (other than 'NC', 'W', or 'WP') supersedes all previous grades in the course and is credited in the quarter in which the course was repeated.

To be considered in the grade report for the current term a *Repeat Form* for all courses being repeated must be filed in the Office of Admissions and Records no later than three weeks prior to the end of the quarter in which the course is being repeated.

QUARTER-HOUR LOAD OF STUDENTS

Sixteen to seventeen quarter hours credit is the normal load of a student per quarter. Eighteen quarter hours is the maximum load without permission of the Dean of Instruction.

RECORDS

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

RETENTION STANDARDS

The minimum standard of achievement expected is a "C" average (2.0). The 2.0 quality point average is required to achieve the Associate Degree. Any student on probation may be required to reduce his load, repeat certain courses, or change his major. Retention standards shall be in effect for all students who have attempted at least 10 quarter hours.

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

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

Explanation of Table: The first column represents cumulative hours (total hours attempted less repeats) at Motlow State Community College or elsewhere. It excludes military service credit and non-credit courses. The second column represents the minimum quality point average range which results in the student being placed on probation. Probation automatically limits a student to 13 hours for the succeeding quarter. The third column represents the grade point average below which a student will be suspended.

A full-time student will not be suspended at the end of any quarter during which he earns a 2.0 quality point average. Academic suspension prevents college attendance the succeeding quarter excluding summers.

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

TRANSCRIPT OF CREDITS

One official copy of a student's record will be furnished free of charge. There will be a fee of \$1.00 for each additional copy. All transcript requests must be in writing and will not be taken by telephone. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

VETERAN'S AFFAIRS

Motlow State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans and other eligible persons under appropriate Public Laws. Veterans and other eligible persons

Student Personnel Services

desiring to attend Motlow State under appropriate federal legislation should contact:

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

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

COUNSELING SERVICES

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

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

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

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

Testing Services

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

In addition to the required tests, the counseling staff has available at the Testing Center a variety of standardized test materials for the assistance of students. Among these are tests of ability, vocational interest, and achievement, as well as tests of various aptitudes, special skills, and personality. Personnel are ready at all times to schedule the tests, to counsel with the students on test results, and to assist individual students with particular problems. General Educational Development Tests are available to people in the community. Arrangements for taking this battery of tests may be made by contacting the Counseling Office. There are fees for both ACT and G.E.D. tests. Motlow College is an approved limited College Level Examination Program testing center.

Student Personnel Services

Student Financial Aid

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

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

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

College Work Study Program money provides funds to enable students to be employed in various aspects of the college community. Money is made available according to demonstrated need as shown by the ACT family financial aid service. Students work between classes at the current minimum wage rate and receive their payroll checks on the last school day of each month. These funds do not require repayment after graduation.

The National Direct Student Loan fund makes money available for those students who are unable to work because of heavy academic schedules or other circumstances. Money is based on family need and is repayable upon graduation or termination from college at 3% simple interest on a bi-monthly repayment plan.

The Basic Educational Opportunity Grant program was established in 1973. Stated in the guidelines is that every first-time student is entitled to \$1400 less the amount of family contribution. An application may be obtained from the local high school or the Motlow State Community College Financial Aid Office. The completed application is submitted to the proper authority and calculations are made. Certificates of awards are returned to the student by mail. Disbursements are made at the beginning of each quarter, excluding summer, at which time the student should present the appropriate certificate to the college Financial Aid Officer. Basic Educational Opportunity Grants are renewable each year.

Guaranteed student educational loans may be obtained at the local banks or credit union for those students who do not qualify for the federal programs. These loans are granted at the going interest rate at the time the loans are made and repayment is set up by the lending institution upon graduation or termination from school.

The Tennessee Tuition Grants Program was begun in August 1972. Preference is given to students with the greatest need and maintenance fee will be paid by the state. Application forms may be obtained at the high schools.

Student Personnel Services

A small loan fund has been made available for short term loans, interest free, for students who encounter sudden financial distress. Additional information on all financial aid programs may be obtained from the Financial Aid Office.

STUDENT SERVICES

Health Services

Students are requested to complete a student medical history upon entering Motlow State Community College. However the college reserves the right to require any student to have an examination completed and signed by a licensed physician.

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

Housing

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

Student Parking

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

Student Center

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

Student Activities

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

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

Student Personnel Services

The purposes of the Student Government Association are to expand and promote interest in student affairs; to serve as a channel of expression of student opinion and for its presentation to the administration when advisable; to help unify student activities on campus; and to create and maintain student character and leadership. The officers of the SGA consist of the president, the vice-president, the secretary, and the treasurer. All are elected in the spring quarter. Six members-at-large are elected the following fall quarter. During the past years, the SGA has helped sponsor many activities including dances, talent shows, and annual conventions. Opportunity to render service to Motlow State Community College or to pursue a special interest is provided through participation in the club program offered on campus.

The following guidelines must be followed for official recognition of student organizations.

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

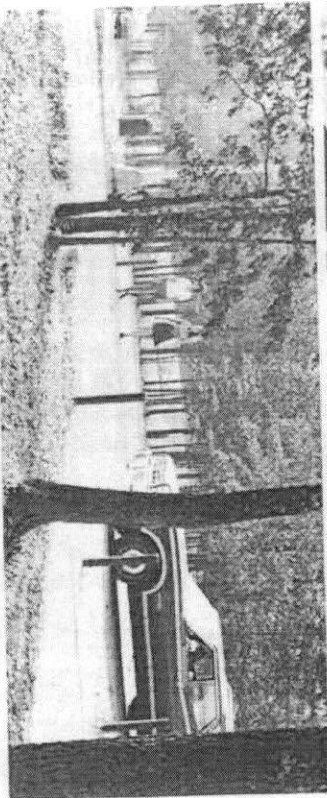
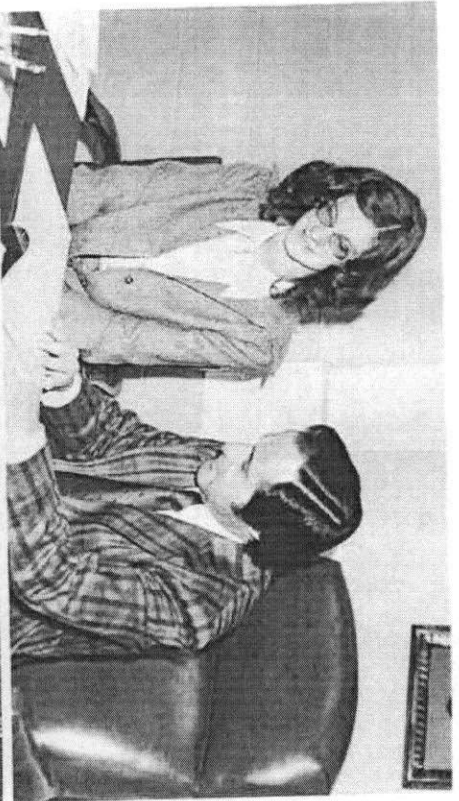
The college or university shall require an annual written report of each officially recognized student organization evaluating its activities. Continued recognition of the organization will be dependent upon receipt and approval of such annual report in addition to compliance with college or university rules and regulations affecting student organizations.

Application forms may be secured from the Dean of Student Personnel Services.

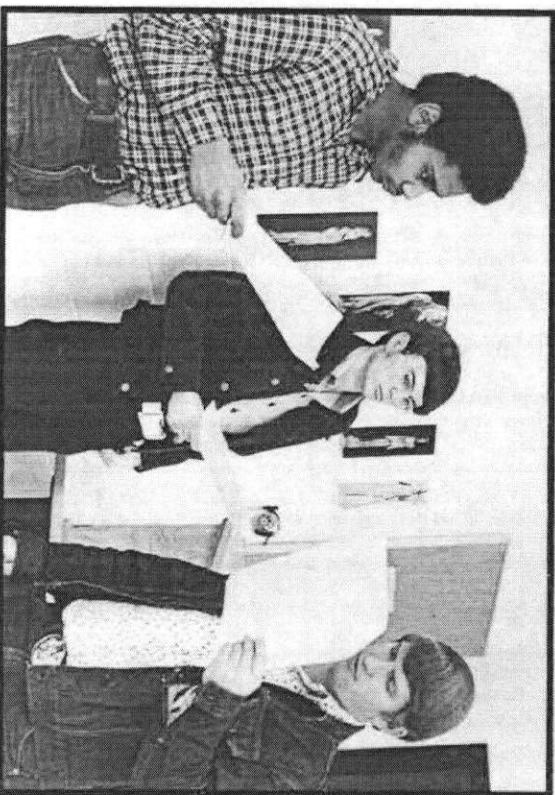
Many clubs or other organizations sponsor a variety of worthwhile cultural and intellectual assemblies. Students, staff, and interested area citizens are encouraged to attend on such occasions.

"The Anther" the school newspaper, is published by a student staff under the direction of the Office of Information and Field Services. Any student is welcome to submit an entry to be published in the newspaper. A yearbook is also published annually by this group of students.

A program of athletics is sponsored by Motlow State Community College. As a member of the Tennessee Junior College Athletic Association, Motlow recruits outstanding athletes to their baseball and basketball teams each year. The College Physical Education Department sponsors intramural sports for both men and women. All students are urged to participate in the intramural program.



**PROGRAMS OF STUDY
And
OTHER ACADEMIC INFORMATION**



Programs of Study

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

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

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

The Career Education Program. This program is for students planning immediate employment upon completion of their chosen course of study. Students satisfactorily completing a two-year Career Education program will be awarded the Associate of Science degree in their particular specialty. There are also one-year programs leading to certificates denoting the level of skill or proficiency which a student has attained in a particular occupational area. Many courses in two-year Career Education programs are directly transferable to four-year institutions for credit toward a Bachelor's degree.

The Continuing Education Program. Motlow State Community College is dedicated to the philosophy that education should not terminate. The broad idea of Continuing Education at Motlow State Community College is to help as many persons as possible to achieve their own educational aims by acquiring new knowledge and developing a capacity for self-education. This program is so designed that with proper counseling a student may pursue his educational objectives at a time and place convenient for him.

The Continuing Education program is drawn from all other programs of study. It also seeks to meet the needs of special classes and conferences. It is more than a program of evening or adult classes designed primarily for students beyond college age. The college's schedule for classes runs from 8:00 a.m. until 8:45 p.m., thereby enabling the working student to schedule classes at times of his choice. The college recognizes special needs of educational, business, industrial, and governmental organizations in the com-

Academic Information

munity for special types of training for their employees. The college welcomes the opportunity to meet with representatives of these organizations to provide seminars, institutes, or workshops to meet the needs of their personnel.

A variety of *non-credit courses* may be offered each quarter to assist individuals and specific groups in meeting requirements for job improvement, complying with business or industrial demands, or gaining general cultural benefits and personal enrichment. Individuals or groups in the community who want this type of course may make their interest known to the Dean of Instruction or to the Director of Continuing Education and Evening Instruction.

LIBRARY-LEARNING RESOURCES CENTER

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

The Library-Learning Resources Center's aim is to provide resources to promote and enrich the total educational program of the college. In 1973 there are also many current periodicals and newspapers in the Library-Learning Resources Center with bound back-issues and back-issues on microfilm. Professional librarians are available for service Monday through Friday. An instructional communication specialist also is available with multi-media resources to expand upon the work of the classroom. These resources include audio-tapes, phono discs, films, microfilm, film-strips and film loops, video-tapes, and the equipment to use them. The Library-Learning Resources Center is open Monday through Friday. Professional personnel are available to assist the students and faculty and also the citizens of the community.

GRADING SYSTEM

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

Grade	Grade Points Awarded Per Quarter Hour
A	Outstanding 4
B	Above Average 3
C	Average 2
D	Passing but below Average 1
F	Failing 0

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

Academic Information

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

I	Incomplete
NC	No Credit
W	Withdrew
W/P	Withdrew Passing
WF	Withdrew Failing

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

AWARDS AND HONORS

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

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

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

HONORS PROGRAM

To better serve its academically talented and highly motivated students, Motlow State Community College is offering an Honors Program in selected disciplines. The program will enable eligible students to pursue more extensive or intensive study in certain courses under the tutelage and guidance of a highly qualified member of the College faculty. The subjects being offered in the Honors Program are as follows:

English (Composition and Literature)
Biology
Physics
American History
Psychology

Interested students must make application for admission to the Honors Program by memorandum to a division chairman. Upon admission, the student must designate at least two disciplines and should register under the honors instructor. "Honors" will be denoted on the student's transcript at the end of each quarter for each course successfully completed.

Academic Information

A student is eligible to apply for admission to the Honors Program after two quarters of work and must be in the program at least three quarters. A GPA of 3.0 overall and 3.5 in the division in which he or she chooses to work is required. The student must maintain a GPA of 3.0 overall and 3.5 in his or her honors discipline, and will be dropped from the program if he or she falls below the minimum standards for two consecutive quarters.

ACADEMIC ADVISOR

Each student is assigned to an academic advisor by the Director of Admissions and Records. The faculty advisor assists the students in selecting proper courses, in interpretation of course requirements, and in the selection of a well balanced program. Faculty and counselors are the best sources of information to the student in the case of transferring to a four-year institution and/or completing the requirements for an associate degree. Instructors maintain regularly scheduled office hours, and a student should call on his advisor any time he has a question or needs help.

COOPERATIVE PROGRAM

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

PLANNING COURSES OF STUDY

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

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

PLANNING SPECIAL PROGRAMS

The following guidelines may be useful to students preparing for specific professional careers. These courses are recommended as electives for such students.

Academic Information

For Students Interested in Business

A student interested in baccalaureate or higher degrees in business should complete the requirements for an Associate of Arts or an Associate of Science degree. The student should be certain his curriculum includes the following courses:

- ACT 231, 232, 233 Principles of Accounting 9 Hrs.
- BUS 121 Introduction to Business 3 Hrs.
- ECO 201, 202, 203 Principles of Economics 9 Hrs.

For Students Interested in Engineering

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

- CHE 101, 102, 103 General Chemistry 12 Hrs.
 - ERG 101, 102 Engineering Graphics 6 Hrs.
 - ERG 121 Introduction to Technology 2 Hrs.
 - *MAT 112, 113, 211 Trigonometry and Calculus 15 Hrs.
 - MAT 212, 213, 273 Calculus and Differential Equations 13 Hrs.
 - ERG 252 Statics 3 Hrs.
 - ERG 253 Dynamics 3 Hrs.
 - PHY 201, 202, 203 General Physics 12 Hrs.
 - CST 132 FORTRAN Programming 4 Hrs.
- *A student with less than 3½ units of college preparatory mathematics including algebra and trigonometry will be advised to enroll in MAT 108 or 111 during the fall quarter or to enroll in the summer classes for these courses immediately after high school graduation.

For Students Interested in Law

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

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

- POL 111 Introduction to American Government 3 Hrs.
- POL 112 United States National Government 3 Hrs.

Academic Information

- POL 113 U.S., State, and Local Government 3 Hrs.
- Psychology and/or Sociology (Electives) 9 Hrs.
- ECO 201, 202, 203 Principles of Economics 9 Hrs.
- ACT 231, 232, 233 Principles of Accounting 9 Hrs.

For Students Interested in Medicine, Dentistry, and Pharmacy

A student who wishes to enter a school of medicine, dentistry, or pharmacy should complete the requirements for an Associate of Science degree. The student will then transfer to a four-year institution to complete the specific requirements of the school he wishes to enter. There have been several cases where students have been accepted to pharmacy and medical school after finishing two years of work at Motlow State Community College; however, the majority of the students do some third year work at another institution before entering.

Requirements for the University of Tennessee Medical units are: one year of English, one year of General Biology, one year of General Chemistry, one year of Physics (dental and pharmacy students need only 2 quarters of Physics), and one year of Organic Chemistry.

- BIO 141, 142, 143 General Biology 12 Hrs.
- CHE 101, 102, 103 General Chemistry 12 Hrs.
- PHY 201, 202, 203 General Physics 12 Hrs.
- BIO 231 Microbiology 4 Hrs.
- BIO 232, 233 Human Anatomy and Physiology 8 Hrs.
- CHE 231, 232, 233 Organic Chemistry 12 Hrs.

For Students Interested in Music

A student who wishes to transfer into a program of music major is urged to be aware of the requirements of his chosen senior college. Imperative basic skills in theory, history, and applied music may be developed in the courses listed here. A student desiring the Associate of Arts or the Associate of Science degree may adapt this program of study into the degree requirements.

- MUS 101, 102, 103 Music Theory and Harmony 9 Hrs.
- MUS 111, 112, 113 Chorus
- and or
- MUS 115, 116, 117 Instrumental Ensemble 3-6 Hrs.
- *MUS 131, 132, 133 Class Piano
- or
- *MUS 121, 122, 123 Class Voice 6 Hrs.
- *Class Piano may be waived by instructor on evidence of competency at the keyboard.
- **Class Voice may be waived by instructor on evidence of vocal competency.
- MUS 201, 202, 203 Advanced Theory and Harmony 9 Hrs.
- MUS 211, 212, 213 Chorus
- and or

Academic Information

MUS 215, 216, 217 Instrumental Ensemble 3-6 Hrs.
 MUS 221, 222, 223 Individual Voice
 or

••MUS 231, 232, 233 Individual Piano 3 Hrs.
 •Individual Voice required only of vocal majors.
 •Individual Piano required only of keyboard majors.
 Individual instruction for music majors is available in piano and voice.

If a student plans to major or minor in music at a four-year institution, he is required to participate in one or more vocal or instrumental performing groups.

Major
For Students Interested in Teaching

A student interested in teaching may complete the requirements for either an Associate of Arts or an Associate of Science degree. He will then transfer to an institution granting a degree in education. With his advisor, he should compare the following courses with those required in the first two years of the four year institution he plans to attend. The following list of courses includes those typically required during the first two years. This list should not be interpreted to mean that all teacher training institutions require all of the following for certification.

Elementary

ART 103..... School Art
 PED 204..... Physical Education for Elementary Teachers
 ENG 231..... Fundamentals of Speech
 ENG 262..... Children's Literature
 MUS 131..... Class Piano
 MUS 242..... Fundamentals of Elementary Music
 HED 201..... Personal Health
 EDU 101..... Introduction to Education
 EDU 110..... Human Growth and Development
 PSY 121, 122, 123..... General Psychology
 PSY 211..... Educational Psychology

Secondary

ART 101..... Art Appreciation
 HED 201..... Personal Health
 ENG 231..... Fundamentals of Speech
 MUS 241..... Understanding Music
 EDU 101..... Introduction to Education
 EDU 110..... Human Growth and Development
 PSY 121, 122, 123..... General Psychology
 PSY 211..... Educational Psychology

Academic Information

GENERAL REQUIREMENTS FOR DEGREES

Motlow State Community College awards an Associate of Arts Degree and an Associate of Science Degree. A certificate may be awarded those who complete a non-degree program.
 General requirements for an Associate Degree are as follows:
 1. Not less than 96 quarter hours of credit including 6 quarters of physical education activities.
 2. A minimum of the final 36 hours of course work completed in residence at Motlow State Community College with a "C" average.
 3. Overall grade point average of 2.00 (C Average).

ASSOCIATE OF ARTS, UNIVERSITY PARALLEL

ENG 101, 102, 103 English Composition	Hrs.	9
ENG (Literature Electives)		9
BIO		
or		
CHE	(Biological or Physical Science Electives)	
or		
PHY	1 Year Sequence	9-12
HIS 211, 212, 213 U.S. History		9
MAT (Mathematics Electives)		6-10
PED (Activities Electives)		6
SPA	Spanish	
or		
FRE	or 1 Year Sequence	9
or		
FRE	French	
Division of Humanities (Electives)		9
Division of Social Science and Education (Electives)		9
General Electives		14-21
Associate of Science, University Parallel		96 Hrs.
ENG 101, 102, 103 English Composition		9
ENG (Literature Electives)		9
BIO		
or		
CHE	(Biological or Physical Science Electives)	
or		
PHY	1 Year Sequence	9-12
HIS 211, 212, 213 U.S. History		9
MAT (Mathematics Electives)		6-10
PED (Activities Electives)		6
or		
PHY	1 Year Sequence	9-15
Division of Science and Mathematics		
or		
PHY	1 Year Sequence	9-15
Division of Social Science and Education (Electives)		
or		
PHY	1 Year Sequence	9
Division of Career Education (Electives)		9
General Electives		17-30
		96 Hrs.

Academic Information

**ASSOCIATE OF SCIENCE
IN
AEROSPACE TECHNOLOGY**

This program is designed to prepare the student for careers in aerospace development, aerospace manufacturing, engineering aides, airport management, airlines operations, flight stewardess careers, and other related areas.

Two-Year Career Option

ENG 101, 102	Composition	6
ENG 231	Fundamentals of Speech	3
MAT 108	Technical Mathematics	4
MAT 221	Elementary Mathematical Statistics	3
PHY 201, 202, 203	General Physics	12
ECO 201	Principles of Economics	3
GGY 101	Elements of Physical Geography	3
HED 203	First Aid and Safety	3
ACT 231, 232, 233	Principles of Accounting	9
AVI 111, 112	Flight Theory, Navigation	6
AVI 113, 123	FAA Regulations, Aviation Weather	6
AVI 201, 202	Flight Instruction I, II	6
BUS 271	Business Organization and Management	3
CST 121	Introduction to Electronic Data Processing	3
ERG 101	Engineering Graphics	3
ERG 121	Introduction to Technology	2
IMT 183	Principles of Supervision	3
MKT 103	Public Relations	3
	Approved Electives	15
		96 Hrs.

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

Two-Year Transfer Option

ENG 101, 102, 103	Composition	9
CHE 101, 102, 103	General Chemistry	12
MAT 111, 112	Algebra and Trigonometry	10
PHY 201, 202, 203	General Physics	12
HIS 211, 212, 213	U.S. History	9
PSY 121	General Psychology	3
AVI 111, 112	Flight Theory, Navigation	6
AVI 113, 123	FAA Regulations, Weather	6
AVI 201, 202	Flight Instruction	6

Academic Information

ERG 101	Engineering Graphics	3
ENG	Literature Electives	9
PED	Physical Education Activities	6
	Approved Electives	6
		97 Hrs.

NOTE:
Middle Tennessee State University cooperated in developing this transfer curriculum to meet the requirements of its four-year program, the only four-year program of its type in Tennessee.

**ASSOCIATE OF SCIENCE
IN
BUSINESS
ACCOUNTING OPTION**

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.

ENG 101, 102	Composition	6
ENG 231	Fundamentals of Speech	3
MAT 221	Elementary Mathematical Statistics	3
ECO 201, 202	Principles of Economics	6
ACT 231, 232, 233	Principles of Accounting	9
ACT 241, 242	Income Tax-Personal and Business	6
ACT 251, 252, 253	Intermediate Accounting	9
ACT 261	Cost Accounting	3
ACT 271	Special Accounting Problems	3
ACT 281	Auditing	3
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 261	Introduction to Business Law	3
BUS 271	Business Organization and Management	3
CST 121	Introduction to Electronic Data Processing	3
CST 211, 212	COBOL Programming I, II	8
CST 223	Commercial Applications	3
ERG 121	Introduction to Technology	2
	Approved Electives	14
		96 Hrs.

GENERAL BUSINESS OPTION

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.

Academic Information

ENG 101	Composition	Hrs.
ENG 231	Fundamentals of Speech	3
MAT 221	Elementary Mathematical Statistics	3
ECO 201, 202, 203	Principles of Economics	9
ACT 231, 232, 233	Principles of Accounting	9
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 222	Business Communications	3
BUS 251	Business Machines	3
BUS 261	Introduction to Business Law	3
BUS 271, 272	Business Organization and Management	6
BUS 281, 282	Marketing	6
CST 121	Introduction to Electronic Data Processing	3
CST 211	COBOL Programming I	4
ERG 101	Engineering Graphics	3
IMT 281	Principles of Supervision	3
MKT 102	Salesmanship	3
SST 101	Beginning Typewriting	3
	Approved Electives	20
		<u>96 Hrs.</u>

INDUSTRIAL MANAGEMENT OPTION

This program is designed to (1) progressively upgrade the management and supervisory skills of those students already employed in industry, (2) provide the student with entry level skills for mid-management positions in several areas of industrial specialization, and (3) provide basic industrial management background for the student who may later decide to pursue a baccalaureate or higher degree in Industrial Management.

ENG 101, 102	Composition	Hrs.
ENG 231	Fundamentals of Speech	6
MAT 108	Technical Mathematics	3
MAT 221	Elementary Mathematical Statistics	4
PHY 101, 102, 103	Physical Science	3
ECO 201	Principles of Economics	9
ACT 231, 232	Principles of Accounting	3
CST 121	Introduction to Electronic Data Processing	6
CST 211	COBOL Programming I	3
ERG 101, 102	Engineering Graphics	4
ERG 121	Introduction to Technology	2
IMT 101	Elements of Industrial Management	3
IMT 153	Industrial Safety	3
IMT 183	Principles of Supervision	3
IMT 211	Motion and Time Study	3

Academic Information

IMT 223	Quality Control	Hrs.
IMT 231, 232	Production and Cost Control	3
IMT 243	Plant Layout	6
IMT 272	Labor Relations	3
	Approved Electives	3
		<u>21</u>
		<u>97 Hrs.</u>

MARKETING OPTION

This program is designed to prepare the student upon graduation for positions in buying, selling, transportation, and storage. Many of the courses are directly transferable to four-year institutions for credit toward a Bachelor's degree.

ENG 101, 102	Composition	Hrs.
ENG 231	Fundamentals of Speech	6
MAT 221	Elementary Mathematical Statistics	3
ECO 201, 202, 203	Principles of Economics	9
ACT 231, 232, 233	Principles of Accounting	9
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 251	Business Machines	3
BUS 271	Business Organization and Management	3
BUS 281, 282	Principles of Marketing	6
CST 121	Introduction to Electronic Data Processing	3
IMT 183	Principles of Supervision	3
MKT 102	Salesmanship	3
MKT 103	Public Relations	3
MKT 202	Principles of Wholesaling and Retailing	3
MKT 223	Sales Management	3
MKT 231	Advertising Principles	3
MKT 232	Marketing Management	3
MKT 233	Marketing Research	3
MKT 243	Purchasing	3
	Approved Electives	15
		<u>96 Hrs.</u>

ASSOCIATE OF SCIENCE

IN

COMPUTER SCIENCE

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. Two options are offered in Computer Science: (1) A business computer option and (2) a scientific computer option. The business option is designed for students interested in business data processing and computing. The scientific option is designed for students

Academic Information

interested in scientific and engineering applications of the computer. Students in either area are required to master the FORTRAN and COBOL languages and may choose supporting courses, depending upon the student's interest.

BUSINESS OPTION

ENG 101, 102	Composition	Hrs.
ENG 231	Fundamentals of Speech	6
MAT 108	Technical Mathematics	3
MAT 221	Elementary Mathematics	4
ECO 201, 202, 203	Principles of Economics	3
ACT 231, 232, 233	Principles of Accounting	9
BUS 121	Introduction to Business	3
BUS 251	Business Machines	3
BUS 271, 272	Business Organization and Management	3
CST 121	Introduction to Electronic Data Processing	6
CST 132	FORTRAN Programming	3
CST 133	Symbolic Language Programming	4
CST 211, 212	COBOL Programming I, II	4
CST 213	Operating Systems	8
CST 223	Commercial Applications	3
SST 221	Records Management	3
	Approved Electives	3
		22
		96 Hrs.

SCIENTIFIC OPTION

ENG 101, 102	Composition	Hrs.
ENG 231	Fundamentals of Speech	6
MAT 111	College Algebra	3
MAT 112	Plane Trigonometry	5
MAT 113	Analytic Geometry and Calculus	5
MAT 211, 212, 213	Calculus	15
MAT 221	Elementary Mathematical Statistics	3
PHY 201, 202, 203	General Physics	12
CST 121	Introduction to Electronic Data Processing	3
CST 132	FORTRAN Programming	4
CST 133	Symbolic Language Programming	4
CST 211, 212	COBOL Programming I, II	8
CST 213	Operating Systems	3
CST 233	Scientific Applications	3
	Approved Electives	17
		96 Hrs.

Note: CHE 101 is recommended as an elective.

Academic Information

**ASSOCIATE OF SCIENCE
IN
NURSING**

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

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

Admission requirements are the same as any other program of study at the College. In addition, a Nursing Entrance Examination is required. Acceptance of each applicant will depend upon test scores, previous grades, age, health conditions, and letters of recommendation.

A Nursing Application must be on file in the Department of Nursing by April 1st each year. One class is admitted annually in the fall quarter.

The student must submit evidence of good physical and mental health. A physical examination must be completed at the beginning of each school year. The cost of the uniforms, which must be purchased prior to the fall quarter, will be approximately \$65.00. Student nurse liability insurance will cost \$7.00 per year. Nursing Entrance Examination fee is \$10.00.

An overall grade point average of 2.0 (C) must be achieved in all courses attempted. In addition, the student must make no grade less than "C" in any nursing, biology, or nutrition course attempted and satisfactory performance in the clinical laboratory to be eligible for the succeeding nursing course.

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

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.

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

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

Academic Information

ENG 101, 102, 103	Composition	9
BIO 231	Microbiology	4
BIO 271, 272, 273	Anatomy and Physiology	9
CHE 101	General Chemistry	4
EDU 110	Human Growth and Development	3
HED 221	Principles of Nutrition	4
POL 113	U.S., State, and Local Government	3
PSY 122, 123	General Psychology	6
SOC 211	Introduction to Sociology	3
SOC 213	Social Problems	3
SOC 220	Courtship, Marriage, and the Modern Family	3
NET 101, 102	Fundamentals of Nursing I, II	11
NET 103, 104	Medical-Surgical Nursing I, II	14
NET 201	Psychiatric Nursing	9
NET 202, 203	Maternal-Child Health I, II	12
PED	Physical Education Activities	3
	Approved Electives	6
		<u>106 Hrs.</u>

ASSOCIATE OF SCIENCE

IN

SECRETARIAL SCIENCE

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

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

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

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

SECRETARIAL OPTION

ENG 101, 102, 103	Composition	9
ENG 231	Fundamentals of Speech	3
ECO 201, 202	Principles of Economics	6
ACT 231, 232	Principles of Accounting	6
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 222	Business Communications	3
BUS 251	Business Machines	3
BUS 261	Introduction to Business Law	3
		<u>Hrs.</u>

Academic Information

CST 121	Introduction to Electronic Data Processing	3
SST 101, 102, 103	Beginning, Intermediate, Advanced Typewriting	9
SST 111, 112, 113	Beginning, Intermediate, Advanced Shorthand	9
SST 211, 212	Advanced Shorthand and Transcription	6
SST 213, 214, 215	Office Procedures	9
SST 221	Records Management	3
	Approved Electives	15
		<u>96 Hrs.</u>

*Students with one year of high school typewriting or shorthand may be permitted to waive SST 101 or SST 111 and begin with SST 102 or SST 112 respectively. Students with two years of high school typewriting or shorthand may be permitted to waive SST 102 or SST 112 and begin with SST 103 or SST 113 respectively. Electives will be substituted for waived courses.

GENERAL CLERICAL OPTION

ENG 101, 102, 103	Composition	9
ENG 231	Fundamentals of Speech	3
ECO 201, 202	Principles of Economics	6
ACT 231, 232, 233	Principles of Accounting	9
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 222	Business Communications	3
BUS 251	Business Machines	3
BUS 261	Introduction to Business Law	3
CST 121	Introduction to Electronic Data Processing	3
SST 101, 102, 103	Beginning, Intermediate, Advanced Typewriting	9
SST 201	Technical Typewriting	3
SST 213, 214, 215	Office Procedures	9
SST 221	Records Management	3
	Approved Electives	24
		<u>96 Hrs.</u>

*Students with one year of high school typewriting may be permitted to waive SST 101 and begin with SST 102. Students with two years of high school typewriting may be permitted to waive SST 102 and begin with SST 103. Electives will be substituted for waived courses.

ONE YEAR CERTIFICATE PROGRAMS

The following programs leading to a Certificate of Completion are offered for students wishing to gain marketable skills in concentrated areas in a one year period. Credits earned in these programs are acceptable toward the associate degrees should the student decide to continue his education. Proficiency courses in smaller groupings are also available for part-time or evening students. The Division of Career Education publishes complete information on this subject.

Academic Information

Accounting Trainee

ACT 231, 232, 233	Principles of Accounting	Hrs.	9
ACT 241, 242	Income Tax—Personal & Business		6
ACT 251, 252, 253	Intermediate Accounting		9
ACT 261	Cost Accounting		3
ACT 271	Special Accounting Problems		3
ACT 281	Auditing		3
BUS 121	Introduction to Business		3
BUS 124, 125	Business Mathematics		6
CST 121	Introduction to Electronic Data Processing		3
CST 211	COBOL Programming I		4
ERC 121	Introduction to Technology		2

51 Hrs.

Industrial Management Trainee

MAT 108	Technical Mathematics	Hrs.	4
MAT 221	Elementary Mathematical Statistics		3
ECO 201	Principles of Economics		3
ACT 231	Principles of Accounting		3
CST 121	Introduction to Electronic Data Processing		3
ERC 101	Engineering Graphics		2
ERC 121	Introduction to Technology		2
IMT 101	Elements of Industrial Management		3
IMT 153	Industrial Safety		3
IMT 183	Principles of Supervision		3
IMT 211	Motion and Time Study		3
IMT 223	Quality Control		3
IMT 231, 232	Production and Cost Control		6
IMT 243	Plant Layout		3
IMT 272	Labor Relations		3

48 Hrs.

Marketing Trainee

MAT 221	Elementary Mathematical Statistics	Hrs.	3
ECO 201, 202, 203	Principles of Economics		9
ACT 231, 232, 233	Principles of Accounting		9
BUS 121	Introduction to Business		3
BUS 124, 125	Business Mathematics		6
BUS 281, 282	Marketing		6
CST 121	Introduction to Electronic Data Processing		3
MKT 232	Marketing Management		3
MKT 233	Marketing Research		3
	Approved Electives		6

51 Hrs.

Academic Information

Salesmanship Trainee

ENG 231	Fundamentals of Speech	Hrs.	3
ACT 231, 232	Principles of Accounting		6
BUS 121	Introduction to Business		3
BUS 124, 125	Business Mathematics		6
BUS 281, 282	Marketing		6
MKT 102	Salesmanship		3
MKT 103	Public Relations		3
MKT 223	Sales Management		3
MKT 231	Principles of Advertising		3
	Approved Electives		12

48 Hrs.

Wholesaling & Retailing Trainee

ECO 201, 202, 203	Principles of Economics	Hrs.	9
ACT 231, 232, 233	Principles of Accounting		9
BUS 121	Introduction to Business		3
BUS 124, 125	Business Mathematics		6
BUS 281, 282	Marketing		6
MKT 202	Principles of Wholesaling & Retailing		3
MKT 231	Principles of Advertising		3
MKT 243	Purchasing		3
	Approved Electives		6

48 Hrs.

General Clerical Trainee

ENG 101, 102	Composition	Hrs.	6
ACT 231, 232	Principles of Accounting		6
BUS 121	Introduction to Business		3
BUS 124, 125	Business Mathematics		6
BUS 222	Business Communications		3
BUS 251	Business Machines		3
CST 121	Introduction to Electronic Data Processing		3
SST 101, 102, 103	Beginning, Intermediate, Advanced Typewriting		9
SST 213, 214, 215	Office Procedures		9

48 Hrs.

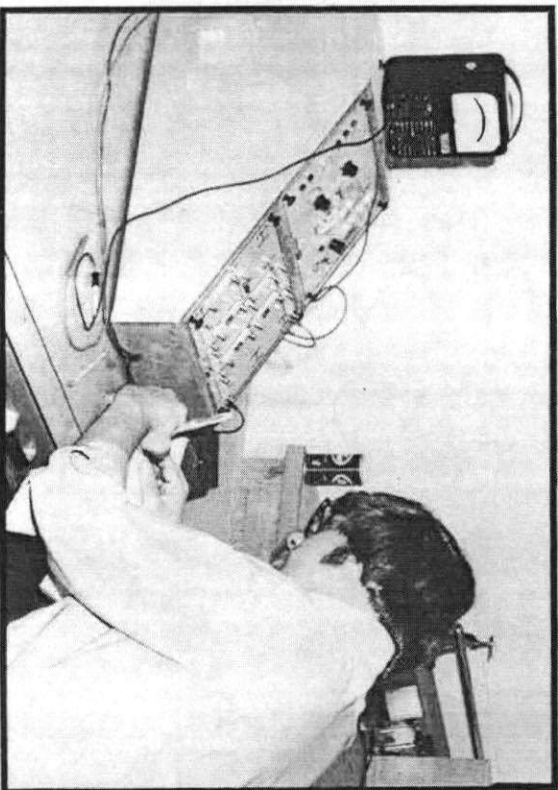
Academic Information

Secretarial Science Trainee

	Hrs.
ENG 101, 102 Composition	6
ACT 231 Principles of Accounting	3
BUS 121 Introduction to Business	3
BUS 124 Business Mathematics	3
BUS 222 Business Communications	3
BUS 251 Business Machines	3
SST 101, 102, 103 Beginning, Intermediate, Advanced Typewriting	9
SST 111, 112, 113 Beginning, Intermediate, Advanced Shorthand ..	9
SST 213, 214, 215 Office Procedures	9
48 Hrs.	



**DIVISION OF
CAREER EDUCATION**



Division of Career Education

Dr. Robert J. Kopecky, Chairman

The Division of Career Education offers programs leading to the Associate of Science Degree in Aerospace, Business, Computer Science, Nursing, and Secretarial Science.

The objectives of Career Education at Motlow State Community College are: (1) to prepare students for advanced standing in other Colleges and Universities, (2) to prepare students for entrance into the career field of their choice, and (3) to offer courses combined in small groupings for students who desire to become proficient in specialized subject areas.

All career programs are open to adults of all ages, and a student may enroll in any day or evening course without being registered in a specific degree program. The Division of Career Education publishes special brochures describing each one-year and other certificate programs available.



Division of Career Education

ACCOUNTING

- ACT 231 Principles of Accounting 3 Credits
Basic principles of accounting, journals and ledgers, completion of the accounting cycle, summarizing and reporting, inventories, deferrals, and accruals.
- ACT 232 Principles of Accounting 3 Credits
Accounting systems, payroll system, data processing, and special processes for partnerships and corporations involving organization and operation. Prerequisite: ACT 231.
- ACT 233 Principles of Accounting 3 Credits
Control accounting, manufacturing cost systems, job order cost system, budgetary control, income tax accounting, and the preparation and analysis of financial statements. Prerequisite: ACT 232.
- ACT 241 Income Tax Accounting—Personal 3 Credits
Federal income tax laws with emphasis on the preparation of returns for individuals.
- ACT 242 Income Tax Accounting—Business 3 Credits
Federal income tax laws with emphasis on the preparation of returns for small businesses.
- ACT 251 Intermediate Accounting 3 Credits
A review of fundamental processes including cash-flow and fund-flow analysis, temporary investments, receivables, inventory cost and valuation procedures. Prerequisite: ACT 233.
- ACT 252 Intermediate Accounting 3 Credits
Continuation of review of fundamental processes in income tax allocation procedures, working capital forecasts, long-term investments, present-value concepts in asset, liability valuation. Prerequisite: ACT 251.
- ACT 253 Intermediate Accounting 3 Credits
Financial statement analysis, use of comparative data, special ratios and measurements, financial statements adjusted for price-level changes, and latest CPA problems. Prerequisite: ACT 252.
- 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. This course is for Accounting majors and may not be transferable for a Baccalaureate Degree.
- ACT 271 Special Accounting Problems 3 Credits
Contains cases which are especially designed for accounting students. All problems represent carefully selected business situations; students must decide on a course of action based on the factual data presented. Prerequisite: ACT 233.

Division of Career Education

ACT 281 Auditing 3 Credits
Auditing procedures with emphasis on areas of deviation from acceptable accounting principles and problems that an auditor encounters in preparing an audit report.

AEROSPACE TECHNOLOGY

AVI 101 General Aeronautics 3 Credits
History of aerospace, opportunities in the aerospace field, fundamentals of flight, air navigation, meteorology, and Federal Aviation Regulations. This course is open to all students who desire a general and practical knowledge of aviation.

AVI 111 Flight Theory 3 Credits
Aeronautics and the basic principles of flight. Analysis of the physics of flight including the application of basic aerodynamics to the wing and other airfoils. The analysis of lift, weight, drag, and thrust components relative to aircraft performance.

AVI 112 Navigation 3 Credits
A fundamental study of the techniques of aviation navigation with particular emphasis on D/R and Radio Navigation techniques.

AVI 113 Aviation Regulations 3 Credits
A study of Federal and International laws that govern aviation operations. Source of those laws, enforcement and purpose. The study places emphasis on laws or regulations concerning airman, aircraft, air agencies, air operation, air traffic control and flying safety.

AVI 123 Aviation Weather 3 Credits
Weather and its influence on aerospace operations. Provides a basic understanding of the atmosphere, measurement of meteorological elements, and effects of these on air operations in the lower atmosphere.

AVI 201 Flight Instruction I 3 Credits
Flight instruction and discussion to provide the student with an opportunity to become familiar with the airplane and to apply much of the material covered in other courses. Prerequisite: Permission of the Dean of Instruction.

AVI 202 Flight Instruction II 3 Credits
A continuation of AVI 201 with emphasis on more advanced flight and technical instruction. Prerequisite: AVI 201.

AVI 211 Ground Safety 3 Credits
This is a sequential and interrelated course which emphasizes the respect and the precautions peculiar to the aviation profession for the safe ground operations of both personnel and equipment.

Division of Career Education

AVI 212 Flight Safety 3 Credits
This is a sequential and interrelated course which emphasizes the mandatory nature of inflight safety rules and procedures which must be performed correctly by all rated aviation personnel. The learner will be able to demonstrate proof of knowledge and proficiency in performance as a result of taking this course.

AVI 231 Instrument Flight 3 Credits
Instruments, FAA regulations, ATC procedures, radio navigation, meteorology, and aircraft operation and performance as applied to instrument flying and flight planning. Prerequisite: AVI 112 or permission of the Dean of Instruction.

BUSINESS

BUS 121 Introduction to Business 3 Credits
A survey course to provide a better understanding and knowledge of the American Private Enterprise System, its concepts, structures, functions, terminology, methods, and goals.

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

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

BUS 222 Business Communications 3 Credits
A study of the principles, practices, and mechanics of all types of business letters and business reports. Also emphasis on oral business communications. Prerequisite: ENG 101. Proficiency in typewriting is not required.

BUS 251 Business Machines 3 Credits
Course designed to familiarize student with office equipment including the use of 10-key adding machines, electronic calculators, and printing calculators. Emphasis on speed and accuracy.

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

BUS 261 Introduction to Business Law 3 Credits
A course to provide a better understanding of law, the judicial system, and knowledge of contracts, agency, partnerships, property, sales, crimes

Division of Career Education

and torts. Prerequisite: Sophomore status or permission of the Dean of Instruction.

BUS 271 Business Organization and Management 510410..... 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 Dean of Instruction.

BUS 272 Business Organization and Management 510410..... 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 Dean of Instruction.

BUS 281 Marketing 510410..... 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 510410..... 3 Credits
 A study of marketing channels, price policies and practices, non-price competition, the marketing of industrial goods, and marketing research as they relate to the distribution of goods.

COMPUTER SCIENCE

CST 101 Introduction to Punched Card Machines 510110..... 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 Keypunch, Sorter, Verifier, and Interpreter. One hour class plus one laboratory period.

CST 121 Introduction to Electronic Data Processing 510110..... 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 132 FORTRAN Programming 510110..... 4 Credits
 A basic course in scientifically oriented FORTRAN (formula translation) programming language. (3 hours lecture—3 hours lab.)

CST 133 Symbolic Language Programming 510110..... 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 lab.)

CST 211 COBOL Programming I 510110..... 4 Credits
 A study of commercial oriented language (COBOL) to enable the stu-

Division of Career Education

dent to gain programming proficiency through lectures and labs with "hands-on" computer experience. (3 hours lecture—3 hours lab.)

CST 212 COBOL Programming II 510110..... 4 Credits
 Emphasis is on the use of COBOL for processing tape and disk as sequential, index sequential, or direct access files. The study will also include mastery of more complex procedural verbs. Prerequisite: CST 211.

CST 213 Operating Systems 510110..... 3 Credits
 The concepts of disk and tape resident operating systems are discussed. Material covered will include use of the system, controlling the system, service programs, utility programs, BASIC terminal language and the preparation and use of job control cards. Prerequisite: CST 123 or CST 211.

CST 223 Commercial Applications 510110..... 3 Credits
 The student will develop, code, test, and debug computer programs necessary to implement a computerized solution relative to the student's field of interest. (2 hours lecture—3 hours lab.)

CST 233 Scientific Applications 510110..... 3 Credits
 Designed to give the science oriented student a basic understanding of the numerical solution of problems on a third-generation computer. Emphasis is on carefully selected and highly practical methods for handling a variety of numerical problems. (2 hours lecture—3 hours lab.) Prerequisite: CST 123 and MAT 211.

COOPERATIVE EDUCATION

COP 201 Cooperative Practicum 082280..... 2 Credits
 Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

COP 202 Cooperative Practicum 082280..... 2 Credits
 Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

COP 203 Cooperative Practicum 082280..... 2 Credits
 Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

ENGINEERING

ERG 101 Engineering Graphics I 011111..... 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 lab.)

ERG 102 Engineering Graphics II 011111..... 3 Credits
 Continuation of Graphics I into design, detail and assembly drawings.

Division of Career Education

fundamentals of perspective, fundamentals of descriptive geometry, graphical analysis. (1 hour lecture—4 hours lab.) Prerequisite: ERG 101 or 2 or 2 years high school drafting and permission of the Dean of Instruction.

ERG 103 Descriptive Geometry 09010... 3 Credits
Continuation of Graphics II with emphasis on space relations of points, lines, developments, and plane intersections. (1 hour lecture—4 hours lab.) Prerequisite: ERG 102.

ERG 121 Introduction to Technology 09010... 2 Credits
Introduction to the college, basic study skills, introduction to technical professions, problem solving techniques, lab reports, and slide rule. (1 hour lecture—2 hours lab.)

ERG 242 Architectural Design and Drafting 09010... 3 Credits
An introductory course in the design of small structures including residential. Compliance with Federal and local building codes, material quantity estimates, and cost estimates. Course stresses architectural standards of drafting and detail design. Prerequisite: ERG 101 or Permission of Dean of Instruction (1 hour lecture—4 hours lab.)

ERG 243 Architectural Design and Drafting 09010... 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. Prerequisite: ERG 242 (1 hour lecture—4 hours lab.)

ERG 252 Statics 09010... 3 Credits
A study of forces, movements, vector quantities, static equilibrium with application to structures, friction, center of gravity, second movements. Prerequisite: ERG 101. Prerequisite or Corequisite: MAT 113.

ERG 253 Dynamics 09010... 3 Credits
Absolute and relative kinematics, kinetics of particles and rigid bodies using Newton's laws, work-energy, and impulse-momentum. Prerequisite: ERG 252.

ERG 261 Elementary Surveying 09010... 3 Credits
The theory and use of basic surveying instruments, accuracy, probability of error, computation and drafting techniques. Prerequisite: ERG 101, MAT 113 or MAT 103 or Permission of the Dean of Instruction.

INDUSTRIAL MANAGEMENT

IMT 101 Elements of Industrial Management 50040... 3 Credits
A foundation course introducing the organization and basic principles

Division of Career Education

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 50040... 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 211 Motion and Time Study 50040... 3 Credits
Methods and techniques in motion and time study analysis, efficiency, labor saving devices, and work simplification.

IMT 223 Quality Control 50040... 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. MAT 221 is recommended.

IMT 231 Production and Cost Control I 50040... 3 Credits
Production control fundamentals, emphasizing job lot or order control methods. Includes planning, routing, scheduling, dispatching and follow-up.

IMT 232 Production and Cost Control II 50040... 3 Credits
A continuation of IMT 231 to study production control in continuous manufacturing or flow control, and the planning and control of large production or engineering projects.

IMT 243 Plant Layout 50040... 3 Credits
Principles of plant layout, process, charts, aids for effective layout, and includes lab project to utilize knowledge of all IMT courses studied. Prerequisite: ERG 101.

IMT 272 Labor Relations 50040... 3 Credits
An analysis of the major problems in labor relations, labor union history and operation, industrial and labor legislations, collective bargaining, the rights and responsibilities of employers and employees.

IMT 183 Principles of Supervision 50040... 3 Credits
Managing yourself, management of people at work, the planning, direction, and control of human resources in industrial plants.

MARKETING

MKT 102 Salesmanship 50040... 3 Credits
A presentation of salesmanship in its broad sense including the basic principles necessary for selling. Course will include actual projects in selling.

Division of Career Education

MKT 103 Public Relations 3 Credits
 A study of the role of public relations in business, an analysis of public opinion including the techniques of planning, research, and communication to earn acceptance and support of employees, customers, stockholders, and the community.

MKT 202 Principles of Wholesaling and Retailing 3 Credits
 A study of the principles and functions of wholesaling and retailing from the manufacturer to the consumer. The movement of consumer goods from source to user is related to the marketing functions involved. Prerequisite: BUS 281.

MKT 222 Sales Training 3 Credits
 A course designed to acquaint the student with the attitudes and philosophies of sales management. Course includes planning, performance, and evaluation of sales people and the sales organization.

MKT 223 Sales Management 3 Credits
 A presentation of principles, policies and organization structure of sales management. Course includes planning, performance, and evaluation of sales people and the sales organization.

MKT 231 Principles of Advertising 3 Credits
 A study of the techniques and methods of advertising, its planning, creation, and use in the retail field.

MKT 232 Marketing Management 3 Credits
 Concerns the role of the marketing manager with respect to policy decisions on product development, merchandising, distribution, and promotion. Prerequisite: BUS 281.

MKT 233 Marketing Research 3 Credits
 To develop an understanding of information systems techniques, and their application to marketing. Study of problem definitions, research, data evaluation, estimation and solution techniques. Prerequisite: BUS 281, MAT 221.

MKT 243 Purchasing 3 Credits
 An up-to-date study of the principles and methods of merchandise selection, what to buy, when to buy, where to buy, and how to buy.

MILITARY SCIENCE

MST 101 Military Science 1 Credit
 American Military History: Historical growth and development of the Army through the Civil War; principles of war, and evolution of warfare. Leadership development: Significance of military courtesy and discipline and practical exercises in leadership development and rifle marksmanship. Average one hour of classwork and one hour of leadership laboratory per week.

Division of Career Education

MST 102 Military Science 1 Credit
 American Military History: Historical growth and development of the Army from the Civil War to the present, principles of war, and evolution of warfare. Leadership Development: Significance of military courtesy and discipline, customs and traditions of the service, military as a profession, and practical exercises in leadership development. Average one hour of class work and one hour of leadership laboratory per week. Prerequisite: None.

MST 103 Military Science 1 Credit
 American Military History: Historical growth and development of the Army from World War II to the present, principles of war, and evolution of warfare. Leadership Development: Practical exercises in leadership development with the emphasis on individual skills.

MST 201 Military Science 2 Credits
 U.S. Defense Establishment: Organization of the Army and R.O.T.C. national security, and development of American military thought. Leadership Development: Functions, duties, and responsibilities of junior leaders, and the development of leadership potential and confidence through practical exercises. Average two hours of class work and one hour of leadership laboratory per week. Prerequisite: MST 101 and 102 or permission of the Dean of Instruction.

MST 202 Military Science 2 Credits
 Introduction to Tactics and Operations: Mission, organization, and composition of basic military teams, principles of offensive and defensive combat stressing firepower, movement and communications at the squad level, introduction to troop leading procedures, and application of basic principles of map and aerial photograph reading. Leadership Development: Functions, duties, and responsibilities of junior leaders and the development of leadership potential through practical exercise, and discussion of the R.O.T.C. Advanced Course. Average two hours of class work and one hour of leadership laboratory per week. Prerequisite MST 101 and 102 or permission of the Dean of Instruction. (MST 201 is not a prerequisite).

MST 203 Military Science 2 Credits
 Introduction to troop leading procedures at company level and application of basic principles of map and aerial photograph reading. Leadership Development: Same as MST 201. Prerequisite 101, 102, and 103 or permission of the Dean of Instruction.

NURSING

NET 101 Fundamentals of Nursing I 52,180,0.5 Credits
 Emphasis is placed on medical asepsis, body mechanics and daily hygienic care. The course includes socioeconomic factors, diet and pharmacology concepts as applied to patient care. Basic community health resources are considered. Appropriate clinical facilities will be utilized for laboratory experiences. (3 hours lecture—6 hours laboratory.)

NET 102 Fundamentals of Nursing II 52,080,0.6 Credits
 A continuation of NET 101. Study and guided learning experience in the basic nursing principles and skills. Prerequisite: NET 101 (3 hours lecture—8 hours laboratory.)

NET 103 Medical-Surgical Nursing I 52,080,0.6 Credits
 Theory and clinical practice emphasize the patient-centered problem-solving approach in assisting the individual to attain and/or maintain homeostasis. Concepts of emergency and disaster nursing, civil defense, community services and legal aspects of nursing care are further developed. Sequence of content based on material covered the previous quarters in anatomy and physiology. Prerequisite: NET 102. (3 hours lecture—8 hours laboratory.)

NET 104 Medical-Surgical Nursing II 52,080,0.8 Credits
 Advanced theory with a sequence of planned experiences designed to further develop knowledge and skills in the nursing care of patients with a complexity of problems. Emphasis is given to the recognition of psychosocial needs. Prerequisite: NET 103. (4 hours lecture—12 hours laboratory.)

NET 201 Psychiatric Nursing 52,080,0.9 Credits
 Designed to give the student a better understanding of self, the behavior of the normal individual, and the deviations which may occur in mental illness. Emphasis is placed on the principles and techniques of psychiatric nursing as well as the therapeutic use of groups. Psychological aspects of emergency nursing and legal implications in the care of the emotionally ill are integrated. Carefully selected experiences in a psychiatric setting are planned to provide increased skill in the problem-solving approach to patient-family-community centered nursing. Prerequisite: NET 104. (5 hours lecture—12 hours laboratory.)

NET 202 Maternal-Child Health I 52,080,0.6 Credits
 A course in the principles of care for the mother and the newborn in relation to the total family unit. The physiological and psychological concepts are covered from the time of conception through the antepartal, intrapartal, and postpartal periods. The concepts in the development of the fetus and the immediate care of the newborn are incorporated. Prerequisite: NET 201. (3 hours lecture—8 hours laboratory.)

NET 203 Maternal-Child Health II 52,080,0.6 Credits
 A course in the principles of care for the child as part of a family unit and as a member of the community. Concepts of normal growth and development are incorporated as they affect the common health problems of the child from infancy through adolescence. Experiences are provided in the nursery school, in classes for handicapped children and in the hospital pediatric unit. Prerequisite: NET 202. (3 hours lecture—8 hours laboratory.)

SECRETARIAL SCIENCE

SST 101 Beginning Typewriting 52,050,0.3 Credits
 Development of techniques in touch typewriting and the introduction of skills involved in typing manuscripts, business letters, and simple tabulations. (5 hours per week—lecture and lab.)

SST 102 Intermediate Typewriting 52,050,0.3 Credits
 Continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing business reports, correspondence, tabulations, and manuscripts. (5 hours per week—lecture and lab.)

SST 103 Advanced Typewriting 52,050,0.3 Credits
 Continued emphasis on speed and accuracy building with more emphasis on timed production of varied types of business materials. (5 hours per week—lecture and lab.)

SST 111 Beginning Shorthand 52,050,0.3 Credits
 Theory of Gregg Shorthand, Diamond Jubilee Series; development of dictation and transcription abilities. (5 hours per week—lecture and lab.)

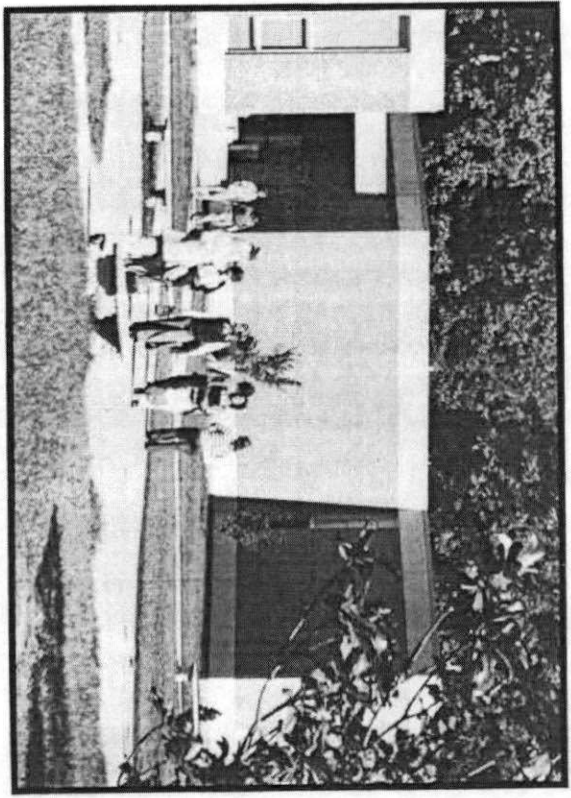
SST 112 Intermediate Shorthand 52,050,0.3 Credits
 Further application of principles of Gregg Shorthand, DJS, in the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. (5 hours per week—lecture and lab.)

SST 113 Advanced Shorthand 52,050,0.3 Credits
 Continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. (5 hours per week—lecture and lab.)

SST 201 Technical Typewriting 52,050,0.3 Credits
 Continuation of speed building, accuracy building, and production work with emphasis on manuscripts, business correspondence, tables, business forms, duplication, and 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 lab.)

- SST 211 **Advanced Shorthand and Transcription** . . . 5.0005.0 . . . 3 Credits
Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. (5 hours per week—lecture and lab.) Prerequisite: SST 113.
- SST 212 **Advanced Shorthand and Transcription** . . . 5.0005.0 . . . 3 Credits
Continued emphasis on dictation and transcription skills necessary to meet occupational standards. (5 hours per week—lecture and lab.) Prerequisite: SST 211.
- SST 213 **Office Procedures** 5.0005.0 3 Credits
Introduction to the duties of the clerical and secretarial worker. General areas are emphasized: appearance, grooming, office etiquette, and human relations. Office procedures studied include mailing procedures, telephone techniques, use of communication services, and other frequently performed office duties.
- SST 214 **Office Procedures** 5.0005.0 3 Credits
Includes units of special areas of office work such as legal and financial, travel and conference arrangements, collection and presentation of business data, job application and interviews.
- SST 215 **Office Procedures** 5.0005.0 3 Credits
Emphasis on development of skill in using proportional spacing typewriter, duplicating machines, the mimeoscope, and transcribing machines.
- SST 221 **Records Management** 5.0005.0 3 Credits
A study of equipment and systems used for information storage, transmission, and retrieval. The course covers filing, tape processing, and storage system design form usage, and other communications functions in the office.

**DIVISION
OF
HUMANITIES**



Division of Humanities

Mr. Orvil L. Moffitt, Chairman

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

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

Humanities emphasize the human experience in cultural and intellectual exploration.



- 70 -

Division of Humanities

ART

- ART 101 Art Appreciation 10030 3 Credits
A survey of painting, drawing, and sculpture from the old stone age to contemporary times.
- ART 103 School Art 10010 3 Credits
Experience with two and three dimensional materials used in present-day elementary school art programs.
- ART 111 Basic Design 10020 3 Credits
A studio introduction to two dimensional techniques and principles. A laboratory course. (6 hours per week.)
- ART 112 Color and Design 10020 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 Dean of Instruction.
- ART 113 Structure and Design 10020 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 Dean of Instruction.
- ART 121 Drawing 10020 3 Credits
Introduces the procedures of freehand drawing. It is a course designed to teach visual perception and conception.
- ART 231 Introduction to Painting 10020 3 Credits
An introduction to the techniques and principles of oil painting. A laboratory course. (6 hours per week.)
- ART 232 Painting 10020 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 Dean of Instruction.
- ART 241 Introduction to Ceramics 10090 3 Credits
An introduction to the techniques of making wheel and hand built pottery. Glazing and firing. A laboratory course. (6 hours per week.)
- ART 242 Ceramics 10090 3 Credits
A continuation of 241 with emphasis on creative design of pottery and related forms. A laboratory course. (6 hours per week.) Prerequisite: ART 241 or permission of the Dean of Instruction.
- ART 243 Ceramics 10090 3 Credits
A continuation of creative design of pottery and related forms. A laboratory course. (6 hours per week.) Prerequisite: ART 242 or permission of the Dean of Instruction.

- 71 -

Division of Humanities

tory course. (6 hours per week.) Prerequisite: ART 242 or permission of the Dean of Instruction.

ENGLISH

- ENG 101 English Composition 15010 3 Credits
 A study of basic language theory and of the smaller units of writing. Word usage and sentence structure are stressed.
- ENG 102 English Composition 15010 3 Credits
 A continuation of ENG 101 with emphasis on expository writing skills and the documented paper. (College transfer classes study rhetorical devices and organization. Career Education classes study, in addition, the reporting of evidence.)
- ENG 103 English Composition 15010 3 Credits
 A continuation of ENG 102. Several types of literature are read and analyzed and short critical papers are written.
- ENG 110 Reading Improvement 08200 2 Credits
 A survey which provides reading sources for instruction, practice in locating needed information, and increasing the use of the skills needed in reading.
- ENG 111 Reading Improvement 08200 2 Credits
 A continuation of ENG 110. Provides additional practice in application of reading skills. (3 hours per week.)
- ENG 112 Reading Improvement 08200 2 Credits
 A continuation of ENG 110 and 111. Provides additional practice in application of reading skills. (3 hours per week.)
- ENG 205 Sophomore Literature I 15020 3 Credits
 The literary heritage of the western world: Greek and Roman drama, epic, and poetry. Prerequisite: ENG 103.
- ENG 206 Sophomore Literature II 15020 3 Credits
 Representative works of the prose, poetry, and drama of England. Prerequisite: ENG 103.
- ENG 207 Sophomore Literature III 15020 3 Credits
 Representative works of the prose, poetry, and drama of America since 1800. Prerequisite: ENG 103.
- ENG 231 Fundamentals of Speech 15040 3 Credits
 A study of speech as an act of communication. The confidence and poise of the student before an audience and the ability to select, research, organize, write and present a subject orally are stressed.
- ENG 241 Public Speaking 15040 3 Credits
 Methods of practical application in the organization and presentation of

Division of Humanities

classroom speeches with emphasis on special types of speaking: informative, persuasive, after-dinner, humorous, and acceptance. Analysis and criticism of speech structure and delivery are stressed. Prerequisite: ENG 231 or permission of the Dean of Instruction.

- ENG 242 Oral Reading 15040 3 Credits
 An introduction to the analysis of literature and the speech skills necessary in preparing and orally communicating literature to an audience. Prerequisite: ENG 231 or permission of the Dean of Instruction.
- ENG 251 Debate 15040 3 Credits
 Instruction and participation in argumentation, debate, original oratory and extemporaneous speaking.
- ENG 261 Children's Drama and Speech 15040 3 Credits
 A speech and drama program for children: story-telling, creative dramas, choral speaking, puppetry, children's theater, classroom reports, and speeches. Especially recommended for elementary education majors.
- ENG 262 Children's Literature 15040 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 in the associate degrees.

FRENCH

- FRE 101 Beginning French 11020 3 Credits
 Elementary grammar, pronunciation, and reading of graded texts. (Those students having French in high school may have advanced placement by examination and departmental approval.)
- FRE 102 Beginning French 11020 3 Credits
 Continued study of elementary grammar, pronunciation, and graded reading texts. Introduction to elementary composition.
- FRE 103 Beginning French 11020 3 Credits
 Continued study of elementary grammar and graded reading texts, with increasing emphasis on pronunciation and composition.
- FRE 201 Intermediate French 11020 3 Credits
 Reading of intermediate texts, magazines, newspapers, and short stories, with grammar review and oral practice. Prerequisite: FRE 103 or equivalent. (Laboratory Sessions are arranged individually for all students.)
- FRE 202 Intermediate French 11020 3 Credits
 Grammar review, intermediate composition and conversation. Introduction to literary forms. A brief study of the French culture.
- FRE 203 Intermediate French 11020 3 Credits
 Further development in speaking, reading, and writing skills. Continued orientation to literature, with emphasis on selected novels.

MUSIC

- MUS 101 Music Theory and Harmony 10040.3 Credits
 Required for all music majors and suggested for anyone interested in how music is put together. Included are: eartraining, sight-reading, major and minor fundamental structural harmony, keyboard experience, and elementary composition.
- MUS 102 Music Theory and Harmony 10040.3 Credits
 A continuation and extension of skills introduced in MUS 101. Prerequisite: MUS 101.
- MUS 103 Music Theory and Harmony 10040.3 Credits
 A continuation and extension of skills introduced in MUS 101 and 102. Prerequisite: MUS 102.
- MUS 201 Advanced Theory and Harmony 10040.3 Credits
 Continues the study of melody and harmony through composition and analysis. Secondary dominants and modulation are included with melodic period and phrase grouping. Prerequisite: MUS 103.
- MUS 202 Advanced Theory and Harmony 10040.3 Credits
 Involves chromatic and altered chords with two and three part forms. Ear training, sight-reading, analysis, and composition are continued. Prerequisite: MUS 201.
- MUS 203 Advanced Theory and Harmony 10040.3 Credits
 Extends harmony to modern techniques and melody to contemporary practices. Aural, compositional, and keyboard skills are continued. Prerequisite MUS 202.
- MUS 241 Understanding Music 10040.3 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 10040.3 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 243 Music in Contemporary Culture 10040.3 Credits
 Music in Contemporary Culture is the study of 20th century music and how it reflects the total cultural life of Americans. The evaluation of jazz, avant garde style, electronics, and the most current aspects of music are

- discussed. Listening, discussion films, articles, live concerts and recording sessions are employed to maintain current relevance.
- MUS 244 Church Music 10040.3 Credits
 This course is designed for the church song leader, choir director, or minister of music. Music fundamentals, conducting, organizations of church music, and music materials are stressed. The student will study for the special needs of his church music program.
- Chorus 10040.2 Credits Each
 Chorus is a lab-choral-activity group, singing a cappella and accompanied mixed voice selections from the Renaissance through the Contemporary periods. Membership is based on interest and dependability, for credit or non-credit. (Non-sequential.)
- | | |
|---------|---------|
| MUS 111 | 2 Hours |
| MUS 112 | 2 Hours |
| MUS 113 | 2 Hours |
| MUS 211 | 2 Hours |
| MUS 212 | 2 Hours |
| MUS 213 | 2 Hours |
- Instrumental Ensemble 10040.2 Credits Each
 Instrumental Ensemble membership is composed of students of previous instrument experience; woodwind, brass, percussion. The combo studies and performs a variety of tunes; twing, jazz, dixieland, rock, and concert.
- | | |
|---------|---------|
| MUS 115 | 2 Hours |
| MUS 116 | 2 Hours |
| MUS 117 | 2 Hours |
| MUS 215 | 2 Hours |
| MUS 216 | 2 Hours |
| MUS 217 | 2 Hours |
- Piano 10040.2 Credits Each
 Class piano is designed to begin at the level of each individual student and meet his needs. With facilities of the electronic piano lab, students may work on church music, classical music, pop music, or gain keyboard experience as an elementary education major. Learning to read music, playing by ear, reading chord symbols, improvising, and playing in ensemble are stressed. (no fee)
- | | |
|---------|---------|
| MUS 131 | 2 Hours |
| MUS 132 | 2 Hours |
| MUS 133 | 2 Hours |
- (These are to be taken in sequence.)

Division of Humanities

Individual Piano 10040 1-2 Credits Each
 Individual Piano is private piano instruction adapted to individual needs and interests. It is required of all music majors. (fee) One lesson; weekly, regular fee; two lessons weekly, double fee, two credits.
 MUS 231 1-2 Hours
 MUS 232 1-2 Hours
 MUS 233 1-2 Hours
 (These are to be taken in sequence.)

Applied Music

Voice 10040 2 Credits Each
 Class Voice includes small vocal instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English. (no fee.)
 MUS 121 2 Hours
 MUS 122 2 Hours
 MUS 123 2 Hours
 (These are to be taken in sequence.)

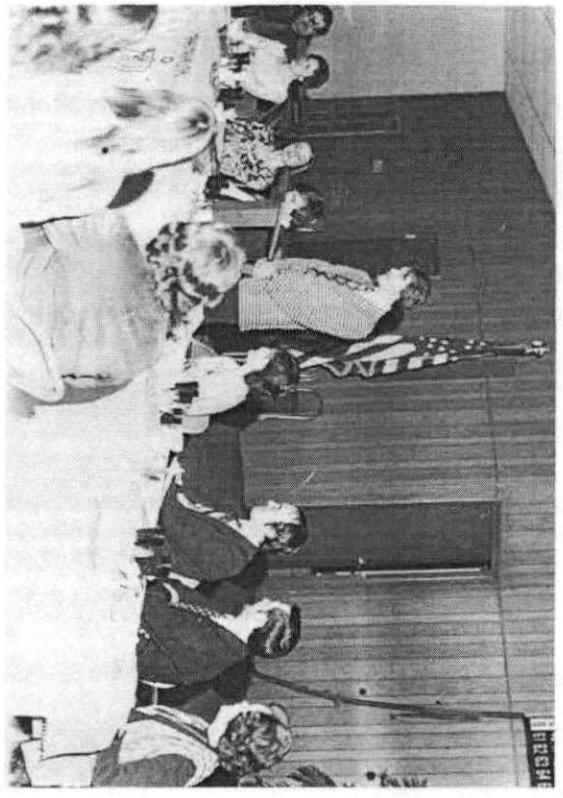
Individual Voice 10040 1-2 Credits Each
 Individual Voice includes private voice instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English. (fee) One lesson weekly, regular fee; two lessons weekly, double fee, two credits.
 MUS 221 1-2 Hours
 MUS 222 1-2 Hours
 MUS 223 1-2 Hours
 (These are to be taken in sequence.)

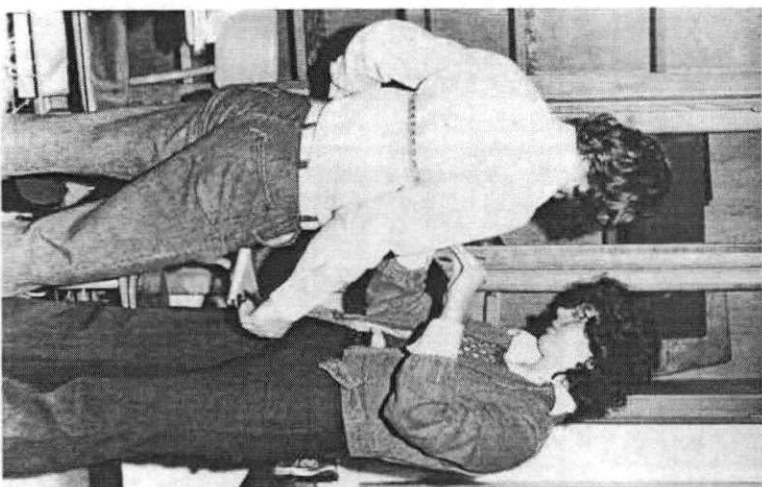
SPANISH

SPA 101 Beginning Spanish 11050 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 11050 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 11050 3 Credits
 Study of Spanish grammar continued with more intensive reading concerning the culture of Spain.

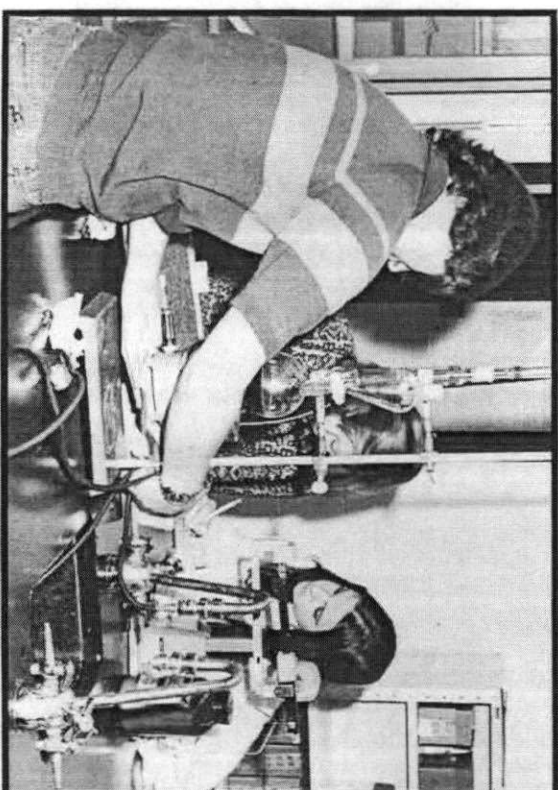
Division of Humanities

SPA 201 Intermediate Spanish 11050 3 Credits
 An intermediate grammar course with readings in Spanish civilization. (Laboratory Sessions arranged individually for all students.)
SPA 202 Intermediate Spanish 11050 3 Credits
 The course continues grammar review and reading with exercises for oral and writing skills combined with cultural material.
SPA 203 Intermediate Spanish 11050 3 Credits
 Emphasis is placed on readings of Spanish and Latin-American cultures with special selections from Spanish authors.





**DIVISION OF SCIENCE
AND MATHEMATICS**



Division of Science and Mathematics

Dr. Louis G. Hunter, Chairman

The Division of Science and Mathematics plays an important role in understanding more about the *physical* world in which we live. Courses taught in this division include Mathematics, Biology, Chemistry, and Physics. Pre-medical and pre-dental students will take the majority of their required first and second year course work in this division. Pre-engineering students and students majoring specifically in Biology, Physics, etc. can satisfy the majority of their first and second year requirements in this division.

The Division is continually seeking to find innovations in order to facilitate easier learning of traditionally difficult courses. A new audio-tutorial Biology program and Math lab have been set up to enable students to learn at their own rate using self instructional tapes coupled with filmstrips and workbooks in an isolated learning booth.

In addition, second year classes are small, enabling the student to receive a considerable amount of personal attention from the professors.



Division of Science and Mathematics

BIOLOGY

- BIO 101 Biological Science** 3 Credits
An introductory course to the biological sciences with emphasis on: objectives of biology, the scientific method, principles of chemistry, basic concepts of the cell, functions of cellular organelles, cellular respiration, synthesis, cellular reproduction, and biological topics of contemporary interest such as pollution, population explosion, etc. This course, 102 and 103 are designed for non-science majors. Credit in these courses is not acceptable for the biology major or in the related pre-professional curricula. Credit not allowed for those successfully completing the general biology sequences.
- BIO 102 Biological Science** 3 Credits
A course with emphasis on the animal kingdom. The material begins with the simplest organisms, single-celled protozoans, and proceeds through the complex vertebrates. Special emphasis is placed on systems of man.
- BIO 103 Biological Science** 3 Credits
A course with emphasis on the plant kingdom. The material begins with the simplest organisms, bacteria, and proceeds through the complex angiosperms.
- BIO 141 General Biology: Principles** 4 Credits
A principles course in biology dealing with the physical and chemical basis of life, with emphasis on cell processes, reproduction, and inheritance. (2 hour group meeting—1 hour quiz session—approximately 2 hours audio-tutorial laboratory per week.)
- 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. (2 hour group meeting—1 hour quiz session—approximately 2 hours audio-tutorial laboratory per week.)
- 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. (2 hour group meeting—1 hour quiz session—approximately 2 hours audio-tutorial laboratory per week.)
- 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.

Division of Science and Mathematics

- BIO 232 Human Anatomy and Physiology** 041200 4 Credits
 A study of the structure and function of the human body with emphasis on the integumentary, skeletal, articular, muscular, and respiratory systems. This course and BIO 233 are designed to meet requirements of Physical Education majors, Nurses, Medical Technicians, and Dental Hygienists. (This course and BIO 233 replace the two courses previously numbered BIO 131 and 132. Credit not allowed for those who have successfully completed BIO 131 and 132 sequence.) (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.
- BIO 233 Human Anatomy and Physiology** 041200 4 Credits
 A continuation of BIO 232, with emphasis on the circulatory, digestive, nervous, endocrine, urinary, and reproductive system. (3 hours lecture—2 hours laboratory.) Prerequisite: BIO 232.
- BIO 242 Genetics** 041200 4 Credits
 Consideration of the principles underlying Mendelian genetics and its cytological basis in plants and animals, theory of probability and statistics as they relate to Mendelian genetics, and the genetics of sex determination. (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.
- BIO 243 Ecology** 041200 4 Credits
 An introduction to the basic principles of plant and animal ecology with emphasis on the interrelationships of organisms and their climatic, soil, and biotic environmental factors, at the species and community levels of organization. (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.
- BIO 244 General Entomology** 041210 4 Credits
 Introduction to study of insects; basic structure, development, economic importance, control methods, and classification of orders. Prerequisite: 8 hours of biology.
- BIO 271 Anatomy and Physiology** 520800 3 Credits
 This course is designed for nurses and paraprofessionals. 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 lab.)
- BIO 272 Anatomy and Physiology** 520800 3 Credits
 This course is designed for nurses and paraprofessionals. Structure and function of the human body emphasizing endocrine, nervous, and circulatory systems. (2 hours lecture—2 hours lab.) Prerequisite: BIO 271.
- BIO 273 Anatomy and Physiology** 520800 3 Credits
 This course is designed for nurses and paraprofessionals. A continuation of BIO 272 with emphasis on the respiratory, digestive, and excretory and reproductive systems. (2 hours lecture—2 hours lab.) Prerequisite: BIO 272.

Division of Science and Mathematics

CHEMISTRY

- CHE 101 General Chemistry** 191200 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** 191200 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** 191200 4 Credits
 A brief introduction to electrochemistry, nuclear chemistry, organic chemistry, and biochemistry. The laboratory period will be devoted to qualitative analysis. (3 hour lecture—2 hours laboratory.) Prerequisite: CHE 102.
- CHE 231 Organic Chemistry** 191200 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 103.
- CHE 232 Organic Chemistry** 191200 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 231.
- CHE 233 Organic Chemistry** 191200 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.
- MATHEMATICS**
- MAT 101 General Mathematics** 191010 3 Credits
 Fundamental notions of logic, proof, sets, and set operations, the number systems, elementary study of relations and functions and their graphs, systems of linear equations, determinants, arithmetic and geometric progressions, compound interest and annuities. (Not permitted after Math 111.)
- MAT 102 General Mathematics** 191010 3 Credits
 Quadratic equations, linear and quadratic inequalities, linear programming, matrices, logarithms, statistical measures, permutations, combinations, and probability. (Not permitted after Math 112.)

Division of Science and Mathematics

MAT 103 General Mathematics 19010 3 Credits
 Further study of algebraic relations and functions, trigonometric functions, right triangle, polar coordinates, introductory concepts of analytic geometry, introduction to limiting process, introduction to derivatives and integrals and their applications. (Not permitted after Math 113.)

MAT 106 Fundamentals of Mathematics 19010 5 Credits
 Principles and applications of arithmetic, including fundamental operations on whole numbers, common and decimal fractions, signed numbers, radicals, per cent, ratio, sets, exponential forms, and introduction to solving linear equations. A developmental course. Does not satisfy mathematics requirement for either associate degree. (4 hours lecture—2 hours required lab.)

MAT 108 Technical Mathematics 19010 4 Credits
 A survey course offering a basic introduction to the mathematical language and tools needed to comprehend current technologies. Material covered includes fundamental arithmetic operations, fundamental algebra, equations, exponentials, ratio, proportion and vector trigonometry.

MAT 109 Pre-Calculus Mathematics 19010 5 Credits
 A survey of algebra and trigonometry including equations, inequalities, relations, functions, systems of equations, logarithms, trigonometric functions of angles, right and oblique triangles, expansion and reduction formulas, trigonometric equations and identities.

MAT 110 Intermediate Algebra 19010 5 Credits
 Emphasis on the fundamentals of elementary algebra. Fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous linear equations, exponents and radicals, elements of quadratic equations. A developmental course for students weak in elementary algebra. Does not satisfy math requirements for either associate degree. (4 hours lecture—2 hours lab.)

MAT 111 College Algebra 19010 5 Credits
 Complex number system, fundamental operations with polynomials, radical expressions and exponential forms, systems of linear quadratic and higher degree equations and inequalities, functions, relations, graphs, logarithms, and other selected topics. Not open to students who have completed Mathematics 101 and 102.

MAT 112 Plane Trigonometry 19010 5 Credits
 Study of trigonometric functions, and their applications to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, complex numbers, polar coordinates, and logarithms.

Division of Science and Mathematics

MAT 113 Analytic Geometry and Calculus 19010 5 Credits
 Elements of Analytic Geometry, including the conic sections, introduction to calculus with emphasis on concepts of limits, continuity, and the derivatives with simple applications.

MAT 211 Calculus 19010 5 Credits
 Anti-derivatives and the definite integral, with applications in computations of area, volume, arclength, work, and center of mass. Also logarithmic, exponential, trigonometric, and inverse trigonometric functions. Prerequisite: MAT 113.

MAT 212 Calculus 19010 5 Credits
 Hyperbolic functions, formal integration, indeterminate forms, improper integrals, and Taylor's formula, infinite series. Prerequisite: MAT 221.

MAT 213 Calculus 19010 5 Credits
 Partial derivatives, multiple integrals, and infinite series. Prerequisite: MAT 212.

MAT 221 Elementary Mathematical Statistics 19020 3 Credits
 A study of elementary methods and techniques in collecting, presenting and interpreting data, including combinations, permutations, and probability.

MAT 273 Differential Equations 19010 3 Credits
 Ordinary differential equations with applications, numerical solutions, power series and Laplace transforms. Prerequisite: MAT 213.

PHYSICS

PHY 101 Physical Science 19010 3 Credits
 An introductory course dealing with selected topics from general physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed PHY 201. (Replaces PHY 106.)

PHY 102 Physical Science 19010 3 Credits
 An introductory course dealing with selected topics from general chemistry. Subject matter includes such topics as atoms, molecules, reactions, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed CHE 101. (Replaces PHY 105.)

PHY 103 Physical Science 19010 3 Credits
 An introductory course dealing with selected topics from ecology, meteorology and geology. This course is offered for college credit for non-science majors. (Replaces PHY 107.)

Division of Science and Mathematics

PHY 201 General Physics 19020 4 Credits
 Introductory vector analysis including the dot and cross vector products with numerous applications, the kinematic and dynamic treatment of translational and rotational motion for a particle, system of particles, and a rigid body, frames of reference, the basic conditions for rigid body statics and dynamics, conservation theorems for energy and momentum of a particle and a system of particles interacting, introductory simple harmonic motion. (3 hours lecture—3 hours laboratory.) Recommended prerequisites MAT 103 or 108 or 113.

PHY 202 General Physics 19020 4 Credits
 The basic principles and concepts of heat, thermodynamics, and kinetic theory of matter, vector laws of electricity and magnetism, and their application to electrical phenomenon. (3 hours lecture—3 hours laboratory.) Prerequisite: PHY 201.

PHY 203 General Physics 19020 4 Credits
 A continuation of electricity and magnetism, the phenomenon of wave mechanics, group and wave velocities, electromagnetic energy and its transmission, basic concepts of light, relativity, introduction to modern physics. (3 hours lecture—3 hours laboratory.) Prerequisite: PHY 202.



**DIVISION OF SOCIAL
 SCIENCE AND EDUCATION**

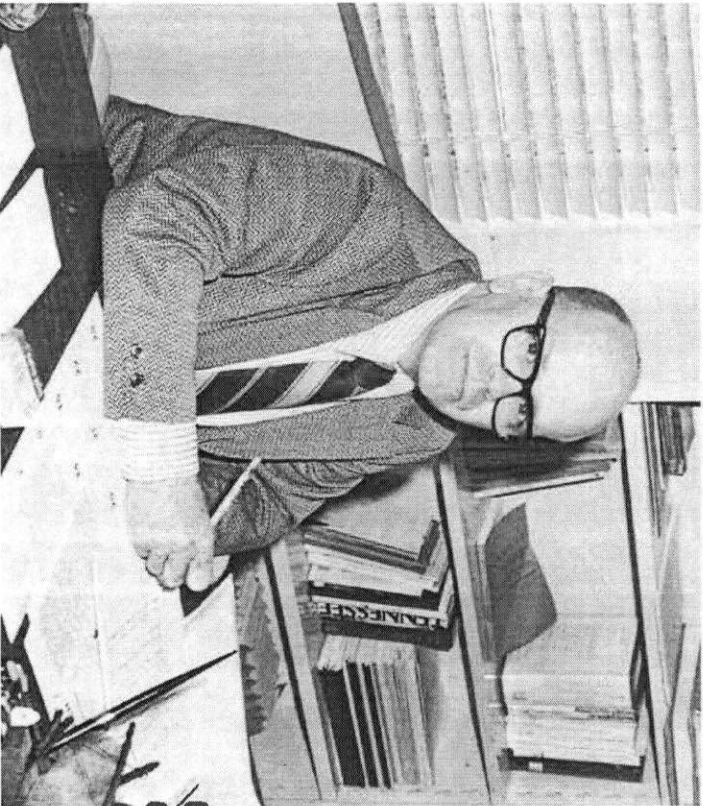


Division of Social Science and Education

Dr. William R. Majors, Chairman

The Division of Social Science and Education encompasses those areas of knowledge which deal with the structure and properties of human groups and the way in which individuals interact with one another and with their environment. Anthropology, Education, Geography, History, Physical Education, Political Science, Psychology, and Sociology are the disciplines in this division. Courses in these disciplines may be used in preparation for specialized programs or majors in the Social Science fields, in satisfying the general requirements for Associate and Bachelor degrees, or for acquiring a foundation for professional areas such as business, education, law, and other fields of endeavor.

A major objective of the Social Sciences is to develop in the student qualities which make for responsible, effective citizenship and increase his capacity for self-fulfillment regardless of the program of study.



Division of Social Science and Education

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 "Pre-literate" societies, focusing upon such topics as Cultural Ecology, Social Evolution, Social Organization, Religious Behavior, etc.

ANT 203 Introduction to Archaeology 3 Credits
Examination of methods of collection and interpretation of archaeological materials emphasizing interrelationships of cultural, biological, and ecological data. Survey will be made of selected prehistoric societies of the new world. Prerequisite: ANT 202 or permission of the Dean of Instruction.

ECONOMICS

ECO 201 Principles of Economics 3 Credits
An introduction to mixed-capitalistic economic systems. Emphasis will be placed on laying a firm foundation of economic principles. Areas covered are demand and supply, production possibilities, various cost concepts, economic rule of government, aggregate problems of recession and inflation, and some market structure analysis. The approach will use relevant and stimulating contemporary problems to provide a real-world foundation to enhance motivation and retention.

ECO 202 Principles of Economics 3 Credits
A continuation of economic principles with emphasis on micro-economics. Analysis will be made of major types of market structures, including the production costs and pricing problems of the firm. The course will also include the distribution of income among the factors of production. Prerequisite: ECO 201 or permission of the Dean of Instruction.

ECO 203 Principles of Economics 3 Credits
Emphasis will be placed on examining aggregate economics performance, theories, and problems. The areas covered will be national income accounting, income determination, the money and banking system, monetary and fiscal policy, aggregate economic problems, international trade and economic development. Prerequisite: ECO 202 or permission of the Dean of Instruction.

EDUCATION

EDU 101 Introduction to Education 3 Credits
An introduction to education as an institution in American society. This course briefly traces the history of education to present philosophies and major problems. This course will also stress the function and responsibilities of teachers based on a general understanding of the school in society.

Division of Social Science and Education

EDU 102 Introduction to Teaching Reading 08360 3 Credits
A study of methods of teaching reading using basal texts, experience charts, audio-visual materials, and phonics.

EDU 103 Educational Media 08364 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 08720 3 Credits
A course designed to explore the physical, psychological, and socio-cultural factors that influence the development of the individual. (formerly PSY 103.)

GEOGRAPHY

GCY 101 Elements of Physical Geography 22044 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.

GCY 102 Elements of Physical Geography 22060 3 Credits
A continuation of GCY 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: GCY 101 or permission of the Dean of Instruction.

GCY 103 Elements of Physical Geography 22064 3 Credits
A continuation of GCY 101 and 102, this course places special emphasis on understanding man's natural environment and its effect on the cultural development. Prerequisite: GCY 102 or permission of the Dean of Instruction.

HEALTH

HEd 201 Personal Health 08390 3 Credits
A study of personal health problems of college men and women. Mental health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and families are studied.

HEd 202 Community Health 08394 3 Credits
A course dealing with health as applied to the family and community. The teacher's role in development and use of community health agencies. Sanitation in relation to food, sewage, water, air pollution, and insects.

Division of Social Science and Education

HEd 203 First Aid and Safety 08398 3 Credits
A course dealing with the prevention of accidents, the acquisition of sufficient knowledge to determine the nature and extent of injury, and the training of the first aider to do the proper thing at the proper time.

HEd 221 Principles of Nutrition 13060 4 Credits
Fundamental principles of nutrition with implications for and application to food selection for individuals of all ages. For nursing students only with emphasis in diet therapy.

HISTORY

HIS 111 World Civilization 22050 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. Replaces HIS 101.

HIS 112 World Civilization 22054 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. Replaces HIS 102. Recommended Prerequisite: HIS 111.

HIS 113 World Civilization 22058 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. Replaces HIS 103. Recommended Prerequisite: HIS 112.

HIS 211 United States History 22062 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. Replaces HIS 201.

HIS 212 United States History 22056 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. Replaces HIS 202. Recommended Prerequisite: HIS 211.

HIS 213 United States History 22066 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. Replaces HIS 203. Recommended Prerequisite: HIS 212.

PHYSICAL EDUCATION AND RECREATION

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

Activities

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

- PED 101 Badminton** 08350 1 Credit
A course designed to develop basic skills and understanding of badminton.
- PED 102 Volleyball** 08350 1 Credit
A course designed to develop basic skills and understanding of volleyball rules.
- PED 103 Social Dance** 08350 1 Credit
Instruction and practice in the basic fundamentals of social dance. Special emphasis is on ballroom dancing with some instruction provided in current dancing.
- PED 104 Football** 08350 1 Credit
A course designed to develop an understanding of the basic fundamental rules of touch football and flag football.
- PED 106 Basketball** 08350 1 Credit
Instruction and practice in the basic fundamentals of basketball.
- PED 107 Stunts and Tumbling** 08350 1 Credit
Instruction and practice in the basic fundamentals of stunts and tumbling on the mats, trampoline, and balance beam.
- PED 108 Folk and Square Dance** 08350 1 Credit
First half of course provides for instruction and participation in folk dances of various countries. The last half of the course provides for instruction and participation in beginning square dancing.

PED 109 Archery 08350 1 Credit
A beginning course which provides instruction and practice in the basic fundamentals of archery shooting.

PED 110 Golf 08350 1 Credit
A beginning course that provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the quarter.

PED 111 Tennis 08350 1 Credit
A beginning course that provides instruction and practice in the basic fundamentals of tennis.

PED 112 Softball 08350 1 Credit
A course designed to develop basic physical skills and understanding of softball rules.

PED 113 Bowling 08350 1 Credit
A course designed to develop basic bowling skills and knowledge of how to participate in bowling activity. Student is responsible for transportation and lane fees.

PED 114 Soccer 08350 1 Credit
A course designed to develop an understanding of basic rules and skills of soccer.

PED 115 Weight Training for Men 08350 1 Credit
A course designed to increase physical strength, endurance, and large muscle development.

PED 116 Body Building and Weight Lifting for Women 08350 1 Credit
A course designed for body building, and conditioning for women through the use of weights and a gym machine.

PED 117 Speedball 08350 1 Credit
A course designed to develop basic physical skills and understanding speedball rules.

PED 118 Bicycling 08350 1 Credit
A course designed to develop basic skills and knowledge of bicycling. Short and long distance rides required each quarter. Student is responsible for own bicycle.

PED 121 Conditioning Exercises 08350 1 Credit
This is a course of physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports.

PED 122 Conditioning Exercises 08350 1 Credit
A continuation of PED 121.

Division of Social Science and Education

- PED 123 Conditioning Exercises** 08256.0 1 Credit
 A continuation of PED 122.
- PED 131 Adaptive Physical Education** 08256.0 1 Credit
 To develop the physically handicapped student physically, mentally, and socially, through counseling and physical activities that will benefit the student in these areas.
- PED 132 Adaptive Physical Education** 08256.0 1 Credit
 A continuation of PED 131.
- PED 133 Adaptive Physical Education** 08256.0 1 Credit
 A continuation of PED 132.
- PED 134 Adaptive Physical Education** 08256.0 1 Credit
 A continuation of PED 133.
- PED 135 Adaptive Physical Education** 08256.0 1 Credit
 A continuation of PED 134.
- PED 136 Adaptive Physical Education** 08256.0 1 Credit
 A continuation of PED 135.
- Professional**
- PED 200 Introduction to Physical Education** 08256.0 3 Credits
 A course dealing with the early history and principles of physical education including basic concepts of physical education in modern society.
- PED 204 Physical Education for Elementary Teachers** 08256.0 3 Credits
 A course dealing with the basic theory of physical education emphasizing calisthenics, stunts and tumbling, games of low organization and rhythms for elementary students.
- PED 205 Physical Education—Coaching Basketball** 08256.0 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** 08256.0 3 Credits
 This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.
- PED 211 Recreational Leadership and Administration** 08256.0 3 Credits
 A course dealing with planning and administering various recreational programs.
- PED 212 Outdoor Recreation Activities** 08256.0 3 Credits
 A course concentrating on activities appropriate for recreational areas and camps.

Division of Social Science and Education

- PED 221 Camping and Outdoor Living** 08256.0 3 Credits
 A course dealing with recreational camping and outdoor living. Two camping trips are required per quarter.
- PED 222 Water Recreation and Safety** 08256.0 3 Credits
 A course designed to teach the student how to organize and operate a safe outdoor water program.

POLITICAL SCIENCE

- POL 111 Introduction to American Government** 22070.0 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** 22070.0 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** 22070.0 3 Credits
 This is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the State of Tennessee.

PSYCHOLOGY

- PSY 121 General Psychology** 22070.0 3 Credits
 A course designed to introduce the student to factors in human interactions which contribute to, and inhibit understanding of self and others.
- PSY 122 General Psychology** 22070.0 3 Credits
 This is an introductory course in psychology emphasizing methods of research findings and interpretation. Included will be behavioral inheritance, principles of learning, motivation and motion, and thinking. (Formerly PSY 101)
- PSY 123 General Psychology** 22070.0 3 Credits
 A continuation of PSY 122, this course emphasizes measurement and testing, personality and behavior disorders, and social psychology. Prerequisite: PSY 122 or permission of the Dean of Instruction. (Formerly PSY 102)
- PSY 211 Educational Psychology** 08256.0 3 Credits
 An examination and application of psychological principles in classroom learning and teaching.
- PSY 212 Child Psychology** 22070.0 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. Prerequisite: PSY 122 and 123 or permission of the Dean of Instruction.

PSY 221 Introduction to Mental Health3 Credits
Mental health as applied to personal adjustments, solutions of conflicts, fears, and personality difficulties. The theories of adjustment, defense mechanisms, and personality evaluation are studied as they relate to mental health.

SOCIOLOGY

SOC 211 Introduction to Sociology3 Credits
This course is designed to provide the student with a basic knowledge of sociological terms, principles, and the patterns of organized society. The society of which the student is a part will be analyzed to provide illustrations of the principles discussed and to make the student more aware of the structures of society. Formerly SOC 201.

SOC 212 Social Institutions3 Credits
This course will examine the major social institutions of our society with the intention of determining how each of them fits into the larger society and how these institutions affect or are altering that society. Included will be the family, education, religion, and the political and economic orders of society. Prerequisite: SOC 211 or permission of the Dean of Instruction.

SOC 213 Social Problems3 Credits
The master trends in our social organization will be explored and the problems arising from these trends will be studied from a sociological point of view. Included will be such factors as the trend of our society toward complex urbanization and its accompanying problems of slums, ghettos, pollution, and urban management. Formerly SOC 202. Prerequisite: SOC 212 or permission of the Dean of Instruction.

SOC 220 Courtship, Marriage, and the Modern Family3 Credits
This course surveys the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change, the family and personality, and family organization, disorganization, and reorganization.

DEFINITION OF TERMS

- Admission**—Acceptance of a candidate for enrollment.
- Admission to Advance Standing**—Granted on the basis of credits earned at other colleges or on the basis of demonstrated educational attainment beyond the minimum required for admission.
- Advisor**—The advisor or counselor, is the instructor assigned to help students with their academic problems.
- Audit**—An audit student attends a regular credit class, but receives a grade of 'no credit.'
- Calendar**—The division of the full calendar year. The quarter calendar is composed of three regular terms per year, with about ten weeks per term of instruction excluding final examinations in a school year of about the same overall length as under a semester system, running from late September through early June, with the fourth quarter as a summer session.
- Classification**—A student's status in respect to progress toward the completion of his curriculum based upon the number of course hours to his credit at the time of his registration and scholarship achievement required for advancement to another class.
- Continuing Education Unit (CEU)**—One CEU is defined as "ten contact hours of participation in an organized continuing education adult or extension experience under responsible sponsorship, capable direction, and qualified instruction."
- Course**—Organized subject matter in which instruction is offered within a given period of time and for which credit toward graduation or certification is usually given.
- Course Number**—Identifies class level and distinguishes it from other courses in a given area of study.
- Course Prerequisites**—A preliminary requirement that must be met before a certain course may be taken.
- Credit Hours (Quarterly Hours)**—Defined by the number of hours per week in class and the number of weeks in the quarter. A three hour non-laboratory course would in general meet three hours a week during the quarter and the credits earned would be THREE QUARTER HOURS. A total of 96 hours is the minimum required for graduation.
- Curriculum**—The whole body of courses offered for study.
- Dean's List**—Common designation for the published list of full-time students who have made an honor average for the term.
- Degree, (Earned)**—Title bestowed as official recognition for the completion of a curriculum.
- Degree, Associate**—Granted upon completion of a program of less than four years of college work, generally for the completion of the curriculum.
- Degree Student**—One who has fulfilled the admissions requirements and who is pursuing an Associate Degree program, referred to by some colleges as a regular student.
- Department**—An area which offers instruction in a particular branch of knowledge.

Index

Dismissal—Involuntary separation of the student from the college implied by the term dismissal. It may not be permanent separation, but neither is a definite time set when return is expected.

Dismissal (Academic)—Involuntary separation of a student from his college because he has not met the academic requirements.

Dismissal (Disciplinary)—Involuntary separation of a student from his college as a result of action taken because of misconduct.

Drop-Add Form—A form to complete when adding or dropping a course.

This is not to be confused with a withdrawal form.

Elective—A subject or course which the student may choose as distinguished from courses which are required.

Financial Aid—Money made available to a student who demonstrates financial need. The term covers outright gifts, loans, and jobs which are designed to or especially reserved for him.

Full-Time Student—One who is carrying at least 12 hours.

Grade Point Average—A measure of average scholastic success obtained by dividing the total number of grade points earned by the total number of credit hours attempted less repeats.

Major—The student's field of interest.

Minor—The student's field of secondary emphasis.

Part Time Student—One who is carrying an academic schedule of less than 12 hours.

Probation—Probation status may be for academic or for disciplinary reasons. Academic Probation is the result of unsatisfactory scholarship. It is not a penalty, but a warning and an opportunity to improve. Academic Probation usually involves a compulsory reduction of academic load and interviews for diagnosis of difficulties and for checking on recovery. Usually the student is required to make regular specified improvement in his record in order to avoid disqualification. Disciplinary Probation is a middle status between good standing or dismissal. The student remains enrolled, but under stated conditions according to the college policies. Disciplinary Probation covers a stated trial period during which it is determined whether the student is returned in good standing, having met the stated requirements, or dismissed or suspended at the end of the period for failing to meet the stated requirements.

Repeat Form—A repeat form should be completed when repeating a course. This form alerts the Admissions Office to the fact that the student is repeating a course.

Transcript—An official copy of a student's academic record.

Transfer Student—A student in good standing in any recognized college admitted to another institution.

Transient Student—A student in good standing in any recognized college who is taking work in another college to transfer back to his college.

Withdrawal—A release from enrollment. A student notifies the appropriate authorities, thereby making it an official withdrawal. When the student merely stops attending classes without notifying the authorities, failing marks are recorded.

Academic Advisor	39
Academic Calendar	3
Administration	6
Admission	22
Audit Only Students	24
Degree Seeking Students	22
Non-credit Community Service Students	25
Nursing	22
Pre-Freshman Program	24
Special Students	23
Transient Students	24
Advanced Placement and Credit by Examination	27
American College Testing Program	26
Associate of Arts Degree	43
Associate of Science Degree	43
Aerospace Technology	44
Business	45
Accounting Option	45
General Business Option	45
Industrial Management Option	46
Marketing Option	47
Computer Science	47
Nursing	49
Secretarial Science	50
University Parallel	43
Athletics	33
Attendance Regulations	18
Automobile Registration	19
Awards and Honors	38
Books and Supplies	20
Business Regulations	19
Registration Fees and Tuition	19
Other fees	19
Refunds	20
Cancellation of Scheduled Classes	28
Classification of Students	17
Community Advisory Council and Groups	7
Conduct, General Codes of	17
Cooperative Program	39
Correspondence Directory	2
Correspondence and Extension Courses	28
Counseling Services	30
Course Repeats	28

Deficiency Reports	19
Definition of Terms	97
Degrees, General Requirements	43
Dismissals	18
Divisions	55
Career Education	56
Accounting	57
Aerospace Technology	58
Business	59
Computer Science	60
Cooperative Education	61
Engineering	61
Industrial Management	62
Marketing	63
Military Science	64
Nursing	66
Secretarial Science	67
Humanities	69
Art	71
English	72
French	73
Music	74
Spanish	76
Science and Mathematics	79
Biology	81
Chemistry	83
Mathematics	83
Physics	85
Social Science and Education	87
Anthropology	89
Economics	89
Education	89
Geography	90
Health	90
History	91
Physical Education	92
Political Science	95
Psychology	95
Sociology	96
Faculty and Administration	9
Foreign Student Admissions	25
General Information and Regulations	15
Grading System	37
Graduation	18

Health Services	32
History of the College	16
Honors Program	38
Housing	32
Identification Cards	19
Library-Learning Resources Center	37
Location of the College	16
Non-Credit Courses	37
Non-Residents	26
Objectives of the College	17
One Year Certificate Programs	51
Accounting Trainee	52
General Clerical Trainee	53
Industrial Management Trainee	52
Marketing Trainee	52
Salesmanship Trainee	53
Secretarial Science Trainee	54
Wholesaling and Retailing Trainee	53
Parking	32
Planning Courses of Study	39
Planning Special Programs	39
Business	40
Engineering	40
Law	40
Medicine, Dentistry, Pharmacy	41
Music	41
Teaching	42
Programs of Study	36
Career Education	36
Continuing Education	36
University Parallel (Transfer)	36
Purpose of the College	16
Quarter-Hour Load of Students	28
Readmission of Former Students	25
Records	28
Registration for Courses	26
Changes of Registration	26
Retention Standards	29

State Board of Regents	4
Student Activities	32
Student Center	32
Student Financial Aid	31
Student Government Association	33
Student Personnel Services	22
Student Publications	33
Student Services	32
Testing Services	30
Transcript of Credits	29
Transfer Students	25
Veterans' Affairs	29
Withdrawal and Honorable Dismissal	27