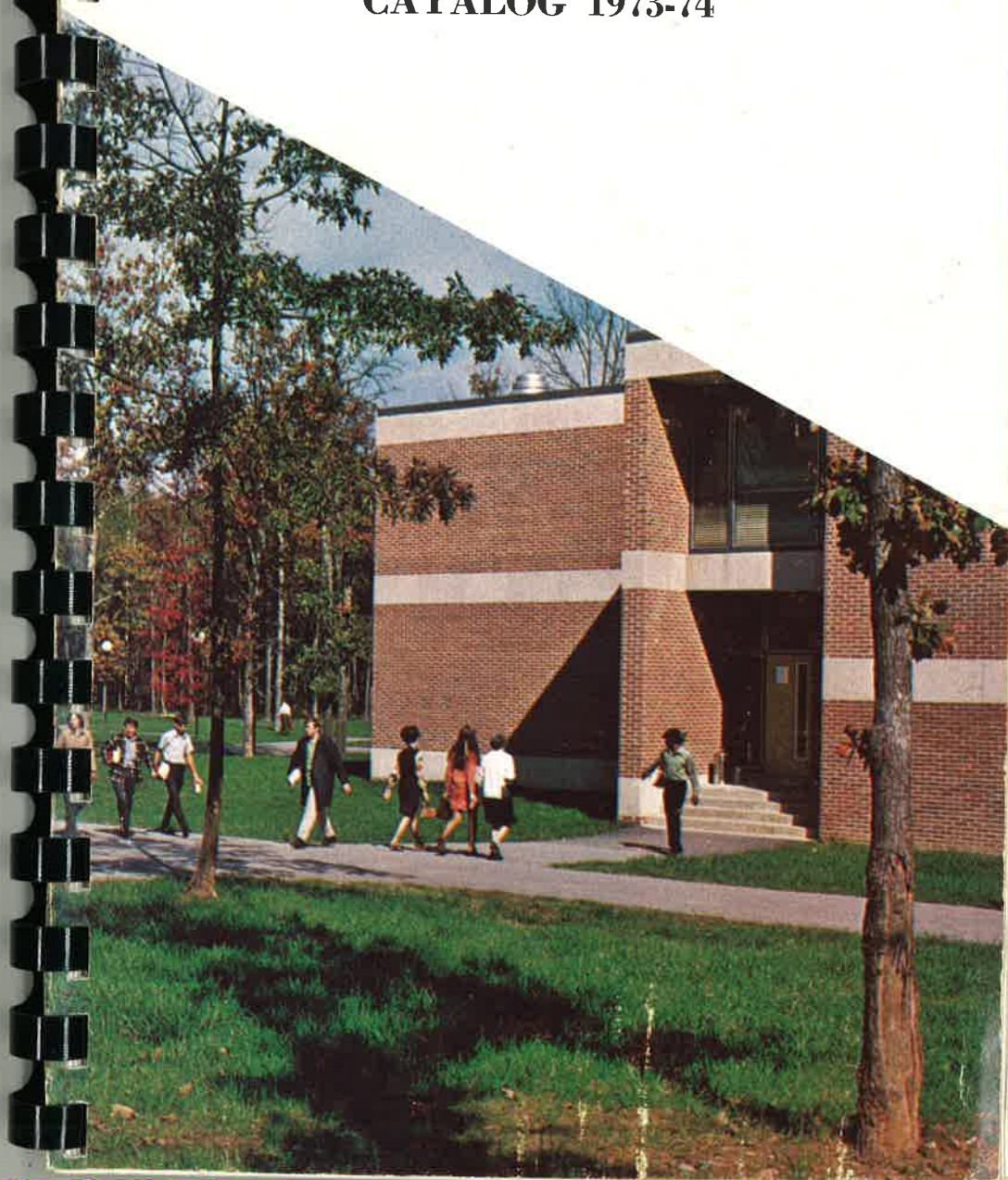


**MOTLOW STATE  
COMMUNITY COLLEGE**

**CATALOG 1973-74**





# MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE



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

## ACCREDITATION

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 Universities Student Government Association  
Tennessee College Association  
Tennessee Junior College Athletic Association

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Volume 5 - Number 1

March, 1973

# 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

Admissions and Records ..... Director of Admissions and Records, Mrs.  
Jessie Warren, 455-8511 Ext. 231

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

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

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

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

Evening Numbers ..... Evening School 455-8511  
Business Office 455-8512  
President 455-8513  
Gymnasium 455-8514  
Dean of Instruction 455-8515  
Library 455-8516  
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

## 1973

S	M	T	W	T	F	S	S	M	T	W	T	F	S
<b>JANUARY</b>							<b>JULY</b>						
1	2	3	4	5	6		1	2	3	4	5	6	7
7	8	9	10	11	12	13	8	9	10	11	12	13	14
14	15	16	17	18	19	20	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22	23	24	25	26	27	28
28	29	30	31				29	30	31				
<b>FEBRUARY</b>							<b>AUGUST</b>						
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4	5	6	7	8	9	10	5	6	7	8	9	10	11
11	12	13	14	15	16	17	12	13	14	15	16	17	18
18	19	20	21	22	23	24	19	20	21	22	23	24	25
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<b>MARCH</b>							<b>SEPTEMBER</b>						
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<b>APRIL</b>							<b>OCTOBER</b>						
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15	16	17	18	19	20	21	15	16	17	18	19	20	21
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## 1974

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<b>JANUARY</b>							<b>JULY</b>							
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<b>MAY</b>							<b>NOVEMBER</b>							
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<b>JUNE</b>							<b>DECEMBER</b>							
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24	25	26	27	28	29	30	25	26	27	28	29	30	31	

# Motlow State Community College

ACADEMIC CALENDAR, 1973-1974

## Summer Quarter 1973\*

Registration ..... Wednesday-Thursday, June 6-7  
Classes Begin ..... Monday, June 11  
Independence Day Holiday ..... Wednesday, July 4  
Quarter Ends ..... Friday, August 17  
\*Calendar for Summer Quarter, 1973 available after May 1, 1973

## Fall Quarter 1973

Faculty Conferences ..... Wednesday-Friday, September 19-21  
Orientation and Registration ..... Wednesday-Friday, September 26-28  
Classes Begin ..... Monday, October 1  
Last Day to Register or Change  
Courses ..... Monday, October 8, 12:00 noon  
Mid-Term Examinations ..... Wednesday-Friday, October 31-  
November 2  
Thanksgiving Holidays ..... Thursday-Friday, November 22-23  
Final Examinations ..... Friday-Tuesday, December 7-11

## Winter Quarter 1974

Registration ..... Thursday-Friday, January 3-4  
Classes Begin ..... Monday, January 7  
Last Day to Register or Change  
Courses ..... Monday, January 14, 12:00 noon  
Mid-Term Examinations ..... Wednesday-Friday, February 6-8  
Final Examinations ..... Wednesday-Friday, March 13-15

## Spring Quarter 1974

Registration ..... Thursday-Friday, March 21-22  
Classes Begin ..... Monday, March 25  
Last Day to Register or Change  
Courses ..... Monday, April 1, 12:00 noon  
Easter Holidays ..... Thursday-Friday, April 11-12  
Mid-Term Examinations ..... Monday-Wednesday, April 29-May 1  
Final Examinations ..... Friday-Tuesday, May 31-June 4  
Graduation ..... Friday, June 7

## Summer Quarter 1974\*

Registration ..... Wednesday-Thursday, June 12-13  
Classes Begin ..... Monday, June 17  
Independence Day Holiday ..... Thursday, July 4  
Quarter Ends ..... Friday, August 23  
\*Calendar for Summer Quarter, 1974 available after May 1, 1974

## ADMINISTRATION

AND

## FACULTY



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

**THE HONORABLE WINFIELD DUNN**  
Governor of the State of Tennessee (Ex-Officio)

**DR. CECIL C. HUMPHREYS, CHANCELLOR**

Dr. C. N. Berry .....	Chattanooga
Dr. Benjamin E. Carmichael, Commissioner of Education (Ex-Officio) .....	Nashville
Dr. Kenneth Ezell .....	Murfreesboro
Dr. John K. Folger (Ex-Officio) .....	Nashville
Mr. Dale Glover .....	Obion
Mr. James H. Jones, Jr. ....	Mt. Pleasant
Mr. Ben Kimbrough .....	Clarksville
Mr. George M. Klepper, Jr. ....	Memphis
Mr. Charles J. Liner .....	Athens
Mrs. Johnella H. Martin .....	Nashville
Miss Ella V. Ross .....	Johnson City
Mr. J. Frank Taylor .....	Huntingdon
The Honorable Guilford Thornton (Ex-Officio) .....	Nashville
Mr. J. Howard Warf (Statutory) .....	Hohenwald
Mr. David White .....	Knoxville

## ADMINISTRATIVE OFFICERS

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

## ADMINISTRATIVE STAFF

Mr. Charles E. Bollinger .....	Director of Financial Aid, Counselor
Mr. Bryan E. Burgess .....	Director of Institutional Research
Mrs. Charlene Higgs, R.N. ....	College Nurse
Mr. William Moore .....	Superintendent of Buildings and Grounds
Mr. Stanley N. Pearson ..	Director of Public Information and Field Services
Mr. Bill F. Tipps .....	Bookstore Manager
Mrs. Jessie Warren .....	Director of Admissions and Records
Miss Donna Young .....	Counselor

## DIVISION CHAIRMEN

Mrs. Eloise Broemel .....	Library-Learning Resources Center
Dr. Louis G. Hunter .....	Division of Science and Math
Dr. William R. Majors .....	Division of Social Science and Education
Mr. Orvil L. Moffitt .....	Division of Humanities
Mr. Robert J. Randle .....	Coordinator of Evening Division
Mr. Otis B. Thornton .....	Division of Career Education

## SECRETARIAL STAFF

Armstrong, Betty	Office of the Dean of Student Personnel Services
Bailey, Gaye	Office of Public Information and Field Services
Carson, Florence	Library-Learning Resources Center
Crocker, Patricia	Office of Admissions and Records
Crosby, Grace	Division of Social Science and Education
Gallagher, Mary H.	Office of the Business Manager
Glascoe, Dianne	Office of the Dean of Instruction
Holt, Carol	Computer Center
Little, Barbara	Computer Center
Martin, Phyllis	Office of Institutional Research
McMillan, Susanna	PBX Operator
Moore, Betty Jo	Office of the Business Manager
Moore, Janice	Office of Financial Aid and Counseling Services
Narkates, Gladys	Division of Career Education
Rawlins, Linda	Library-Learning Resources Center
Richardson, Patricia	Office of Admissions and Records
Rogers, Carole	Office of the Business Manager
Scott, Elizabeth	Division of Science and Mathematics
Shockley, Peggy	Division of Humanities
Sisk, Sylvia	Office of Admissions and Records
South, Sue	Bookstore
Williams, Maridel	Office of Admissions and Records Office of the Business Manager
Wiser, Kay	Office of the President

## The Faculty and Administration

Benson, LaVonn	Associate Professor, English A.B., Anderson College; M.S., Florida State University; Ed.S., Ph.D., George Peabody College for Teachers. Present Position, 1971.
Bollinger, Charles E.	Director of Financial Aid, Counselor B.A., David Lipscomb College; M.A., Scarritt College; Ed.S., George Peabody College For Teachers. Present Position, 1969.
Boyd, Ermer G.	Business Manager A.A., Martin College; B.S., M.A., George Peabody College for Teachers. Present Position, 1969.
Bradley, Michael R.	Assistant Professor, Social Science B.A., Samford University; B.D., New Orleans Baptist Seminary; M.A., Ph.D., Vanderbilt University. Present Position, 1970.
Brock, Billie H.	Instructor, Nursing B.S.N., Florida State University. Present Position, 1972.
Broemel, Eloise D.	Instructor, Librarian B.A., Vanderbilt University, B.S. in L.S., Columbia University. Present Position, 1969.
Brown, Helen S.	Instructor, Business B.S., M.B.A., Middle Tennessee State University. Present Position, 1970.
Burgess, Bryan E.	Director of Institutional Research B.S.E.E., Tennessee Technological University; M.S.E., University of Alabama; Additional Graduate Work, Middle Tennessee State Uni- versity, University of Tennessee; P.E. Present Position, 1970.
Butler, Margaret S.	Instructor, English B.S., M.A., Middle Tennessee State University. Present Position, 1971.
Carr, Ben W.	Instructor, Aerospace Technology B.S., Middle Tennessee State University; M.Ed., Middle Tennessee State University. Additional Graduate Work, Middle Tennessee State University; Federal Aviation Administration, Flight Instructor Certificate. Present Position, 1972.
Cheatham, C. Donald	Assistant Professor, Social Science A.B., Samford University; A.B.J., M.Ed., D.Ed., University of Georgia. Present Position, 1970.

Clark, Roy L. . . . . Instructor, Military Science  
 B.S., Tennessee Technological University.  
 Present Position, 1972.

Daves, B. Joseph . . . . . Instructor, Health and Physical Education  
 Basketball Coach  
 A.A., Coffeyville College; B.S., M.A., Austin Peay State University;  
 Additional Graduate Work, Middle Tennessee State University.  
 Present Position, 1969.

Duggin, Ivan E. . . . . Instructor, Business  
 B.S., Belmont College; M.B.A., Middle Tennessee State University.  
 Present Position, 1971.

England, Don C. . . . . Dean of Instruction  
 B.A., Harding College; M.A., George Peabody College For Teachers;  
 Ed.D., Memphis State University.  
 Present Position, 1969.

Foster, John W. . . . . Instructor, Biology  
 B.S., M.S.T., Middle Tennessee State University.  
 Present Position, 1969.

Garrison, Lois A. . . . . Instructor, English  
 B.A., Belmont College; M.A.C.T., University of Tennessee.  
 Present Position, 1972.

Golden, F. Janell . . . . . Instructor, Mathematics  
 B.A., M.S.T., Middle Tennessee State University; Additional Graduate  
 Work, New Mexico State University.  
 Present Position, 1969.

Hale, Ronald . . . . . Instructor, Computer Science  
 B.S., Tennessee Technological University; M.B.A., Middle Tennessee  
 State University.  
 Present Position, 1971.

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

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

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

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

King, Alice L. . . . . Instructor, Secretarial Science  
 B.S.E., M.S.E., Arkansas State University. Additional Graduate Work,  
 Middle Tennessee State University.  
 Present Position, 1970.

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

Lyne, Martha Jo . . . . . Instructor, Music  
 B.M.E., M.M.E., George Peabody College For Teachers.  
 Present Position, 1970.

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

Matheny, Ellis L. . . . . Assistant Professor, Biology  
 B.S., Madison College; M.S., Ph.D., University of Tennessee.  
 Present Position, 1971.

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

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

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

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

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

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

Pearson, Stanley N. ....Director, Public Information and Field Services  
 B.S., Middle Tennessee State University; Additional Graduate Work,  
 Middle Tennessee State University.  
 Present Position, 1972.

Randle, Robert J. ....Associate Professor, Business  
 Coordinator of Evening Division  
 B.S., University of Omaha; M. Litt, University of Pittsburgh; Additional  
 Graduate Work, American University, Middle Tennessee State Uni-  
 versity, Vanderbilt University.  
 Present Position, 1970.

Robinson, William C. ....Instructor, Engineering and Management  
 A.S., New York State Ag-Tech Institute; B.E.E., Rensselaer Polytechnic  
 Institute; M.B.A., U.S.A.F. Institute of Technology; Additional Graduate  
 Work, University of Tennessee Space Institute, Middle Tennessee State  
 University.  
 Present Position, 1969.

Rowden, Barbara A. ....Assistant Professor, Nursing  
 B.S.N., Vanderbilt University; M.S. University of Maryland. Additional  
 Graduate Work, Peabody College For Teachers, University of California  
 at Los Angeles.  
 Present Position, 1972.

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

Sarver, Patricia L. ....Physical Education  
 B.S., Middle Tennessee State University; M.A., Tennessee Technological  
 University.  
 Present Position, 1973.

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

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

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

Stephens, L. Allin .....Instructor, Biology  
 B.S., University of Tennessee; M.S., University of Tennessee; Ph.D.,  
 University of Tennessee.  
 Present Position, 1972.

Stockton, James H. ....Instructor, Media Center  
 B.S., East Tennessee State University; M.A., East Tennessee State  
 University.  
 Present Position, 1972.

Stults, David A. ....Instructor, Computer Science  
 B.S., Tennessee Technological University; M.S., Tennessee Technological  
 University.  
 Present Position, 1972.

Thornton, Otis B. ....Instructor, Career Education  
 Chairman, Division of Career Education  
 B.S., Air Force Institute of Technology; M.B.A., University of Chicago.  
 P.E.  
 Present Position, 1972.

Warren, Jessie H. ....Director, Admissions and Records  
 B.S., M.A., Middle Tennessee State University. Additional Graduate  
 Work, Middle Tennessee State University.  
 Present Position, 1969.

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

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

Wyman, Linda L. ....Associate Professor, English  
 A.A., Christian College, A.B., Southern Methodist University; M.A.,  
 University of Missouri; Ph.D., George Peabody College For Teachers.  
 Present Position, 1971.

Young, Donna K. ....Counselor  
 B.S., Tennessee Technological University; M.A., Tennessee Technological  
 University.  
 Present Position, 1972.





## GENERAL INFORMATION



# General Information

## LOCATION

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

## HISTORY

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

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

Ground for the college buildings was broken at a ceremony in November, 1967, on the site. Yearwood and Johnson, Architects of Nashville, Tennessee designed the campus. The principal construction contract was awarded to 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 the first president of the college. He opened temporary offices for administrative personnel of the college in the First Baptist Church building in Tullahoma in February, 1969. The administrative staff moved into the Administration Building on the campus in August, 1969.

Other buildings on the campus were completed soon thereafter. The first quarter was begun in September, 1969, with approximately 500 students and 25 faculty members. By September, 1972, the enrollment had risen to more than 900 students and a faculty of 42.

## PURPOSE

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

Motlow State Community College will provide day and evening programs combining general education and 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-

## General Information

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

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

## OBJECTIVES

The objectives of Motlow State Community College shall be:

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

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

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

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

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



## COLLEGE REGULATIONS



# College Regulations

## ATTENDANCE REGULATIONS

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

## DISMISSALS

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

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

## GRADUATION

1. All students must complete the general requirements as prescribed by the college and specific requirements set forth for the degree sought. Students are ordinarily 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. 1 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 30 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.

## MID QUARTER DEFICIENCY REPORTS

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

## BUSINESS REGULATIONS

Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until the fees have been paid (which means all checks have cleared the bank) and no student may be admitted to classes without having met his financial obligations. All payments are to be made in cash or by check to the Business Of-

## College Regulations

ice 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 . . . . .	\$ 65.00 per quarter
Non-Residents . . . . .	
Maintenance Fee . . . . .	\$ 65.00 per quarter
Tuition . . . . .	\$240.00 per quarter
Total . . . . .	\$305.00 per quarter

Registration for Part-Time . . . . .	
Residents of Tennessee . . . . .	\$ 6.00 per quarter hour
Non-Residents . . . . .	\$25.00 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-resident for the purpose of assessing tuition charges. The definition of residency as determined by the State Board of Regents will apply. Information about residence classification may be obtained from the Director of Admissions and Records.

## Other Fees

Annual Campus Auto Registration . . . . .	\$ 1.00
Laboratory fee per quarter . . . . .	\$ 2.50
Lab fees will be charged for all Physics courses (with the exception of Physics 101, 102, and 103), all Biology courses, and all Chemistry courses.	
Late Registration Fee, first day . . . . .	\$ 4.00
Each Additional Day . . . . .	\$ 1.00
Graduation Fee . . . . .	\$ 10.00
Change of Registration . . . . .	\$ 3.00
Transcript (First one free) . . . . .	\$ 1.00
Late Examination Fee . . . . .	\$ 5.00

## College Regulations

Replacement of Lost ID Card .....	\$ 1.00
Private Music Instruction (per quarter) .....	\$ 22.00
Flight Fee for AVI 201 .....	\$200.00
Flight Fee for AVI 202 .....	\$200.00
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



# Student Personnel Services

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

## ADMISSIONS

### 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. They must have a B average or better.
2. They must be nominated by their high school principal and/or counselor.
3. 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.

## GENERAL REQUIREMENTS

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

1. Graduate from high school or obtain a high school equivalency diploma (G.E.D. Examination). File with the Office of Admissions an official high school transcript or equivalency diploma including G.E.D. test scores.
2. Take the American College Testing Program (ACT) battery and have the official scores sent to the Office of Admissions and Records.
3. File a formal Motlow State Community College application form with the Director of Admissions and Records. (A non-refundable fee of \$5.00 must accompany this application.)
4. File the required Medical History and Physical Examination Report. A portion of the form must be completed and signed by a licensed physician.
5. Have sent to the Office of Admissions and Records an official transcript from each college or university attended previously.

## Student Personnel Services

Failure to indicate previous college attendance will subject the student to dismissal from the college.

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

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

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

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

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

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

All correspondence concerning admissions should be addressed to the Director of Admissions and Records, Motlow State Community College, Tullahoma, Tennessee 37388. The candidate for admission should request application blanks early enough to allow ample time for required forms to be forwarded to the Director of Admissions and Records. Under normal conditions, the applicant should request application forms at least 60 days before the beginning of classes. The completed application forms should be in the Office of Admissions and Records by August 15 for the Fall Quarter; December 1, for the Winter Quarter; February 15, for the Spring Quarter; and May 1, for the Summer Quarter.

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, Motlow State Community College. This test should be taken preferably on one of the fall testing dates during the senior year of high school. Information on the ACT may be obtained from the high school counselor or by writing to American College Testing, Inc.,

P. O. Box 168, Iowa City, Iowa 52242. Motlow State Community College's ACT Code Number is 4003. This number should be used when requesting that scores be sent to Motlow State Community College. Students who fail to take the ACT before being admitted may be required to do so during the first quarter of their college work. Residual ACT are given once each month by the Counseling Office. Arrangements for taking the test may be made by contacting the Counseling Office.

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

### **READMISSION OF FORMER STUDENTS**

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

### **TRANSFER STANDARDS**

Students wishing to transfer from accredited colleges and other approved institutions of higher education may be admitted if they have been granted honorable dismissal from the last institution attended. Transfer students should be eligible to re-enter the school from which they are transferring. Special cases will be evaluated by the Admissions Committee. Applicants must submit transcripts from all colleges they have attended to the Director of Admissions and Records. All grades will be accepted as they are listed on the transcript from accredited institutions of higher education.

### **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. Secure the written approval of the advisor for making a course change.
3. Secure the signature of the instructor when a course is to be dropped or added to the program.
4. Present the completed form to the Business Office and pay appropriate fees.
5. Return form to Office of Admissions and Records.

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 no later than one week prior to beginning of mid-term exams will receive a grade of "W." A student who withdraws no later than ten calendar days prior to the first day of final examinations will receive a grade of "WP" or "WF." Anyone withdrawing after this time will receive a "WF," except for unavoidable circumstances.

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. Leave the remaining copies of the permit in the Office of the Director of Admissions and Records for official record and notification of faculty.
4. All equipment belonging to the college must be accounted for or paid for and all financial obligations met.
5. If it is impossible for a student to take these steps in person, they should be taken by a parent.

**QUARTER-HOUR LOAD OF STUDENTS**

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.

*Correspondence and Extension Courses*

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

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

*Advanced Placement*

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

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

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

**ADMISSION AS A SPECIAL STUDENT**

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

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

Generally, a person admitted as a Special Student will be required to do

all of the work required in a course, including written papers, readings, examinations, etc. Upon the conclusion of the course, the special student will not be given official credit.

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

**RETENTION STANDARDS**

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

<i>Cumulative Hours Attempted</i>	<i>Probationary Range</i>	<i>Suspension</i>
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.

**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 fre-



quently referred to for the purpose of supplying information to legitimate inquiries, each student should be acutely conscious that he is building his future and that his good attitude and diligent study will stand him in good stead after graduation.

### **TRANSCRIPT OF CREDITS**

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

### **CANCELLATION OF SCHEDULED CLASSES**

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

### **ACADEMIC ADVISOR**

Each student is assigned to an academic department by the Director of Admissions and Records. The Dean of Instruction will in turn assign the student to a faculty advisor. The faculty advisor will assist the student in selecting proper courses, interpretation of course requirements, and in the selection of a well balanced program. 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.

### **VETERAN'S AFFAIRS**

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

Veterans Administration  
Regional Office  
801 Broadway  
Nashville, Tennessee 37203

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

### **COUNSELING SERVICES**

The college has a staff of professionally trained counselors who serve the students in matters of academic advisement, vocational counseling, and personal problems. The counseling staff offers students assistance in solving im-

mediate 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.

### **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 Educational Opportunity Grants are restricted by Federal regulations to families of less than \$9000 yearly income, with preference given to low-income families first. 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.

### STUDENT PERSONNEL SERVICES

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.

A small loan fund has been made available for short term loans, interest free, for students who encounter sudden financial distress. Information on this fund may be obtained at the financial aid office.

### 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.

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.

*Archaeology Club*—open to students interested in the study of ancient cultures and other areas in archaeology.

*Art Club*—open to students enrolled in art courses and those professing an interest or competence in this area.

*Baptist Student Union*—open to all students interested in campus religious activities.

*Choir*—open to students interested in group singing with musical ability.

*Debate Club*—open to students who have ability in argument and persuasion.

*Ensemble*—open to students with an interest in musical activities.

*Phi Rho Pi-Gamma Chapter*—open to selected members of the debate team, demonstrating a continuing interest in the art of speaking.

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 Antler," 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.

### STUDENT SERVICES

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

Motlow State Community College has no housing facilities for its students, most of whom reside with members of their immediate families or relatives. A limited number of housing accommodations are available in private homes and private dormitories for boys. Any student interested in

### *Student Personnel Services*

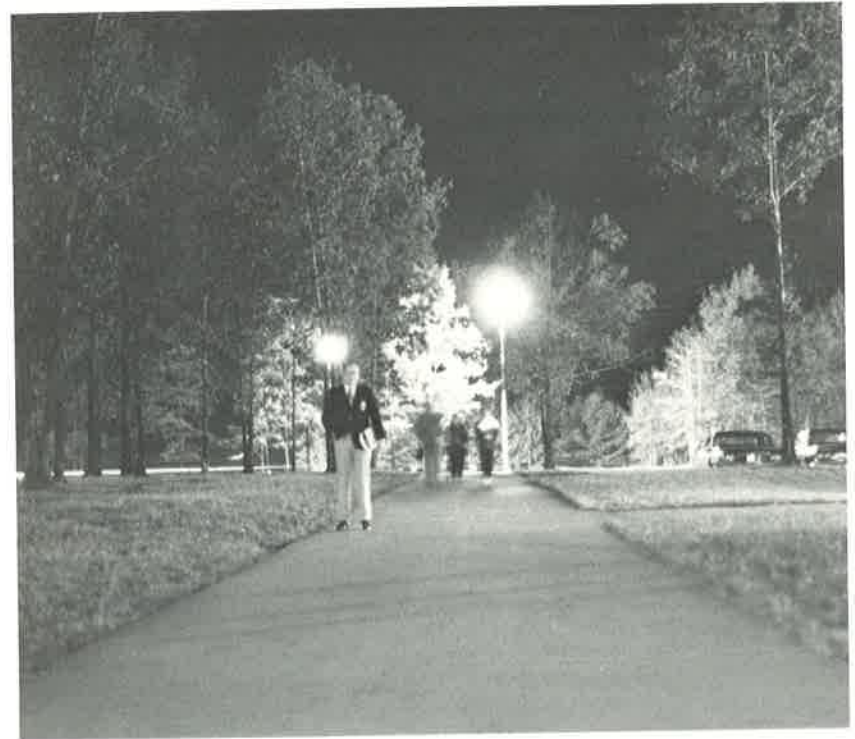
obtaining a place to live should review the listings in the office of the Dean of Student Personnel Services.

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

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.



## ACADEMIC INFORMATION AND PROGRAMS OF STUDY



## Academic Information

and

## Programs of Study

The Library-Learning Resources Center is in the center of Motlow State Community College both in physical location and academic activity. It is the north wing of the classroom building, under the same roof with the classrooms and faculty offices.

The American Library Association's Standards for Junior Colleges is used as a guideline for achieving this Library-Learning Resources Center's aim to provide resources to promote and enrich the total educational program of the college. This year it is nearing the goal of a minimum of 20,000 volumes recommended by the American Library Association and the Southern Association of Colleges and Schools.

From its beginning in 1969, when it housed a minimal number of books and periodicals, it has also housed audio-visual equipment and supplies. Professional librarians and an instructional communication specialist are available for service Monday through Friday as the Library-Learning Resources Center serves the students and faculty, also the citizens of the community.

### PROGRAMS OF STUDY

Motlow State Community College offers courses in three general areas of study: (1) University Parallel or transfer programs, (2) 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 area of communications, humanities, social sciences, natural and physical sciences, mathematics, and physical education.

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

## Academic Information

*The Career Education Program.* This program is for students planning immediate employment upon completion of their chosen course of study. Students satisfactorily completing these programs will be awarded the Associate of Science degree in their particular specialty. There are also programs leading to certificates denoting the level of skill or proficiency in a particular occupational area. Should career students later elect to do so, successfully completed courses are directly transferable to four-year institutions for credit toward a Bachelor's degree. The various areas of specialization and the course requirements in each are outlined in a following section.

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

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

### NON-CREDIT COURSES

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 Public Information and Field Services. The policies of the College and the State Board of Regents require that the courses be financially self-supporting.

### 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 followed by one summer at Tennessee Technological University in preparation for the cooperative educational experience. The student would then spend one year in a cooperative agency and return to Motlow to complete the requirements for the Associate degree. Students desiring additional information on this program should contact the Director of Career Education.

**EVENING DIVISION**

The Evening Division is the center for monitoring and administering to all evening and continuing education courses or classes. This Division has the responsibility for offering the evening students the same qualitative and quantitative programs of study and other special courses as are available to the students attending classes in the daytime period. The courses offered in the evenings are open to all students of Motlow State Community College which includes degree as well as non-degree programs of study. Students participating in the Evening Division courses may follow the same programs of study as the day students the difference being that a longer period is required to complete the degree requirements. In the event a course cannot be offered in the day schedule, it probably will be offered in the evening schedule. Most evening classes will meet from 6 to 8:45 P.M. one night a week. However, some classes meet twice a week such as engineering, typing and computer courses. The Evening Division office is located in the classroom building in C-140.

**PLANNING COURSES OF STUDY**

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

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

**PLANNING SPECIAL PROGRAMS**

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

**For Students Interested in Business**

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:

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

**For Students Interested in Law**

The pre-law 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.
- 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.
- BUS 231, 232, 233 Principles of Accounting ..... 9 Hrs.

**For Students Interested in Engineering**

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

- CHE 101, 102, 103 General Chemistry ..... 12 Hrs.
- ERG 101, 102 Engineering Graphics ..... 6 Hrs.
- \*MAT 112, 113, 211 Trig. and Calculus ..... 15 Hrs.
- ERG 121 Introduction to Technology ..... 2 Hrs.

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

- MAT 212, 213, 273 Calculus and Differential Equations ..... 15 Hrs.
- ERG 252 Statics ..... 3 Hrs.
- ERG 253 Dynamics ..... 3 Hrs.
- PHY 201, 202, 203 General Physics ..... 12 Hrs.
- CST 123 FORTRAN Programming ..... 4 Hrs.

**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 4 year institution to complete

*Academic Information*

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; 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**

The 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 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		
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.		

*Academic Information*

Individual instruction for music majors is available in piano and voice. Instrumental majors will be accepted on approval of special instructor and completion of proficiency test.

All music majors and minors are required to participate in one or more vocal or instrumental performing groups.

**For Students Interested in Teaching**

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

**Elementary**

ART 103	.....	School Art
PED 204	.....	Physical Education for Elementary Teachers
ENG 231	.....	Fundamentals of Speech
ENG 262	.....	Children's Literature
MUS 242	.....	Fundamentals of Elementary Music
HED 201	.....	Personal Health
PSY 101, 102, 103	.....	General Psychology

**Secondary**

ART 101	.....	Art Appreciation
HED 201	.....	Personal Health
ENG 231	.....	Fundamentals of Speech
MUS 241	.....	Understanding Music
PSY 101, 102, 103	.....	General Psychology

**Specific Associate Degree Requirements**

**Associate of Arts, University Parallel**

ENG 101, 102, 103	English Composition	.....	Hrs. 9
ENG	(Literature Electives)	.....	9
BIO	} (Biological or Physical Science Electives)		
or			
CHE			
or			
PHY	1 Year Sequence	.....	9-12

*Academic Information*

HIS 211, 212, 213 U.S. History .....	9
MAT (Mathematics Electives) .....	6-10
PED (Activities Electives) .....	6
SPA } Spanish	
or } or	
FRE } French	
1 Year Sequence .....	9
Division of Humanities (Electives) .....	9
Division of Social Science and Education (Electives) .....	9
General Electives .....	14-21
	<u>96 Hrs.</u>

**Associate of Science, University Parallel**

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

The following eight Associate Degree programs are designed specifically for career-oriented two year graduates. Each of these programs will equip the graduating student for immediate entry into his chosen occupation. However, should the student elect to continue his education, the credits earned in these programs are generally transferable to four-year baccalaureate institutions.

**ASSOCIATE OF SCIENCE  
IN  
ACCOUNTING**

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.

*Academic Information*

	<b>Hrs.</b>
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 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 231, 232, 233 Principles of Accounting .....	9
BUS 241, 242 Income Tax-Personal and Business .....	6
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 .....	17
	<u>96 Hrs.</u>

**ASSOCIATE OF SCIENCE  
IN  
AEROSPACE TECHNOLOGY**

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

**Two-Year Career Option**

	<b>Hrs.</b>
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
AVI 111, 112 Flight Theory, Navigation .....	6
AVI 113, 123 FAA Regulations, Aviation Weather .....	6
AVI 201, 202 Flight Instruction I, II .....	6
BUS 231, 232, 233 Principles of Accounting .....	9
BUS 271 Business Organization and Management .....	3
CST 121 Introduction to Electronic Data Processing .....	3
ERG 101 Engineering Graphics .....	3

*Academic Information*

ERC 121	Introduction to Technology	2
IMT 281	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**

		Hrs.
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 101,	General Psychology	3
AVI 111, 112	Flight Theory, Navigation	6
AVI 113, 123	FAA Regulations, Weather	6
AVI 201, 202	Flight Instruction	6
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 their four-year program. The curriculum is designed for total articulation into the only four-year program of its type in Tennessee.

**ASSOCIATE OF SCIENCE**

**IN**

**BUSINESS**

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.

		Hrs.
ENG 101	Composition	3
ENG 231	Fundamentals of Speech	3

*Academic Information*

MAT 221	Elementary Mathematical Statistics	3
ECO 201, 202, 203	Principles of Economics	9
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 222	Business Communications	3
BUS 231, 232, 233	Principles of Accounting	9
BUS 251	Business Machines	3
BUS 271, 272	Business Organization and Management	6
BUS 281, 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	23
		96 Hrs.

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

**BUSINESS OPTION**

		Hrs.
ENG 101, 102	Composition	6
ENG 231	Fundamentals of Speech	3
MAT 108	Technical Mathematics	4
MAT 221	Elementary Mathematical Statistics	3
ECO 201, 202, 203	Principles of Economics	9
BUS 121	Introduction to Business	3
BUS 231, 232, 233	Principles of Accounting	9
BUS 251	Business Machines	3
BUS 271, 272	Business Organization and Management	6



*Academic Information*

CST 121	Introduction to Electronic Data Processing	3
CST 122	Symbolic Programming	4
CST 123	FORTRAN Programming	4
CST 211, 212	COBOL Programming	8
CST 213	Operating Systems	3
CST 223	Commercial Applications	3
SST 221	Records Management	3
	Approved Electives	22
		<hr/> 96 Hrs.

**SCIENTIFIC OPTION**

		Hrs.
ENG 101, 102	Composition	6
ENG 231	Fundamentals of Speech	3
MAT 111	College Algebra	5
MAT 112	Plane Trigonometry	5
MAT 113	Analytic Geometry and Calculus	5
MAT 211, 212, 213	Calculus	15
MAT 221	Elementary Mathematical Statistics	3
PHY 201, 202, 203	General Physics	12
CST 121	Introduction to Electronic Data Processing	3
CST 122	Symbolic Language Programming	4
CST 123	FORTRAN Programming	4
CST 211, 212	COBOL Programming	8
CST 213	Operating Systems	3
CST 233	Scientific Applications	3
	Approved Electives	17
		<hr/> 96 Hrs.

Note: CHE 101 is recommended as an elective.

**ASSOCIATE OF SCIENCE  
IN  
INDUSTRIAL MANAGEMENT**

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.

		Hrs.
ENG 101, 102	Composition	6
ENG 231	Fundamentals of Speech	3
MAT 108	Technical Mathematics	4

*Academic Information*

MAT 221	Elementary Mathematical Statistics	3
PHY 101, 102, 103	Physical Science	9
ECO 201	Principles of Economics	3
BUS 231, 232	Principles of Accounting	6
CST 121	Introduction to Electronic Data Processing	3
CST 211	COBOL Programming	4
ERG 101, 102	Engineering Graphics	6
ERG 121	Introduction to Technology	2
IMT 201	Elements of Industrial Management	3
IMT 211	Motion and Time Study	3
IMT 221	Quality Control	3
IMT 231	Production and Cost Control	3
IMT 241	Plant Layout	3
IMT 251	Industrial Safety	3
IMT 261	Production Control Systems	3
IMT 271	Labor Relations	3
IMT 281	Principles of Supervision	3
	Approved Electives	21
		<hr/> 97 Hrs.

**ASSOCIATE OF SCIENCE  
IN  
MARKETING**

This program is designed to prepare the student upon graduation for positions in buying, selling, transporting and storage. Should the student elect to continue his education in this field, the courses are transferable toward baccalaureate and higher degrees.

		Hrs.
ENG 101, 102	Composition	6
ENG 231	Fundamentals of Speech	3
MAT 221	Elementary Mathematical Statistics	3
ECO 201, 202, 203	Principles of Economics	9
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 231, 232, 233	Principles of Accounting	9
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 281	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

*Academic Information*

MKT 231	Advertising Principles .....	3
MKT 232	Marketing Management .....	3
MKT 233	Marketing Research .....	3
MKT 243	Purchasing .....	3
	Approved Electives .....	15
		96 Hrs.

**ASSOCIATE OF SCIENCE  
IN  
NURSING**

The philosophy of Nursing education is to provide a sound program enabling graduates to perform safe patient-centered bedside nursing in accordance with current trends in medical practice. The primary objective of the program is to assist the student in developing those technical and intellectual competencies which will prepare them to perform patient-centered nursing as well as the duties of a registered nurse at staff level. Graduates who pass The State Board Test Pool Examination for licensure will be certified as Registered Nurses.

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. 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 and health institutions are used for clinical experience. In order to complete successfully the nursing courses the student must maintain a grade of C or above in all NET and Clinical courses.

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

Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college and in addition take the National League of Nursing Comprehensive Entrance Examination. Final selection of successful applicants will be made by a committee consisting of the nursing faculty and administrators of the College. There is one class in nursing begun each year and its enrollment is limited.

		Hrs.
ENG 101, 102, 103	Composition .....	9
BIO 231	Microbiology .....	4
BIO 232, 233	Human Anatomy and Physiology .....	8
CHE 101	General Chemistry .....	4
HED 221	Principles of Nutrition .....	4
POL 113	U.S., State, and Local Government .....	3

*Academic Information*

PSY 101, 102, 103	General Psychology, Human Growth and Development .....	9
SOC 211	Introduction to Sociology .....	3
SOC 213	Social Problems .....	3
SOC 220	Courtship, Marriage and Modern Family .....	3
NET 101, 102, 103	Nursing .....	17
NET 104	Nursing .....	8
NET 201, 202, 203	Nursing .....	21
PED	Physical Education Activities .....	3
	Approved Electives .....	6
		105 Hrs.

**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**

		Hrs.
ENG 101, 102, 103	Composition .....	9
ENG 231	Fundamentals of Speech .....	3
ECO 201, 202	Principles of Economics .....	6
BUS 121	Introduction to Business .....	3
BUS 124, 125	Business Mathematics .....	6
BUS 222	Business Communications .....	3
BUS 231, 232	Principles of Accounting .....	6
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 111, 112, 113	Beginning, Intermediate, Advanced Shorthand ..	9

Academic Information

SST 211, 212	Advanced Shorthand and Transcription	6
SST 213, 214, 215	Office Procedures	9
SST 221	Records Management	3
	Approved Electives	15
		96 Hrs.

\*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
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 222	Business Communications	3
BUS 231, 232, 233	Principles of Accounting	9
BUS 251	Business Machines	3
BUS 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
		96 Hrs.

\*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

MAT 108	Technical Mathematics	4
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 231, 232, 233	Principles of Accounting	9
BUS 241, 242	Income Tax-Personal & Business	6
CST 121	Introduction to Electronic Data Processing	3
CST 211	COBOL Programming I	4
ERG 121	Introduction to Technology	2
		49 Hrs.

GENERAL CLERICAL TRAINEE

ENG 101, 102	Composition	6
BUS 121	Introduction to Business	3
BUS 124, 125	Business Mathematics	6
BUS 222	Business Communications	3
BUS 231, 232	Principles of Accounting	6
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.

INDUSTRIAL MANAGEMENT TRAINEE

MAT 108	Technical Mathematics	4
MAT 221	Elementary Mathematical Statistics	3
ECO 201	Principles of Economics	3
BUS 231	Principles of Accounting	3
CST 121	Introduction to Electronic Data Processing	3
ERG 101	Engineering Graphics	3
ERG 121	Introduction to Technology	2
IMT 201	Elements of Industrial Management	3
IMT 211	Motion and Time Study	3
IMT 221	Quality Control	3
IMT 231	Production and Cost Control	3
IMT 241	Plant Layout	3
IMT 251	Industrial Safety	3
IMT 261	Production Control Systems	3

Academic Information

IMT 271	Labor Relations .....	3
IMT 281	Principles of Supervision .....	3
		48 Hrs.

**MARKETING TRAINEE**

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

**SALESMANSHIP TRAINEE**

		Hrs.
ENG 231	Fundamentals of Speech .....	3
BUS 121	Introduction to Business .....	3
BUS 124, 125	Business Mathematics .....	6
BUS 231, 232	Principles of Accounting .....	6
BUS 281	Marketing .....	3
MKT 102	Salesmanship .....	3
MKT 103	Public Relations .....	3
MKT 222	Sales Training .....	3
MKT 223	Sales Management .....	3
MKT 231	Principles of Advertising .....	3
	Approved Electives .....	12
		48 Hrs.

**SECRETARIAL SCIENCE TRAINEE**

		Hrs.
ENG 101, 102	Composition .....	6
BUS 121	Introduction to Business .....	3
BUS 124	Business Mathematics .....	3
BUS 222	Business Communications .....	3
BUS 231	Principles of Accounting .....	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.

Academic Information

**WHOLESALE & RETAILING TRAINEE**

		Hrs.
ECO 201, 202, 203	Principles of Economics .....	9
BUS 121	Introduction to Business .....	3
BUS 124, 125	Business Mathematics .....	6
BUS 231, 232, 233	Principles of Accounting .....	9
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.

**GRADING SYSTEM**

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

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

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

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

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

The grade "I" indicates that the student has not completed all courses 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 "F" is automatically entered.

## *Academic Information*

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

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

### **General Requirements For Degrees**

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

General requirements for an Associate Degree are as follows:

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

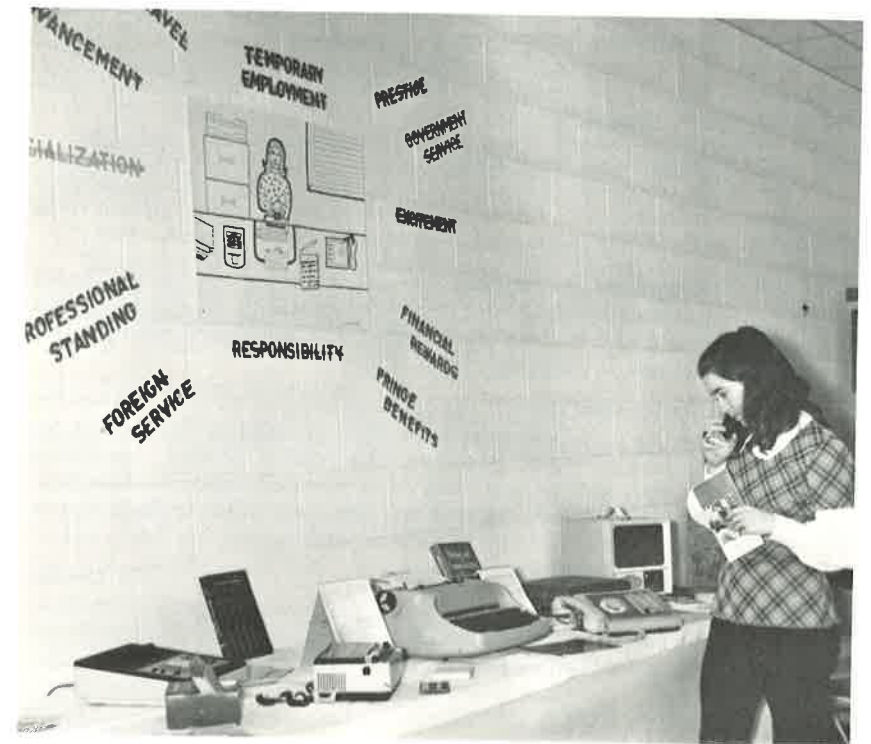
### **Awards and Honors**

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

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

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

## **DIVISION OF CAREER EDUCATION**



# Division of Career Education

Mr. Otis B. Thornton, Chairman

The Division of Career Education offers programs leading to the Associate of Science Degree in Aerospace, Accounting, Business, Computer Science, Industrial Management, Marketing, 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.

## ACCOUNTING

**ACT 251 Intermediate Accounting . . . . . 3 Credits**

A review of fundamentals of accounting including cash-flow and funds-flow analysis, temporary investments; receivables; inventory cost and valuation procedures. Prerequisite: BUS 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: BUS 233. This course is for Accounting Technology 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: BUS 233.

**ACT 281 Auditing . . . . . 3 Credits**

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

## AEROSPACE TECHNOLOGY

**AVI 101 General Aeronautics . . . . . 3 Credits**

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

**AVI 111 Flight Theory . . . . . 3 Credits**

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

**AVI 112 Navigation . . . . . 3 Credits**

The principles of pilotage, dead reckoning, and radio-electronic methods of navigation as applied to cross-country flight planning.

**AVI 113 Aviation Regulations . . . . . 3 Credits**

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

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

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

**AVI 201 Flights 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: AVI 111 and 113 or 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.

**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 111 and 113 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.

**BSU 124 Business Mathematics . . . . .3 Credits**  
An intensive review of the fundamentals of math as applied to business, including percentages, consumer loans, interest, taxes, markups, merchandise and profit, salaries and wages, and insurance.

**BUS 125 Business Mathematics . . . . .3 Credits**  
A study of commissions and discounts, accounting mathematics, stocks and bonds, data processing mathematics, 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 231 Principles of Accounting . . . . .3 Credits**  
Basic principles of accounting; journals and ledgers; completion of the accounting cycle; summarizing and reporting; and inventories, deferrals and accruals.

**BUS 232 Principles of Accounting . . . . .3 Credits**  
Accounting systems; payroll systems; data processing, and special processes for partnerships and corporations involving organization and operation. Prerequisite: BUS 231.

**BUS 233 Principles of Accounting . . . . .3 Credits**  
Control accounting; manufacturing cost systems; job order cost systems; budgetary control; income tax accounting; and the preparation and analysis of financial statements. Prerequisite: BUS 232.

**BUS 241 Income Tax Accounting—Personal . . . . .3 Credits**  
Federal income tax laws with emphasis on the preparation of returns for individuals.

**BUS 242 Income Tax Accounting—Business . . . . .3 Credits**  
Federal income tax laws with emphasis on the preparation of returns for small businesses.

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

**BUS 261 Introduction to Business Law . . . . .3 Credits**  
A course to provide a better understanding of law, the judicial system, and knowledge of contracts, agency, partnerships, property, sales, crimes and torts. Prerequisite: Sophomore status or permission of the Dean of Instruction.

**BUS 271 Business Organization and Management . . . . .3 Credits**  
A study of the functions of management from sole-proprietor through corporate structures. The role of a manager will be structured, analyzed and evaluated using appropriate case-study methodology. Prerequisite: BUS 121 or permission of the Dean of Instruction.

**BUS 272 Business Organization and Management . . . . .3 Credits**  
A continuation of BUS 271 with emphasis on case-study. Analysis of cases to determine a resolution of management problems. Prerequisite: BUS 271 or permission of the Dean of Instruction.

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

**COMPUTER SCIENCE**

**CST 101 Introduction to Punched Card Machines . . . . .1 Credit**  
A course to introduce the student to machines used to manipulate the 80 column punched card. The student will receive instruction and practice on the Keypunch, Sorter, Verifier, and Interpreter. One hour class plus one laboratory period.

**CST 121 Introduction to Electronic Data Processing . . . . .3 Credits**  
A course designed to introduce the student to computers and their impact on this decade. Major topics covered include: historical development, number systems, nomenclature capabilities, data representations, Boolean logic, computer concepts, flow charting and programming concepts. Formerly CST 102 (3 hours lecture). No lab for this course.

**CST 122 Symbolic Language Programming** ..... 4 Credits  
 A basic course in programming techniques. Introduction to assembly language, involving lab work in the programming of business applications. Formerly CST 201 (3 hours lecture—3 hours lab.)

**CST 123 FORTRAN Programming** ..... 4 Credits  
 A basic course in scientifically oriented FORTRAN (formula translation) programming language. Formerly CST 202 (3 hours lecture—3 hours lab.)

**CST 211 COBOL Programming I** ..... 4 Credits  
 A study of commercial oriented language (COBOL) to enable the student to gain programming proficiency through lectures and labs with "hands-on" computer experience. (3 hours lecture—3 hours lab.)

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

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

**CST 223 Commercial Applications** ..... 3 Credits  
 The student will develop, code, test, and debug computer programs necessary to implement a computerized solution relative to the student's field of interest. (2 hours lecture—3 hours lab.) Prerequisite: CST 211.

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

**ENGINEERING**

**ERG 101 Engineering Graphics I** ..... 3 Credits  
 Introduction to drafting fundamentals, use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching, graphical presentation. (1 hour lecture—4 hours laboratory.)

**ERG 102 Engineering Graphics II** ..... 3 Credits  
 Continuation of Graphics I into design, detail and assembly drawings, fundamentals of perspective, fundamentals of descriptive geometry, graphical analysis. (1 hour lecture—4 hours laboratory.) Prerequisite: ERG 101 or 2 years high school drafting and permission of the Dean of Instruction.

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

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

**ERG 252 Statics** ..... 3 Credits  
 A study of forces, movements, vector quantities; static equilibrium with application to structures; friction; center of gravity; second movements. Formerly ERG 111. Prerequisite: ERG 101. Prerequisite or Corequisite: MAT 113.

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

**INDUSTRIAL MANAGEMENT**

**IMT 201 Elements of Industrial Management** ..... 3 Credits  
 A foundation course introducing the organization and basic principles of management as found in modern industry. The course will include trips to industries, practical problems, and the introduction to modern management.

**IMT 211 Motion and Time Study** ..... 3 Credits  
 Methods and techniques in motion and time study analysis, efficiency, labor saving devices, and work simplification. (2 hours lecture—2 hours lab.)

**IMT 221 Quality Control** ..... 3 Credits  
 The management aspects of controlling quality through the use of statistics, sampling, inspection systems, tolerance systems, and control charts. (2 hours lecture—2 hours lab.) Prerequisite: MAT 221.

**IMT 231 Production and Cost Control** ..... 3 Credits  
 A basic understanding of production and cost control. Includes control, routing, scheduling, cost of manufacturing, accounting for costs, and methods of reducing costs.

**IMT 241 Plant Layout** ..... 3 Credits  
 Principles of plant layout, process charts, aids for effective layout, and includes lab project to utilize knowledge of all IMT courses studied. (2 hours lecture—2 hours lab.) Prerequisite: ERG 101.



**IMT 251 Industrial Safety . . . . .3 Credits**

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

**IMT 261 Production Control Systems . . . . .3 Credits**

A study of automation, including electronic, pneumatic, and hydraulic devices, and the relationship of automatic controls to production, inventory control and cost control.

**IMT 271 Labor Relations . . . . .3 Credits**

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

**IMT 281 Principles of Supervision . . . . .3 Credits**

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

**MARKETING**

**MKT 102 Salesmanship . . . . .3 Credits**

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

**MKT 103 Public Relations . . . . .3 Credits**

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

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

A study of the principles and functions of wholesaling and retailing from the manufacturer to the consumer. The movement of consumer goods 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 Mexican War; principles of war, and evolution of warfare. Leadership Development: Significance of military courtesy and discipline and practical exercises in leadership development. Average one hour of class work and one hour of leadership laboratory per week.

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

American Military History: Historical growth and development of the Army from the Civil War through World War I, principles of war, and evolution of warfare. Leadership Development: Practical exercises in leadership development and rifle marksmanship.

**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 Army and ROTC, 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 one hour classroom and one hour leadership lab per week. Prerequisite: MST 101, 102 and 103 or permission of the Dean of Instruction.

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

Introduction to Tactics and Operations: mission, organization and composition and basic military terms; principles of offensive and defensive

Leadership Development: Same as above MST 201. Prerequisite: MST 101, 102, and 103 or permission of the Dean of Instruction.

**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: MST 101, 102, and 103 or permission of the Dean of Instruction.

**NURSING**

**NET 101 Fundamentals of Nursing I . . . . . 5 Credits**  
Theory and guided learning experiences in the application of basic nursing principles and skills. (3 hours lecture—6 hours laboratory.)

**NET 102 Fundamentals of Nursing II . . . . . 6 Credits**  
A continuation of Fundamentals of Nursing I. Study and guided learning experience in the application of basic nursing principles and skills. (3 hours lecture—8 hours laboratory.)

**NET 103 Medical-Surgical Nursing I . . . . . 6 Credits**  
Instruction and clinical experiences in the nursing care of patients with medical and surgical disorders. (3 hrs. lecture—8 hrs. laboratory.)

**NET 104 Medical-Surgical Nursing II . . . . . 8 Credits**  
A continuation of Nursing 103 Study and guided clinical experiences in the nursing care of patients with major medical and surgical disorders. (4 hrs. lecture—12 hrs. laboratory.)

**NET 201 Psychiatric Nursing . . . . . 9 Credits**  
Study and concurrent guided laboratory experience in the application of the major concepts of psychiatric nursing and mental health principles. (4 hrs. lecture—12 hrs. laboratory.)

**NET 202 Maternal-Child Health I . . . . . 6 Credits**  
A course in the principles of care for the mother and child. Physical and psychological needs which include normal growth and development are emphasized in relation to the mother, child, family and community. Common health problems, legal aspects of care, disease and nutrition of the mother and child are discussed. Planned guided experience in the care of the mother during antipartal, intrapartal, and postpartal periods is arranged for the student. (3 hours lecture—8 hours laboratory.)

**NET 203 Maternal-Child Health II . . . . . 6 Credits**  
Continuation of Nursing 202. Experiences are provided in child care, in the nursery school, in classes for the handicapped children, the adolescent, and in the hospital pediatric department. (3 hours lecture—8 hours laboratory.)

**SECRETARIAL SCIENCE**

**SST 101 Beginning Typewriting . . . . . 3 Credits**  
Development of techniques in touch typewriting and the introduction of skills involved in typing manuscripts, business letters, and simple tabulations. (5 hours per week—lecture and laboratory.)

**SST 102 Intermediate Typewriting . . . . . 3 Credits**  
Continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing business reports, correspondence, tabulations, and manuscripts. (5 hours per week—lecture and laboratory.)

**SST 103 Advanced Typewriting . . . . . 3 Credits**  
Continued emphasis on speed and accuracy building with more emphasis on timed production of varied types of business materials. (5 hours per week—lecture and laboratory.)

**SST 111 Beginning Shorthand . . . . . 3 Credits**  
Theory of Gregg Shorthand, Diamond Jubilee Series; development of dictation and transcription abilities. (5 hours per week—lecture and laboratory.)

**SST 112 Intermediate Shorthand . . . . . 3 Credits**  
Further application of principles of Gregg Shorthand, DJS, in the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. (5 hours per week—lecture and laboratory.)

**SST 113 Advanced Shorthand . . . . . 3 Credits**  
Continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. (5 hours per week—lecture and laboratory.)

**SST 201 Technical Typewriting . . . . . 3 Credits**  
Continuation of speed and accuracy building with emphasis on executive typing, business reports, and legal, accounting, medical, and governmental typing. (5 hours per week—lecture and laboratory.)

**SST 211 Advanced Shorthand and Transcription . . . . . 3 Credits**  
Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. (5 hours per week—lecture and laboratory.) Prerequisite: SST 113.

**SST 212 Advanced Shorthand and Transcription . . . . . 3 Credits**  
Continued emphasis on dictation and transcription skills necessary to meet occupational standards. (5 hrs. per week—lecture and laboratory.) Prerequisite: SST 211.

**SST 213 Office Procedures . . . . . 3 Credits**

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

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

Includes units of special areas of office work such as legal and financial, travel and conference arrangements, collection and presentation of business data, job application and interviews.

**SST 215 Office Procedures . . . . . 3 Credits**

Emphasis on development of skill in using proportional spacing typewriter, duplicating machines the mimeoscope, and transcribing machines.

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

A study of equipment and systems used for information storage, transmission, and retrieval. The course covers filing, tape processing and storage system design form usage, and other communications functions in the office.



## 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.



## Division of Humanities

### ART

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

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

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

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

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

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

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

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

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

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

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

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

#### ART 232 Painting .....3 Credits

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

#### ART 233 Painting .....3 Credits

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

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

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

**ART 242 Ceramics** .....3 Credits  
 A continuation of ART 241 with emphasis on the utilitarian aspects of making pottery. A laboratory course. (6 hours per week.) Prerequisite: ART 241.

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

**ENGLISH**

**ENG 101 English Composition** .....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** .....3 Credits  
 A continuation of ENG 101 with emphasis on expository writing skills, particularly in organizing evidence in support of a thesis statement. A short documented paper is written.

**ENG 103 English Composition** .....3 Credits  
 A continuation of ENG 102. Several types of literature are read and analyzed and short critical papers are written.

**ENG 110 Reading Improvement** .....2 Credits  
 A survey which provides reading sources for instruction, practice in locating needed information and increasing the use of the skills needed in reading.

**ENG 111 Reading Improvement** .....2 Credits  
 A continuation of ENG 110. Provides additional practice in application of reading skills. (3 hours per week.)

**ENG 112 Reading Improvement** .....2 Credits  
 A continuation of ENG 110 and 111. Provides additional practice in application of reading skills. (3 hours per week.)

**ENG 201 World Literature** .....3 Credits  
 A survey of selections from ancient writers of Oriental, Greek and Roman literature. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 202 World Literature** .....3 Credits  
 A continuation of ENG 201. Readings are selected from the literature of the Medieval, the Renaissance, and the Classical periods. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 203 World Literature** .....3 Credits  
 A continuation of ENG 202. Readings are selected from the literature of the Eighteenth, Nineteenth, and Twentieth Centuries, including English and American literature. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 211 English Literature** .....3 Credits  
 A survey of major English writers from the beginning to 1660. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 212 English Literature** .....3 Credits  
 A continuation of ENG 211. A survey of major English writers from 1660 to 1832. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 213 English Literature** .....3 Credits  
 A continuation of ENG 212. A survey of major English writers from 1832 to the present. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 221 American Literature** .....3 Credits  
 A survey of major American writers from the beginning to the Civil War. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 222 American Literature** .....3 Credits  
 A continuation of ENG 221. A survey of major American writers from the Civil War to 1900. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 223 American Literature** .....3 Credits  
 A continuation of ENG 222. A survey of major American writers from 1900 to the present. Prerequisite: ENG 103 or permission of the Dean of Instruction.

**ENG 231 Fundamentals of Speech** .....3 Credits  
 A study of speech as an act of communication. The confidence and poise of the student before an audience and the ability to select, research, organize, write and present a subject orally are stressed.

**ENG 241 Public Speaking** .....3 Credits  
 Methods of practical application in the organization and presentation of classroom speeches with emphasis on special types of speaking: informative, persuasive, after-dinner, humorous, and acceptance. Analysis and criticism of speech structure and delivery are stressed. Prerequisite: ENG 231 or permission of the Dean of Instruction.

**ENG 242 Oral Reading** .....3 Credits  
 An introduction to the analysis of literature and the speech skills necessary in preparing and orally communicating literature to an audience. Prerequisite: ENG 231 or permission of the Dean of Instruction.

**ENG 251 Debate** .....3 Credits  
Instruction and participation in argumentation, debate, original oratory and extemporaneous speaking.

**ENG 261 Children's Drama and Speech** .....3 Credits  
A speech and drama program for children: story-telling; creative dramatics; choral speaking; puppetry; children's theater; classroom reports and speeches. Especially recommended for elementary education majors.

**ENG 262 Children's Literature** .....3 Credits  
A survey of literature for children that considers history, important works and types, and criteria for assessing children's books. This course does not satisfy the requirements for literature in the associate degrees.

**FRENCH**

**FRE 101 Beginning French** .....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** .....3 Credits  
Continued study of elementary grammar, pronunciation, and graded reading texts. Introduction to elementary composition.

**FRE 103 Beginning French** .....3 Credits  
Continued study of elementary grammar and graded reading texts, with increasing emphasis on pronunciation and composition.

**FRE 201 Intermediate French** .....3 Credits  
Reading of intermediate texts, with grammar review and oral practice. Prerequisite: FRE 103 or equivalent. (Laboratory Sessions are arranged individually for all students.)

**FRE 202 Intermediate French** .....3 Credits  
Grammar review, intermediate composition and conversation. Introduction to literary forms.

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

**MUSIC**

**MUS 101 Music Theory and Harmony** .....3 Credits  
Music Theory 101 serves a dual purpose. It is a one quarter music fundamentals class for elementary pre-teaching majors. Also, it is beginning

theory for music majors and minors. It includes reading of music symbols, tonic-dominant, harmony, and basic phrase structure.

**MUS 102 Music Theory and Harmony** .....3 Credits  
This is a continuation of ideas in 101 with more emphasis on composition and ear-training. It includes the subdominant chord, primary units of form, minor tonalities, part singing and writing in 4 part harmonic style.

**MUS 103 Music Theory and Harmony** .....3 Credits  
Compositions are analyzed. Modulation into borrowed tonalities is studied. Also, it is an introduction to contemporary music compositional practice.

**MUS 201 Advanced Theory and Harmony** .....3 Credits  
Continues the study of melody and harmony through composition and analysis. Secondary dominants and modulation are included with melodic period and phrase grouping. Prerequisite: Mus 101, 102 and 103.

**MUS 202 Advanced Theory and Harmony** .....3 Credits  
Involves chromatic and altered chords with two and three part forms. Ear training, sight-reading, analysis and composition are continued.

**MUS 203 Advanced Theory and Harmony** .....3 Credits  
Extends harmony to modern techniques and melody to contemporary practices. Aural, compositional and keyboard skills are continued.

**MUS 241 Understanding Music** .....3 Credits  
Understanding Music is a general appreciation course. Through recorded music, scores, and independent study, individual abilities are extended for listening and involvement in the musical experience. All musical periods and types-Renaissance through the Contemporary are included.

**MUS 242 Fundamentals of Elementary School Music** .....3 Credits  
Fundamentals of Elementary School Music is designed for elementary teachers certification renewal and elementary pre-teaching requirements. Music fundamentals, song materials and teaching skills for grades 1-6 are studied from the view-point of the classroom teacher.

**MUS 243 Music in Contemporary Culture** .....3 Credits  
Music in contemporary culture is a study of the music of the present and how it reflects the total cultural life of Americans. Through listening, discussion, and independent study, class members become aware of the inter-relationships between life and music.

**MUS 244 Church Music** .....3 Credits  
This course is designed for the church song leader, choir director, or minister of music. Music fundamentals, conducting, organization of church music, and music materials are stressed. The student will study for the special needs of his church music program.

**APPLIED MUSIC**

**Chorus . . . . . 2 Credits Each**

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

MUS 111	(Fall)	2 Hours
MUS 112	(Winter)	2 Hours
MUS 113	(Spring)	2 Hours
MUS 211	(Fall)	2 Hours
MUS 212	(Winter)	2 Hours
MUS 213	(Spring)	2 Hours

(Register by quarter of Freshman or Sophomore participation.)

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

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

MUS 115	(Fall)	2 Hours
MUS 116	(Winter)	2 Hours
MUS 117	(Spring)	2 Hours
MUS 215	(Fall)	2 Hours
MUS 216	(Winter)	2 Hours
MUS 217	(Spring)	2 Hours

(Register by quarter of Freshman and Sophomore participation.)

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

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

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

(These are to be taken in sequence.)

**Individual Piano . . . . . 1 Credit Each**

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

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

(These are to be taken in sequence.)

**Voice . . . . . 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 . . . . . 1 Credit Each**

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

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

**SPANISH**

**SPA 101 Beginning Spanish . . . . . 3 Credits**

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

**SPA 102 Beginning Spanish . . . . . 3 Credits**

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

**SPA 103 Beginning Spanish . . . . . 3 Credits**

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

**SPA 201 Intermediate Spanish . . . . . 3 Credits**

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

**SPA 202 Intermediate Spanish . . . . . 3 Credits**

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

**SPA 203 Intermediate Spanish . . . . . 3 Credits**

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



## DIVISION OF 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-med 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 new 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 film-strips and workbooks in an isolated learning booth.

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



### BIOLOGY

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

**BIO 101 Biological Science . . . . . 3 Credits**

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

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

A course with emphasis on the animal kingdom.

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

A course with emphasis on the plant kingdom.

**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—½ 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 Mammalia) and their relationships. 2 hour group meeting—½ 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—½ hour quiz session—approximately 2 hours audio-tutorial laboratory per week.)

Any three 200 level biology courses constitute a one year sequence which satisfies the Associate of Science Degree (General) requirements outlined on page 42.

**BIO 231 Microbiology . . . . . 4 Credits**

An introduction to the biology of microorganisms, especially the bacteria, with emphasis on taxonomy, morphology, physiology, and cultural

methods. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, and identification of molds, yeast and bacteria. (3 hours lecture—3 hours laboratory.) Prerequisite: 8 hours of biology.

**BIO 232 Human Anatomy and Physiology . . . . . 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 the requirements of Physical Education majors, Nurses, Medical Technicians, and Dental Hygienists. (This course and BIO 233 replace the two courses previously numbered BIO 131 and 132. Credit not allowed for those who have successfully completed BIO 131 and 132 sequence.) (3 hours lecture—2 hours laboratory.) Prerequisite: 8 hours of biology.

**BIO 233 Human Anatomy and Physiology . . . . . 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 . . . . . 4 Credits**

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

**BIO 243 Ecology . . . . . 4 Credits**

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

**BIO 244 General Entomology . . . . . 4 Credits**

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

**CHEMISTRY**

**CHE 101 General Chemistry . . . . . 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 . . . . . 4 Credits**

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

**CHE 103 General Chemistry . . . . . 4 Credits**

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

**CHE 231 Organic Chemistry . . . . . 4 Credits**

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

**CHE 232 Organic Chemistry . . . . . 4 Credits**

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

**CHE 233 Organic Chemistry . . . . . 4 Credits**

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

**MATHEMATICS**

It is recommended that all sequence courses be taken in proper order.

**MAT 101 General Mathematics . . . . . 3 Credits**

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

**MAT 102 General Mathematics . . . . . 3 Credits**

Quadratic equations, linear and quadratic inequalities, linear programming, matrices, logarithms, statistical measures, permutations, combinations, and probability. (Not permitted after Math 112)

**MAT 103 General Mathematics . . . . . 3 Credits**

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

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

Principles and applications of arithmetic systems and scales of notation, fundamental operations, fractions, decimal notations and operations, radicals and computation with approximate data. **A DEVELOPMENTAL COURSE. DOES NOT SATISFY MATH REQUIREMENT FOR EITHER ASSOCIATE DEGREE.** (4 hours lecture—2 hours lab.)

- MAT 108 Technical Mathematics** ..... 4 Credits  
 A brief review of fundamental arithmetic processes plus a survey of algebraic, analytic and trigonometric techniques, finding wide application in technological programs.
- MAT 110 Intermediate Algebra** ..... 5 Credits  
 Emphasis on the fundamentals of elementary algebra. Fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous linear equations, exponents and radicals, elements of quadratic equations. **A DEVELOPMENTAL COURSE FOR STUDENTS WEAK IN ELEMENTARY ALGEBRA. DOES NOT SATISFY MATH REQUIREMENTS FOR EITHER ASSOCIATE DEGREE.** (4 hours lecture—2 hours lab.)
- MAT 111 College Algebra** ..... 5 Credits  
 Complex number system, fundamental operations with polynomials, systems of linear quadratic and higher degree equations and inequalities, functions, relations, graphs, logarithms, mathematical induction, binomial theorem, other selected topics.
- MAT 112 Plane Trigonometry** ..... 5 Credits  
 Study of trigonometric functions, and their applications to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, complex numbers, polar coordinates, and logarithms.
- MAT 113 Analytic Geometry and Calculus** ..... 5 Credits  
 Elements of Analytic Geometry, including the conic sections, introduction to calculus with emphasis on concepts of limits, continuity, and the derivatives with simple applications.
- MAT 211 Calculus** ..... 5 Credits  
 Applications, anti-derivatives and the definite integrals. Areas, volume, arc length, polar coordinates, and transcendental functions. Prerequisite: MAT 113.
- MAT 212 Calculus** ..... 5 Credits  
 Hyperbolic functions, formal integrations, vectors, parametric equations, determinants and matrices. Prerequisite: MAT 211.
- MAT 213 Calculus** ..... 5 Credits  
 Partial derivatives, multiple integrals and infinite series. Prerequisite: MAT 212.
- MAT 221 Elementary Mathematical Statistics** ..... 3 Credits  
 A study of elementary methods and techniques in collecting, presenting and interpreting data, including combinations, permutations, and probability.
- MAT 222 Statistical Methods** ..... 3 Credits  
 Identification, interpretation, and use of social data; study of central

- tendencies, variation, and the measurement of relationships and the use of statistical inference and simple linear regression. Prerequisite: MAT 221.
- MAT 273 Differential Equations** ..... 5 Credits  
 Ordinary differential equations with applications, numerical solutions, power series and nonlinear equations. (5 hours per week.) Prerequisite: MAT 213.

**PHYSICS**

- PHY 101 Physical Science** ..... 3 Credits  
 An introductory course dealing with selected topics from general physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed PHY 201. (replaces PHY 106)
- PHY 102 Physical Science** ..... 3 Credits  
 An introductory course dealing with selected topics from general chemistry. Subject matter includes such topics as atoms, molecules, reactions, etc. This course is offered for college credit for non-science majors. No credit is given for any student who has successfully completed CHE 101. (replaces PHY 105)
- PHY 103 Physical Science** ..... 3 Credits  
 An introductory course dealing with selected topics from ecology, meteorology and geology. This course is offered for college credit for non-science majors. (replaces PHY 107)
- PHY 201 General Physics** ..... 4 Credits  
 Introductory vector analysis including the dot and cross vector products with numerous applications; the kinematic and dynamic treatment of translational and rotational motion for a particle, system of particles, and a rigid body; frames of reference; the basic conditions for rigid body statics and dynamics; conservation theorems for energy and momentum of a particle and a system of particles interacting; introductory simple harmonic motion. (3 hours lecture—3 hour laboratory.) Recommended prerequisites MAT 103 or 108 or 113.
- PHY 202 General Physics** ..... 4 Credits  
 The basic principles and concepts of heat, thermodynamics, and kinetic theory of matter; vector laws of electricity and magnetism, and their application to electrical phenomenon. (3 hours lecture—3 hours laboratory.) Prerequisite: PHY 201.
- PHY 203 General Physics** ..... 4 Credits  
 A continuation of electricity and magnetism, the phenomenon of wave mechanics, group and wave velocities, electromagnetic energy and its transmission, basic concepts of light, relativity; introduction to modern physics. (3 hours lecture—3 hours laboratory.) Prerequisite: PHY 202.



## DIVISION OF SOCIAL SCIENCE AND EDUCATION

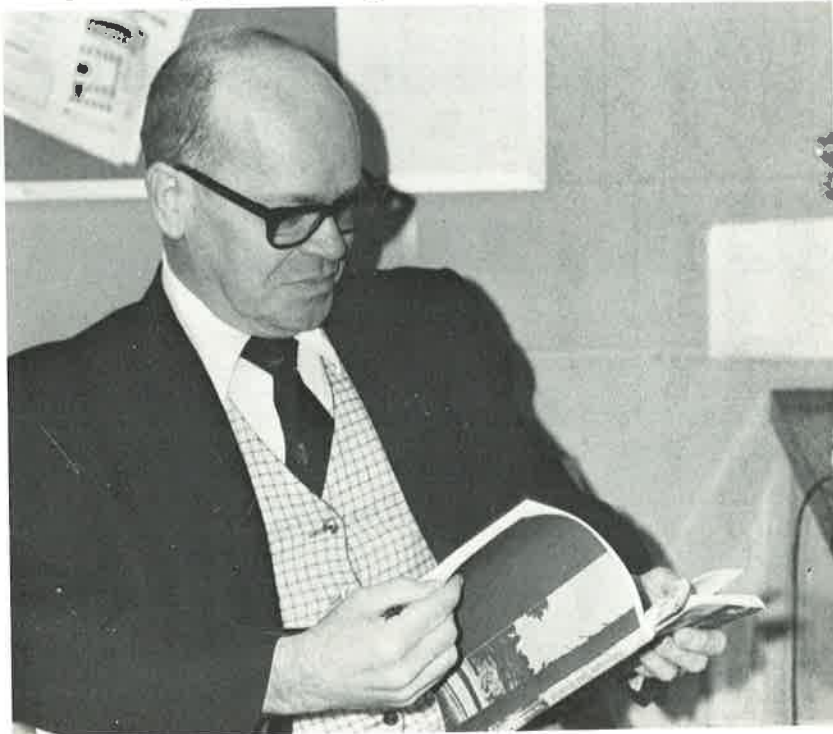


# Division of Social Science and Education

Dr. William R. Majors, Chairman

The Division of Social Studies 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. 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, and 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

### ECONOMICS

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

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

#### ECO 202 Principles of 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

A study of economic institutions, economic growth and development, international trade, developing economies, comparative economic systems and current economic problems. 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.

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

A study of methods of teaching reading using basal texts, experience charts, audio-visual materials, and phonics. This course is designed to prepare paraprofessionals to assist in classroom instruction.

#### EDU 103 Educational Media ..... 3 Credits

This course is designed to assist teacher aides and the paraprofessionals to develop competencies in operating the most frequently used pieces of instructional hardware used 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.

### GEOGRAPHY

#### GGY 101 Elements of Physical Geography ..... 3 Credits

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

**GGY 102 Elements of Physical Geography . . . . .3 Credits**

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

**GGY 103 Elements of Physical Geography . . . . .3 Credits**

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

**HEALTH**

**HED 201 Personal Health . . . . .3 Credits**

A study of personal health problems of college men and women. Mental health, communicable diseases, degenerative diseases, nutrition, and other health problems of students and families are studied.

**HED 202 Community Health . . . . .3 Credits**

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

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

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

**HED 221 Principles of Nutrition . . . . .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 . . . . .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 . . . . .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 . . . . .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 . . . . .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 . . . . .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 . . . . .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 . . . . .1 Credit**

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

*Division of Social Science and Education*

- PED 102 Volleyball** .....1 Credit  
A course designed to develop basic skills and understanding of volleyball rules.
- PED 103 Social Dance** .....1 Credit  
Instruction and practice in the basic fundamentals of social dance. Special emphasis is on ballroom dancing with some instruction provided in current dancing.
- PED 104 Football** .....1 Credit  
A course designed to develop an understanding of the basic fundamental rules of touch football and flag football.
- PED 106 Basketball (Men and Women)** .....1 Credit  
Instruction and practice in the basic fundamentals of basketball.
- PED 107 Stunts and Tumbling** .....1 Credit  
Instruction and practice in the basic fundamentals of stunts and tumbling on the mats trampoline, and balance beam.
- PED 108 Folk and Square Dance** .....1 Credit  
First half of course provides for instruction and participation in folk dances of various countries. The last half of the course provides for instruction and participation in beginning square dancing.
- PED 109 Archery** .....1 Credit  
A beginning course which provides instruction and practice in the basic fundamentals of archery shooting.
- PED 110 Golf** .....1 Credit  
A beginning course that provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the quarter.
- PED 111 Tennis** .....1 Credit  
A beginning course that provides instruction and practice in the basic fundamentals of tennis.
- PED 112 Softball** .....1 Credit  
A course designed to develop basic physical skills and understanding of softball rules.
- PED 113 Bowling** .....1 Credit  
A course designed to develop basic bowling skills and knowledge of how to participate in bowling activity. Student is responsible for transportation and lane fees.
- PED 121 Conditioning Exercises** .....1 Credit  
This is a course of physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports.

*Division of Social Science and Education*

- PED 122 Conditioning Exercises** .....1 Credit  
A continuation of PED 121.
- PED 123 Conditioning Exercises** .....1 Credit  
A continuation of PED 122.
- PED 131 Adaptive Physical Education** .....1 Credit  
To develop the physically handicapped student physically, mentally, socially, through counseling and physical activities that will benefit the student in these areas.
- PED 132 Adaptive Physical Education** .....1 Credit  
A continuation of PED 131.
- PED 133 Adaptive Physical Education** .....1 Credit  
A continuation of PED 132.
- PED 134 Adaptive Physical Education** .....1 Credit  
A continuation of PED 133.
- PED 135 Adaptive Physical Education** .....1 Credit  
A continuation of PED 134.
- PED 136 Adaptive Physical Education** .....1 Credit  
A continuation of PED 135.

**Professional**

- PED 200 Introduction to Physical Education** .....3 Credits  
A course dealing with the early history and principles of physical education including basic concepts of physical education in modern society.
- PED 204 Physical Education for Elementary Teachers** .....3 Credits  
A course dealing with the basic theory of physical education emphasizing calisthenics, stunts and tumbling, games of low organization and rhythms for elementary students.
- PED 205 Physical Education—Coaching Basketball** .....3 Credits  
This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.
- PED 206 Physical Education—Coaching Baseball** .....3 Credits  
This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.

**POLITICAL SCIENCE**

- POL 111 Introduction to American Government** .....3 Credits  
This is an introduction to the basic concepts and theories of government

and a comparison of governments in the modern world with special emphasis on constitutional principles of the government of the United States.

**POL 112 United States National Government . . . . . 3 Credits**

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

**POL 113 U.S., State, and Local Government . . . . . 3 Credits**

This is a study of the forms and functions of state and local government in the United States, with particular emphasis on government in the State of Tennessee.

**PSYCHOLOGY**

**PSY 101 General Psychology . . . . . 3 Credits**

This is an introductory course in psychology emphasizing methods of research, research findings and interpretation. Included will be behavioral inheritance, principles of learning, motivation and motion, and thinking.

**PSY 102 General Psychology . . . . . 3 Credits**

A continuation of PSY 101, this course emphasizes perception measurement and testing, personality and behavior disorders, and social psychology. Prerequisite: PSY 101 or permission of the Dean of Instruction.

**PSY 103 Human Growth and Development . . . . . 3 Credits**

A course designed to explore the physical, psychological and socio-cultural factors that influence the development of the individual. Prerequisite: PSY 101 or 102 or permission of the Dean of Instruction.

**PSY 211 Educational Psychology . . . . . 3 Credits**

An examination and application of psychological principles in classroom learning and teaching.

**PSY 212 Child Psychology . . . . . 3 Credits**

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

**PSY 221 Introduction to Mental Health . . . . . 3 Credits**

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

**SOCIOLOGY**

**SOC 211 Introduction to Sociology . . . . . 3 Credits**

This course is designed to provide the student with a basic knowledge of sociological terms, principles, and the patterns of organized society. The

society of which the student is a part will be analyzed to provide illustrations of the principles discussed and to make the student more aware of the structures of society. Formerly SOC 201.

**SOC 212 Social Institutions . . . . . 3 Credits**

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

**SOC 213 Social Problems . . . . . 3 Credits**

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

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

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





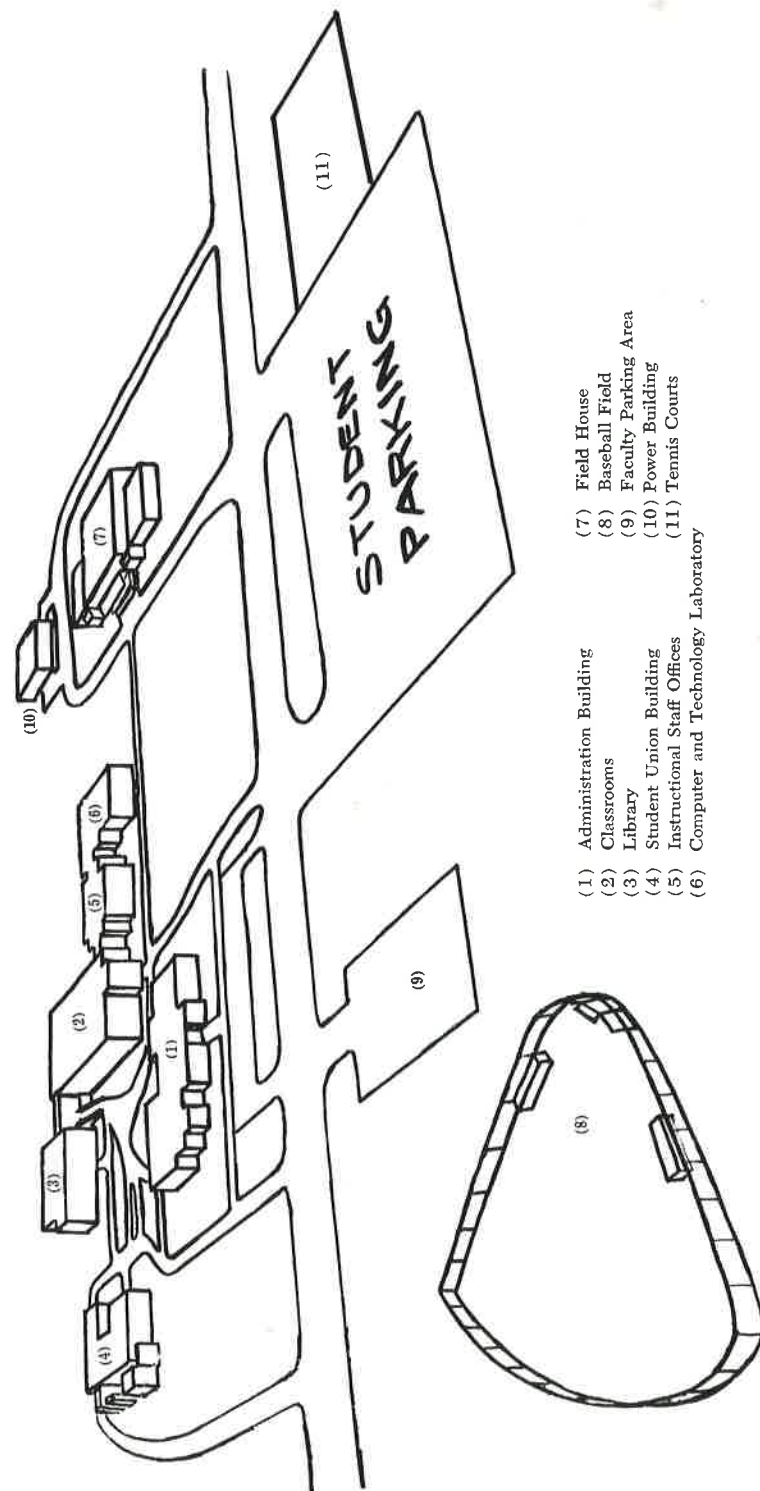
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MOTLOW STATE COMMUNITY COLLEGE



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

