

**Motlow State**  
Community College

**Motlow State**  
Community College

**Motlow State**  
Community College

1980-82

Catalog and  
Student Handbook

**MOTLOW STATE COMMUNITY COLLEGE**

**TULLAHOMA, TENNESSEE**



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

## ACCREDITATIONS

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

## MEMBERSHIPS

American Association for Community and Junior Colleges  
American Association for Higher Education  
American Society of Personnel Administrators  
College and University Personnel Administrators  
National Association for College Stores  
National Association of College and University Business Offices  
National Association of Student Financial Aid Administrators  
National Council of Instructional Administrators  
National Junior College Athletic Association  
National League for Nursing  
Southern Association of Colleges and Schools  
Southern Association of College and University Business Offices  
Southern Association of Community and Junior Colleges  
Tennessee Association for College Stores  
Tennessee Association for Continuing Higher Education  
Tennessee College Association  
Tennessee College Public Relations Association  
Tennessee Junior College Athletic Association

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

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THE PROGRAMS, CURRICULA, AND FEES AS SET FORTH IN THIS CATALOG ARE SUBJECT TO CHANGE AT ANY TIME AT THE DISCRETION OF MOTLOW STATE COMMUNITY COLLEGE OR THE STATE BOARD OF REGENTS. BECAUSE OF THE POSSIBILITY OF CHANGE OR UNDETECTED ERROR, IMPORTANT POINTS OF FACT AND INTERPRETATION SHOULD BE CONFIRMED BY THE APPROPRIATE COLLEGE OFFICIAL.

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

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

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

1980

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1981

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## ACADEMIC CALENDAR

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

### FALL QUARTER 1980

Faculty Orientation . . . . .	September 11, 12
Registration: Returning Students Day and Evening, On Campus . . . . .	September 15
Registration/Orientation: Freshmen . . . . .	September 16, 17
Classes Begin . . . . .	September 18
Last Day to Register or Add Courses . . . . .	October 1
Last Day to Drop Classes and be Deleted from Roll . . . . .	October 1
Last Day to Drop Classes and Receive a "W" . . . . .	October 9
Mid-Term Examinations . . . . .	October 16 - October 22
Last Day to Drop Classes with "WP" or "WF" Option . . . . .	November 21
Thanksgiving Holidays . . . . .	November 27, 28, 29
Final Examinations, Day . . . . .	December 3, 4, 5, 6
Final Examinations, Evening . . . . .	December 1, 2, 3, 4

### WINTER QUARTER 1981

Registration: Day and Evening, On Campus . . . . .	January 6
Classes Begin . . . . .	January 8
Last Day to Register or Add Courses . . . . .	January 21
Last Day to Drop Classes and be Deleted from Roll . . . . .	January 21
Last Day to Drop Classes and Receive a "W" . . . . .	January 29
Mid-Term Examinations . . . . .	February 5 - February 11
Intent to Graduate Forms Due . . . . .	February 15
Last Day to Drop Classes with "WP" or "WF" Option . . . . .	March 6
Final Examinations, Day . . . . .	March 14, 16, 17, 18
Final Examinations, Evening . . . . .	March 12, 16, 17, 18

### SPRING QUARTER 1981

Registration: Day and Evening, On Campus . . . . .	March 24
Classes Begin . . . . .	March 26
Last Day to Register or Add Courses . . . . .	April 8
Last Day to Drop Classes and be Deleted from Roll . . . . .	April 8
Last Day to Drop Classes and Receive a "W" . . . . .	April 16
Mid-Term Examinations . . . . .	April 23 - April 29
Last Day to Drop Classes with "WP" or "WF" Option . . . . .	May 22
Final Examinations, Day . . . . .	May 30, June 1, 2, 3
Final Examinations, Evening . . . . .	May 28, June 1, 2, 3
Commencement . . . . .	June 6

### SUMMER QUARTER 1981

Registration: Day and Evening, On Campus . . . . .	June 8
Classes Begin . . . . .	June 9
Full Term . . . . .	June 9 - August 18
1st Concentrated Term . . . . .	June 9 - July 1
2nd Concentrated Term . . . . .	July 6 - July 28
3rd Concentrated Term . . . . .	July 29 - August 20
Independence Day Holiday . . . . .	July 2

Final examinations in the summer quarter are given on the last class day for each term. For information about withdrawal deadlines, see the Summer 1981 Class Schedule or contact the Office of Admissions and Records.

## ACADEMIC CALENDAR

This calendar is subject to change at any time prior to or during an academic term due to emergencies or causes beyond the reasonable control of the institution, including severe weather, loss of utility services, or orders by federal or state agencies.

### FALL QUARTER 1981

Faculty Orientation . . . . .	September 10, 11
Registration: Returning Students Day and Evening, On Campus . . . . .	September 14
Registration/Orientation: Freshmen . . . . .	September 15, 16
Classes Begin . . . . .	September 17
Last Day to Register or Add Courses . . . . .	September 30
Last Day to Drop Classes and be Deleted from Roll . . . . .	September 30
Last Day to Drop Classes and Receive a "W" . . . . .	October 8
Mid-Term Examinations . . . . .	October 15 - October 21
Last Day to Drop Classes with "WP" or "WF" Option . . . . .	November 20
Thanksgiving Holidays . . . . .	November 26, 27, 28
Final Examinations, Day . . . . .	December 2, 3, 4, 5
Final Examinations, Evening . . . . .	Nov. 30, Dec. 1, 2, 3

### WINTER QUARTER 1982

Registration: Day and Evening, On Campus . . . . .	January 5
Classes Begin . . . . .	January 7
Last Day to Register or Add Courses . . . . .	January 20
Last Day to Drop Classes and be Deleted from Roll . . . . .	January 20
Last Day to Drop Classes and Receive a "W" . . . . .	January 28
Mid-Term Examinations . . . . .	February 4 - February 10
Intent to Graduate Forms Due . . . . .	February 15
Last Day to Drop Classes with "WP" or "WF" Option . . . . .	March 5
Final Examinations, Day . . . . .	March 13, 15, 16, 17
Final Examinations, Evening . . . . .	March 11, 15, 16, 17

### SPRING QUARTER 1982

Registration: Day and Evening, On Campus . . . . .	March 23
Classes Begin . . . . .	March 25
Last Day to Register or Add Courses . . . . .	April 7
Last Day to Drop Classes and be Deleted from Roll . . . . .	April 7
Last Day to Drop Classes and Receive a "W" . . . . .	April 15
Mid-Term Examinations . . . . .	April 22 - April 28
Last Day to Drop Classes with "WP" or "WF" Option . . . . .	May 21
Final Examinations, Day . . . . .	May 29, 31, June 1, 2
Final Examinations, Evening . . . . .	May 27, 31, June 1, 2
Commencement . . . . .	June 5

### SUMMER QUARTER 1982

Registration: Day and Evening, On Campus . . . . .	June 7
Classes Begin . . . . .	June 8
Full Term . . . . .	June 8 - August 17
1st Concentrated Term . . . . .	June 8 - June 30
2nd Concentrated Term . . . . .	July 5 - July 27
3rd Concentrated Term . . . . .	July 28 - August 19
Independence Day Holiday . . . . .	July 1

Final examinations in the summer quarter are given on the last class day for each term. For information about withdrawal deadlines, see the Summer 1982 Class Schedule or contact the Office of Admissions and Records.

**PHONE DIRECTORY**

**TULLAHOMA—455-8511**

**LYNCHBURG—759-7322**

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

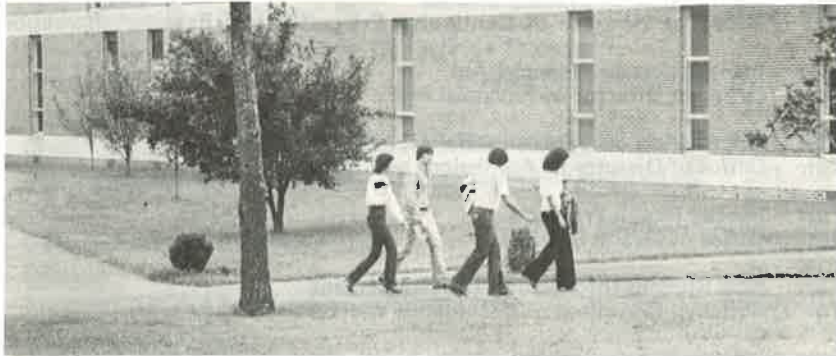
For specific information, make inquiries as directed below:

Academic Programs, Dean of the College . . . . .	Ext. 210
Administrative Services, Dean of Business and Management . . . . .	Ext. 248
Admissions and Records, Director . . . . .	Ext. 215
Bookstore, Manager . . . . .	Ext. 257
Business Office, Business Manager . . . . .	Ext. 220
Cafeteria, Director . . . . .	Ext. 238
Career Education, Director . . . . .	Ext. 241
Career Planning, Job Placement, Cooperative Education, Coordinator . . . . .	Ext. 202
Computer Center, Director . . . . .	Ext. 316
Continuing Education and Evening Instruction, Director . . . . .	Ext. 227
Counseling and Guidance, Coordinator of Guidance and Testing . . . . .	Ext. 206
Dean of the College . . . . .	Ext. 210
Dean of Business and Management . . . . .	Ext. 248
Director of Student Services . . . . .	Ext. 207
Financial Aid and Scholarships, Director . . . . .	Ext. 204
Health Services, Nurse . . . . .	Ext. 209
Industrial and Business Institute, Director . . . . .	Ext. 251
Information and Public Relations, Director . . . . .	Ext. 213
Learning Resources Center, Assistant Director . . . . .	Ext. 239
Liberal Arts, Director . . . . .	Ext. 252
Library-Learning Resources Center, Director . . . . .	Ext. 225
Maintenance, Superintendent of Buildings and Grounds . . . . .	Ext. 255
Nursing, Director . . . . .	Ext. 242
Personnel and Institutional Research, Director . . . . .	Ext. 247
President's Office . . . . .	Ext. 200
Student Affairs, Director of Student Services . . . . .	Ext. 207

**CORRESPONDENCE DIRECTORY**

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

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



**AN INTRODUCTION TO  
MOTLOW STATE  
COMMUNITY  
COLLEGE**

**Location**

**History**

**Purpose**

**Objectives**

**Affirmative  
Action Policy**



LOCATION

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

HISTORY

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

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

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

Dr. Sam H. Ingram, formerly Dean of the School of Education at Middle Tennessee State University, was appointed president of the college. He opened temporary offices for administrative personnel of the college in the First Baptist Church building in Tullahoma in February, 1969. The administrative staff moved into the Administration Building on the campus in August, 1969. Other buildings on the campus were completed soon thereafter; and the college opened in September, 1969, with approximately 500 students and 25 faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. Over the years, a number of career programs and certificate of credit curricula have been added along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

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

The Institution began the 1979-1980 academic year with approximately 2300 students and approximately 125 full-time and part-time faculty.

PURPOSE

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

Motlow State Community College provides day and evening programs, combining general education and career education, sufficiently flexible to provide for the changing educational needs of the community. The program is three-fold: (1) to serve those who wish to transfer and complete a four-year college education; (2) to serve those who wish to complete their formal education upon graduation from Motlow State Community College; and (3) to serve the community through an adult program based on community needs and demands.

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

OBJECTIVES

The objectives of Motlow State Community College shall be:

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

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

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

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

A NOTE TO VISITORS

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



## EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

It is the intent of Motlow State Community College to fully comply with all parts of the Executive Order 11246 as amended, all subsequent amendments thereto, and any Executive Order superseding each order. Furthermore, it is the intent of Motlow State Community College to comply with Title VI of the Civil Rights Act of 1964 as amended, Title IX of the Education Amendments of 1972, Section 503 and 504 of the Rehabilitation Act of 1973 as amended, the Fair Labor Standards Act of 1938 as amended, the Age Discrimination in Employment Act of 1967 as amended, subsequent amendments to these acts, and all other current state and Federal laws and regulations regarding equal employment opportunity and/or affirmative action.

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

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

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



**STUDENT AFFAIRS**

Admission to the College

Expenses  
and  
Business Regulations

Student Financial Aid

Enrollment  
and  
Student Records

Student Services

Student Activities

General Codes  
of  
Conduct

## STUDENT AFFAIRS

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

### ADMISSION TO THE COLLEGE

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college must meet the admission requirements listed for the type of student which he/she will be when entering the college. The student types identified for admission purposes are given on the following pages. Each type is defined; specific requirements for admission of each type are listed; and additional information, appropriate to that type, is given.

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

### FINAL ACCEPTANCE

When all required admission papers have been received in the Office of Admissions and Records, the applicant will be sent a letter indicating acceptance for admission or be advised by letter that further action is necessary in order to establish eligibility for admission.

### NON-RESIDENT STUDENTS

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

### NON-CREDIT COMMUNITY SERVICE STUDENTS

A non-credit community service student is enrolled in non-credit continuing education courses. Enrollment requires completion of forms in the Non-Credit Community Service (NCCS) packet during the registration process and payment of the fee appropriate to the selected course(s).

## Student Affairs

### REQUIREMENTS FOR SPECIAL PROGRAMS

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements and are subject to change due to the availability of institutional resources.

### NURSING PROGRAM REQUIREMENTS

Students wishing to apply for admission to the nursing program must satisfy all admission requirements of the college and, in addition, complete a nursing application and take the Nursing Entrance Examination. (For information concerning testing dates, contact the Director of Nursing.) Final selection of successful applicants will be made by a committee composed of the nursing faculty and the Director of Nursing.

One class is admitted annually in the fall quarter. Students may enter the college to pursue the general education courses prior to planned entrance into the nursing program. Advisement by the nursing faculty is recommended to plan an appropriate program of study.

Transfer students who wish to enter the nursing program must have a five-year currency credit in nursing, biology, nutrition, chemistry, and algebra or college mathematics.

### DEGREE AND CERTIFICATE OF CREDIT SEEKING STUDENTS

A degree or certificate of credit seeking student is defined as a student taking courses for credit who intends to complete an associate degree or certificate of credit at Motlow.

### STUDENT TYPES FOR ADMISSION

The following student types have been identified at Motlow State Community College for admission purposes.

New Freshman Student	Transient Student
Transfer Student	60-Year-Old or Older Audit Student
Readmit Student	65-Year-Old or Older Credit Student
Audit-Only Student	Totally Disabled Student
Special Student for Credit	Foreign Student
Pre-Freshman/Joint Enrollment Student	

On the following pages, each of the student types named above is defined; the specific requirements for admission are listed; and, additional information appropriate to that type is given. A prospective student seeking admission to the college must complete the requirements for the student type which he/she has chosen for entry into the college.

Any student enrolled in one of the student type categories who wishes to change categories must meet the admission requirements for the new student type category.

**NEW FRESHMAN STUDENT**

A new freshman student is a student who is either (a) pursuing a degree or certificate of credit program at Motlow and has never attended college before, or (b) pursuing a degree or certificate of credit program at Motlow and has attended college but has earned less than fifteen (15) quarter hours of college credit. To be admitted as a new freshman student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school from which the applicant graduated forward to the Office of Admissions and Records at Motlow an official transcript; or, if the General Education Development (GED) examination was taken instead of high school graduation, request that the testing center at which the test was taken forward to the Office of Admissions and Records at Motlow evidence of satisfactory completion of the examination with a comprehensive score of 45 or more. The high school transcript or GED examination results must be sent directly to Motlow from the high school or testing center.
3. Provide an official American College Testing Program (ACT) report if the applicant has been out of high school less than five years. (This ACT report is not required of applicants who have been out of high school five or more years.) ACT scores on the high school transcript are acceptable. If the scores were not requested at the time of testing, an official ACT report can be requested by writing to the American College Testing Program, Box 414, Iowa City, Iowa 52240 and including a \$3.00 fee. The score report is to be sent directly to the Office of Admissions and Records at Motlow.
4. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each college or university previously attended.

**TRANSFER STUDENT**

A transfer student is a degree or certificate of credit seeking student who has not previously attended Motlow and is coming to Motlow from an approved college or university having earned fifteen (15) or more quarter hours of credit. (A student coming to Motlow for the first time with less than fifteen (15) quarter hours of credit will enter as a "new freshman" student. A student who has previously attended Motlow and transfers from another institution is a "readmit" student.) To be admitted as a transfer student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from each college or university previously attended by the applicant.

Students who wish to transfer from another college or university to Motlow State Community College must fulfill admission requirements described previously. Transfer students should be eligible to re-enter the school from which they are transferring. Transfer students who wish to enter the nursing program must have a five-year currency credit in nursing, biology, nutrition, chemistry, and algebra or college mathematics.

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

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

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

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

**READMIT STUDENT**

A readmit student is a student who has previously taken credit classes at Motlow College. To be admitted as a readmit student, a person must do the following.

1. Submit a completed Application for Re-admission to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each institution attended since last attending Motlow. If a readmit student does not want to pursue a degree or a certificate of credit at Motlow, an official transcript from only the last institution attended is needed.

**AUDIT-ONLY STUDENT**

An audit-only student is a student who is enrolled with audit status in every class for which he/she is enrolled. A student who attends a class with audit status will receive no credit and no grade. Enrollment with audit status is reflected on the permanent record as NC for "no credit." To be eligible for enrollment as an audit-only student, the person must have attained the age of fourteen (14) years prior to the quarter in which he/she plans to audit a course. To be admitted as an audit-only student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.

A student who is eligible to enroll for credit may change from audit to credit or from credit to audit during the period of time designated for adding a class in the schedule of classes for the quarter, or a student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to credit nor credit to audit after the last day to add a class as designated in each quarter's class schedule.

**SPECIAL STUDENT FOR CREDIT**

A special student for credit is a student who is taking one or more courses for credit at Motlow but is not pursuing a degree or a certificate of credit program. A special student for credit must be at least twenty-one (21) years old if he/she has not graduated from high school or has not received a GED diploma by completing the GED examination with a comprehensive score of 45 or more. If a special student for credit has not graduated from high school or received a GED diploma the student is limited to no more than nine (9) hours per quarter and limited to a cumulative total of no more than twenty (20) hours until graduating from high school or receiving a GED diploma. Students, at least twenty-one (21) years old, who enroll for no more than nine hours per quarter and accumulate no more than a total of twenty (20) quarter credit hours may omit requirement two (2) below. To be admitted as a special student for credit, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that any one of the following be forwarded directly to the Office of Admissions and Records when enrolling in nine or more hours and/or completing more than twenty (20) quarter credit hours:
  - a. an official high school transcript, or
  - b. an official report of a comprehensive GED score of 45 or more, or
  - c. evidence of graduation from a college or university

**PRE-FRESHMAN/JOINT ENROLLMENT STUDENT**

A pre-freshman/joint enrollment student is a student who is enrolled in college classes for credit at Motlow while still involved in a high school program of study. To be eligible for pre-freshman/joint enrollment, the student must have a cumulative B average or better for his/her sophomore and junior years. To be admitted as a pre-freshman/joint enrollment student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school send an official transcript directly to the Office of Admissions and Records at Motlow.
3. Request that the high school principal and/or counselor send a letter of approval for enrollment at Motlow as a pre-freshman student.

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

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

**TRANSIENT STUDENT (summer quarter only)**

A transient student is a student from another institution who takes classes during the summer quarter at Motlow and transfers the credit to the home institution. A transient student must submit an official request to the Office of Admissions and Records at Motlow to have an official transcript forwarded to the home institution. To be admitted as a transient student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records; or, in the event that the student has previously attended Motlow, submit a completed Application for Re-admission Form to the Office of Admissions and Records.
2. Request that an official transcript be forwarded directly to the Office of Admissions and Records at Motlow from the college or university where the applicant is regularly enrolled.

## Student Affairs

### SIXTY-YEAR-OLD OR OLDER AUDIT STUDENT

This student type is a student who is sixty (60) years old or older and is domiciled in Tennessee who is enrolled only as an audit student. This student type may audit credit courses without payment of a maintenance fee. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-year-old audit student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.

### SIXTY-FIVE-YEAR-OLD OR OLDER CREDIT STUDENT

This student type is a student who is sixty-five (65) years old or older and is domiciled in Tennessee who is enrolled for credit. This student type may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of \$5.00 per quarter credit hour up to a maximum of \$30.00 per quarter. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. Students of this type who plan to enroll for no more than nine (9) hours per quarter and accumulate no more than a total of twenty (20) quarter credit hours may omit requirement three (3) below. To be admitted as a sixty-five-year-old student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records when enrolling in nine (9) or more hours or completing more than twenty (20) credit hours;
  - a. an official high school transcript or other proof of graduation from high school, or
  - b. an official report of a comprehensive GED score of 45 or more, or
  - c. evidence of graduation from a college or university.

### TOTALLY DISABLED STUDENT

This student type is a person who is domiciled in Tennessee and is totally disabled, as defined by the State Board of Regents. This student type may audit credit courses without payment of a maintenance fee and may enroll for credit courses without payment of the full maintenance fee but will be

## Student Affairs

assessed a service fee of \$5.00 per quarter hour up to a maximum of \$30.00 per quarter. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. Students of this type who plan to enroll for no more than nine (9) hours per quarter and accumulate no more than a total of twenty (20) quarter credit hours may omit requirement three (3) below. To be admitted as a totally disabled student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certification of disability, as defined by the State Board of Regents.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records when enrolling in nine (9) or more hours for credit and/or completing more than twenty (20) quarter credit hours;
  - a. an official high school transcript or other proof of graduation from high school, or
  - b. an official report of a comprehensive GED score of 45 or more, or
  - c. evidence of graduation from a college or university.

### FOREIGN STUDENT

A foreign student is a student who is a citizen or a permanent resident of a country other than the United States. To be admitted as a foreign student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL is not administered at Motlow.)
3. Submit a completed financial statement form.
4. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended.
5. Submit copies of appropriate examination certificates to the Office of Admissions and Records.

### CONCURRENT ENROLLMENT

Concurrent enrollment is when a student is attending more than one institution in the same term. Students who are currently enrolled in two or more institutions are advised to take no more than a combined total of 21 hours per term. The credits attempted at another institution must be requested by the student to be mailed to the Office of Admissions and Records. When the transcript is received by Motlow, it will be evaluated; and a copy of the evaluation will be sent to the student for review. Additional information on concurrent enrollment is available in the Office of Admissions and Records.

EXPENSES AND BUSINESS REGULATIONS

Motlow State Community College is a state-supported institution and, therefore, maintains modest matriculation and incidental fees. Expenses are charged and payable by the quarter since each quarter is a separate unit of operation. A student may enroll at the beginning of any quarter. Registration at the beginning of each quarter is not complete until all required fees have been paid (which means all checks have cleared the bank), and no student may be admitted to classes without having met his or her financial obligations. All payments are to be made in cash, by check, by Master Charge, or Visa to the Business Office.

**MAINTENANCE AND TUITION FEES**

Full-time students (12 or more hours)	
Residents of Tennessee . . . . .	\$108.00 per quarter
Non-residents	
Maintenance fee . . . . .	\$108.00 per quarter
Tuition . . . . .	\$408.00 per quarter
Total . . . . .	\$516.00 per quarter
Part-time students	
Residents of Tennessee . . . . .	\$10.00 per quarter hour
Non-residents	
Maintenance fee . . . . .	\$10.00 per quarter hour
Tuition . . . . .	\$35.00 per quarter hour
Total . . . . .	\$45.00 per quarter hour
Age 65 or totally disabled - Residents of Tennessee (for credit enrollment)	
Part-time . . . . .	\$5.00 per quarter hour
Maximum . . . . .	\$30.00 per quarter
Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.	

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

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

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

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

**OTHER FEES**

Application Fee . . . . .	\$ 5.00
Change of Registration Fee (drop-add), per form. . . . .	\$ 5.00
Graduation. . . . .	\$20.00
Individual Music Instruction Fee, per quarter hour. . . . .	\$22.00
Late Registration Fee. . . . .	\$10.00
Library Fee for Reserve Books	
\$0.25 per hour up to maximum of . . . . .	\$ 5.00
Motor Vehicle Registration--campus parking	
Annual Fee . . . . .	\$ 3.00
Short Term Fee, per quarter (CED students only) . . . . .	\$ 1.00
Nursing Entrance Examination Fee. . . . .	\$15.00
Returned Check Fee . . . . .	\$ 5.00
Special or Late Examination Fee . . . . .	\$ 5.00
Traffic Violation Fee	
First and second violation, each . . . . .	\$ 5.00
Each violation thereafter. . . . .	\$10.00

**RETURNED CHECKS**

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

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

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

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

## REFUNDS

Two changes in a student's status which may require a refund are changes in a full-time student's schedule which result in his or her reclassification to a part-time student and changes in a part-time student's schedule which result in a class load of fewer hours. Those situations which may require a refund are dropping a course or courses, withdrawing from school, cancellation of a class by the institution, and death of the student.

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

1. Seventy-five percent (75%) of fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course. Twenty-five percent (25%) of fees will be refunded following expiration of the seventy-five percent (75%) period, for a period of time extending twenty-five percent (25%) of the time period covered by the term. No refunds will be made beyond the twenty-five percent (25%) period.
2. One hundred percent (100%) of fees will be refunded for classes cancelled by the institution.
3. One hundred percent (100%) of fees will be refunded for drops or withdrawals prior to official registration for the regular academic term and prior to the beginning of summer terms.
4. One hundred percent (100%) of fees will be refunded in case of death of the student.
5. All refunds require two to three weeks for processing.

Summer term refunds will be based on the above procedures with concentrated terms being prorated as a percentage of a regular term.

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

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

## BOOKS AND SUPPLIES

The Motlow State Community College Bookstore is located in the Student Center and operated by the college for the convenience of the students. The bookstore carries all required textbooks and student supplies. These are selected and officially approved by the teaching staff. Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average costs can be included in the catalog. The average cost of books and supplies is approximately \$65.00 per quarter. In courses requiring special equipment and supplies, additional cost must be added to the average quarter cost. Students should be aware of the additional

costs for the fall quarter since many textbooks may be used for an entire year sequence. Books and supplies can be purchased from the college bookstore by cash, check, Master Charge or Visa.

The College Bookstore will buy back most used textbooks that are currently being used on campus. Books may be sold back to the Bookstore anytime during regular store hours during the quarter except during the first week of classes. Special buybacks will be held during the last two days of final examinations. Buybacks for evening students will be held during the evening registration period in the succeeding quarter.

If a class is cancelled, a full refund of the purchase price is refundable through the last day to register or add courses, provided the book is in perfect condition with no markings in it. If the book was purchased as a used book and the student has the cash register receipt, the purchase price is refundable through the last day to register or add courses.

## VEHICLE REGISTRATION AND PARKING

All privately owned or operated vehicles for use on campus by regular students must be registered in the Office of the Business Manager and must bear an official registration decal for which there is an annual charge of \$3.00. The vehicle registration fee is \$1.00 per quarter for students taking short term CEU courses only. All parking decals must be placed on the rear left bumper. Vehicles so registered must be parked as directed. Students should park in the designated lot and park each vehicle so that it is headed into the parking place with the decal on the rear bumper exposed to the traffic lanes. No vehicles are to be parked in the road or on the shoulders of the road. Speed limits shall be 15 m.p.h. on campus. Pedestrians are entitled to right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic.

Special parking areas are provided for handicapped students. A special parking decal for handicapped students is available from the Director of Student Services upon the recommendation of a physician or the college nurse.

In an extreme emergency when a non-registered vehicle is necessary for a limited time, the student must secure a temporary parking permit from the Director of Student Services in order not to be subject to a charge for parking violation. This means even for one day.

The first and second parking violation will result in a \$5.00 charge for each violation. The charge for the third violation will be \$10.00 and a warning of disciplinary action. Any student may appeal his notice of a parking violation to the Director of Student Services. Appeals must be made within one week of the date of the citation for the violation.

STUDENT FINANCIAL AID

The primary purpose of financial aid is to provide assistance to students who, without such aid, would find it difficult to attend college successfully. Motlow College adheres to a nationally established policy and philosophy of financial aid for education. Basically, this policy is that students and parents have the first responsibility for financing an education. However, when it is determined that a family cannot meet the educational costs, then financial assistance is available. All students are encouraged to apply for aid if they feel they have the need. To determine if there is need for assistance, Motlow College uses the Financial Aid Services of the American College Testing Program which takes into consideration the factors which affect a family's financial status.

The Financial Aid Office is located in the Administration Building. The Director of Financial Aid is available during posted hours to discuss any student's financial need with him/her and to help with the necessary aid application forms. These forms can be obtained in the Financial Aid Office or in local high school Guidance Offices. All information received in this office is kept in strictest confidence.

The College provides financial assistance to students through four basic sources: employment, grants, loans, and scholarships. Most of these funds come from programs sponsored by the federal and state governments. In order to be entitled to receive federal and/or state student assistance benefits, a student must maintain satisfactory progress in the course of study he/she has selected. More detailed information on aid programs and student rights and responsibilities is available in the publication, "Student Consumer's Guide to Financial Aid," available in the Financial Aid Office.

The following sources of financial assistance are discussed on the following pages.

- Employment: College Work-Study Program  
Campus Work Program
- Grants: Basic Educational Opportunity Grant  
Supplemental Educational Opportunity Grant  
Tennessee Student Assistance Award  
Athletic Grant-in-Aid  
Nursing Scholarship Grant Program
- Loans: National Direct Student Loans  
Guaranteed Student Loans  
Tennessee Student Loan Program  
Nursing Student Loans  
Emergency Loans
- Scholarships: Valedictorian/Salutatorian Workshops  
Leadership Workshops  
Special Scholarships

EMPLOYMENT

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program is a federal program based on financial need and provides up to 15 hours of work a week on campus. Preference is given to full-time students from low-income families. The students are paid monthly by check. The hourly pay rate is the current minimum wage.

CAMPUS WORK PROGRAM

A limited number of campus jobs are available to full-time students who do not meet the financial need requirements of the College Work-Study Program. Applications are available in the Financial Aid Office.

GRANTS

BASIC EDUCATIONAL OPPORTUNITY GRANT

The Basic Grant program, a federal aid program, is available to undergraduate students who will be attending college on at least a half-time basis. No application fee is required. Eligibility is based on a formula which determines whether the student and his/her family can meet educational expenses. All students needing financial assistance must apply for this grant.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Supplemental Grant is a federal aid program which is available to students with exceptional need. Application for financial assistance through the American College Testing Family Financial Statement automatically places a student in consideration for this grant.

TENNESSEE STUDENT ASSISTANCE AWARD

This award is available to undergraduate residents of Tennessee who are enrolled or accepted for enrollment in an eligible Tennessee college. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Eligibility is based on financial need. All students needing assistance are encouraged to apply for this grant.

ATHLETIC GRANT-IN-AID

Athletic grants-in-aid are available for qualified students participating in varsity athletics. A student who is interested and who needs more information should contact the Director of Athletics or the coach of the sport in which he wishes to participate.



## Student Affairs

### NURSING SCHOLARSHIP GRANT PROGRAM

This federally-funded program is available to assist students who are enrolled or accepted for enrollment in the Associate of Science degree in Nursing. Any nursing students who have applied for financial assistance and who have exceptional need are considered for these scholarship funds.

### LOANS

#### NATIONAL DIRECT STUDENT LOANS

The National Direct Student Loan Program provides long-term, low-interest loans up to a total of \$2,500 for the first two years of college. There are no interest charges while the student is in school. Repayment of principal and interest begins nine months after the student has ceased to be at least a half-time student. The loans bear interest at the rate of 3% per year. This loan is based on financial need and is arranged between Motlow and the student.

#### GUARANTEED STUDENT LOANS

The Tennessee Student Assistance Corporation is an agency created by the 83rd General Assembly of the State of Tennessee which guarantees long-term personal loans made to Tennessee residents by participating lending institutions. The seven percent simple interest on these loans is paid by the federal government until the student's repayment period begins, which is no less than nine months after graduation or withdrawal from college. The maximum loan can never exceed \$2,500 per year or the student's cost of education, whichever is less. Applications are available at participating lending institutions or the Financial Aid Office.

#### TENNESSEE STUDENT LOAN PROGRAM

Motlow College is an approved Lender of Last Resort. If a student cannot secure a Guaranteed Student Loan through a local lending institution, Motlow College will make the loan to the student if funds are available. The maximum loan is one-half the cost of education or \$2,500, whichever is less. The interest rate is seven percent and the federal government pays the interest until the repayment period begins nine months after graduation or withdrawal from the college.

## Student Affairs

### NURSING STUDENT LOANS

This federally-funded program is available to assist students who need financial aid in order to complete their course of study in nursing. The maximum loan a student may receive is \$2,500 per academic year, not to exceed the amount of the student's financial need. These loans bear interest at the rate of 3% per year on the unpaid balance. However, there are no interest charges while the student is enrolled in the nursing program. Repayment of principal and interest begins nine months after the student ceases to be at least a half-time student in the nursing program.

### EMERGENCY LOANS

Motlow College has a small loan fund which is available for short-term loans to full-time students who encounter sudden financial distress.

### SCHOLARSHIPS

#### VALEDICTORIAN/SALUTATORIAN WORKSHIPS

Motlow makes available, on an annual basis, academic workshops to each valedictorian and salutatorian representing the graduating class of service area high schools. These workshops cover the cost of maintenance fees and include a work obligation on the part of the student.

#### LEADERSHIP WORKSHIPS

Ten outstanding area high school students are also offered the Motlow Leadership Award. This award covers maintenance fees and includes a work obligation on the part of the student. The recipients of this award are chosen by a committee who reviews the list of nominees submitted by area high schools.

#### SPECIAL SCHOLARSHIPS

Scholarships are available in certain discipline areas. For information concerning these scholarships, contact the Director of Financial Aid.

## ENROLLMENT AND STUDENT RECORDS

### REGISTRATION FOR COURSES

The academic year begins in September and is divided into four quarters of approximately ten weeks each. Students may enter at the beginning of any quarter. Official dates, times, and locations for registration for a given quarter will be announced prior to the opening of that quarter. All students are expected to complete registration on the dates announced.

Students who were in attendance the previous quarter and new students whose applications for admission have been processed by the Office of Admissions and Records will receive notification of registration procedures. Students must observe the procedure specified at that time. Students who do not receive notification of registration will report to the registration location on the announced date to receive instructions. Each student will be assigned an academic advisor who will provide academic advisement prior to registration and who will continue to assist the student in completing his/her educational program at Motlow.

A student is not officially enrolled until all the requirements of registration have been completed, including payment of fees. Registration during a defined period of time after the announced official registration date may be completed by presenting an acceptable reason for the delay and payment of a late registration fee. Registration delayed beyond the date described in the official college calendar as the last day to register or add a class requires special permission from the Director of Admissions and Records and may result in a reduction of course load for the quarter.

### CHANGE OF REGISTRATION

After official registration is completed, a student may change his/her schedule by adding classes, dropping classes, changing audit enrollment to credit enrollment, or changing credit enrollment to audit enrollment. There is a fee for a change of registration.

### ADDING A CLASS

For a defined period of time following official registration each quarter, a student may add classes. The last day that a student may add classes for a specific quarter will be stated in the schedule of classes for that quarter. A student who attends a class without officially registering or following the prescribed procedures for adding a class will not receive credit for that class.

The following procedures are followed in adding a class:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the form with the assistance of the advisor and have the advisor sign the completed form.
3. Obtain a class card from the appropriate division office for each class being added. Class cards for evening classes will be available in the Office of the Division of Continuing Education and Evening Instruction.
4. Return with the completed form and a class card for each class being added to the Office of Admissions and Records for checking.
5. Submit the completed form with the appropriate fee to the Business Office and receive a copy of the form as a permit to attend the added class(es).

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Continuing Education and Evening Instruction.

### DROPPING A CLASS

When a student no longer wants to be enrolled in a given class, that student may officially drop that class. Students who stop attending a class and fail to follow the prescribed procedures for dropping that class will receive an "F" in the course.

The following procedures are followed in dropping a class:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the Change of Registration Form with the assistance of the advisor and have the advisor sign the completed form.
3. Obtain the signature of the instructor of the class being dropped.
4. Return with the completed form to the Office of Admissions and Records for checking.
5. Submit the completed form with the appropriate fee to the Business Office.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Continuing Education and Evening Instruction.

Officially dropping a class will affect the permanent record of a student at Motlow in one of the following ways.

## Student Affairs

1. Dropping a class during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that quarter) will result in no indication on the permanent record that the student was enrolled in the class that quarter.
2. Dropping a class after the last day to be deleted from the class roll and no later than one week prior to midterm examinations will result in a "W" on the permanent record for the class(es) dropped. The "W" which indicates "withdrew" is not used in computing the grade point average.
3. Dropping a class after the last day to receive a "W" and no later than ten calendar days prior to the first day of final examinations for day classes will result in a "WP" or "WF" for the class(es) dropped. The "WP" indicating "withdrew passing" is not included in computing the grade point average; however, the "WF" indicating "withdrew failing" is computed in the grade point average in the same manner as an "F."
4. Dropping a class after the last day to have the "WP" or "WF" option will result in a "WF" for the class(es) dropped, except for unavoidable circumstances, which should be appealed to the Dean of the College.

Specific dates which apply to the above timetable during a given quarter will be published in the class schedule for that quarter and will be posted in the Office of Admissions and Records.

### CHANGING TO OR FROM AUDIT ENROLLMENT

A student may change his/her enrollment status in any class from audit to credit or credit to audit during the period of time designated for adding a class. The last day to add a class and, therefore, to change to or from audit status in a given quarter is stated in the class schedule for that quarter.

The following procedures are followed in changing to or from audit status:

1. Obtain a Change of Registration Form from the Office of Admissions and Records.
2. Complete the Change of Registration Form with the assistance of the advisor and have the advisor sign the form.
3. Obtain the signature of the instructor of the class for which enrollment status is being changed.
4. Return with the completed form to the Office of Admissions and Records for checking.
5. Submit the completed form with the appropriate fee to the Business Office.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Continuing Education and Evening Instruction.

## Student Affairs

### WITHDRAWAL FROM THE COLLEGE

Students finding it necessary to withdraw from the college should do so officially to maintain good standing. The withdrawal process is not completed until appropriate forms are completed and processed in the appropriate offices and all obligations to the college have been met. Official withdrawal may be completed by the student or by a person designated to act on his/her behalf. A student needing to withdraw, who cannot come to the campus and does not have a person to designate to complete the withdrawal process for him/her, should call the Director of Student Services, explain the circumstances, and ask that the withdrawal process be completed for him/her.

The following procedures are followed in withdrawing from the college:

1. A Withdrawal Form is obtained from the Office of the Director of Student Services.
2. Necessary signatures indicated on the form are obtained to indicate clearance of any obligation to the college.
3. The completed form is taken to the Business Office.

The Business Office will verify clearance of all obligations to the college, will initiate steps for any appropriate refund of fees, and will officially notify the Office of Admissions and Records that the withdrawal process has been completed. Students who stop attending all classes without completing the official withdrawal process will receive a failing grade (F) in each course in which he/she is enrolled.

Students who are attending only evening classes may receive assistance in completing the above procedure in the Office of Continuing Education and Evening Instruction.

Official withdrawal from the college will affect the permanent record of a student at Motlow in one of the following ways.

1. Withdrawal during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that quarter) will result in no indication on the permanent record of attendance during that quarter.
2. Withdrawal after the last day to be deleted from the class roll and no later than one week prior to midterm examinations will result in a "W" on the permanent record for each class in which the student is enrolled at the time of withdrawal. The "W" is not used in computing the grade point average.
3. Withdrawal after the last day to receive a "W" and no later than ten calendar days prior to the first day of final examinations for day classes will result in a "WP" or "WF" for each class in which the student is enrolled at the time of withdrawal. The "WP" is not included in computing the grade point average; however, the "WF" is computed in the grade point average in the same manner as an "F".

## Student Affairs

4. Withdrawal after the last day to have the "WP" or "WF" option will result in a "WF" for each class in which the student is enrolled at the time of withdrawal, except for unavoidable circumstances, which should be appealed to the Dean of the College.

Specific dates which apply to the above timetable during a given quarter will be published in the class schedule for that quarter and will be posted in the Office of Admissions and Records.

### CREDIT IN RESIDENCE

Credit classes are scheduled by Motlow on the campus and at off-campus locations. All credit earned in classes scheduled by Motlow, whether on campus or off campus, is defined as credit in residence. The last 36 quarter hours of credit granted toward a degree from Motlow must be earned in residence at Motlow.

### TRANSFER CREDIT

Generally, all credit granted by an accredited higher education institution will be accepted at Motlow. Credit from an institution of higher education which is not fully accredited may be accepted provisionally.

Official transcripts of all previous records, regardless of the period of time since completion, should be mailed from the granting institution to the Office of Admissions and Records at Motlow for evaluation.

Transfer credits are evaluated in the Office of Admissions and Records for course equivalency or for elective credit. Credits for courses at another institution not corresponding with courses at Motlow will be entered on the transcript as elective credit when the area of study relates to the course offerings at Motlow. Each degree or certificate seeking student's transfer credit will be evaluated, and a copy of the evaluation will be mailed to the student and the advisor as soon as the evaluation is complete.

Veteran students can receive one quarter hour of physical education activity credit for each six months of active military service. The veteran must present a certified copy of the DD 214 Form (if not on file at Motlow) to the Office of Admissions and Records and file a petition for this credit.

Individual transfer credits and grades are recorded on the student's permanent record. All approved transfer credits become part of the cumulative hours attempted, and grade points earned at the previous institution(s) become part of cumulative grade points. The cumulative grade point average, including transfer credit, must be at least 2.00 for graduation.

## Student Affairs

### ALTERNATIVE SOURCES OF CREDIT

Advanced credit may be granted by Motlow for courses in areas for which a student has demonstrated satisfactory achievement and proficiency. Sources of advanced credit include

Advanced Placement Examination Program  
Armed Services Credit  
Challenge Examination Program  
College Level Examination Program  
Correspondence Courses

The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation. For additional information about alternative sources of credit, contact the Office of Admissions and Records at Motlow.

### ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

Motlow College participates in the Advanced Placement Examination Program (APEP) of the College Entrance Examination Board (CEEB). A maximum of 24 quarter hours of credit may be given to qualified students on the basis of performance in the Advanced Placement Examination Program in any two of the following subject areas.

TEST AREAS	MOTLOW COURSES	MAXIMUM HOURS
American History	HIS 211, 212, 213	9 credit hours
Biology	BIO 141, 142, 143	12 credit hours
Chemistry	CHE 101, 102, 103	12 credit hours
English	ENG 101, 102, 103	9 credit hours

To be eligible for credit, a student must score at the three, four, or five level on the CEEB Advanced Placement Tests. Each applicant, under this plan, is required to take the Advanced Placement Test of the CEEB during his/her senior year in high school. The test is scored by the CEEB and results sent to Motlow on request of the student.

### ARMED SERVICES CREDIT

In evaluating armed services credit, Motlow State Community College uses as a reference the "Guide to the Evaluation of Education Experience in the Armed Services" published by the American Council on Education. Contact the Director of Admissions and Records for additional information.

## Student Affairs

### CHALLENGE EXAMINATION PROGRAM CREDIT

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

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

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

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

Contact the appropriate division director for additional information concerning challenge of specific courses.

### COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 24 quarter hours of college credit by examination for an acceptable score of at least 50 on the College Level Examination Program (CLEP). Motlow has been approved as a limited CLEP Testing Center. An application and a fee must be submitted through the Office of the Coordinator of Guidance and Testing. This office should be contacted for any additional information.

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

## Student Affairs

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

### CORRESPONDENCE COURSE CREDIT

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

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.
2. Students in residence enrolled in eighteen or more hours at Motlow may not earn credit in correspondence courses at the same time.
3. Credit in English composition earned through correspondence or extension will not be accepted toward graduation.

### TRANSCRIPT OF ACADEMIC RECORDS

Academic records of each student are kept on permanent file in the Office of Admissions and Records. Copies of a student's academic record will be furnished free of charge. All requests for transcripts must be submitted in writing; therefore, no requests by telephone will be honored. In response to a written request, an official transcript will be sent directly to another educational institution or business. Unofficial copies are issued to the student or that student's academic advisor. In all cases, a student's obligations to the college must be fulfilled before a transcript will be issued.

## Student Affairs

### CHANGE OF NAME OR ADDRESS

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

### PRIVACY RIGHTS OF STUDENTS

The education records of current and former students at Motlow State Community College are maintained as confidential records pursuant to State and Federal laws. (T.C.A. -- 15-305 and 20 U.S.C. -- 1232g). Students have the right of access to their own education records as hereinafter set forth, and personally identifiable education records of students are not released to persons, agencies, or organizations without the consent of the student unless release is authorized by law and by this institution.

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

A student's right of access to his or her education records includes the right to inspect and review the content of such records and obtain copies thereof at a reasonable cost. A list of the types of education records which are directly related to students and maintained by the institution is available for inspection in the office of the Director of Student Services. A request by a student for access to the education records of the student should be directed to the Director of Student Services and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The right of access of a student does not include access to:

## Student Affairs

1. Financial records of the parents of the student or any information contained therein;
2. Confidential letters and statements of recommendation concerning admission, employment, or the receipt of an honor, which were placed in the records prior to January 1, 1975 or concerning which the student has signed a waiver of access;
3. Records of instructional, supervisory, and administrative personnel, and educational personnel ancillary thereto, which are in the sole possession of the maker thereof and which are not accessible to any other person except a substitute;
4. Records of law enforcement personnel not available to persons other than law enforcement officials;
5. Records relating exclusively to a person's employment at the institution when the person is not in attendance as a student of the institution; and
6. Records maintained by professional or paraprofessional health-related personnel which are made in connection with the provision of treatment of a student and not available to persons other than health-related personnel.
7. Federal and state officials responsible for auditing and evaluating programs supported in whole or in part by federal funds.

A record of access shall be maintained by the institution reflecting all of the above individual agencies or organizations which have requested or obtained access to a student's education records, which shall specify the legitimate interest of the party if obtaining the information, and which shall be available to the student. Personally identifiable information may also be released to appropriate persons if the knowledge of such information is necessary to protect the health and safety of the student or of other persons.

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

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

## Student Affairs

Information concerning education records which is personally identifiable with a particular student, other than directory information, shall not be released to persons, agencies or organizations other than those hereinafter described unless:

1. There is written consent from the student specifying the records to be released, the reason for the release, and to whom the information is to be released, with a copy to the student if requested; or
2. Such information is furnished in compliance with a judicial order or a subpoena, provided that advance notice of the receipt of the order or subpoena shall be provided to the student prior to compliance if possible. Personally identifiable education records may be released to other school officials of the institution, including members of the faculty, who have legitimate educational interest.

In addition, such information may be released to the following described persons, agencies and organizations:

1. Officials of other schools in which the student seeks or intends to enroll;
2. Representatives of the Comptroller General of the United States, the Secretary of the Department of Health, Education, and Welfare, educational agencies and state educational authorities;
3. Those involved in connection with a student's application for or receipt of financial aid;
4. State and local officials to whom information was required to be reported prior to November 19, 1974;
5. Organizations conducting studies for or on behalf of educational agencies concerning tests, student aid programs, or the improvement of instruction;
6. Accrediting organizations in order to carry out their accrediting functions.

## IDENTIFICATION CARDS

Student identification cards (ID card) are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and other college activities. Students are required to carry a current, validated ID card with them while on campus. If conditions prohibit the issuance of a picture ID card for a student, that student will receive an official library card which will serve as an identification card for the above purposes. Information about obtaining or replacing an ID card is available from the Office of the Director of Public Information and Field Services.

## Student Affairs

### STUDENT SERVICES

#### COUNSELING

Guidance and counseling services are available for enrolled and prospective students through the Office of Guidance and Testing and the Office of Career Counseling and Placement. The staff is committed to serving all Motlow students as an integral part of the college program, and the ultimate aim is to provide necessary academic advisement, career counseling, and personal guidance to help each student make a successful adjustment.

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

Educational and occupational information, including catalogs and course equivalency information from other institutions, is available for students and staff in the offices of Guidance and Placement.

#### FRESHMEN ORIENTATION

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

The Freshmen Orientation program is coordinated by the Director of Student Services.

#### TESTING

Tests can often serve as a valuable tool in helping students find out more about themselves and assisting them in making important educational decisions. Tests results are kept confidential.

The Guidance and Testing Office participates in the following testing programs on a regular basis:

ACT Residual Test  
College Level Examination Program  
General Education Development Test  
General interest inventory testing

## Student Affairs

### AMERICAN COLLEGE TESTING PROGRAM (ACT)

Motlow State Community College serves as a residual test center of the American College Testing Program (ACT). Tests are given once per quarter and in mid-August. Applications and a listing of scheduled testing dates are available from the Office of Guidance and Testing.

### COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

The College Level Examination Program (CLEP) gives students the opportunity to obtain college credit by examination. Students may apply a maximum of 24 hours of credit toward meeting degree requirements at Motlow by completing the CLEP examination in selected areas with an acceptable score of at least 50. Motlow has been approved as a limited CLEP testing center. There is a fee for each subject test. Further information concerning CLEP is available from the Office of Guidance and Testing.

### GENERAL EDUCATION DEVELOPMENT TEST (GED)

Adults who have not received a high school diploma and wish to apply for a certificate of equivalency may take the General Education Development Test. Motlow has been established as an official GED testing center. The GED test is administered monthly at Motlow. Applications and a listing of scheduled testing dates are available from the Office of Guidance and Testing.

Persons who feel inadequately prepared to take the GED test can obtain assistance by taking a non-credit course entitled "GED Preparation for High School Equivalency Diploma" at Motlow. Information concerning this course may be obtained from the Office of Guidance and Testing or the Office of Continuing Education and Evening Instruction.

### GENERAL INTEREST TESTS

Various interest tests are given to students upon request. Some of the frequently used tests are the Strong-Campbell and the Kuder Form DD designed to show potential interests to aid in a selection of a program of study and a career. The ACT Career Planning Program is designed to show interest as well as to show career aptitudes.

### CAREER PLANNING AND JOB PLACEMENT

Motlow offers career development and job placement services to all students and alumni. The Coordinator of Career Planning and Placement assists the student in career planning, including employment interviewing and preparation of resumes. The primary objective is to assist the student in effective planning for the eventual securing of employment which will develop into a satisfying career. Students who are interested in part-time, full-time, or seasonal employment should complete a job request application available in the Office of Career Planning and Placement.

## Student Affairs

### COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link education-related jobs to the student's educational program. Students who qualify may enroll in COP 201, 202, 203 Cooperative Practicum I, II, III and earn two quarter credit hours in each for their study-related cooperative work experiences with employers. Additional information is available from the Coordinator of Career Planning and Placement.

### VETERANS AFFAIRS

Motlow State Community College cooperates with the Veterans Administration in providing educational opportunities for veterans and other eligible persons under appropriate Public Laws. Veterans and other eligible persons desiring to attend Motlow under appropriate federal legislation should contact the Office of Admissions and Records. A veteran who wishes to contact the VA Central Office may do so at the following address:

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

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

### PROJECT AHEAD

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

### HEALTH SERVICES

Health information, first aid, and health counseling are available to students, faculty, and staff in the Student Health Center located in room C116 in the Classroom Building. A registered nurse is available for assistance during posted office hours.

Anyone with special health problems, physical handicaps, or major medical conditions should personally contact the college nurse at the beginning of each quarter to discuss special needs. Special provisions and services are available for students with major handicaps. Additional information is available from the college nurse.



## Student Affairs

### HOUSING ASSISTANCE

Motlow does not own or operate any housing facilities for students. The college does, however, compile a list each quarter of housing accommodations available in close proximity to the college. Any student interested in obtaining housing may obtain a listing of accommodations and assistance from the Director of Student Services.

### TRANSPORTATION AND CARPOOLING ASSISTANCE

The Director of Student Services maintains a listing, by location, of students who are attending Motlow. The list is available for review by students who are confronted with problems securing transportation to and from the campus. In order to facilitate student's efforts to carpool to campus, a special carpool locator board has been placed in the first floor hallway of the Classroom Building. The board is designed to help students establish a new carpool or expand an existing carpool. Additional information is available from the Director of Student Services.

### STUDENT MESSAGE SERVICE

On occasion when a message needs to be delivered to a student who is at the college, that message should be directed to the Office of the Director of Student Services. An effort will be made to contact the student and deliver the message.

### LOST AND FOUND

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

### STUDENT CENTER FACILITIES

The Student Center facility houses the bookstore, the cafeteria, the student lounge, and the Student Government Association office. Closed circuit and commercial television viewing is available in the lounge. Ping-pong, cards, chess, and other recreational equipment may be checked out from the bookstore for student use. Arrangements for the use of any of the facilities after regular hours of operation should be made through the Office of the Director of Public Information and Field Services.

### FOOD SERVICE

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

## Student Affairs

### STUDENT ACTIVITIES

#### ATHLETICS

The college sponsors a three-phase athletic program--intramural, extramural, and intercollegiate--under the supervision of the faculty in health, physical education, and recreation.

The intramural program operates throughout the year and provides men and women students with opportunities to compete in seasonal sports either as individuals or as members of teams from the various student organizations. All students are encouraged to participate in the intramural program.

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

#### SOCIAL EVENTS AND ACTIVITIES

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

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

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

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

## STUDENT GOVERNMENT

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

The student government at Motlow is divided into an executive and legislative branch. The executive branch is composed of the President, Vice-President, appointed cabinet officials, and special committees. Elections for the executive branch are held each spring. The legislative branch is called the Student Senate. The Senate is composed of freshmen and sophomore officials. Sophomore members are elected in the spring and freshmen members are elected in the fall.

Information regarding specific election dates and a copy of the Constitution of the Student Government Association of Motlow State Community College may be obtained from the Student Government Association office. The constitution outlines the duties of each student government official, gives procedures and regulations for elections, and includes by-laws which govern the day-to-day activities of the SGA. Those wishing to become involved in SGA activities should contact the SGA president or staff advisor.

## STUDENT ORGANIZATIONS

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending upon individual interests. These organizations include scholastic honoraries, discipline groups, service organizations, and special interest groups. Registration with the Director of Student Services is required for all student organizations on the campus. Registration forms may be secured from the Director of Student Services.

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

1. Name of organization
2. Name of faculty sponsor(s)
3. List of current officers
4. Statement of purpose
5. Copy of constitution, charter, or by-laws, as applicable
6. Letter verifying receipt of registration materials by the Director of Student Services.

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

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

Art Club  
Baptist Student Union  
Black Student Association  
Cheerleaders  
Chorus  
Computer Simulations Club  
Gamma Beta Phi Society  
Health, Physical Education, and Recreation Club  
Law and Government  
Motlow Fellowship of Christian Athletes  
Motlow Student Nursing Association  
National Collegiate Association for Secretaries  
Phi Rho Pi  
Science Club  
Student Government Association  
Student Tennessee Education Association  
Volleyball Club

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

## GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

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

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

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

#### DISCIPLINARY OFFENSES

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

disfiguring or unauthorized use of property belonging to the institution including but not limited to, fire alarms, fire equipment, elevators, telephones, institution keys, library materials and/or safety devices; and any such act against a member of the institution community or a guest of the institution;

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

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

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

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

#### ACADEMIC AND CLASSROOM MISCONDUCT

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

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

If the student believes that he or she has been erroneously accused of academic misconduct; and if his or her final grade has been lowered as a result, the student may initiate an appeal through the Office of the Director of Student Services who will fully explain all appeal options and assure due process.

#### DISCIPLINARY SANCTIONS

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

#### DEFINITION OF SANCTIONS

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

## Student Affairs

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

### DUE PROCESS AND DISCIPLINARY APPEAL

The principle of due process in student discipline is assured at Motlow. Any student accused of a disciplinary offense or academic misconduct may appeal the case. All appeals should be initiated through the Director of Student Services who will fully explain all appeal options. In addition, the Director of Student Services will gather all pertinent facts and coordinate the disciplinary proceedings. The Student Affairs Committee will assist in the appeal process.



## ACADEMIC AFFAIRS

### Academic Organization

### Academic Inventory

### Academic Policies and Standards

### Graduation Requirements

### Programs of Study

### Course Descriptions

## ACADEMIC AFFAIRS

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

### ACADEMIC ORGANIZATION

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

#### THE DIVISION OF CAREER EDUCATION

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

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

There are two-year majors in business technology, computer science technology, engineering technology, nursing, and secretarial science technology for the person who does not plan to obtain a degree from a four-year institution. Several majors in the allied health field are available in cooperation with the University of Alabama in Birmingham. Specific areas of emphasis within some of these degree programs provide additional direction toward career goals. In addition, there are six certificate programs for the student who desires to develop marketable skills in a shorter period of time. The division also offers many courses for the student who plans to follow the university parallel major and continue his or her training at a four-year university. Under this latter major, areas of emphasis can provide for a smoother transition to most higher level institutions.

The instructional discipline areas included in the Division of Career Education are listed below.

accounting	industrial technology
banking and finance	industrial management
business	insurance
computer science	marketing
cooperative education	nursing
economics	real estate
engineering	secretarial science

Information about courses in the above listed discipline areas is available in the Office of the Director of the Division of Career Education.

## Academic Affairs

### THE DIVISION OF CONTINUING EDUCATION AND EVENING INSTRUCTION

The Division of Continuing Education and Evening Instruction provides more than a program of evening classes or adult classes designed for students beyond college age. This Division operates a full selection of courses, both day and evening, enabling the working student to schedule classes of his/her choice at a time most convenient. The association of all students with different backgrounds, work experiences, and varying ages is mutually beneficial to all.

Motlow College is dedicated to the philosophy that education and learning should not terminate. Continuing education is a major purpose and function of the overall program at Motlow. The Division of Continuing Education and Evening Instruction tries to extend the opportunity to individuals to continue their education through off-campus and on-campus credit and non-credit classes, seminars, conferences, and workshops. The overall objective is to help as many persons as possible to achieve their own individual educational aims and to offer opportunities to individuals to acquire new knowledge and to develop their capacity for self-education. The Division of Continuing Education and Evening Instruction is an integral part of the institution and constitutes an inducement for the entire community to profit from its offerings.

#### CREDIT COURSES

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

#### NON-CREDIT GENERAL INTEREST COURSES

A wide variety of general interest non-credit courses are offered each quarter for persons who wish to meet requirements for job improvement, improve their personal efficiency, enrich their cultural lives, or enhance their enjoyment of recreational and leisure time. Academic grades and formal examinations are not a part of this program; rather there is an emphasis on benefit to the individual through continuing education in a variety of areas. The Continuing Education Unit (CEU) is usually awarded upon successful completion of a course.

## Academic Affairs

The listing below is a sample of non-credit general interest courses which have been made available to persons in the area.

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

Persons who are residents of Tennessee and are sixty (60) years of age or older or disabled are permitted to take a non-credit general interest course without payment of fees under the following conditions:

1. The number of fee-paying students required by the instructor have been enrolled.
2. Space is available.
3. No regular fee-paying student will be denied access to the course due to the enrollment of persons who have not paid fees.

In some instances a materials fee may be charged by the instructor. Information about classes which are scheduled and enrollment procedures is available from the Coordinator of General Interest Courses in the Division of Continuing Education and Evening Instruction.

## THE CONTINUING EDUCATION UNIT (CEU)

The Continuing Education Unit (CEU) is awarded upon successful completion of certain non-credit courses or activities. The CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." Many organizations and professions are now requiring adults to continue their education, and the CEU is an effort to provide a standard unit of measurement so that organizations and professions may grant the proper recognition to their constituents for having participated in continuing education programs. After the successful completion of each CEU course, a certificate will be awarded to each student to show participation in a non-credit activity. This certificate is given instead of a grade report or a transcript. No transcript is officially kept on students who complete non-credit classes and no record of the number of courses taken.

## Academic Affairs

### PUBLIC SERVICE ACTIVITIES

The college, through this division, attempts to work with various individuals and groups to provide a variety of courses and activities of a public service nature. Groups who are served include area banking and insurance personnel as well as school personnel in Motlow's seven-county service area. Interested persons are encouraged to contact the Director of the Division of Continuing Education and Evening Instruction to discuss the development and presentation of public service programs to meet their needs.

### THE DIVISION OF THE INDUSTRIAL AND BUSINESS INSTITUTE

The Division of the Industrial and Business Institute was formed in 1976 to support the training needs of business and industry within the seven-county service area of Motlow College. The Institute has provided training for over 4,000 participants since its inception.

The uniqueness of course, seminar, and conference offerings is that they are individually tailored to the area's rapidly changing technological base and are conducted at convenient locations, making them readily accessible to any interested person. Traditionally many of the types of programs sponsored by the Institute have been available only to those in top management at locations outside the area. The Institute makes a variety of offerings available to middle management as well as the first-line supervisor in a convenient locale. Many of the programs are offered in-house at various businesses and industries, thus reducing the cost of sending people outside the area for training.

A major objective of the Institute is to provide quality instruction for all programs. In an effort to insure quality instruction, nationally recognized consultants conduct training in their respective fields; all instructors are required to follow an instructor's training manual; and each participant is provided an opportunity to evaluate training received.

The Institute has formed advisory groups of people from business and industry to assist in identifying needed programs. Consultation with advisory groups has helped earn its reputation as one of the major staff development programs in the United States.



## THE DIVISION OF LIBERAL ARTS

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

The instructional discipline areas included in the Division of Liberal Arts are listed below.

agriculture	history
anthropology	mathematics
art	music
biology	physical education and recreation
chemistry	physics
communications	political science
education	psychology
English	religion
geography	sociology
health	Spanish

Information about courses in the above listed discipline areas is available in the Office of the Director of the Division of Liberal Arts.



## THE DIVISION OF LIBRARY-LEARNING RESOURCES

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

The Library-Learning Resources Center (L-LRC), so-called because it combines the traditional library concept with a learning resources center providing modern audio-visual equipment and instructional materials, is located in the north wing of the classroom building. It houses an up-to-date collection of informative materials in print and non-print form. Here students, faculty, and staff can browse among the 32,000 books and 315 periodical titles or utilize materials such as phonograph records, cassette tapes, films, filmstrips, and slide sets. This collection is intended both for the support of the college curricula and for the stimulation of extracurricular development and enrichment. Members of communities in Motlow's service area are invited to utilize L-LRC materials within the Center. The L-LRC Director welcomes student and faculty suggestions for the purchase of new materials.

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

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



Academic Affairs

ACADEMIC INVENTORY

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

Division	Major	Emphasis	Degree
Liberal Arts	University Parallel	Accounting	Associate of Science (A.S.)
Liberal Arts	University Parallel	Agriculture	Associate of Science (A.S.)
Liberal Arts	University Parallel	Art	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Biology	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Business Administration	Associate of Science (A.S.)
Liberal Arts	University Parallel	Business Education/ Office Management	Associate of Science (A.S.)
Liberal Arts	University Parallel	Chemistry	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Communications	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Computer Science	Associate of Science (A.S.)
Liberal Arts	University Parallel	Early Childhood Education	Associate of Science (A.S.)
Liberal Arts	University Parallel	Economics	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Elementary Education	Associate of Science (A.S.)
Liberal Arts	University Parallel	English	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Geography	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Health & Physical Education	Associate of Science (A.S.)
Liberal Arts	University Parallel	History	Associate of Arts (A.A.) Associate of Science (A.S.)

Academic Affairs

Division	Major	Emphasis	Degree
Liberal Arts	University Parallel	Industrial Management	Associate of Science (A.S.)
Liberal Arts	University Parallel	Mathematics	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Physics	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Political Science	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Dental	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Law	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Medical	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Nursing	Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Optometry	Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Pharmacy	Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Veterinary Medicine	Associate of Science (A.S.)
Liberal Arts	University Parallel	Psychology	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Recreation	Associate of Science (A.S.)
Liberal Arts	University Parallel	Secondary Education	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Social Science	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Social Work	Associate of Science (A.S.)
Liberal Arts	University Parallel	Sociology	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Undeclared	Associate of Arts (A.A.) Associate of Science (A.S.)
Career Education	Pre-Engineering	-----	Associate of Science (A.S.)
Career Education	Business Technology	Accounting	Associate of Science (A.S.)
Career Education	Business Technology	Banking & Finance	Associate of Science (A.S.)
Career Education	Business Technology	General Business	Associate of Science (A.S.)

### Academic Affairs

Division	Major	Emphasis	Degree
Career Education	Business Technology	Real Estate	Associate of Science (A.S.)
Career Education	Computer Science Technology	Business	Associate of Science (A.S.)
Career Education	Computer Science Technology	Scientific	Associate of Science (A.S.)
Career Education	Engineering Technology	Design & Drafting	Associate of Science (A.S.)
Career Education	Engineering Technology	Energy Engineering	Associate of Science (A.S.)
Career Education	Engineering Technology	Mechanical Engineering	Associate of Science (A.S.)
Career Education	Nursing	-----	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	General Clerical	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	Secretarial	Associate of Science (A.S.)
Career Education	Biomedical Equipment Technician	-----	Associate of Science (A.S.)
Career Education	Dietetic Technician	-----	Associate of Science (A.S.)
Career Education	Electroencephalographic Technologist	-----	Associate of Science (A.S.)
Career Education	Emergency Medical Technician	-----	Associate of Science (A.S.)
Career Education	Health Data Processing Technician	-----	Associate of Science (A.S.)
Career Education	Medical Assistant	-----	Associate of Science (A.S.)
Career Education	Medical Laboratory Technician	-----	Associate of Science (A.S.)
Career Education	Medical Record Technician	-----	Associate of Science (A.S.)
Career Education	Multiple Competency Clinical Technician	-----	Associate of Science (A.S.)
Career Education	Occupational Therapy Assistant	-----	Associate of Science (A.S.)
Career Education	Optometric Technician	-----	Associate of Science (A.S.)
Career Education	Physical Therapist Assistant	-----	Associate of Science (A.S.)
Career Education	Radiologic Technologist	-----	Associate of Science (A.S.)
Career Education	Respiratory Therapist	-----	Associate of Science (A.S.)

### Academic Affairs

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

### UNIVERSITY PARALLEL MAJOR

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

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

### NURSING MAJOR

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

**BUSINESS TECHNOLOGY MAJOR**

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

**COMPUTER SCIENCE TECHNOLOGY MAJOR**

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

**SECRETARIAL SCIENCE TECHNOLOGY MAJOR**

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

**PRE-ENGINEERING MAJOR**

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

**ENGINEERING TECHNOLOGY MAJOR**

Motlow State Community College offers an engineering technology major with a design and drafting emphasis, an energy engineering emphasis, and a mechanical engineering emphasis. These two-year programs are for the student who does not intend to transfer to a four-year institution; however, a transfer program in engineering technology can be arranged with Memphis State University. The Associate of Science Degree is awarded.

**ALLIED HEALTH LINKAGE PROGRAM**

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

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

For information concerning the program of study for each of the above majors, see pages 113 through 127.

**CERTIFICATES OF CREDIT**

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

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

ACADEMIC POLICIES AND STANDARDS

**ACADEMIC ADVISEMENT**

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

**ACADEMIC PROGRAM OF STUDY**

Each student is responsible for selecting an academic program of study at Motlow. Programs may be defined in terms of a degree with a major and emphasis or a certificate of credit program. The selection early in a student's academic career of a curriculum designed to meet educational objectives will increase the satisfaction that student will realize from his educational experiences. Faculty advisors and counselors are prepared to assist students in program planning and course selection.

**INTENT TO GRADUATE**

An Intent to Graduate Form must be completed by a student by February 15 in the winter quarter before anticipated graduation in June or August. A student may obtain the form in the Office of Admissions and Records or in any division office. The completed form will indicate the degree to be received, the major and emphasis selected, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all graduation requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by February 15 of the graduation year. A Cap and Gown Form will then be completed by the student in the Office of the Director of Student Services, and the \$20.00 graduation fee will be paid in the Business Office.

**INTENT TO RECEIVE A CERTIFICATE OF CREDIT**

An Intent to Receive a Certificate of Credit Form must be completed by February 15 in the winter quarter before the certificate of credit is to be awarded in June or August. A student may obtain the form in the Office of Admissions and Records or in any division office. The completed form will

indicate the certificate of credit to be received, the major, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all certificate of credit requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by February 15 of the completion year.

**STUDENT LOAD**

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of twelve (12) quarter hours credit. Sixteen (16) to seventeen (17) quarter hours credit is the normal load of a student per quarter. Nineteen (19) quarter hours is the maximum load which a student may have without approval of the appropriate Division Director. The maximum load for one quarter which will be approved is 22 quarter hours. Factors which are considered for approving enrollment for more than nineteen (19) quarter hours include the classification of the student, the cumulative grade point average of the student, and the anticipated date of graduation.

**STUDENT CLASSIFICATION**

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

**CLASS ATTENDANCE**

Unless prevented by circumstances beyond his control or absent on the basis of an institutionally approved absence, a student is expected to attend regularly all classes for which he is registered. Regardless of the cause or nature of the absence, the student is responsible for the material covered or assigned during the absence.

Each faculty member is responsible for explaining, in writing, at the beginning of each course his practice in the treatment of absences. When regular attendance is a definite part of the total performance expected for the satisfactory completion of a course, an unsatisfactory attendance record may adversely affect the final grade recorded for the course.

Students may be given an institutional excuse for absence on the basis that the student represents the college at a public event in the interest of the college or is engaged in an activity such as a field trip, which contributes to the education of the student. In granting an institutional excuse for absence, the college does not excuse the student from the responsibility for material covered or assigned during the absence.

## GRADUATION REQUIREMENTS

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

1. All students must complete curriculum requirements for the specific degree and major (and emphasis, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:
  - a. Not less than 96 quarter hours of credit.
  - b. A minimum of the final 36 quarter hours of course work completed in residence at Motlow State Community College.
  - c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program.
2. An Intent to Graduate Form should be filed with the Office of Admissions and Records no later than February 15 by anyone who plans to receive a degree in June or August of that year.
3. A Cap and Gown Form should be completed, and the \$20.00 graduation fee should be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in June of each year. Students who complete requirements by August should plan to participate in graduation the preceding June.

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

When all requirements of a degree program have been met by a student, the transcript will be posted to indicate that the degree has been awarded. The date of the award will correspond to the term in which the student completed the work. Diplomas are issued following spring and summer quarters. Students who complete program requirements during the fall, winter or spring quarters will receive diplomas following the spring quarter. Students who complete program requirements during the summer will receive diplomas following the summer quarter.

## CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

To receive a certificate of credit at Motlow State Community College, students must do the following:

1. All students must complete curriculum requirements for the specific certificate of credit program selected. A cumulative grade point average of not less than 2.00 ("C" average) is required.
2. An Intent to Receive a Certificate of Credit Form should be filed with the Office of Admissions and Records no later than February 15 if the program is to be completed by June or August of that year.

The student who receives a certificate of credit does not participate in graduation exercises. Students are allowed to receive certificates of credit described in the catalog under which they entered or any subsequent catalog, provided the catalog containing the program being followed is not more than five years old based on the date of completion of certificate of credit requirements. When all requirements of a certificate of credit program have been met, the transcript will be posted to indicate that the certificate of credit has been awarded. The date of the award will correspond to the term in which the student completed the work. Certificates of credit are issued following spring and summer quarters, as described for degree diplomas above.

## COURSE REQUIREMENT WAIVER AND SUBSTITUTION

When there is sufficient need to change a program of study outlined in the catalog for a student to be able to graduate, a course requirement waiver and/or substitution may be processed. Course waivers and/or substitutions should be determined in conference with the advisor and require the approval of the student's advisor and the Division Director. A form for this approval is available in the Office of the Division Director.

## INCOMPLETE COURSE WORK

The "I" for "incomplete" indicates that the student has not completed all course requirements because of illness or other circumstances beyond his/her control, especially those which may occur toward the close of the term. Failure to make up work or to turn in required work on time does not provide a basis for the "I" unless extenuating circumstances noted above exist.

The following guidelines apply to removing an "I" from the permanent record.

1. The deadline for students to complete and submit required work to the faculty member will be the time established for mid-term examinations in the quarter following the term in which the "I" was received. The mid-term examination schedule is given in the class schedule. Students who receive an "I" in the spring quarter will observe the schedule for the following fall quarter.
2. When required work has been submitted to the faculty member and no later than one week after the deadline for removing an "I", the faculty member will file a completed Change of Grade Form to the Office of Admissions and Records. The grade change will be updated on the student file prior to quarterly grade processing.
3. Under extenuating circumstances a faculty member can request, by memorandum to the Director of Admissions and Records, an extension of the "I" without punitive effects on the student's cumulative grade point average. The extension will extend to the next quarter's deadline.
4. If a faculty member does not submit a completed Change of Grade Form or a request for an extension of an "I", the "I" will be replaced by an "F" to be computed into the grade point average.

## REPEATING A COURSE

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

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

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

## GRADING SYSTEM

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

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

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

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

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

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

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

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

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

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

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

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

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

## Academic Affairs

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

### Example:

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

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

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

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

## RETENTION STANDARDS

The minimum standard of achievement expected is 2.00 ("C" average). A cumulative grade point average of not less than 2.00 is required to achieve the associate degree. Any student on probation may be required to reduce his or her load, repeat certain courses, or change programs. Retention standards shall be in effect for all students who have attempted over 24 quarter hours.

The table below is based on minimum standards and is designed to serve as a guide to students who fall below the 2.00 cumulative grade point average. A student who fails during any term to attain a cumulative GPA at or above the level indicated below for the credit hours attempted will be placed on academic probation for the subsequent term.

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

Explanation of Table: The first column represents cumulative hours (total hours attempted less repeats) at Motlow or elsewhere. It excludes military service credit and non-credit courses. The second column represents the minimum grade point average which prevents a student from being placed on probation. Probation automatically limits a student to 12 quarter hours for the succeeding quarter plus a physical education activity course, if desired.

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

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

## Academic Affairs

## APPEAL OF ACADEMIC SUSPENSION

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

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

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

## AWARDS AND HONORS

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

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

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

## HONORS PROGRAM

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

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

## Academic Affairs

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

## ACADEMIC SCHEDULE

### CLASS SCHEDULE

Motlow State Community College operates on the quarter system. There are four academic quarters, each lasting ten weeks: Fall, Winter, Spring, and Summer. The credit granted each course is generally determined by the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. For example, if a class meets three lecture hours a week, the credit is 3 quarter hours. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

Shortly before the beginning of each quarter, a class schedule is published. Courses in the schedule are listed by a discipline code, a course number, course title, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course.

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

Attention to the symbols and abbreviations below may help in understanding class schedules as well as the catalog.

#### DISCIPLINE CODES—DIVISION OF CAREER EDUCATION

ACT	Accounting	IAT	Industrial Technology
BNK	Banking and Finance	IMT	Industrial Management
BUS	Business	INS	Insurance
COP	Cooperative Education	MKT	Marketing
CST	Computer Science	NET	Nursing
ECO	Economics	RES	Real Estate
ERG	Engineering	SST	Secretarial Science

#### DISCIPLINE CODES—DIVISION OF LIBERAL ARTS

AGR	Agriculture	HIS	History
ANT	Anthropology	MAT	Mathematics
ART	Art	MUS	Music
BIO	Biology	PED	Physical Education
CHE	Chemistry	PHY	Physics
COM	Communications	POL	Political Science
EDU	Education	PSY	Psychology
ENG	English	REL	Religion
GGY	Geography	SOC	Sociology
HED	Health	SPA	Spanish

Questions concerning courses in the listed disciplines should be directed to the Director of the division under which the discipline is listed.

## Academic Affairs

### CLASSROOMS

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

C	Classroom Building
L	Library, a wing attached to the main Classroom Building
M	Gymnasium, located on the east side (left side)
P	Gymnasium, located on the west side (right side)
S	Student Center
T	Technology wing of the Classroom Building (toward gymnasium)

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

### CLASS MEETING DAY CODES

The following are abbreviations for each day of the week:

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

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

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

### CLASS CANCELLATION

Any class listed in the curriculum may be discontinued by the college. The right is reserved to cancel any class scheduled for a given quarter when the number enrolled is considered insufficient. Other factors which may contribute to the cancellation of a class include the availability of qualified instructors and the availability of appropriate facilities.

When a class is cancelled, an official drop or withdrawal must be processed for each student who had registered for the class. If this procedure is not initiated by the student, the college will complete the process administratively.



Academic Affairs

**DEGREES DESIGNED FOR TRANSFER PURPOSES  
MINIMUM REQUIREMENTS**

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

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

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

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

\*\*The physical education activity requirement may be waived for persons age 35 years and older. An official request for waiver must be submitted to the Office of Admissions and Records. This waiver does not reduce the number of hours required to receive a degree.

Academic Affairs

**UNIVERSITY PARALLEL MAJOR**

The university parallel major is designed for the student who intends to transfer to a four-year institution. When a student completes one of the following emphases and graduates from Motlow, that student will have completed the minimum acceptable requirements for an associate degree designed for transfer purposes from institutions in the State University and Community College System of Tennessee. Students who intend to transfer to other than institutions in the State University and Community College System of Tennessee may find it necessary to have changes made in the selected program of study. A comparison of the selected program of study at Motlow with the first two years at the four-year institution which a student plans to attend will contribute to a selection of electives which will best complement the program of study to be followed after transfer. The student is urged to discuss the selected transfer program with his/her advisor and/or a counselor.

**ACCOUNTING EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
COM 101 . . . . .	3
HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6
(Excluding MAT 100 and 110)	
PED Activities . . . . .	6
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 251 . . . . .	3
CST 121 . . . . .	3
CST 122 . . . . .	3
CST 221, 222 . . . . .	8
ECO 201, 202, 203 . . . . .	9
General Electives . . . . .	4-8

96 hrs.

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

**Academic Affairs**

**BUSINESS EDUCATION/OFFICE MANAGEMENT EMPHASIS**

University Parallel Major

Associate of Science Degree

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

96 hrs.

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

**CHEMISTRY EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9
Electives from ART, COM, or MUS. . . . .	9	Elective(s) from ANT, ART, COM, or MUS . . . . .	3
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
CHE 101, 102, 103. . . . .	15	CHE 101, 102, 103. . . . .	12
MAT 190 or		CHE 231, 232, 233. . . . .	12
MAT 151 and 152 . . . . .	5-10	MAT 190 or	
MAT 205, 206, 207. . . . .	15	MAT 151 and 152 . . . . .	5-10
PED Activities. . . . .	6	MAT 205, 206, 207, 208. . . . .	20
One year sequence in a		PED Activities. . . . .	6
foreign language. . . . .	9	Electives from any of the following:	
Electives from ANT, ART, COM,		ACT, ANT, ART, BNK, BUS, COM,	
EDU, GGY, HED, HIS, MUS,		COP, CST, ECO, EDU, ERG, GGY,	
PED, POL, PSY, REL, or SOC . . . . .	9	HED, HIS, IMT, INS, MKT, MUS,	
General Electives . . . . .	0-4	PED, POL, PSY, REL, RES, SOC,	
		SST . . . . .	9
		General Electives . . . . .	0-2

96-101 hrs.

96-99 hrs.

**Academic Affairs**

**COMMUNICATIONS EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9	ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9	ENG 205, 206, 207. . . . .	9
COM 101, 102. . . . .	6	COM 101, 102. . . . .	6
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives. . . . .	5-6	MAT Electives. . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities. . . . .	6	PED Activities. . . . .	6
One year sequence in a		COM 111, 112, 113. . . . .	9
foreign language. . . . .	9	COM 204. . . . .	3
COM 111, 112, 113. . . . .	9	COM 212. . . . .	3
COM 204. . . . .	3	COM 221, 231. . . . .	6
COM 212. . . . .	3	SST 101, 102 . . . . .	6
COM 221, 231. . . . .	6	Electives from any of the following:	
SST 101, 102 . . . . .	6	ACT, ANT, ART, BNK, BUS, CST,	
General Electives . . . . .	3-7	COP, ECO, EDU, ERG, GGY, HED,	
		HIS, IMT, MKT, MUS, PED, POL,	
		PSY, REL, RES, SOC, SST . . . . .	9
		General Electives . . . . .	3-7

96 hrs.

96 hrs.

NOTE: Students planning to major in speech-theatre upon transfer should make the following course changes: (1) Substitute COM 103, 202, and 203 for COM 113, 221, and 231. (2) Substitute Music 241 for SST 102.

**COMPUTER SCIENCE EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103. . . . .	9
ENG 205, 206, 207. . . . .	9
ERG 153. . . . .	3
HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT 140. . . . .	3
MAT 190 or MAT 151 and 152. . . . .	5-10
PED Activities. . . . .	6
ACT 231, 232, 233. . . . .	9
BUS 121 . . . . .	3
CST 121, 122 . . . . .	6
CST 132 . . . . .	4
ECO 201, 202, 203. . . . .	9
ERG 110. . . . .	3
General Electives . . . . .	6-10

96 hrs.

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

*mwf*

Academic Affairs

**EARLY CHILDHOOD EDUCATION EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
ART 101, 103 . . . . .	6
MUS 131, 132, 242 . . . . .	7
COM 101 . . . . .	3
HIS 211, 212, 213 . . . . .	9
BIO 101, 102, 103 or BIO 141, 142, 143 . . . . .	12
PHY 101, 102, 103 . . . . .	9
MAT 131, 132 . . . . .	6
PED Activities . . . . .	6
EDU 101, 110 . . . . .	6
GGY 101, 102, 103 . . . . .	9
HED 201 . . . . .	3
PED 241, 242 . . . . .	6
<hr/>	
97-100 hrs.	

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

**ECONOMICS EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	9
Electives from ART, COM, or MUS . . . . .	.9	COM 101 . . . . .	3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6	MAT Electives . . . . .	5-6
(Excluding MAT 100 and 110)		(Excluding MAT 100 and 110)	
PED Activities . . . . .	.6	PED Activities . . . . .	.6
One year sequence in a foreign language . . . . .	.9	ACT 231, 232, 233 . . . . .	.9
COM 101 . . . . .	.3	ECO 201, 202, 203 . . . . .	.9
ECO 201, 202, 203 . . . . .	.9	POL 111, 112, 113 . . . . .	.9
General Electives . . . . .	15-19	Electives from any of the following: ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, SST . . . . .	.9
<hr/>		General Electives . . . . .	6-10
96 hrs.		<hr/>	
96 hrs.		96 hrs.	

Academic Affairs

**ELEMENTARY EDUCATION EMPHASIS**  
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
COM 101 . . . . .	3
BIO 101, 102, 103 or BIO 141, 142, 143 . . . . .	12
HIS 211, 212, 213 . . . . .	9
PHY 101, 102, 103 . . . . .	9
MAT 131, 132 . . . . .	6
PED Activities . . . . .	6
ART 101, 103 . . . . .	6
EDU 101, 110 . . . . .	6
ENG 262 . . . . .	3
GGY 101, 102, 103 . . . . .	9
HED 201, 203 . . . . .	6
MUS 131 . . . . .	2
MUS 242 . . . . .	3
General Elective . . . . .	1
<hr/>	
96 hrs.	

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

**ENGLISH EMPHASIS**  
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	9
ART 101, COM 101, MUS 241 . . . . .	.9	ART 101, COM 101, MUS 241 . . . . .	9
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6	MAT Electives . . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities . . . . .	.6	PED Activities . . . . .	.6
One year sequence in a foreign language . . . . .	.9	EDU 101, 110, PSY 211 . . . . .	.9
EDU 101, 110, PSY 211 . . . . .	.9	HED 202, 203 . . . . .	.6
HED 202, 203 . . . . .	.6	SOC 211 . . . . .	.3
SOC 211 . . . . .	.3	One year sequence from one of the fol- lowing: AGR, ANT, ART, BIO, CHE, COM, EDU, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, REL, or SOC . . . . .	9-15
General Electives . . . . .	9-13	General Electives . . . . .	3-13
<hr/>		<hr/>	
96 hrs.		96 hrs.	

**Academic Affairs**

**GEOGRAPHY EMPHASIS**

University Parallel Major

Associate of Arts Degree

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

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
Elective(s) from ANT, ART, COM, or MUS . . . . .	.3
HIS 211, 212, 213 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6
(Excluding MAT 100)	
PED Activities . . . . .	.6
GGY 101, 102, 103 . . . . .	.9
Electives from any of the following: ACT, ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, SST . . .	.9
General Electives . . . . .	24-28

96 hrs.

**HEALTH AND PHYSICAL EDUCATION EMPHASIS**

University Parallel Major

Associate of Science Degree

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

96 hrs.

**Academic Affairs**

**HISTORY EMPHASIS**

University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
Electives from any of the following: ART, COM, or MUS . . . . .	.9
HIS 211, 212, 213 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6
(Excluding MAT 100)	
PED Activities . . . . .	.6
One year sequence in a foreign language . . . . .	.9
HIS 111, 112, 113, or HIS 190, 261, 262 . . . . .	.9
General Electives . . . . .	18-22

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9
Elective(s) from ANT, ART, COM, or MUS . . . . .	.3
HIS 211, 212, 213 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6
(Excluding MAT 100)	
PED Activities . . . . .	.6
HIS 111, 112, 113, or HIS 190, 261, 262 . . . . .	.9
POL 111, 112, 113 . . . . .	.9
Electives from any of the following: ACT, ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, SST . . .	.9
General Electives . . . . .	15-19

96 hrs.

**INDUSTRIAL MANAGEMENT EMPHASIS**

University Parallel Major

Associate of Science Degree

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

96 hrs.

## Academic Affairs

### MATHEMATICS EMPHASIS

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
Electives from ART, COM, or MUS. . . . .	.9	Elective(s) from ANT, ART, COM, or MUS. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
12-hour one-year sequence in BIO, CHE, or PHY . . . . .	12	12-hour one-year sequence in BIO, CHE, or PHY . . . . .	12
MAT 190 or MAT 151 and 152 . . . . .	5-10	MAT 190 or MAT 151 and 152 . . . . .	5-10
MAT 205, 206, 207, 208. . . . .	20	MAT 205, 206, 207, 208, 273. . . . .	25
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language. . . . .	.9	CST 121 . . . . .	.3
Electives from any of the following: ANT, ART, COM, EDU, GGY, HED, HIS, MUS, PED, POL, PSY, REL, or SOC . . . . .	.9	Electives from any of the following: ACT, ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, or SST . . . . .	.9
	97-102 hrs.	General Electives . . . . .	.1-6
			96 hrs.

### PHYSICS EMPHASIS

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
Elective(s) from ART, COM, or MUS. . . . .	.3	Elective(s) from ANT, ART, COM, or MUS. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
CHE 101, 102, 103 . . . . .	12	CHE 101, 102, 103 . . . . .	12
MAT 190 or MAT 151 and 152 . . . . .	5-10	MAT 190 or MAT 151 and 152 . . . . .	5-10
MAT 205, 206, 207, 208. . . . .	20	MAT 205, 206, 207, 208, 273. . . . .	25
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language. . . . .	.9	PHY 231, 232, 233 . . . . .	12
PHY 231, 232, 233 . . . . .	12	Electives from any of the following: ACT, ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, or SST . . . . .	.6
General Electives . . . . .	.2		
	96-99 hrs.		96-101 hrs.

## Academic Affairs

### POLITICAL SCIENCE EMPHASIS

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
Electives from ART, COM, or MUS. . . . .	.9	Elective(s) from ANT, ART, COM, or MUS. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12	One year sequence in BIO, CHE, or PHY . . . . .	.9-12
MAT Electives . . . . .	5-6	MAT Electives . . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language. . . . .	.9	HIS 111, 112, 113 . . . . .	.9
POL 111, 112, 113, 290 . . . . .	12	POL 111, 112, 113, 290 . . . . .	12
Electives from any of the following: ANT, ART, COM, EDU, GGY, HED, HIS, MUS, PED, POL, PSY, REL, or SOC . . . . .	.9	Electives from any of the following: ACT, ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, or SST . . . . .	.9
General Electives . . . . .	.6-10	General Electives . . . . .	12-16
	96 hrs.		96 hrs.

### PRE-DENTAL EMPHASIS

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
COM 101. . . . .	.3	COM 101. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
BIO 141, 142, 143 . . . . .	12	BIO 141, 142, 143 . . . . .	12
MAT 190 or MAT 151 and 152 . . . . .	5-10	MAT 190 or MAT 151 and 152 . . . . .	5-10
MAT 205. . . . .	.5	MAT 205. . . . .	.5
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language. . . . .	.9	CHE 101, 102, 103 . . . . .	12
CHE 101, 102, 103 . . . . .	12	CHE 231, 232, 233 . . . . .	12
CHE 231, 232, 233 . . . . .	12	PHY 211, 212, 213 . . . . .	12
PHY 211, 212, 213 . . . . .	12	General Electives . . . . .	.0-2
	103-108 hrs.		96-99 hrs.

**Academic Affairs**

**PRE-LAW EMPHASIS**

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
Electives from ART, COM, or MUS. . .	.9	Elective(s) from ANT, ART, COM, or MUS. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
BIO 141, 142, 143, or CHE 101, 102, 103. . . . .	12	BIO 141, 142, 143, or CHE 101, 102, 103. . . . .	12
MAT Electives. . . . .	5-6	MAT Electives. . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language. . . . .	.9	ECO 201, 202, 203. . . . .	.9
ACT 231, 232, 233. . . . .	.9	POL 111, 112, 113 . . . . .	.9
ECO 201, 202, 203. . . . .	.9	PSY and/or SOC Electives . . . . .	.9
POL 111, 112, 113 . . . . .	.9	General Electives . . . . .	15-16
General Electives . . . . .	0-1		
	<hr/> 96 hrs.		<hr/> 96 hrs.

**PRE-MEDICAL EMPHASIS**

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103. . . . .	.9	ENG 101, 102, 103. . . . .	.9
ENG 205, 206, 207. . . . .	.9	ENG 205, 206, 207. . . . .	.9
COM 101. . . . .	.3	COM 101. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
BIO 141, 142, 143 . . . . .	12	BIO 141, 142, 143 . . . . .	12
MAT 190 or MAT 151 and 152 . . . . .	5-10	MAT 190 or MAT 151 and 152 . . . . .	5-10
MAT 205. . . . .	.5	MAT 205. . . . .	.5
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language. . . . .	.9	CHE 101, 102, 103 . . . . .	12
CHE 101, 102, 103 . . . . .	12	CHE 231, 232, 233 . . . . .	12
CHE 231, 232, 233 . . . . .	12	PHY 211, 212, 213 . . . . .	12
PHY 211, 212, 213 . . . . .	12	General Electives . . . . .	0-2
	<hr/> 103-108 hrs.		<hr/> 96-99 hrs.

**Academic Affairs**

**PRE-NURSING EMPHASIS**

University Parallel Major

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

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

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



**Academic Affairs**

**PRE—OPTOMETRY EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
Elective(s) from ANT, ART, COM, or MUS . . . . .	3
HIS 211, 212, 213 . . . . .	9
BIO 141, 142, 143 . . . . .	12
MAT 151, 152, 205 or MAT 190, 205 . . . . .	10-15
PED Activities . . . . .	6
BIO 231 . . . . .	4
CHE 101, 102, 103 . . . . .	12
PHY 211, 212, 213 . . . . .	12
PSY 110, 131 . . . . .	6
General Electives . . . . .	0-4
	96-97 hrs.

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

**PRE—PHARMACY EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
COM 101 . . . . .	3
HIS 211, 212, 213 . . . . .	9
BIO 141, 142, 143 . . . . .	12
MAT 151, 152, 205 or MAT 190, 205 . . . . .	10-15
PED Activities . . . . .	6
ACT 231 . . . . .	3
CHE 101, 102, 103 . . . . .	12
CHE 231, 232, 233 . . . . .	12
PHY 211, 212 . . . . .	8
PSY 110 . . . . .	3
	96-101 hrs.

**Academic Affairs**

**PRE-VETERINARY MEDICINE EMPHASIS**

University Parallel Major

Associate of Science Degree

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

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

**PSYCHOLOGY EMPHASIS**

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9	ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9	ENG 205, 206, 207 . . . . .	9
Electives from ART, COM, or MUS . . . . .	9	Elective(s) from ANT, ART, COM, or MUS . . . . .	3
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6	MAT Electives . . . . .	5-6
(Excluding MAT 100 and 110)		(Excluding MAT 100 and 110)	
PED Activities . . . . .	6	PED Activities . . . . .	6
One year sequence in a foreign language . . . . .	9	PSY 131, 132, 133 . . . . .	9
PSY 131, 132, 133 . . . . .	9	PSY 211, 212, 213 . . . . .	9
PSY 211, 212, 213 . . . . .	9	General Electives . . . . .	24-28
General Electives . . . . .	9-13		96 hrs.
	96 hrs.		

**Academic Affairs**

**RECREATION EMPHASIS**

University Parallel Major

Associate of Science Degree

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

96 hrs.

**SECONDARY EDUCATION EMPHASIS**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9	ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9	ENG 205, 206, 207 . . . . .	9
ART 101, COM 101, MUS 241 . . . . .	9	ART 101, COM 101, MUS 241 . . . . .	9
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6	MAT Electives . . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities . . . . .	6	PED Activities . . . . .	6
One year sequence in a foreign language . . . . .	9	EDU 101, 110, PSY 211 . . . . .	9
EDU 101, 110, PSY 211 . . . . .	9	HED 201 . . . . .	3
HED 201 . . . . .	3	Electives from any of the following: ACT, ACT, ANT, ART, BNK, BUS, COM, COP, CST, ECO, EDU, ERG, GGY, HED, HIS, IMT, MKT, MUS, PED, POL, PSY, REL, RES, SOC, or SST . . . . .	9
General Electives . . . . .	15-19	General Electives . . . . .	15-19

96 hrs.

96 hrs.

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

**Academic Affairs**

**Social Science Emphasis**

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9	ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9	ENG 205, 206, 207 . . . . .	9
Electives from ART, COM, or MUS . . . . .	9	Elective(s) from ANT, ART, COM, or MUS . . . . .	3
HIS 211, 212, 213 . . . . .	9	HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12	One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6	MAT Electives . . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities . . . . .	6	PED Activities . . . . .	6
One year sequence in a foreign language . . . . .	9	One year sequence from one of the following: AGR, ANT, ART, BIO, CHE, COM, EDU, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, REL, or SOC . . . . .	9-15
Electives from ANT, ART, COM, EDU, GGY, HED, HIS, MUS, PED, POL, PSY, REL, or SOC . . . . .	27	Electives from ANT, ART, COM, EDU, GGY, HED, HIS, MUS, PED, POL, PSY, REL, or SOC . . . . .	18
General Electives . . . . .	0-4	General Electives . . . . .	9-19

96 hrs.

96 hrs.

**SOCIAL WORK EMPHASIS**

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ENG 205, 206, 207 . . . . .	9
Elective(s) from ANT, ART, COM, or MUS . . . . .	3
HIS 211, 212, 213 . . . . .	9
One year sequence in BIO, CHE, or PHY . . . . .	9-12
MAT Electives . . . . .	5-6
(Excluding MAT 100)	
PED Activities . . . . .	6
HED 202 . . . . .	3
PSY 131, 132, 133 . . . . .	9
PSY 212, 213 . . . . .	6
SOC 211, 212, 213 . . . . .	9
SOC 220 . . . . .	3
SOC 257 . . . . .	4
General Electives . . . . .	8-12

96 hrs.



**Academic Affairs**

**SOCIOLOGY EMPHASIS**

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
Electives from ART, COM, or MUS. . .	.9	Elective(s) from ANT, ART, COM, or MUS. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12	One year sequence in BIO, CHE, or PHY . . . . .	.9-12
MAT Electives. . . . .	5-6	MAT Electives. . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language . . . . .	.9	PSY 131, 132, 133 . . . . .	.9
PSY 131, 132, 133 . . . . .	.9	SOC 211, 212, 213, 220 . . . . .	.12
SOC 211, 212, 213, 220 . . . . .	.12	General Electives . . . . .	21-25
General Electives . . . . .	.6-10		
	<hr/> 96 hrs.		<hr/> 96 hrs.

**UNDECLARED EMPHASIS**

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	.9	ENG 101, 102, 103 . . . . .	.9
ENG 205, 206, 207 . . . . .	.9	ENG 205, 206, 207 . . . . .	.9
Electives from ART, COM, or MUS. . .	.9	Elective(s) from ANT, ART, COM, or MUS. . . . .	.3
HIS 211, 212, 213 . . . . .	.9	HIS 211, 212, 213 . . . . .	.9
One year sequence in BIO, CHE, or PHY . . . . .	.9-12	One year sequence in BIO, CHE, or PHY . . . . .	.9-12
MAT Electives. . . . .	5-6	MAT Electives. . . . .	5-6
(Excluding MAT 100)		(Excluding MAT 100)	
PED Activities. . . . .	.6	PED Activities. . . . .	.6
One year sequence in a foreign language . . . . .	.9	One year sequence from any discipline. . . . .	.9-15
Electives from ANT, ART, COM, EDU, GGY, HED, HIS, MUS, PED, POL, PSY, REL, or SOC . . .	.9	General Electives . . . . .	27-37
General Electives . . . . .	18-22		
	<hr/> 96 hrs.		<hr/> 96 hrs.

**Academic Affairs**

**NURSING MAJOR**

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

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

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

Transfer students from other R. N. programs must meet Motlow transfer requirements and are evaluated on an individual basis. In addition, each year in August or September the Nursing Department will test licensed practical nurses and those with prior R. N. education who wish to demonstrate procedural proficiency. Successful completion of the written examination and the clinical performance component will exempt the applicant from selected lab sessions.

Acceptance to Motlow State Community College does not guarantee admittance to the nursing program nor does rejection from the nursing program nullify acceptance to the college.

## Academic Affairs

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

Entrance Exam Fee	\$ 15.00
Uniforms (purchased before fall quarter)	\$ 85.00
Liability Insurance (per year)	\$ 15.00
Licensing (last quarter)	\$ 55.00
Nursing Pin (last quarter)	\$ 40.00 — \$100.00
Textbooks: (minimum)	
1st quarter	\$100.00
Each quarter thereafter	\$ 50.00

A cumulative grade point average of 2.00 (C) must be achieved in all courses attempted. In addition, the student must make no grade less than "C" in any nursing or prerequisite courses (biology, chemistry, pharmacological mathematics, or nutrition) attempted; and satisfactory performance in the clinical laboratory is required to be eligible for the succeeding nursing course. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum. Students, in any Track, failing the same nursing course twice or two separate nursing courses are ineligible for readmission for a period of two years. Students requesting readmission at that time will be screened by the full nursing faculty and officials of the college.

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

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



## Academic Affairs

### NURSING MAJOR

Track A  
Associate of Science Degree

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

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

Track B  
Associate of Science Degree

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

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

Academic Affairs

PRE-ENGINEERING MAJOR

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

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

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

The Associate of Science degree is awarded.

PRE-ENGINEERING MAJOR

Associate of Science Degree

Freshman Year

Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9	ENG 101, 102, 103 . . . . .	9
CHE 101, 102, 103 . . . . .	12	CHE 101, 102, 103 . . . . .	12
*MAT 205, 206, 207 . . . . .	15	*MAT 205, 206, 207 . . . . .	15
PED Activities . . . . .	.6	ERG 111, 112, 113 . . . . .	12
ERG 101, 102 . . . . .	.6	MUS 241 . . . . .	3
ERG 123 . . . . .	.3		
	<hr/> 51 hrs.		<hr/> 51 hrs.

\*MAT 190 or MAT 151 and MAT 152 are required courses for students lacking the background to start with MAT 205. MAT 190 will be offered during the summer quarter. This requirement will be verified by the mathematics department and the individual advisor.

Academic Affairs

Sophomore Year

Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 205, 206, 207 . . . . .	9	ENG 205, 206, 207 . . . . .	9
*HIS 211, 212, 213 . . . . .	9	MAT 208, 273, 283 . . . . .	14
MAT 208, 273, 283 . . . . .	14	**PHY 232, 233 . . . . .	8
PHY 231, 232, 233 . . . . .	12	ERG 101, 102 . . . . .	.6
ART 101 or MUS 241 . . . . .	.3	ERG 123 . . . . .	.3
ERG 252 . . . . .	.3	ERG 231 . . . . .	.4
*ERG 253 . . . . .	.3	***Departmental requirements . . . . .	.9
	<hr/> 53 hrs.		<hr/> 53 hrs.

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

\*Chemical engineering majors should take CHE 231, 232, 233, Organic Chemistry I, II, III in place of HIS 212, HIS 213, and ERG 253.

\*\*ERG 111 and ERG 112 will substitute for PHY 231 as the prerequisite for PHY 232.

\*\*\*The "departmental requirements" sequence is reserved in Track 2 to accommodate sophomore level engineering sequences or discreet courses required by different engineering departments. Students interested in electrical engineering would take ERG 211, ERG 212, ERG 213, and ERG 253. Mechanical engineering students would take ECO 201, ERG 253, and ERG 273. Engineering science and mechanics majors would take ERG 232, ERG 253, and ERG 273. Chemical engineering students would take ERG 253, ERG 273, and CHE 231, CHE 232, and CHE 233. Civil engineering students would take ERG 232, ERG 253, and ERG 273.



Academic Affairs

**BUSINESS TECHNOLOGY MAJOR**

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

**ACCOUNTING EMPHASIS**

Business Technology Major

Associate of Science Degree

This career program is designed to meet the need for personnel in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102 . . . . .	6
COM 101 . . . . .	3
MAT 140 . . . . .	3
ACT 231, 232, 233 . . . . .	9
ACT 241, 242 . . . . .	6
ACT 251, 252, 253 . . . . .	9
ACT 261 . . . . .	3
ACT 281 . . . . .	3
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 251 . . . . .	3
BUS 261, 262 . . . . .	6
BUS 271, 272 . . . . .	6
BUS 291 . . . . .	3
CST 121 . . . . .	3
CST 221, 222, 223 . . . . .	12
ECO 201, 202, 203 . . . . .	9
General Electives . . . . .	3

96 hrs.

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

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

Academic Affairs

**BANKING AND FINANCE EMPHASIS**

Business Technology Major

Associate of Science Degree

This career program will introduce persons to the field of banking and finance. It will also enable banking personnel to get American Institute of Banking certificates of achievement along with college credit. This program is designed for the student who does not intend to transfer to a four-year institution.

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

Electives from the following:

BNK 113, 123, 132, 133, 212, 213, 233, 224, 242, 243, 263, 273, 283, or BUS 121, 130, or IMT 183, or SST 213, 221 . . . . . 9

Electives from the following:

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

96 hrs.



Academic Affairs

GENERAL BUSINESS EMPHASIS

Business Technology Major

Associate of Science Degree

The career business program will provide a broad academic foundation in business and will prepare for mid-management and junior level positions in business administration. Graduates will be able to perform in areas of business, limited accounting, computers, supervision, and general sales. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
MAT 140	3
ACT 231, 232, 233	9
BUS 121, 124, 125, 221, 222	15
BUS 251	3
BUS 261, 262	6
BUS 271, 272, 275	9
BUS 291	3
CST 121	3
CST 221, 222	8
ECO 201, 202, 203	9
MKT 102	3
MKT 281, 282	6
General Electives	7
<hr/> 96 hrs.	

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



Academic Affairs

REAL ESTATE EMPHASIS

Business Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102, 103	9
COM 101	3
<del>MAT 140</del> BUS 241, 242	3
ACT 231, 232, 233	9
ACT 241	3
BNK 122	8
BUS 121, 124, 125	9
BUS 221, 222	6
BUS 251	3
BUS 261	3
BUS 291	3
ECO 201, 202, 203	9
<del>ERG 221</del>	3
MKT 102	3
MKT 231	3
RES 201, 202, 211, 212, 223, 243	14
General Electives	9
<hr/> 96 hrs.	



Academic Affairs

COMPUTER SCIENCE TECHNOLOGY MAJOR

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

BUSINESS EMPHASIS

Computer Science Technology Major

Associate of Science Degree

The primary objective of the computer science program is the qualification of students for successful careers as programmers, systems analysts, or managers of computer centers. The business emphasis is for students interested in business data processing and computing. The program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
✓ENG 101, 102, 103 . . . . .	9
✓MAT 131, 132, 133 . . . . .	9
✓MAT 140 . . . . .	3
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
✓BUS 221 . . . . .	3
BUS 271, 272 . . . . .	6
✓CST 121 . . . . .	3
✓CST 122 . . . . .	3
✓CST 123 . . . . .	2
CST 131 . . . . .	3
CST 132 . . . . .	4
CST 133 . . . . .	4
CST 221, 222, 223 . . . . .	12
✓ECO 201, 202, 203 . . . . .	9
✓ERG 153 . . . . .	3
General Electives . . . . .	11

96 hrs.

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

Academic Affairs

SCIENTIFIC EMPHASIS

Computer Science Technology Major

Associate of Science Degree

The primary objective of the computer science program is the qualification of students for successful careers as programmers, systems analysts, or managers of computer centers. The scientific emphasis is for students interested in scientific and engineering applications of the computer. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
CHE 101 . . . . .	4
MAT 190 or MAT 151 and MAT 152 . . . . .	5-10
MAT 205, 206 . . . . .	10
MAT 140 . . . . .	3
PHY 231, 232, 233 . . . . .	12
CST 121, 122 . . . . .	6
CST 131 . . . . .	3
CST 132 . . . . .	4
CST 133 . . . . .	4
ERG 101 . . . . .	3
ERG 110 . . . . .	3
ERG 111, 112 . . . . .	8
ERG 123 . . . . .	3
ERG 153 . . . . .	3
ERG 214 . . . . .	4
General Electives . . . . .	7-12

96 hrs.

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



**SECRETARIAL SCIENCE TECHNOLOGY MAJOR**

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

**GENERAL CLERICAL EMPHASIS**

Secretarial Science Technology Major

Associate of Science Degree

The general clerical emphasis is designed to develop proficiency in the skills of typewriting, office machines, and a wide variety of clerical duties not requiring shorthand. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
COM 101 . . . . .	3
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 221, 222 . . . . .	6
BUS 251 . . . . .	3
BUS 261, 262 . . . . .	6
BUS 291 . . . . .	3
CST 121 . . . . .	3
CST 123 . . . . .	2
ECO 201, 202 . . . . .	6
*SST 101, 102, 103 . . . . .	9
SST 201, 203 . . . . .	6
SST 213, 214, 215 . . . . .	9
SST 220 . . . . .	3
SST 221 . . . . .	3
General Electives . . . . .	7

96 hrs.

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

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

**SECRETARIAL EMPHASIS**

Secretarial Science Technology Major

Associate of Science Degree

The secretarial emphasis is designed to develop proficiency in the skills of shorthand, typewriting, office machines, and office management. In addition, opportunities are provided to increase a student's understanding of business operations. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
COM 101 . . . . .	3
ACT 231, 232, 233 . . . . .	9
BUS 121 . . . . .	3
BUS 124, 125 . . . . .	6
BUS 221, 222 . . . . .	6
BUS 251 . . . . .	3
BUS 261 . . . . .	3
CST 121 . . . . .	3
CST 123 . . . . .	2
ECO 201, 202 . . . . .	6
*SST 101, 102, 103 . . . . .	9
*SST 111, 112, 113, 114 . . . . .	15
SST 213, 214, 215 . . . . .	9
SST 221 . . . . .	3
SST 203 . . . . .	3
General Electives . . . . .	4

96 hrs.

SST 201 and SST 220 are recommended as electives.

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

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

Academic Affairs

**ENGINEERING TECHNOLOGY MAJOR**

Motlow State Community College offers an engineering technology major with a design and drafting emphasis, an energy engineering emphasis, and a mechanical engineering emphasis. These two-year programs are designed for the student that does not intend to transfer to a four-year institution. However, a transfer program in Engineering Technology can be arranged with Memphis State University. The Associate of Science Degree is awarded.

**DESIGN AND DRAFTING EMPHASIS**

Engineering Technology Major

Associate of Science Degree

This program of study is designed for the student interested in drafting and design as a career choice. Mechanical design courses are included in order to equip the graduate to function in an engineering design environment. The technical elective courses may be applied toward other areas of interest to the student. This program is designed for the student who does not intend to transfer to a four-year institution, but it can be tailored for transfer to Memphis State University leading to a B. S. degree in Engineering Technology.

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ERG 104, 105, 106, 107 . . . . .	12
PED Activities . . . . .	6
CHE 101 . . . . .	4
PHY 211, 212, 213 . . . . .	12
ERG 101, 102, 103 . . . . .	9
ERG 110 . . . . .	3
ERG 111, 112, 113 . . . . .	12
ERG 114 . . . . .	3
ERG 123 . . . . .	3
ERG 153 . . . . .	3
ERG 231, 232, 233, 234, 242 . . . . .	15
* Electives from any of the following:	
ART, COM, ECO, ENG, HIS, MUS, PSY, REL, SOC, or SPA . . . . .	9
General Electives . . . . .	3

103 hrs.

\*The appropriate courses to be taken to meet this nine hour requirement are to be selected in cooperation with the engineering faculty advisor.

Academic Affairs

**ENERGY ENGINEERING EMPHASIS**

Engineering Technology

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ERG 104, 105, 106, 107 . . . . .	12
PED Activities . . . . .	6
CHE 101 . . . . .	4
PHY 211, 212, 213 . . . . .	12
ERG 101, 102 . . . . .	6
ERG 110 . . . . .	3
ERG 111, 112, 113 . . . . .	12
ERG 114 . . . . .	3
ERG 123 . . . . .	3
ERG 153 . . . . .	3
ERG 203, 204, 205 . . . . .	10
ERG 231, 232, 242 . . . . .	10
* Electives from any of the following:	
ART, COM, ECO, ENG, HIS, MUS, PSY, REL, SOC, or SPA . . . . .	9
General Electives . . . . .	3

105 hrs.

\*The appropriate courses to be taken to meet this nine hour requirement are to be selected in cooperation with the engineering faculty advisor.





**MECHANICAL ENGINEERING EMPHASIS**

Engineering Technology Major

Associate of Science Degree

This emphasis area is designed specifically for the student who is interested in engineering aide positions with engineering firms or with large industrial and government agencies. The curriculum gives the student a broad understanding of basic engineering practice, computational skills, and drafting. This program is designed for the student who does not intend to transfer to a four-year institution; but it can be tailored for transfer to Memphis State University, leading to a B. S. degree in Engineering Technology.

Courses	Credit hrs.
ENG 101, 102, 103 . . . . .	9
ERG 104, 105, 106, 107 . . . . .	12
PED Activities . . . . .	6
CHE 101 . . . . .	4
PHY 211, 212, 213 . . . . .	12
ERG 101, 102 . . . . .	6
ERG 110 . . . . .	3
ERG 111, 112, 113 . . . . .	12
ERG 114 . . . . .	3
ERG 123 . . . . .	3
ERG 153 . . . . .	3
ERG 221 . . . . .	3
ERG 231, 232, 233, 234 . . . . .	12
ERG 273 . . . . .	3
* One year sequence from one of the following:	
ART, COM, ECO, ENG, HIS, MUS, PSY, REL, SOC, or SPA . . . . .	9
General Electives . . . . .	3

103 hrs.

\*The appropriate courses to be taken to meet this nine hour requirement are to be selected in cooperation with the engineering faculty advisor.



**ALLIED HEALTH LINKAGE PROGRAM**

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

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

Some of the above programs are extremely competitive for admission. Therefore, students interested in pursuing a Linkage program should contact the RTI Linkage Coordinator/Advisor at Motlow College at the earliest possible opportunity, preferably during the first quarter of their freshman year, in order to determine eligibility for admission, plan the appropriate course of study, and obtain application materials for RTI. Students must have completed a minimum of 15 quarter hours of transferable credit with an academic grade average of "C" or better prior to making application to the Regional Technical Institute. RTI application packets should be received by the RTI Admissions Office by the following priority deadline dates:

Programs beginning Summer term at the RTI . . . . .	February 20
Programs beginning Fall term at the RTI . . . . .	February 20
Programs beginning Winter term at the RTI . . . . .	September 20
Programs beginning Spring term at the RTI . . . . .	September 20

Applications from qualified candidates will be considered after these dates on a first-come/first-served basis if positions are available in a program. Prior to enrollment in the RTI, a minimum of 48 quarter hours, including residence requirements and program prerequisites, must be completed with a grade average of "C" or better. Since admission and course prerequisites are subject to change in December of each year, students should contact the RTI Linkage Coordinator on the Motlow campus for a list of current requirements for each program. Students who successfully complete the joint program are awarded the associate degree by Motlow and a professional certificate by the RTI.

**BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR**

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

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

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

**BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

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

Second year - RTI

4 Quarters . . . . . 66 Semester Hours

**DIETETIC TECHNICIAN MAJOR**

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

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

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

**DIETETIC TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

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

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

Second year - RTI

3 Quarters . . . . . 44 Semester Hours

**ELECTROENCEPHALOGRAPHIC TECHNOLOGIST MAJOR**

An Electroencephalographic (EEG) Technologist is responsible for obtaining recordings of brain wave activity. This is accomplished by placing electrodes on the scalp which pick up the electrical activity of the brain and is written on moving paper by the EEG equipment. The test is painless and harmless and is often requested as part of the diagnostic work-up in patients suspected of having a neurologic disorder (i.e. strokes, epilepsy, brain tumors).

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

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

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

**ELECTROENCEPHALOGRAPHIC TECHNOLOGIST MAJOR**

Associate of Science Degree

First year - MSCC

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

Second year - RTI

3 Quarters . . . . . 33 Semester Hours

**EMERGENCY MEDICAL TECHNICIAN MAJOR**

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

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

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

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

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

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

**EMERGENCY MEDICAL TECHNICIAN MAJOR**

Associate of Science Degree

First year-MSCC

Courses	Credit	hrs.
BIO 141, 142, 143	12	
CHE 101, 102	8	
ENG 101, 102, 103	9	
MAT 110, 120	6	
PSY 131, 132, 290	9	
HED 201 or 202 or 203	3	
*General Electives	1	
Total Quarter Hours		48

\*Recommended Elective: CHE 103

Second year-RTI

3 Quarters . . . . . 35 Semester Hours

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

**HEALTH DATA PROCESSING TECHNICIAN MAJOR**

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

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

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

**HEALTH DATA PROCESSING TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

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

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

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

Second year - RTI

4 Quarters . . . . . 46 Semester Hours

**MEDICAL ASSISTANT MAJOR**

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

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

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

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

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

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

**MEDICAL ASSISTANT MAJOR**

Associate of Science Degree

First year - MSCC

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

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

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

Second year - RTI

3 Quarters . . . . . 42 Semester Hours

**MEDICAL LABORATORY TECHNICIAN MAJOR**

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

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

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

**MEDICAL LABORATORY TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

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

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

Note Special Medical Laboratory Technician Admission Requirements:

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

Second year - RTI

4 Quarters . . . . . 63 Semester Hours

**MEDICAL RECORD TECHNICIAN MAJOR**

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

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

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

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

**MEDICAL RECORD TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
BIO 141, 271, 272, 273 . . . . .	13
COM 101, 102 . . . . .	6
ENG 101, 102, 103 . . . . .	9
MAT 100 . . . . .	5
PSY 131, 132 . . . . .	6
SST *101, *102 . . . . .	6
**General Electives . . . . .	3
Total Quarter Hours	48

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

\*\*Recommended Electives: CST 121, SST 221

Second year - RTI

4 Quarters . . . . . 58 Semester Hours

**MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR**

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

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

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

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

**MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

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

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

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

Second year - RTI

4 Quarters . . . . . 52 Semester Hours

**OCCUPATIONAL THERAPY ASSISTANT MAJOR**

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

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

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

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

**OCCUPATIONAL THERAPY ASSISTANT MAJOR**

Associate of Science Degree

First year - MSCC

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

\*Recommended Elective: SOC 211

Second year - RTI

5 Quarters . . . . . 61 Semester Hours

**OPTOMETRIC TECHNICIAN MAJOR**

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

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

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

**OPTOMETRIC TECHNICIAN MAJOR**

Associate of Science Degree

First year - MSCC

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

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

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

\*\*\*Recommended Elective: PHY 101

Second year - RTI

3 Quarters . . . . . 52 Semester Hours

**PHYSICAL THERAPIST ASSISTANT MAJOR**

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

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

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

**PHYSICAL THERAPIST ASSISTANT MAJOR**

Associate of Science Degree

First year - MSCC

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

\*Admission to the program is extremely competitive.

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

Second year - RTI

4 Quarters . . . . . 49 Semester Hours

Academic Affairs

**RADIOLOGIC TECHNOLOGIST MAJOR**

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

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

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

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

**RADIOLOGIC TECHNOLOGIST MAJOR**

Associate of Science Degree

First year - MSCC

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

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

Second and Third years - RTI

8 Quarters . . . . . 76 Semester Hours

Academic Affairs

**RESPIRATORY THERAPIST MAJOR**

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

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

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

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

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

**RESPIRATORY THERAPIST MAJOR**

Associate of Science Degree

First year - MSCC

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

Recommended Elective: BIO 231

Second year - RTI

4 Quarters . . . . . 61 Semester Hours



Academic Affairs

**CERTIFICATE OF CREDIT PROGRAMS**

The student who may be interested in a short-term program in a concentrated area is encouraged to consider the following certificate programs. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue. This program is designed for the student who does not intend to transfer to a four-year institution.

**ACCOUNTING TECHNOLOGY**

Certificate of Credit

Courses	Credit hrs.
ACT 231, 232, 233	9
ACT 241, 242	6
ACT 251, 252, 253	9
ACT 261	3
ACT 281	3
BUS 121	3
BUS 124, 125	6
BUS 251	3
CST 121	3
CST 221	4
	<hr/> 49 hrs.

**GENERAL CLERICAL TECHNOLOGY**

Certificate of Credit

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

Academic Affairs

**MARKETING TECHNOLOGY**

Certificate of Credit

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

**SALESMANSHIP TECHNOLOGY**

Certificate of Credit

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

**SECRETARIAL SCIENCE TECHNOLOGY**

Certificate of Credit

Courses	Credit hrs.
ENG 101	3
BUS 121	3
BUS 124	3
BUS 221, 222	6
BUS 251	3
SST 101, 102, 103	9
SST 111, 112, 113, 114	15
SST 213, 214, 215	9
	<hr/> 51 hrs.

**WHOLESALE & RETAILING TECHNOLOGY**

Certificate of Credit

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

48 hrs.



**COURSE DESCRIPTIONS**

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

**ACCOUNTING**

**ACT 231 PRINCIPLES OF ACCOUNTING I ..... 3 credits**

This course is a study of basic principles of accounting, journals and ledgers, completion of the accounting cycle, summarizing and reporting, inventories, deferrals, and accruals.

**ACT 232 PRINCIPLES OF ACCOUNTING II ..... 3 credits**

This course is a study of accounting systems, payroll systems, data processing, and special processes for partnerships and corporations involving organization and operation. Prerequisite: ACT 231.

**ACT 233 PRINCIPLES OF ACCOUNTING III ..... 3 credits**

This course is a study of control accounting, manufacturing cost systems, job order cost systems, budgetary control, income tax accounting, and the preparation and analysis of financial statements. Prerequisite: ACT 232.

**ACT 241 INCOME TAX ACCOUNTING--PERSONAL ..... 3 credits**

This course is a study of federal income tax laws with emphasis on the preparation of returns for individuals.

**ACT 242 INCOME TAX ACCOUNTING--BUSINESS ..... 3 credits**

This course is a study of federal income tax laws with emphasis on the preparation of returns for small businesses.

**ACT 251 INTERMEDIATE ACCOUNTING I ..... 3 credits**

This course is a study of fundamentals of accounting including cash-flow and funds-flow analysis, temporary investments, receivables, inventory cost, and valuation procedures. Prerequisite: ACT 233.

Academic Affairs

**ACT 252 INTERMEDIATE ACCOUNTING II . . . . . 3 credits**

This course is a continuation of the study of fundamental processes in income tax allocation procedures, working capital forecasts, long-term investments, and present value concepts in asset, liability valuation. Prerequisite: ACT 251.

**ACT 253 INTERMEDIATE ACCOUNTING III . . . . . 3 credits**

This course includes 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**

This course is a study of the job-cost system and the flow of costs in accounting for materials, labor and overhead expenses, the control process, break-even analysis, comparative cost analysis, and other internal profit measurements. Prerequisite: ACT 233.

**ACT 281 AUDITING . . . . . 3 credits**

This course is a study of auditing procedures with emphasis on areas of deviation from acceptable accounting principles and problems that an auditor encounters in preparing an audit report.

**ACT 299 TOPICS IN ACCOUNTING . . . . . 1-5 credits**

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

**AGRICULTURE**

**AGR 101 ANIMAL SCIENCE FOR AGRICULTURE . . . . . 4 credits**

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

**AGR 102 PLANT SCIENCE FOR AGRICULTURE . . . . . 4 credits**

This course is a study of plant structure and the physiology, heredity, and environment in relation to growth, adaptation, and management of crops. (Formerly AGR 113)

Academic Affairs

**AGR 103 INTRODUCTION TO SOCIAL SCIENCES  
FOR AGRICULTURE . . . . . 4 credits**

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

**AGR 234 FARM ANIMAL DISEASES . . . . . 3 credits**

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

**AGR 254 SOIL STUDIES AND PLANT NUTRITION . . . . . 3 credits**

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

**AGR 255 TAXONOMY OF WOODY ORNAMENTALS  
AND GROUNDCOVERS . . . . . 4 credits**

This course is a study of the classification and nomenclature of common landscape plants with special emphasis on the "functional" taxonomy of landscape species as it relates to landscape design. (3 hours lecture-2 hours laboratory)

**AGR 256 PROPAGATION OF LANDSCAPE PLANTS . . . . . 4 credits**

This course is a study of sexual and asexual propagation of landscape plants featuring basic commercial nursery techniques, especially grafting and mist propagation of the woody ornamentals. (3 hours lecture-2 hours laboratory)

**AGR 299 TOPICS IN AGRICULTURE . . . . . 1-5 credits**

Selected topics in agriculture.

**ANTHROPOLOGY**

**ANT 201 PHYSICAL ANTHROPOLOGY . . . . . 3 credits**

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

**ANT 202 CULTURAL ANTHROPOLOGY . . . . . 3 credits**

This course is a study of man and his cultures. Survey will be made of cultural patterns of "preliterate" societies, focusing upon such topics as cultural ecology, social evolution, social organization, religious behavior, etc.

**ANT 203 INTRODUCTION TO ARCHAEOLOGY . . . . . 3 credits**

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

**ANT 299 Topics in Anthropology . . . . . 1-5 credits**

Selected topics in anthropology.

**ART**

**ART 101 ART APPRECIATION . . . . . 3 credits**

This course is a survey of painting, drawing, and sculpture from the old stone age to contemporary times.

**ART 103 SCHOOL ART . . . . . 3 credits**

This course includes experience with two and three dimensional materials used in present day elementary school art programs.

**ART 111 BASIC DESIGN . . . . . 3 credits**

This course is a studio introduction to two dimensional techniques and principles. It is a laboratory course. (6 hours per week)

**ART 112 COLOR AND DESIGN . . . . . 3 credits**

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

**ART 113 STRUCTURE AND DESIGN . . . . . 3 credits**

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

**ART 121 DRAWING I . . . . . 3 credits**

This course introduces the procedures of freehand drawing; it is a course designed to teach visual perception and conception. (6 hours per week)

**ART 122 DRAWING II . . . . . 3 credits**

This course is a continuation of ART 121 with added emphasis on the expressive and conceptive processes. (6 hours per week)

**ART 123 DRAWING III . . . . . 3 credits**

This course is a continuation of ART 122 with further emphasis on the expressive, conceptive, and abstract processes. (6 hours per week)

**ART 231 INTRODUCTION TO PAINTING I . . . . . 3 credits**

This course is an introduction to the techniques and principles of oil painting. It is a laboratory course. (6 hours per week)

**ART 232 PAINTING II . . . . . 3 credits**

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

**ART 233 PAINTING III . . . . . 3 credits**

This course is a continuation of oil painting with emphasis on personal exploration. It is a laboratory course. (6 hours per week) Prerequisite: ART 231 and ART 232 or permission of the Director of Division of Liberal Arts.

**ART 241 INTRODUCTION TO CERAMICS I . . . . . 3 credits**

This course is an introduction to the techniques of making hand built pottery, glazing and firing. It is a laboratory course. (6 hours per week)

**ART 242 CERAMICS II . . . . . 3 credits**

This course is a continuation of ART 241 with added emphasis on wheel thrown pottery, glazing and firing of kiln. It is a laboratory course. (6 hours per week) Prerequisite: ART 241 or permission of the Director of Division of Liberal Arts.

**ART 243 CERAMICS III . . . . . 3 credits**

This course is a continuation of ART 242 with emphasis on creative design of pottery and clay sculpture. It is a laboratory course. (6 hours per week) Prerequisite: ART 242 or permission of the Director of Division of Liberal Arts.

ART 299 TOPICS IN ART ..... 1-5 credits  
 Selected topics in art.

**BANKING AND FINANCE**

**BNK 111 PRINCIPLES OF BANK OPERATION ..... 3 credits**  
 This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view the chosen profession in a broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

**BNK 112 BANK LETTERS AND COMMUNICATIONS ..... 3 credits**  
 This course is designed for those bank officers, supervisors, and employees who dictate or review correspondence. Since bank letters are actually public relations documents, all persons should be familiar not only with the mechanical forms of bank letters but also with the psychological principles that help the letter writer achieve best results. The course reviews letter forms, emphasizes fundamental principles underlying modern correspondence, and examines different kinds of bank letters.

**BNK 113 TRUST FUNCTIONS AND SERVICES ..... 3 credits**  
 This course presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

**BNK 122 MONEY AND BANKING ..... 3 credits**  
 This course stresses the practical aspects of money and banking and emphasizes the basic monetary theory needed by the banking student to apply his knowledge to his particular job. Historical treatment has been kept to a minimum. Emphasis is also placed on such problems as economic stabilization, types of spending, the role of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios.

**BNK 123 BANK MANAGEMENT ..... 3 credits**  
 This course presents new trends which have emerged in the philosophy and practice of management. The study and application of the principles outlined provide new and experienced bankers with a working knowledge of bank management. Since case study is becoming well established as an effective management learning technique, the text introduces the use of cases as a new element.

**BNK 132 BANK INVESTMENTS ..... 3 credits**  
 Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

**BNK 133 SAVINGS AND TIME DEPOSIT BANKING ..... 3 credits**  
 This course reflects a knowledge of the historical development of savings institutions and an awareness of the basic economic function of the savings process in order to clarify important differences between financial savings by individuals or organizations and real savings that appear as capital formation. Different types of financial savings are reviewed in order to describe the system of financial flows of income to capital investment.

**BNK 212 BANK PUBLIC RELATIONS AND MARKETING .... 3 credits**  
 This course discusses the basis of public relations, both internal and external, and seeks simply to explain the why, and some of the how of public relations and marketing. It is intended as an overview for all bankers in terms of what everyone in banking should know about the essentials of bank relations and marketing.

**BNK 213 INSTALLMENT CREDIT ..... 3 credits**  
 In this course, the techniques of installment lending are presented concisely. Emphasis is placed on establishing the credit, obtaining and checking information, servicing the loan, and collecting the amounts due. Each phase of a bank's installment credit operation should be carefully scrutinized to be certain that the most efficient methods are employed, for only through an efficient operation can a bank maximize its profits on this particular kind of credit. Other topics discussed are inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending.

**BNK 222 ANALYZING FINANCIAL STATEMENTS I . . . . . 3 credits**

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis. The second section of the course covers goals, methods, and tools of analysis; analysis of profit and loss, accounts receivable, inventories, and balance sheets; the relationship of balance sheet accounts to sales; and projected statements and cash budgets.

**BNK 223 ANALYZING FINANCIAL STATEMENTS II . . . . . 3 credits**

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

**BNK 224 ANALYZING FINANCIAL STATEMENTS III . . . . . 3 credits**

This course is a continuation of BNK 223 and involves the development of ratio models and the use of case studies. Prerequisite: BNK 223.

**BNK 232 CREDIT ADMINISTRATION . . . . . 3 credits**

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

**BNK 242 HOME MORTGAGE LENDING . . . . . 3 credits**

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

**BNK 243 INTERNATIONAL BANKING . . . . . 3 credits**

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

**BNK 251 SUPERVISION AND PERSONNEL  
ADMINISTRATION . . . . . 3 credits**

This course is designed for personnel managers, first-line supervisors, and managers of subordinate personnel. The study of recruitment, training, labor relations, compensation, services, and leadership is included.

**BNK 263 MANAGEMENT OF COMMERCIAL  
BANK FUNDS . . . . . 3 credits**

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

**BNK 273 FINANCIAL MANAGEMENT . . . . . 3 credits**

This is a study of the various areas of corporate finance, including: the function and scope of finance, financial analysis, capital budgeting, financial structure, cost of capital, major sources of financing, dividend considerations, and other topics.

**BNK 283 LAW AND BANKING . . . . . 3 credits**

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

**BNK 299 TOPICS IN BANKING . . . . . 1-5 credits**

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

**BIOLOGY**

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

Academic Affairs

**BIO 101 PRINCIPLES OF BIOLOGICAL SCIENCE . . . . . 4 credits**

An introductory course in the biological sciences with emphasis on: scientific methodology, objectives of biology, levels of organization, basic concepts of cell and molecular biology, classical genetics, and evolution. (3 hours lecture-2 hours laboratory)

**BIO 102 ENVIRONMENTAL BIOLOGY . . . . . 4 credits**

An introductory course in environmental conservation with emphasis on a description of the natural environment and the various factors that influence the environment. Specific topics will include: food chains, energy flow, community concept, succession, overpopulation, pollution, and extinction of species. A major emphasis will be on the role humans play in the environment. (3 hours lecture-2 hours laboratory)

**BIO 103 SURVEY OF THE LIVING WORLD . . . . . 4 credits**

An introductory survey of the plant and animal kingdom with emphasis on the diversity found in the living world, culminating with a unit on human systems. (3 hours lecture-2 hours laboratory)

**BIO 141 GENERAL BIOLOGY: PRINCIPLES . . . . . 4 credits**

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

**BIO 142 GENERAL BIOLOGY: THE ANIMAL KINGDOM . . . . . 4 credits**

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

**BIO 143 GENERAL BIOLOGY: THE PLANT KINGDOM . . . . . 4 credits**

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

**BIO 231 MICROBIOLOGY . . . . . 4 credits**

This course is 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.

Academic Affairs

**BIO 271 ANATOMY AND PHYSIOLOGY I . . . . . 3 credits**

This course is an introduction to cellular biology with emphasis on cell structure and function, cell reproduction and protein synthesis. Histology, skeletal, articular and muscular systems are studied, utilizing the cat as the laboratory animal. (2 hours lecture-2 hours laboratory) Prerequisite: 8 hours of biology or admission to the Nursing Program or permission of the Director of Division of Liberal Arts.

**BIO 272 ANATOMY AND PHYSIOLOGY II . . . . . 3 credits**

This course is a study of the structure and function of the human body emphasizing the nervous system, the sense organs, circulatory and lymphatic systems. (2 hours lecture-2 hours laboratory) Prerequisite: BIO 271.

**BIO 273 ANATOMY AND PHYSIOLOGY III . . . . . 3 credits**

This course is a study of the structure and function of the human body emphasizing the respiratory, digestive, excretory, and reproductive systems. Cellular metabolism and acid-base balance of the body are also studied. (2 hours lecture-2 hours laboratory) Prerequisite: BIO 272.

**BIO 299 TOPICS IN BIOLOGY . . . . . 1-5 credits**

Selected topics in biology.

**BUSINESS**

**BUS 121 INTRODUCTION TO BUSINESS . . . . . 3 credits**

This is an introductory survey course to provide the student with an understanding of the whole area of business including business ownership and organization and the major business activities of management, marketing, personnel, production, finance, and data processing.

**BUS 124 BUSINESS MATHEMATICS I . . . . . 3 credits**

This course is a study of the fundamental operations of mathematics as applied to business, including fractions, decimals, basic algebra, percentages, valuation of assets, simple interest, discounts, markup, depreciation, goodwill, and metrics.

**BUS 125 BUSINESS MATHEMATICS II . . . . . 3 credits**

This course is a study of business ownership, earnings distribution, payrolls, different taxes, real estate and securities investments, stocks and bonds, annuities, compound interest, insurance, statement analysis, elementary statistics, and graphs.

**BUS 130 PERSONAL FINANCE . . . . . 3 credits**

This course is designed to present areas in the personal or family financial cycle which affect every adult. Subject areas include personal budgeting, banking, consumer credit, insurance, investments, housing, tax management, and estate planning.

**BUS 221 BUSINESS ENGLISH . . . . . 3 credits**

This course will be concentrated study of the basic elements of English grammar as a preparation for transcribing and composing business letters and reports. Contents of course will include: parts of speech, punctuation, sentence structure, the memorandum, and the business letter. This course is a recommended elective for all Business Technology majors.

**BUS 222 BUSINESS COMMUNICATIONS . . . . . 3 credits**

This course is a study of the principles, practices, and mechanics of all types of business letters, including the following types: employment application, sales, credit, collection, adjustment, goodwill, inquiry, acknowledgements, orders and announcements. Emphasis is on oral communication, including effective dictation practices and equipment. Review of grammar, spelling, and punctuation is included. Prerequisite: ENG 101. Proficiency in type-writing is not required.

**BUS 251 BUSINESS MACHINES . . . . . 3 credits**

This is a course designed for students to develop skill using the touch method on the ten-key adding machine, the printing calculator, and the electronic display calculator with business applications on each machine. Emphasis on speed and accuracy.

**BUS 261 INTRODUCTION TO BUSINESS LAW I . . . . . 3 credits**

This course is a study of the principles of law comprising legal environment appropriate to common business transactions. Topics include an introduction to the nature of the legal system, the basic law of contracts, personal property and bailments, sales, and Uniform Commercial Code.

**BUS 262 INTRODUCTION TO BUSINESS LAW II . . . . . 3 credits**

This course is a study of the general principles of law as these pertain to business partnerships and corporations. Topics include the basic legal principles of commercial paper, creditors' rights and secured transactions, agency and employment, partnerships and special ventures, corporations, and real property. Prerequisite: BUS 261.

**BUS 271 BUSINESS ORGANIZATION AND MANAGEMENT I . . . 3 credits**

This course is a study of the functions of management from sole-proprietor through corporate structures. The role of a manager will be structured, analyzed and evaluated using appropriate case-study methodology. Prerequisite: BUS 121 or permission of the Director of Division of Career Education.

**BUS 272 BUSINESS ORGANIZATION AND MANAGEMENT II . . 3 credits**

This course is a continuation of BUS 271 with emphasis on case-study, including analysis of cases to determine a resolution of management problems. Prerequisite: BUS 271 or permission of the Director of Division of Career Education.

**BUS 275 SMALL BUSINESS MANAGEMENT . . . . . 3 credits**

This course is a study of the techniques of organizing and operating a small business. Topics include the causes of business failures, merchandising, financial problems, and employer-employee relations.

**BUS 291 CAREER PREPARATION . . . . . 3 credits**

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

**BUS 299 TOPICS IN BUSINESS . . . . . 1-5 Credits**

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



## CHEMISTRY

**CHE 101 GENERAL CHEMISTRY I . . . . . 4 credits**

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

**CHE 102 GENERAL CHEMISTRY II . . . . . 4 credits**

This course is a study of the preparation and properties of selected elements and compounds and the relationship of the periodic classification to the properties of the elements and solutions. (3 hours lecture-2 hours laboratory) Prerequisite: CHE 101.

**CHE 103 GENERAL CHEMISTRY III . . . . . 4 credits**

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

**CHE 231 ORGANIC CHEMISTRY I . . . . . 4 credits**

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

**CHE 232 ORGANIC CHEMISTRY II . . . . . 4 credits**

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

**CHE 233 ORGANIC CHEMISTRY III . . . . . 4 credits**

This course is a study of types of reactions and their mechanisms with a brief introduction to heterocyclic, steroid, and polymer chemistry. (3 hours lecture-3 hours laboratory) Prerequisite: CHE 232.

**CHE 299 Topics in Chemistry . . . . . 1-5 credits**

Selected topics in chemistry.

## COMMUNICATIONS

**COM 101 FUNDAMENTALS OF SPEECH I . . . . . 3 credits**

This course is study and practice in preparing and delivering various types of speeches.

**COM 102 FUNDAMENTALS OF SPEECH II . . . . . 3 credits**

This course includes additional study and practice in preparing and delivering various types of speeches. Job-related speaking skills also are stressed. Prerequisite: COM 101 or equivalent speech training. (Formerly COM 201)

**COM 103 ORAL READING . . . . . 3 credits**

This course provides training in the art of reading aloud. Choosing, preparing, and presenting literary selections are stressed.

**COM 111 SURVEY OF MASS COMMUNICATIONS . . . . . 3 credits**

This course is an introduction to various media of mass communications, their historical developments—standard printed media, radio, television, and films, their roles and responsibilities, their impact on society, and their possibilities for the future.

**COM 112 INTRODUCTION TO JOURNALISM . . . . . 3 credits**

This course is an introduction to print and broadcast journalism with an emphasis on newsgathering methods and the writing of news, features, and advertising copy. Prerequisite: SST 101 and/or ability to type 35-40 words per minute.

**COM 113 INTRODUCTION TO BROADCASTING . . . . . 3 credits**

This course is an introduction to broadcasting history, structure, and careers. Laboratory experience is provided in radio and television operations and speaking for broadcasting.

**COM 202 CHILDREN'S DRAMA AND SPEECH . . . . . 3 credits**

Training is provided in story-telling, choral reading, puppetry, creative dramatics, and children's drama. This course is especially recommended for elementary education majors and youth leaders.

**COM 203 INTRODUCTION TO DRAMA . . . . . 3 credits**

This course is a survey of and practice in all phases of play production including play choice, casting, directing, staging, make-up, costuming, lighting, and scenic design.

**COM 204 PRACTICUM IN MASS COMMUNICATIONS . . . . . 3 credits**

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

**COM 212 WRITING ARTICLES AND FEATURES . . . . . 3 credits**

This course is an introduction to writing human-interest stories, magazine articles, personal columns, inspirational prose, and private establishment publications.

**COM 213 FICTION WRITING . . . . . 3 credits**

This course is an introduction to writing short stories and novels.

**COM 221 RADIO PRODUCTION . . . . . 3 credits**

This course is an introductory course to the field of radio production. Basic techniques of program production and equipment operation will be stressed. Practical experience is provided in announcing, recording, editing, interviewing, cueing records, and microphone techniques.

**COM 231 TELEVISION PRODUCTION . . . . . 3 credits**

This course is a basic course in television production techniques covering the principles of equipment setup, operation and care, lighting, sound, sets, props, and camera techniques. The course combines class lecture with actual participation in the production of television programs in campus studio.

**COM 299 TOPICS IN COMMUNICATIONS . . . . . 1-5 credits**

Selected topics in communications.

**COMPUTER SCIENCE**

**CST 121 INTRODUCTION TO ELECTRONIC**

**DATA PROCESSING . . . . . 3 credits**

This is a course designed to introduce the student to computers and their impact on this decade. Major topics covered include: historical development, number systems, nomenclature capabilities, data representations, Boolean logic, computer concepts, flow charting, and programming concepts.

**CST 122 BASIC PROGRAMMING LANGUAGE . . . . . 3 credits**

This course is designed to introduce the student to the Beginner's All-Purpose Symbolic Instruction Code (BASIC) language and its application to commercial and scientific problems. The use of remote terminals will be required.

**CST 123 DATA ENTRY METHODS . . . . . 2 credits**

This course is designed to familiarize the student with the different methods of data entry available in a typical, modern, time-sharing computer system. "Hands-on" use of on-line and off-line equipment will be required in this course.

**CST 131 FLOWCHARTING AND PROGRAMMING LOGIC . . . . . 3 credits**

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

**CST 132 FORTRAN PROGRAMMING . . . . . 4 credits**

This is a basic course in scientifically oriented FORTRAN (formula translation) programming language. (3 hours lecture-2 hours laboratory)

**CST 133 SYMBOLIC LANGUAGE PROGRAMMING . . . . . 4 credits**

This is a basic course in programming techniques including introduction to assembly language and involving lab work in the programming of business applications. (3 hours lecture-2 hours laboratory)

Academic Affairs

CST 141 RPG-II PROGRAMMING LANGUAGE . . . . . 4 credits

This course is designed to introduce the student to the concepts of the Report Program Generator (RPG-II) language. The application of RPG-II to common business problems such as payroll, accounts receivable, accounts payable, inventory control, and sales analysis will be discussed. (3 hours lecture-2 hours laboratory)

CST 221 COBOL PROGRAMMING I . . . . . 4 credits

This course is 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-2 hours laboratory) (Formerly CST 211)

CST 222 COBOL PROGRAMMING II . . . . . 4 credits

Emphasis is on the use of COBOL for processing tape and disk as sequential, index sequential, or direct access files. The study will also include mastery of more complex procedural verbs. (3 hours lecture-2 hours laboratory) Prerequisite: CST 221. (Formerly CST 212)

CST 223 COMMERCIAL APPLICATIONS . . . . . 4 credits

This course is a study of the application of computer systems and automated data processing to traditional accounting and business problems with development of the concepts of a system. The student will develop, code, test, debug, and document programs necessary to implement a computerized solution relative to the student's field of interest. (3 hours lecture-2 hours laboratory) Prerequisites: CST 222 and ACT 233.

CST 299 TOPICS IN COMPUTER SCIENCE . . . . . 1-5 credits

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

Academic Affairs

COOPERATIVE EDUCATION

At the beginning of the quarter, a minimum work time is determined between the student and the coordinator of cooperative education. At the end of the quarter, a brief summary of the work experience is submitted by the student to the coordinator. Courses are to be taken in sequence.

COP 201 COOPERATIVE PRACTICUM I . . . . . 2 credits

This course involves off-campus work assignments in the area of the academic major with industry, government, educational institutions, or business organizations.

COP 202 COOPERATIVE PRACTICUM II . . . . . 2 credits

This course involves off-campus work assignments in the area of the academic major with industry, government, educational institutions, or business organizations.

COP 203 COOPERATIVE PRACTICUM III . . . . . 2 credits

This course involves off-campus work assignments in the area of the academic major with industry, government, educational institutions, or business organizations.

ECONOMICS

ECO 201 PRINCIPLES OF ECONOMICS I . . . . . 3 credits

Emphasis will be placed on examining aggregate economic performance, theories, and problems. The areas covered will be national income accounting, income determination, the money and banking system, monetary and fiscal policy, aggregate economic problems, international trade and development.

ECO 202 PRINCIPLES OF ECONOMICS II . . . . . 3 credits

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

**ECO 203 PRINCIPLES OF ECONOMICS III . . . . . 3 credits**

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

**ECO 299 TOPICS IN ECONOMICS . . . . . 1-5 credits**

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

**EDUCATION**

**EDU 101 INTRODUCTION TO EDUCATION . . . . . 3 credits**

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

**EDU 103 EDUCATIONAL MEDIA . . . . . 3 credits**

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

**EDU 110 HUMAN GROWTH AND DEVELOPMENT . . . . . 3 credits**

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

**EDU 201 ORIENTATION TO TEACHING . . . . . 3 credits**

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

**EDU 299 TOPICS IN EDUCATION . . . . . 1-5 credits**

Selected topics in education.

**ENGINEERING**

**ERG 101 ENGINEERING GRAPHICS I . . . . . 3 credits**

This course gives an introduction to drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching and graphical presentation. (5 hours per week-lecture and laboratory)

**ERG 102 ENGINEERING GRAPHICS II . . . . . 3 credits**

This course is a continuation of ERG 101 going into design, detail and assembly drawings, fundamentals of perspective, fundamentals of descriptive geometry, and graphical analysis. (5 hours per week-lecture and laboratory) Prerequisite: ERG 101 or 2 years high school drafting and permission of the Director of Division of Career Education.

**ERG 103 DESIGN DRAFTING . . . . . 3 credits**

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

**ERG 104 TECHNICAL COMPUTATIONS I . . . . . 3 credits**

This course is an introduction to college algebra and its application to technical problems including linear equations, systems of equations, exponents and radicals, and the quadratic equation.

**ERG 105 TECHNICAL COMPUTATIONS II . . . . . 3 credits**

This course is an introduction to college trigonometry and its application to technical problems including vectors and vector algebra. Prerequisite: ERG 104.

**ERG 106 TECHNICAL COMPUTATIONS III . . . . . 3 credits**

This course is an introduction to analytical geometry and derivatives and their application to technical problems. Prerequisite: ERG 105.

**ERG 107 TECHNICAL COMPUTATIONS IV . . . . . 3 credits**

This course is an introduction to definite and indefinite integrals and their application to technical problems. Prerequisite: ERG 106.

**ERG 110 INTRODUCTION TO ENGINEERING . . . . . 3 credits**

This course is an introduction to careers in science, engineering, and technology, the creative aspects of engineering, the ethical and professional aspects of engineering, the problems challenging the engineer today, and approaches in problem solving; the use of the slide rule calculator is included.

**ERG 111 BASIC ENGINEERING I . . . . . 4 credits**

This course is a study of forces, vector quantities and moments, resultants of force systems, and simple static equilibrium. (3 hours lecture-3 hours laboratory) Co-requisite: MAT 205 or ERG 106.

**ERG 112 BASIC ENGINEERING II . . . . . 4 credits**

This course is a study of displacement vectors, particle kinematics and projectile motion, kinetics of particles using Newton's Laws, frictional forces and impulse-momentum. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 111. Co-requisite: MAT 206 or ERG 107.

**ERG 113 BASIC ENGINEERING III . . . . . 4 credits**

This course is a study of work and kinetic energy, temperature, heat, First Law of Thermodynamics, and Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 112 and MAT 206 or ERG 107.

**ERG 114 MANUFACTURING PROCESSES . . . . . 3 credits**

This course is a study of modern materials and processes in manufacturing, including casting and forming, machining processes, welding and allied processes, and techniques related to manufacturing.

**ERG 123 ENGINEERING COMPUTATIONS . . . . . 3 credits**

This course is an introduction to FORTRAN IV programming, application of digital computers to engineering problem solving, presentation of data, treatment of error, and empirical methods. (3 hours lecture-2 hours laboratory) Prerequisite: MAT 151 or ERG 105.

**ERG 153 TECHNICAL REPORTING . . . . . 3 credits**

This course is a specialized composition course designed to teach the principles of technical writing and oral presentation for informal and formal reports, mechanism descriptions, process analyses, proposals and research projects. This course is open to students of any major or emphasis. Students other than engineering students may choose subjects for research projects and other papers from their area of emphasis. (Formerly ENG 104)

**ERG 161 BASIC ELECTRONICS I . . . . . 3 credits**

This course is an introductory course in the fundamentals of electronic circuits and devices. Prerequisite: ERG 105.

**ERG 162 BASIC ELECTRONICS II . . . . . 3 credits**

This course is a study of electronic circuits and devices with major emphasis in solid-state circuitry. Prerequisite: ERG 161.

**ERG 163 INSTRUMENTATION . . . . . 3 credits**

This course is the study of variables that are measurable by electronic means. Special emphasis is on instrumentation and installation, calibration and the use of the measuring devices as well as data interpretation. Prerequisite: ERG 162.

**ERG 201 WORLD ENERGY SOURCES . . . . . 3 credits**

This course presents a historical background of the development of modern energy sources and the growth of energy demand. New energy sources such as nuclear, geothermal, and solar are introduced and explored.

**ERG 202 HEAT TRANSFER IN RESIDENTIAL AND COMMERCIAL BUILDINGS . . . . . 3 credits**

The student makes heat loss (or gain) calculations on selected buildings assuming different construction materials and methods. Heat loss is converted to energy cost through appropriate conversions using local utility rates. Prerequisite: ERG 104.

**ERG 203 RESIDENTIAL ENERGY AUDIT . . . . . 3 credits**

The student conducts actual energy audits either from blueprints or physical inspection and develops recommendations to minimize energy consumption. Prerequisite: ERG 105.

**ERG 204 SOLAR ENERGY I . . . . . 4 credits**

This course develops the basic theory of how energy from the sun is gathered, stored and converted to forms useful to mankind. (5 hours per week-lecture and laboratory) Prerequisite: ERG 106.

**ERG 205 SOLAR ENERGY II . . . . . 3 credits**

This course is a study of the development and design of working solar energy systems. Prerequisites: ERG 204 and ERG 242.

**ERG 211 CIRCUITS I . . . . . 3 credits**

This course is a study of circuit variables; current, voltage, power, energy, resistance, capacitance and inductance; Kirchhoff's laws; writing circuit equilibrium equations using loop currents as well as node voltages; solution for resistive networks using matrix algebra; reduction by Y - 1/3 transformation; and network theorems. (3 hours lecture-2 hours bimonthly lab) Co-requisite: MAT 207.

**ERG 212 CIRCUITS II . . . . . 3 credits**

This course is a study of elementary transient analysis of circuits with one storage element, networks in sinusoidal steady-state, use of complex algebra, power and power factor, phasors and transforms, concept of transform networks, complex impedances, and resonance. (3 hours lecture-2 hours bimonthly lab) Prerequisite: ERG 211. Co-requisite: MAT 208.

**ERG 213 CIRCUITS III . . . . . 3 credits**

This course includes the study of polyphase networks considered as networks with more than one source, magnetically coupled circuits, transient analysis of circuits containing more than one storage element using classical methods, and steady-state analysis of networks containing sinusoidal sources of more than one frequency. (3 hours lecture-2 hours bimonthly lab) Prerequisite: ERG 212. Co-requisite: MAT 283.

**ERG 214 MICROCOMPUTER FUNDAMENTALS . . . . . 4 credits**

This course is an introduction to the hardware and software system components of the PDP 11/70 computer and various interfacing peripheral equipment for engineering applications. (3 hours lecture-2 hours laboratory) Prerequisite: CST 122 or CST 132 or ERG 123.

**ERG 221 ENGINEERING SURVEYS I . . . . . 3 credits**

This course is a study of the theory and use of basic surveying instruments, accuracy, probability of error, computation and drafting techniques. Prerequisite: ERG 101. Co-requisite: ERG 105 or MAT 152. (Formerly ERG 261)

**ERG 222 ENGINEERING SURVEYS II . . . . . 3 credits**

This course is a continuation of ERG 221 with applications in more complex areas of location and boundary surveys. Emphasis is on accuracy in data analysis and graphical display of results. Prerequisite: ERG 221 or permission of the Director of Division of Career Education. (Formerly ERG 265)

**ERG 223 ENGINEERING SURVEYS III . . . . . 3 credits**

This course is a continuation of ERG 222 with applications in route surveying with an introduction to electronic and laser surveying equipment and advanced photographic methods. Prerequisite: ERG 222 or permission of the Director of Division of Career Education. (Formerly ERG 267)

**ERG 231 MECHANICS OF MATERIALS . . . . . 4 credits**

This course is a study of the concepts of stress and strain, stress-strain relations and Mohr's Circle, static analysis of members, area moments of inertia, analysis of axially loaded members, torsion, and bending. (3 hours lecture-3 hours laboratory) Prerequisites: ERG 111 or ERG 252 and ERG 106 or MAT 205.

**ERG 232 FLUID MECHANICS . . . . . 3 credits**

This course is a study of the basic laws of fluids, effects of viscosity and compressibility, empirical analysis, and Navier-Stokes equations. Co-requisite: MAT 208.

**ERG 233 MACHINE DESIGN . . . . . 3 credits**

This course is a study of the analysis and design of basic machine elements such as shafts, gears, belts, columns, fasteners, and springs. Prerequisite: ERG 102 and ERG 231.

**ERG 234 MECHANICAL ENGINEERING LABORATORY . . . . . 2 credits**

This course is a study of the theory and fundamentals of physical measurements, the characteristics of dynamic signals, the basic detector-transducer elements, and applied mechanical measurements. (1 hour lecture-2 hours laboratory)

**ERG 242 ARCHITECTURAL DESIGN AND DRAFTING I . . . . . 3 credits**

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

**ERG 243 ARCHITECTURAL DESIGN AND DRAFTING II . . . . . 3 credits**

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

**ERG 244 ARCHITECTURAL DESIGN AND DRAFTING III . . . . . 3 credits**

This course is a continuation of ERG 243 with emphasis on more complex structures, electrical and mechanical design and specifications. Prerequisite: ERG 243. (Formerly ERG 251)

**ERG 252 STATICS . . . . . 3 credits**

This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, and moments of inertia. Prerequisite: PHY 231. Co-requisite: MAT 207.

**ERG 253 DYNAMICS . . . . . 3 credits**

This course is a study of particle Kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, and impulse-momentum principle. Prerequisite: ERG 252.

**ERG 262 ESTIMATING . . . . . 3 credits**

This course is a study of the basic principles and current practices employed in estimating building costs. The student will make material quantity take-offs from working drawings and specifications and complete cost estimates using local unit cost and labor hour figures. Prerequisite: ERG 242.

**ERG 273 BASIC ELECTRICAL ENGINEERING . . . . . 3 credits**

This is an introductory course in AC-DC circuits and fields for non-electrical engineering majors. (2 hours lecture-2 hours laboratory) Prerequisite: MAT 208 and PHY 232.

**ERG 282 ENGINEERING PROPERTIES OF SOILS . . . . . 3 credits**

This course is a study of the origin and composition of soils, subsurface exploration, routine testing and classification, and load bearing properties. Prerequisite: ERG 104 or MAT 151.

**ERG 283 STEEL AND CONCRETE DESIGN . . . . . 3 credits**

This course is a study of reinforced concrete structures and determination of member sizes and required reinforcing using ACT design codes. Prerequisite: ERG 104 or MAT 151.

**ERG 299 TOPICS IN ENGINEERING . . . . . 1-5 credits**

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

**ENGLISH**

**ENG 101 ENGLISH COMPOSITION I . . . . . 3 credits**

This course is a study of grammar and the smaller units of writing. Word usage and sentence structure are stressed leading to outlining, paragraphing, and theme writing.

## Academic Affairs

### ENG 102 ENGLISH COMPOSITION II . . . . . 3 credits

This course is a continuation of ENG 101 with emphasis on expository writing skills and the documented paper. Prerequisite: ENG 101.

### ENG 103 ENGLISH COMPOSITION III . . . . . 3 credits

This course is a continuation of ENG 102. Several types of literature are read and analyzed, and short critical papers are written. Prerequisites: ENG 102.

### ENG 110 READING DYNAMICS I . . . . . 3 credits

This course is an individualized program which emphasizes personal growth in developing more efficient reading skills in the broad areas of speed, vocabulary and comprehension.

### ENG 111 READING DYNAMICS II . . . . . 3 credits

This course is a continuation of ENG 110 with increased emphasis on the application of reading skills to other courses.

### ENG 112 READING DYNAMICS III . . . . . 3 credits

This course is a continuation of ENG 111 with increased emphasis on personal interests as well as on the application of reading skills to areas of lifetime learning.

### ENG 205 SOPHOMORE LITERATURE I . . . . . 3 credits

This course is a survey of the literary heritage of the western world as represented through the literature of the Middle East and Europe from Biblical times up to the sixteenth century. Specific authors and works are studied from Hebrew, Greek, Roman, Medieval, and Renaissance cultures. Prerequisite: ENG 103.

### ENG 206 SOPHOMORE LITERATURE II . . . . . 3 credits

This course is a survey of the representative works of the prose, poetry, and drama of medieval England and Shakespeare through the twentieth century. Prerequisite: ENG 103

### ENG 207 SOPHOMORE LITERATURE III . . . . . 3 credits

This course is a survey of the representative works of the prose, poetry, and drama of America since 1800. Prerequisite: ENG 103.

## Academic Affairs

### ENG 262 CHILDREN'S LITERATURE . . . . . 3 credits

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

### ENG 299 TOPICS IN ENGLISH . . . . . 1-5 credits

Selected topics in English.

## GEOGRAPHY

### GGY 101 ELEMENTS OF PHYSICAL GEOGRAPHY I . . . . . 3 credits

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

### GGY 102 ELEMENTS OF PHYSICAL GEOGRAPHY II . . . . . 3 credits

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

### GGY 103 ELEMENTS OF PHYSICAL GEOGRAPHY III . . . . . 3 credits

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

### GGY 299 TOPICS IN GEOGRAPHY . . . . . 1-5 credits

Selected topics in geography.

## HEALTH

### HED 201 PERSONAL HEALTH . . . . . 3 credits

This course is a study of factors contributing to personal health. Major emphasis is placed on healthful emotional, physical, and social development and behaviors.



**HED 202 COMMUNITY HEALTH . . . . . 3 credits**

This is a course dealing with health as applied to the family and community. Major emphasis is directed toward promoting health, prevention of health problems, environmental health, and health services. Sanitation in relation to food, sewage, water, air pollution, and insects is studied.

**HED 203 FIRST AID AND SAFETY . . . . . 3 credits**

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

**HED 204 SCHOOL HEALTH . . . . . 3 credits**

This is a course dealing with the various areas of the school health program. Included are health service, healthful school living and health instruction.

**HED 221 PRINCIPLES OF NUTRITION . . . . . 2 credits**

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

**HED 222 THERAPEUTIC NUTRITION . . . . . 2 credits**

This course is the second part of a two-course sequence where the nutritional principles are applied to various conditions including diabetes mellitus, cardiovascular disease, renal disease, liver disease, gastrointestinal disease, surgical and burn therapy and weight control. Included is food composition as a basic tool of diet therapy. Prerequisite: HED 221.

**HED 299 TOPICS IN HEALTH . . . . . 1-5 credits**

Selected topics in health.

**HISTORY**

**HIS 111 WORLD CIVILIZATION I . . . . . 3 credits**

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

**HIS 112 WORLD CIVILIZATION II . . . . . 3 credits**

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

**HIS 113 WORLD CIVILIZATION III . . . . . 3 credits**

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

**HIS 190 BLACKS IN AMERICA . . . . . 3 credits**

Designed to trace the background, development, and contributions of black Americans, the format of this course emphasizes self-study and guided ideas. The student will trace the history of black Americans from their African roots to their role in Modern American society.

**HIS 211 UNITED STATES HISTORY I . . . . . 3 credits**

This is a survey of the history of the United States from the beginning of English settlement in North America through the Revolution and early national period to the disruption of the Union in the nineteenth century. (Formerly HIS 201)

**HIS 212 UNITED STATES HISTORY II . . . . . 3 credits**

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

**HIS 213 UNITED STATES HISTORY III . . . . . 3 credits**

A continuation of HIS 211 and 212, this course traces the development from the Progressive Period to the present. Emphasis is placed on the rise of contemporary problems and the relations of the United States with the rest of the world. Recommended Prerequisite: HIS 212. (Formerly HIS 203)

**HIS 261 HISTORY OF TENNESSEE I . . . . . 3 credits**

This course is a survey of Tennessee's political, economic, social, and intellectual development from pre-colonial times through the Civil War.

**HIS 262 HISTORY OF TENNESSEE II . . . . . 3 credits**

This course is a survey of Tennessee's political, economic, social, and intellectual development from the Civil War to the present.

**HIS 299 TOPICS IN HISTORY . . . . . 1-5 credits**

Selected topics in history.

**INDUSTRIAL MANAGEMENT**

**IMT 101 ELEMENTS OF INDUSTRIAL MANAGEMENT . . . . . 3 credits**

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

**IMT 153 INDUSTRIAL SAFETY . . . . . 3 credits**

This course addresses the control of industrial hazards through safe-guarding machinery and processes, mechanical guards, remote controls, nature and analysis of accidents, and control of accidents with emphasis on latest Federal laws.

**IMT 183 PRINCIPLES OF SUPERVISION . . . . . 3 credits**

This course is a study of managing one's self, management of people at work, and the planning, direction, and control of human resources in industrial plants.

**IMT 223 QUALITY CONTROL . . . . . 3 credits**

This course is a simplified but valid coverage of product quality control and reliability which covers sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. Recommended Prerequisite: MAT 140.

**IMT 299 TOPICS IN INDUSTRIAL MANAGEMENT . . . . . 1-5 credits**

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

**INDUSTRIAL TECHNOLOGY**

**IAT 101 APPLIED BLUEPRINT READING . . . . . 3 credits**

This course is designed to develop basic skills in blueprint reading and sketching skills which are needed in the shop by journeymen in the metal working industry. Topics of study will include: surface finishes, fits, tolerances, graphic language, dimensioning, working drawings, and isometrics.

**IAT 120 METALLURGY . . . . . 3 credits**

This course is designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shops. (Formerly IAT 121)

**IAT 131 APPLIED MATHEMATICS I . . . . . 3 credits**

This course is designed to develop basic mathematics skills, dealing with fractions, decimals, basic algebra with emphasis on shop formulas and formula substitutions, square root, ratio, and proportions. (Formerly IAT 102)

**IAT 132 APPLIED MATHEMATICS II . . . . . 3 credits**

This course is designed to develop basic skills dealing with geometry, with emphasis on shop formulas and trigonometry, and with emphasis on right triangles. Prerequisite: IAT 131 (Formerly IAT 103)

**IAT 133 APPLIED MATHEMATICS III . . . . . 3 credits**

This course is a continuation of IAT 132 with additional emphasis on applied shop mathematics, introduction of metrics, the calculation of speeds, and feeds of various cutting tools used in the basic machine shop. Prerequisite: IAT 132 (Formerly IAT 104)

**IAT 151 APPLIED GRAPHICS I . . . . . 3 credits**

This course is designed to develop basic skills in the use of drawing instruments, drawing practices, printing, orthographic projection, auxiliary views, dimensioning tolerances, fits, surface finishes, and graphic language necessary in performing basic machine shop work. (Formerly IAT 155)

**IAT 152 APPLIED GRAPHICS II . . . . . 3 credits**

This course is a continuation of IAT 151 and is designed to further develop the student's drawing skills and to create a better understanding of working drawings, detail drawings, assembly drawings and their function in machine shop work. Prerequisite: IAT 151. (Formerly IAT 156)

**IAT 171 MACHINIST THEORY I . . . . . 3 credits**

This course is designed to provide a combination of machinist theory and practice necessary for the competent performance of journeyman machinists in the metal working industry. The following topics will be stressed: bench work, power saws, drill press, shaper, planer, surface and cylindrical grinders, machining techniques, mass production methods, and numerical controlled machines. Shop theory for operations, maintenance, and safety will be discussed in these areas. (Formerly IAT 122)

**IAT 172 MACHINIST THEORY II . . . . . 3 credits**

This course is designed to go into detail on the use of the engine lathe and the milling machine. Topics of study of the engine lathe will include: types, sizes, tooling, tool holders, mounting work, speeds, feeds, types of operations, planning job, sequence of operations, threads, tapers, R. P. M., and safety. Topics of study on the milling machine will include: theory in the operations, maintenance, and safety on the milling machine, types and sizes, types of cutters, work holding devices and clamping methods, feeds and speeds, installing arbors and cutters, milling operations, coolants, bearings, and fittings. Prerequisite: IAT 171. (Formerly IAT 123)

**IAT 173 MACHINIST THEORY III . . . . . 3 credits**

This course is designed to develop necessary skills to measure, cut, and form screw threads (single and multiple) and also single and compound gears with the set-up and operation of a dividing head and indexing procedures. Prerequisite: IAT 172. (Formerly IAT 124)

**IAT 180 MACHINERY'S HANDBOOK . . . . . 3 credits**

This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook. (Formerly IAT 126)

**IAT 190 CUTTING TOOLS . . . . . 3 credits**

This course is designed to develop skills for making cutting tools necessary in machine shop work. Topics discussed will include: single point, multipoint, formed cutting tools, set-up and operation of basic tool and cutter grinders, cutting tool geometry, and design. (Formerly IAT 127)

**IAT 201 BASIC MACHINE DESIGN AND SELECTION . . . . . 3 credits**

This is an introductory course in the principles of designing and selecting machine elements. Formation of a concept, calculations for determining the size and shape of the various parts, and use of handbooks and manufacturer's catalogs for the selection of standard parts will be stressed. Topics discussed will include: friction and basic machine elements such as: bearings, shafts, couplings, fasteners, and retainers.

**IAT 204 NUMERICAL CONTROL EQUIPMENT . . . . . 3 credits**

This course is designed to develop skills in planning and estimating the job programming for numerical control equipment.

**IAT 205 ELECTRICAL DISCHARGE MACHINERY . . . . . 3 credits**

This course is designed to go into detail on electrical discharge machinery and numerical control machining as to their set-up and operations.

**IAT 206 INSPECTION METHODS . . . . . 3 credits**

This course is designed to develop skills in transit and optical set-ups and the use of high precision inspection instruments.

**IAT 207 MANUFACTURING MANAGEMENT . . . . . 3 credits**

This course is designed to develop skills and understanding in the manufacturing processes. Topics discussed will include: principles of time and motion studies, production methods, and industrial management.

**IAT 299 TOPICS IN INDUSTRIAL TECHNOLOGY . . . . . 1-5 credits**

Selected topics in industrial technology.

**INSURANCE**

**INS 111 ECONOMIC SECURITY AND INDIVIDUAL**

**LIFE INSURANCE . . . . . 3 credits**

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

**INS 112 LIFE INSURANCE LAW AND MATHEMATICS . . . . . 3 credits**

This course is a study of the legal aspects of contract formation, policy provisions, assignments, ownership rights, creditor rights, beneficiary designations, and disposition of life insurance proceeds. Also covered is the mathematics of life insurance as related to premiums, reserves, nonforfeiture values, surplus, and dividends.

**INS 113 GROUP INSURANCE AND SOCIAL**

**INSURANCE . . . . . 3 credits**

This course is an analysis of group life and health insurance, including products, marketing, underwriting, reinsurance, premiums, and reserves; also included will be various governmental programs related to the economic problems of death, old age, unemployment, and disability.

**INS 114 ECONOMICS . . . . . 3 credits**

This course is a study of economic principles, the governmental and banking institutions which have an effect on the national economy, national income, theory and application of price determination, business cycles, money and banking, monetary and fiscal policy, and international trade and finance.

**INS 115 ACCOUNTING AND FINANCE . . . . . 3 credits**

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

**INS 201 INVESTMENTS AND FAMILY FINANCIAL  
MANAGEMENT . . . . . 3 credits**

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

**INS 202 INCOME TAXATION . . . . . 3 credits**

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

**INS 203 PENSION PLANNING . . . . . 3 credits**

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

**INS 204 BUSINESS INSURANCE . . . . . 3 credits**

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

**INS 205 ESTATE PLANNING AND TAXATION . . . . . 3 credits**

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

**INS 299 TOPICS IN INSURANCE . . . . . 1-5 credits**

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

**MARKETING**

**MKT 102 SALESMANSHIP . . . . . 3 credits**

This course is a presentation of salesmanship in its broad sense including the basic principles necessary for selling. The course will include actual projects in selling.

**MKT 103 PUBLIC RELATIONS . . . . . 3 credits**

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

**MKT 231 PRINCIPLES OF ADVERTISING . . . . . 3 credits**

This course is a study of the techniques and methods of advertising, its planning, creation, and use in the retail field.

**MKT 281 PRINCIPLES OF MARKETING I . . . . . 3 credits**

This course is 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. (Formerly BUS 281)

**MKT 282 PRINCIPLES OF MARKETING II . . . . . 3 credits**

This course is 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. Prerequisite: MKT 281 or permission of the Director of Division of Career Education. (Formerly BUS 282)

**MKT 299 TOPICS IN MARKETING . . . . . 1-5 credits**

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

**MATHEMATICS**

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

**MAT 100 FUNDAMENTALS OF MATHEMATICS . . . . . 5 credits**

Principles and applications of arithmetic, including fundamental operations on whole numbers, common and decimal fractions, signed numbers, radicals, percent, ratio, sets, exponential forms, and introduction to solving linear equations. Credit is not allowed for students who have successfully completed MAT 131 or any higher numbered mathematics course at Motlow or the equivalent. (4 hours lecture-2 hours laboratory) (Formerly MAT 106)

**MAT 110 INTERMEDIATE ALGEBRA . . . . . 5 credits**

This course places emphasis on the fundamentals of elementary algebra: fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous linear equations, exponents and radicals, elements of quadratic equations.

**MAT 120 MATHEMATICS OF PHARMACOLOGICAL**

**WEIGHTS AND MEASURES . . . . . 1 credit**

This course is a study of the metric and Apothecaries' systems of weights and measures: abbreviations, symbols, conversions. Included are calculations involved in preparing solutions from powdered drugs and tablets, dilutions of concentrated stock solutions, dosages from stock solutions, and differentiation between dosages for adults and dosages for children. (Formerly MAT 171)

**MAT 131 GENERAL MATHEMATICS I . . . . . 3 credits**

This course is a study of the fundamental concepts of sets and set operations, the number systems, an elementary study of relations and functions and their graphs, systems of linear equations, determinants, matrices, arithmetic and geometric progressions, compound interest and annuities. Credit is not allowed for students who have successfully completed MAT 151. Prerequisite: 1 year of high school algebra or the equivalent. (Formerly MAT 101)

**MAT 132 GENERAL MATHEMATICS II . . . . . 3 credits**

This course is a study of quadratic equations, radical expressions and exponential forms, linear and quadratic inequalities, linear programming, logarithms, statistical measures, permutations, combinations, and probability. Prerequisite: MAT 131 or equivalency of 2 years of high school algebra. (Formerly MAT 102)

**MAT 133 GENERAL MATHEMATICS III . . . . . 3 credits**

This course is a study of trigonometric functions, the right triangle, oblique triangles, trigonometric identities, introductory concepts of analytic geometry, introduction to limiting process, introduction to derivatives and integrals and their applications. Credit is not allowed for students who have successfully completed MAT 152 or MAT 205. Prerequisite: MAT 132 or MAT 151. (Formerly MAT 103)

**MAT 140 ELEMENTARY MATHEMATICAL  
STATISTICS . . . . . 3 credits**

This course is a study of techniques in collecting, presenting, and interpreting data, including combinations, permutations, and probability. Prerequisite: MAT 131 or equivalent. (Formerly MAT 221)

**MAT 151 COLLEGE ALGEBRA . . . . . 5 credits**

This course is a study of the real number system, fundamental operations with polynomials, radical expressions and exponential forms, systems of linear equations, quadratic and higher degree equations and inequalities, functions, relations, graphs, and other selected topics. Credit is not allowed for students who have successfully completed MAT 131 and MAT 132. Prerequisite: 2 years of high school algebra or the equivalent. (Formerly MAT 111)

**MAT 152 PLANE TRIGONOMETRY . . . . . 5 credits**

This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. Prerequisite: MAT 131 and 132 or MAT 151 or the equivalent. (Formerly MAT 112)

**MAT 190 PRE-CALCULUS MATHEMATICS . . . . . 5 credits**

This course is a survey of algebra and trigonometry including equations, inequalities, relations, functions, systems of equations, trigonometric functions of angles, right and oblique triangles, vectors, expansion and reduction formulas, trigonometric equations and identities. Credit is not allowed for students who have successfully completed MAT 132 and MAT 133 or MAT 151 and MAT 152. Prerequisite: 2 years of high school algebra, geometry, and trigonometry. (Formerly MAT 109)

**MAT 205 ANALYTIC GEOMETRY AND CALCULUS I . . . . . 5 credits**

This course is a study of the elements of analytic geometry, including circles and lines; introduction to calculus with an emphasis on the concepts of limits, continuity, and the derivative with its basic applications. Prerequisites: MAT 190 or MAT 151 and MAT 152 or consent of the instructor. (Formerly MAT 113)

**MAT 206 CALCULUS II . . . . . 5 credits**

This course is a study of logarithmic, exponential, trigonometric, inverse trigonometric, and hyperbolic functions and antidifferentiation by summation and by formulas with applications. Prerequisite: MAT 205. (Formerly MAT 211)

**MAT 207 CALCULUS III . . . . . 5 credits**

This course is a study of infinite series, improper integrals, graphs in three dimensions, and partial derivatives. Prerequisite: MAT 206. (Formerly MAT 212)

**MAT 208 CALCULUS IV . . . . . 5 credits**

This course is a study of vectors in two and three dimensions, conic sections, the polar coordinate system, and elementary differential equations. Prerequisite: MAT 207. (Formerly MAT 213)

**MAT 273 DIFFERENTIAL EQUATIONS . . . . . 5 credits**

This course is a study of ordinary differential equations with applications, numerical solutions, power series, and LaPlace transforms. Prerequisite: MAT 207.

**MAT 283 MATRIX ALGEBRA . . . . . 4 credits**

This course is a study of vectors, matrices, systems of equations, determinants, inverses of matrices, eigenvalues, and eigenvectors. Prerequisite: MAT 205.

**MAT 299 TOPICS IN MATHEMATICS . . . . . 1-5 credits**

Selected topics in mathematics.

MUSIC

**MUS 101 MUSIC THEORY AND HARMONY I . . . . . 3 credits**

Basic concepts of music theory are developed, including aesthetics, acoustics of sound, harmonic series, notation, scales and modes, intervals, triads, rhythm and accents, melodic dictation.

**MUS 102 MUSIC THEORY AND HARMONY II . . . . . 3 credits**

Basic concepts are continued, including texture, counterpoint, timbre, instrumentation, and form; and the triadic basis of music begun with harmonic evolution, four-voice texture, doubling, figured bass, and ear training. Prerequisite: MUS 101.

**MUS 103 MUSIC THEORY AND HARMONY III . . . . . 3 credits**

The triadic basis of music is continued with functional harmony, secondary function, embellishing tones, six four chord, augmented chord, seventh chords, the triton, melodic writing, and ear training. Prerequisite: MUS 102.

**MUS 201 ADVANCED THEORY AND HARMONY I . . . . . 3 credits**

The major-minor system of harmony is developed with chord classifications, augmented sixth chords, Neopolitan sixth chords, chorale style, modulation, fugal analysis, structural harmony, sonata principle, and ear training. Prerequisite: MUS 103.

**MUS 202 ADVANCED THEORY AND HARMONY II . . . . . 3 Credits**

The major-minor system is expanded with ninth chords, diminished sevenths, analytical problems, chromatic analysis, eleventh and thirteenth chords, added tone technique, orchestration, form, and ear training. Prerequisite: MUS 201.

**MUS 203 ADVANCED THEORY AND HARMONY III . . . . . 3 Credits**

Newer harmonic approaches are considered with quartal harmony, synthetic scales, twelve-tone method, tone clusters, pantonality, rock, and ear training. Prerequisite: MUS 202.

Academic Affairs

MUS 241 UNDERSTANDING MUSIC . . . . . 3 Credits

Understanding Music is a general appreciation course designed to develop more sensitivity to what happens in all music. Recorded music, scores, and independent study are utilized to expose students to all styles of music from the Renaissance through Contemporary.

MUS 242 FUNDAMENTALS OF  
ELEMENTARY SCHOOL MUSIC . . . . . 3 Credits

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

MUS 299 TOPICS IN MUSIC . . . . . 1-5 credits  
Selected topics in music.

APPLIED MUSIC

CHORUS I, II, III, IV, V, VI . . . . . 2 credits each

Chorus is a lab-choral-activity group, singing a capella 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) (3 hours per week)

MUS 111	Chorus I	2 Credits
MUS 112	Chorus II	2 Credits
MUS 113	Chorus III	2 Credits
MUS 211	Chorus IV	2 Credits
MUS 212	Chorus V	2 Credits
MUS 213	Chorus VI	2 Credits

STAGE BAND I, II, III, IV, V, VI . . . . . 2 credits each

Stage Band membership is composed of students of previous instrument experience: woodwind, brass, percussion. The combo studies and performs a variety of styles: swing, jazz, dixieland, rock, and concert. (3 hours per week)

MUS 115	Stage Band I	2 Credits
MUS 116	Stage Band II	2 Credits
MUS 117	Stage Band III	2 Credits
MUS 215	Stage Band IV	2 Credits
MUS 216	Stage Band V	2 Credits
MUS 217	Stage Band VI	2 Credits

Academic Affairs

CLASS PIANO I, II, III . . . . . 2 credits each

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

MUS 131	Class Piano I	2 Credits
MUS 132	Class Piano II	2 Credits
MUS 133	Class Piano III	2 Credits

INDIVIDUAL PIANO I, II, III . . . . . 1-2 credits each

Individual Piano is private piano instruction adapted in individual needs and interests. It is required of all music majors. (fee) One lesson weekly, regular fee, one credit; two lessons weekly, double fee, two credits. (These are to be taken in sequence.)

MUS 231	Individual Piano I	1-2 Credit(s)
MUS 232	Individual Piano II	1-2 Credit(s)
MUS 233	Individual Piano III	1-2 Credit(s)

CLASS VOICE I, II, III . . . . . 2 credits each

Class Voice includes small voice instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English (no additional fee) (These are to be taken in sequence.)

MUS 121	Class Voice I	2 Credits
MUS 122	Class Voice II	2 Credits
MUS 123	Class Voice III	2 Credits

INDIVIDUAL VOICE I, II, III . . . . . 1-2 credits each

Individual Voice includes private voice instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English. (fee) One lesson weekly, regular fee, one credit; two lessons weekly, double fee, two credits. (These are to be taken in sequence.)

MUS 221	Individual Voice I	1-2 Credit(s)
MUS 222	Individual Voice II	1-2 Credit(s)
MUS 223	Individual Voice III	1-2 Credit(s)

**NURSING**

**NET 111 FUNDAMENTALS OF NURSING . . . . . 6 credits**

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

**NET 112 MEDICAL-SURGICAL NURSING I . . . . . 7 credits**

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

**NET 113 MEDICAL-SURGICAL NURSING II . . . . . 8 credits**

Theory and guided learning experiences are focused on developing knowledge and skills in caring for individuals stressed by hypoxia, conditions which result in nutritional disturbances, and elimination or reproductive dysfunctions. Clinical practice experiences are provided in the classroom laboratory and selected area hospitals. (5 hours lecture-9 hours laboratory) Prerequisites: NET 112, HED 221, BIO 272. (Formerly NET 103)

**NET 114 MEDICAL-SURGICAL NURSING III . . . . . 8 credits**

Advanced theory and a sequence of planned experiences are focused on further development of skills in caring for individuals experiencing stress due to sudden illness, injury, or disaster and adaptation to more complex medical and surgical conditions involving hypoxia, fluid and electrolyte balance or alterations of body integrity. Emphasis is placed on the development of beginning skills in group management. Clinical practice includes client-centered and functional assignments in selected area hospitals and agencies. (5 hours lecture-9 hours laboratory) Prerequisites: NET 113 and BIO 273.

**NET 211 PSYCHIATRIC NURSING . . . . . 9 credits**

This is a course which focuses on the concepts of mental health and stressful factors leading to abnormal behavior. The principles and techniques of psychiatric nursing care are applied to the client, family and community. Understanding and use of more complex communication theories are emphasized. Clinical practice includes carefully selected experiences in a psychiatric setting. (6 hours lecture-9 hours laboratory) Prerequisite: NET 114. (Formerly NET 201)

**NET 212 PEDIATRIC NURSING . . . . . 7 credits**

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

**NET 213 SEMINAR IN NURSING . . . . . 2 credits**

This is a course which focuses on emerging trends in nursing, ethical, legal, and professional issues and selected aspects of leadership and management. The student explores varying duties and roles of the nurse in the hospital and community setting. Prerequisite: NET 211.

**NET 214 MATERNITY NURSING . . . . . 8 credits**

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

**NET 299 TOPICS IN NURSING . . . . . 1-5 credits**

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



PHYSICAL EDUCATION AND RECREATION

Activities

**PED 101 BADMINTON** . . . . . 2 credits  
 This is a course designed to develop basic skills and understanding of badminton. (3 hours per week)

**PED 102 VOLLEYBALL** . . . . . 2 credits  
 This is a course designed to develop basic skills and understanding of volleyball rules. (3 hours per week)

**PED 103 SOCIAL DANCE** . . . . . 2 credits  
 This course includes instruction and practice in the basic fundamentals of social dance. Special emphasis is on ballroom dancing with some instruction provided in current dancing. (3 hours per week)

**PED 107 STUNTS AND TUMBLING** . . . . . 2 credits  
 This course includes instruction and practice in the basic fundamentals of stunts and tumbling on the mats, trampoline, and balance beam. (3 hours per week)

**PED 108 FOLK AND SQUARE DANCE** . . . . . 2 credits  
 The first half of this course provides instruction and participation in folk dances of various countries. The last half of the course provides instruction and participation in beginning square dancing. (3 hours per week)

**PED 109 ARCHERY** . . . . . 2 credits  
 This is a beginning course which provides instruction and practice in the basic fundamentals of archery shooting. (3 hours per week)

**PED 110 GOLF** . . . . . 2 credits  
 This is 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. (3 hours per week)

**PED 111 TENNIS** . . . . . 2 credits  
 This is a beginning course that provides instruction and practice in the basic fundamentals of tennis. (3 hours per week)

**PED 113 BOWLING** . . . . . 2 credits  
 This is 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. (3 hours per week)

**PED 114 SOCCER** . . . . . 2 credits  
 This is a course designed to develop an understanding of basic rules and skills of soccer. (3 hours per week)

**PED 115 BODY BUILDING AND WEIGHT LIFTING** . . . . . 2 credits  
 This is a course designed for body building and conditioning through the use of weights and a gym machine. (3 hours per week)

**PED 118 BICYCLING** . . . . . 2 credits  
 This is a course designed to develop basic skills and knowledge of bicycling. Short and long distance rides are required each quarter. Student is responsible for own bicycle. (3 hours per week)

**PED 121 CONDITIONING EXERCISES** . . . . . 2 credits  
 This is a course of physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports. (3 hours per week)

**PED 124 JOGGING FOR FITNESS** . . . . . 2 credits  
 This is a course designed to help the student develop an understanding of jogging as a technique of exercise and to improve physical fitness. (3 hours per week)

**PED 131 ADAPTIVE PHYSICAL EDUCATION I** . . . . . 2 credits  
 This course is designed to develop the physically handicapped student physically, mentally and socially, through counseling and physical activities that will benefit the student in these areas. (3 hours per week)

**PED 132 ADAPTIVE PHYSICAL EDUCATION II** . . . . . 2 credits  
 This course is a continuation of PED 131. (3 hours per week)

**PED 133 ADAPTIVE PHYSICAL EDUCATION III** . . . . . 2 credits  
 This course is a continuation of PED 132. (3 hours per week)

**PED 141 VARSITY ATHLETICS I . . . . . 2 credits**

Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. (3 hours per week)

**PED 142 VARSITY ATHLETICS II . . . . . 2 credits**

This course is a continuation of PED 141. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirements. (3 hours per week)

**PED 143 ADVANCED BOWLING . . . . . 2 credits**

This is a course designed to go beyond basic skills and knowledge taught in PED 113. The emphasis is on preparing the student for team and local participation in a community league. Prerequisite: PED 113 or permission of the Director of Division of Liberal Arts. (3 hours per week)

**PED 151 BEGINNING SWIMMING . . . . . 2 credits**

The beginning course is to equip the individual with basic water safety skills and knowledge in order to make him or her reasonably safe while in, on, or about the water. (3 hours per week)

**PED 152 INTERMEDIATE SWIMMING . . . . . 2 credits**

The intermediate course in swimming is to provide the student with the opportunity to learn the elements of good swimming. These elements include four individualized strokes and some emphasis on safety and rescue techniques. (3 hours per week)

**PED 153 LIFE SAVING AND WATER SAFETY . . . . . 2 credits**

This course is designed to provide the student with the knowledge and skills to save his or her own life or the life of another in the event of a water-related accident or emergency. The student will also have an opportunity to improve his or her swimming ability. (3 hours per week)

**PED 154 INTERMEDIATE TENNIS . . . . . 2 credits**

This is an intermediate course designed to advance the student's skill level and broaden instruction in court tactics and strategy in the game of tennis. (3 hours per week)

**Professional**

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

**PED 200 INTRODUCTION TO PHYSICAL EDUCATION . . . . . 3 credits**

This is a course dealing with the history and principles of health, physical education, and recreation; also considered is health, physical education and recreation as a profession.

**PED 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.

**PED 207 THE CARE OF ATHLETIC INJURIES . . . . . 3 credits**

This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance.

**PED 208 OFFICIATING . . . . . 3 credits**

This is a course designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, and volleyball.

**PED 211 RECREATIONAL LEADERSHIP AND ADMINISTRATION . . . . . 3 credits**

This is a course dealing with planning and administering various recreational programs.

**PED 212 OUTDOOR RECREATION ACTIVITIES . . . . . 3 credits**

This is a course concentrating on activities appropriate for recreational areas and camps.

**PED 221 CAMPING AND OUTDOOR LIVING . . . . . 3 credits**

This is a course dealing with recreational camping and outdoor living. Two camping trips are required per quarter.

**PED 241 GAMES, RELAYS, SELF-TESTING ACTIVITIES--ELEMENTARY CHILDREN . . . . . 3 credits**

This course is a study of techniques and materials for teaching games, relays, and self-testing activities suitable for the needs, abilities, and interest of elementary children.

Academic Affairs

**PED 242 RHYTHMIC ACTIVITIES FOR ELEMENTARY CHILDREN . . . . . 3 credits**

This course is a study of techniques and materials for teaching fundamental movement, creative rhythms, singing games, and folk dances suitable for elementary children.

**PED 299 TOPICS IN PHYSICAL EDUCATION . . . . . 1-5 credits**  
Selected topics in physical education.

**PHYSICS**

**PHY 101 PHYSICAL SCIENCE I . . . . . 3 credits**

This is an introductory course dealing with selected topics from general physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for non-science majors. No credit is given for any student who has successfully completed PHY 231. (Formerly PHY 106)

**PHY 102 PHYSICAL SCIENCE II . . . . . 3 credits**

This is an introductory course dealing with selected topics from general chemistry. Subject matter includes such topics as atoms, molecules, reactions, etc. This course is offered for non-science majors. No credit is given for any student who has successfully completed CHE 101. (Formerly PHY 105)

**PHY 103 PHYSICAL SCIENCE III . . . . . 3 credits**

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

**PHY 211 COLLEGE PHYSICS I . . . . . 4 credits**

This is a non-calculus-based study of the basic laws and principles of mechanics, motion, energy and fluids, with applications. (3 hours lecture-2 hours laboratory) Corequisite: MAT 152 or MAT 190 or ERG 105.

**PHY 212 COLLEGE PHYSICS II . . . . . 4 credits**

This is a non-calculus-based study of the basic laws of harmonic motion, waves, heat and thermodynamics, electricity and magnetism. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 211.

**PHY 213 COLLEGE PHYSICS III . . . . . 4 credits**

This is a non-calculus-based study of the basic laws of light optics, relativity, particles, and introduction to atomic, quantum and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 212.

Academic Affairs

**PHY 231 GENERAL PHYSICS I . . . . . 4 credits**

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

**PHY 232 GENERAL PHYSICS II . . . . . 4 credits**

This is a continuation of PHY 231. Subjects covered include heat, thermodynamics, electricity and magnetism. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 231 or ERG 111 and 112. (Formerly PHY 202)

**PHY 233 GENERAL PHYSICS III . . . . . 4 credits**

This is a continuation of PHY 232. Subjects covered include waves, optics, atomic and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 232. (Formerly PHY 203)

**PHY 299 TOPICS IN PHYSICS . . . . . 1-5 credits**

Selected topics in physics.

**POLITICAL SCIENCE**

**POL 111 INTRODUCTION TO AMERICAN GOVERNMENT . . . . . 3 credits**

This is an introduction to the basic concepts and theories of government and a comparison of governments in the modern world with special emphasis on constitutional principles of the government of the United States.

**POL 112 UNITED STATES NATIONAL GOVERNMENT . . . . . 3 credits**

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

**POL 113 U.S. STATE AND LOCAL GOVERNMENT . . . . . 3 credits**

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

**POL 290 PUBLIC ADMINISTRATION . . . . . 3 credits**

This course is an introduction to the principles of public administration as they apply to all levels of government and can be of value to students interested in government service, pre-law, economics, business, teaching, or a general education.

**POL 299 TOPICS IN POLITICAL SCIENCE . . . . . 1-5 credits**

Selected topics in political science.

Academic Affairs

PSYCHOLOGY

PSY 110 PSYCHOLOGY OF HUMAN RELATIONSHIPS . . . . . 3 credits

This is a course designed to introduce the student to factors in human interactions which contribute to understanding of self and others. (Formerly PSY 121)

PSY 131 GENERAL PSYCHOLOGY I . . . . . 3 credits

This is an introductory course in psychology emphasizing methods of research findings and interpretation. Included will be behavioral inheritance, principles of learning, biological foundations of behavior and thinking. (Formerly PSY 122)

PSY 132 GENERAL PSYCHOLOGY II . . . . . 3 credits

A continuation of PSY 131, this course will include topics such as perception, motivation, emotion, personality and behavior disorders. Prerequisite: PSY 131 or permission of the Director of Division of Liberal Arts. (Formerly PSY 123)

PSY 133 GENERAL PSYCHOLOGY III . . . . . 3 credits

A continuation of PSY 132, this course will include topics such as measurement and testing, human development, and social psychology. Prerequisite: PSY 132 or permission of the Director of Division of Liberal Arts.

PSY 211 EDUCATIONAL PSYCHOLOGY . . . . . 3 credits

This course is an examination and application of psychological principles in classroom learning and teaching.

PSY 212 CHILD PSYCHOLOGY . . . . . 3 credits

This is a study of the development of behavior in infancy and childhood, including a survey of the factors which influence various kinds of behavior, physical, intellectual, social, emotional, and language development in the normal child. Prerequisites: PSY 131, PSY 132, PSY 133 or permission of the Director of the Division of Liberal Arts.

PSY 213 INTRODUCTION TO MENTAL HEALTH . . . . . 3 credits

This course is a study of mental health as applied to personal adjustments, solutions of conflicts, fears, and personality difficulties. The theories of adjustment, defense mechanisms, and personality evaluation are studied as they relate to mental health. Prerequisite: Six hours of psychology. (Formerly PSY 221)

PSY 290 ABNORMAL PSYCHOLOGY . . . . . 3 credits

This is a study of the concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include neurosis, psychosis, personality disorders, and psychotherapy. Prerequisite: Nine hours of psychology or permission of the Director of Division of Liberal Arts.

PSY 299 TOPICS IN PSYCHOLOGY . . . . . 1-5 credits

Selected topics in psychology.

Academic Affairs

REAL ESTATE

RES 201 REAL ESTATE PRINCIPLES I . . . . . 3 credits

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

RES 202 REAL ESTATE PRINCIPLES II . . . . . 3 credits

This course is a continuation of RES 201 with additional emphasis on basic laws and principles of Tennessee real estate and can be of assistance to those preparing for the real estate salesman license examination.

RES 211 LEGAL ASPECTS OF REAL ESTATE I . . . . . 3 credits

This course is a study of Tennessee real estate law, including rights incident to property ownerships and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions, and applies toward educational requirement of a broker's examination.

RES 212 LEGAL ASPECTS OF REAL ESTATE II . . . . . 3 credits

This course is a continuation of RES 211 with additional emphasis on Tennessee real estate law and applies toward educational requirements of a broker's examination.

RES 223 REAL ESTATE APPRAISAL . . . . . 3 credits

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

RES 243 REAL ESTATE FINANCE . . . . . 3 credits

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

RES 299 TOPICS IN REAL ESTATE . . . . . 1-5 credits

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

RELIGION

REL 111 SURVEY OF THE OLD TESTAMENT . . . . . 3 credits

This course is an investigation of the literature of the Old Testament and the Hebrew nation that produced and preserved it.

REL 112 SURVEY OF THE NEW TESTAMENT . . . . . 3 credits

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

REL 113 LIFE OF CHRIST . . . . . 3 credits

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

REL 211 INTRODUCTION TO THE BIBLE . . . . . 3 credits

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

REL 212 INTRODUCTION TO RELIGION . . . . . 3 credits

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

REL 213 MAJOR WORLD RELIGIONS . . . . . 3 credits

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

REL 220 RELIGION IN AMERICAN LIFE . . . . . 3 credits

This course is a study of the American religious phenomena, including the present role and status of religion, religion on the frontier, the fundamentalist-modernist controversy, the social gospel, sects and cults.

REL 299 TOPICS IN RELIGION . . . . . 1-5 credits

Selected topics in religion.

SECRETARIAL SCIENCE

SST 101 BEGINNING TYPEWRITING . . . . . 3 credits

This course includes the development of techniques in touch typewriting and the introduction of keyboard and machine parts with emphasis on speed building and the typing of memos, personal and business letters, centering, and simple tabulations. Credit is not allowed for students who have successfully completed SST 102 and/or 103. This course cannot be challenged if SST 102 and/or 103 are required as a degree requirement. If student has had the equivalent, an elective may be substituted for this course. (5 hours per week-lecture and laboratory)

SST 102 INTERMEDIATE TYPEWRITING . . . . . 3 credits

This course is continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing tabulations, manuscripts, and business correspondence. (5 hours per week-lecture and laboratory) Prerequisite: SST 101 or equivalent.

SST 103 ADVANCED TYPEWRITING . . . . . 3 credits

This course is continued emphasis on speed and accuracy building along with production speed building. All kinds of typed correspondence studied will be reviewed, and business forms will be introduced. (5 hours per week-lecture and laboratory) Prerequisite: SST 102 or equivalent.

SST 111 BEGINNING SHORTHAND . . . . . 4 credits

This course includes the theory of Gregg Shorthand, Diamond Jubilee Series, with emphasis on reading and writing shorthand from textbook, homework notes, dictation, and the development of dictation and longhand transcription abilities. Credit is not allowed for students who have successfully completed SST 112 and/or 113. This course cannot be challenged if SST 112 and/or 113 are required as degree requirement. If student has had the equivalent, an elective may be substituted for this course. (4 hours lecture-1 hour laboratory)

SST 112 INTERMEDIATE SHORTHAND . . . . . 4 credits

This course includes 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. (4 hours lecture-1 hour laboratory) Prerequisite: SST 111 or equivalent.

SST 113 ADVANCED SHORTHAND . . . . . 4 credits

This course includes continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. (4 hours lecture-1 hour laboratory) Prerequisite: SST 112 or equivalent.

Academic Affairs

SST 114 SHORTHAND TRANSCRIPTION . . . . . 3 credits

This course includes improvement of ability to take dictation and transcribe available copy with emphasis on the development of job competency. (3 hours lecture-1 hour laboratory) Prerequisite: SST 113 or equivalent.

SST 201 TECHNICAL TYPEWRITING . . . . . 3 credits

This course is a continuation of speed building, accuracy building, and production speed building with emphasis on more complex manuscripts, business correspondence, tables, business forms, executive, and legal typing. It is recommended that students complete one year of college typewriting before taking this course. (5 hours per week-lecture and laboratory)

SST 203 OFFICE MANAGEMENT . . . . . 3 credits

This course is an introductory study of office organization and functions; office layout and equipment; the selection, training and supervision of office personnel; office automation; planning, organizing and controlling office services. This course is designed for the student who wants to become an executive secretary and/or administrative assistant. (Sophomores only or permission of the Director of Division of Career Education.)

SST 213 OFFICE PROCEDURES I . . . . . 3 credits

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

SST 214 OFFICE PROCEDURES II . . . . . 3 credits

This course includes units of special areas of office work such as filing, legal and financial aspects, travel and conference arrangements, collection and presentation of business data, job application and interviews.

SST 215 OFFICE PROCEDURES III . . . . . 3 credits

This course includes emphasis on development of skill in using proportional spacing typewriter, spirit duplicator, mimeograph, mimeoscope, transcribing machines, and the preparation of masters for duplication. Prerequisite: SST 102 or equivalent.

SST 220 OFFICE SIMULATION . . . . . 3 credits

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

Academic Affairs

SST 221 RECORDS MANAGEMENT . . . . . 3 credits

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

SST 299 TOPICS IN SECRETARIAL SCIENCE . . . . . 1-5 credits

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

SOCIOLOGY

SOC 211 INTRODUCTION TO SOCIOLOGY . . . . . 3 credits

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

SOC 212 SOCIAL INSTITUTIONS . . . . . 3 credits

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

SOC 213 SOCIAL PROBLEMS . . . . . 3 credits

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

SOC 220 COURTSHIP, MARRIAGE, AND THE MODERN FAMILY . . . . . 3 credits

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

**Academic Affairs**

**SOC 257 INTRODUCTION TO SOCIAL WELFARE . . . . . 4 credits**

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

**SOC 299 TOPICS IN SOCIOLOGY . . . . . 1-5 credits**

Selected topics in sociology.

**SPANISH**

**SPA 101 BEGINNING SPANISH I . . . . . 3 credits**

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

**SPA 102 BEGINNING SPANISH II . . . . . 3 credits**

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

**SPA 103 BEGINNING SPANISH III . . . . . 3 credits**

This is study of the Spanish grammar continued with more intensive reading concerning the culture of Spain.

**SPA 201 INTERMEDIATE SPANISH I . . . . . 3 credits**

This course is an intermediate grammar course with readings in Spanish civilization. (Laboratory sessions arranged individually for all students.)

**SPA 202 INTERMEDIATE SPANISH II . . . . . 3 credits**

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

**SPA 203 INTERMEDIATE SPANISH III . . . . . 3 credits**

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

**SPA 299 TOPICS IN SPANISH . . . . . 1-5 credits**

Selected topics in Spanish.



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Mr. William Preston	.Director of Maintenance and Operations
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Mrs. Martha Scarbrough	.Assistant to the Dean of the College
Mr. Monty Thomas	.Director of Division of Career Education
Mr. John Scarbrough	.Director of Division of Continuing Education and Evening Instruction
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Mr. Charles Lea	.Director of Student Services
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Mrs. Floy Allen	.College Nurse
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Mr. Stanley Pearson	.Director of Public Information and Field Services

## STATE BOARD OF REGENTS

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Mr. Patrick W. Prill (Student Member)	.Memphis

## FACULTY AND ADMINISTRATION

Barber, Mary	.Assistant Professor, Nursing B.S.N., 1958, State University of New York; M.A., 1974, George Peabody College; Motlow position, 1976.
Bean, Dennis	.Associate Professor, Computer Science B.S., 1968, Tennessee Technological University; M.S., 1973, Tennessee Technological University; Ed.S., 1976, Middle Tennessee State University; Motlow position, 1973.
Bradley, Michael R.	.Associate Professor, Social Science B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post-Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment For the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Motlow position, 1970.
Broussard, William F.	.Assistant Business Manager, Facilities Coordinator B.S., 1955, Louisiana State University; M.B.A., 1971, Kent State University, Motlow position, 1979.
Butler, Margaret S.	.Associate Professor, English B.S., 1968, Middle Tennessee State University; M.A., 1971, Middle Tennessee State University; Ph.D., 1980, Indiana University of Pennsylvania; Motlow position, 1971.
Camp, Hershel L.	.Assistant Professor, Accounting B.S.E.E., 1962, Tennessee Technological University; M.B.A., 1970, University of Alabama; Additional Graduate Study, University of Tennessee; Motlow position, 1977.
Campbell, Jessie	.Coordinator of Guidance and Testing B.S., 1962, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Motlow position, 1975.
Cheatham, C. Donald	.Professor, Political Science A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia; Ed.D., 1969, University of Georgia; Post-Doctoral Study, Research Grant, National Endowment for the Humanities, Duke University, 1975; Motlow position, 1970.
Clark, Stephen K.	.Instructor, English B.A., 1968, University of Alabama; M.A., 1972, West Georgia College; Motlow position, 1979.
Collins, Ruth	.Assistant Professor, English B.A., 1960, Wheaton College; M.A., 1974, University of Texas at Austin; Additional Graduate Study, Middle Tennessee State University, George Peabody College; Motlow position, 1977.
Crites, Jerry K.	.Director of Admissions and Records B.S., 1969, Murray State University; M.A., 1970, Murray State University; D.A., 1975, Middle Tennessee State University; Motlow position, 1976.



## FACULTY AND ADMINISTRATION

- Darden, Don J. . . . . Instructor, Education  
Director, Division of the Industrial and Business Institute  
B.S., 1967, Middle Tennessee State University; M.P.A., 1976, The University  
of Tennessee; Motlow position, 1979.
- Daves, B. Joseph . . . . . Associate Professor, Health and Physical Education  
Athletic Director  
A.A., 1959, Coffeyville College; B.S., 1964, Austin Peay State University;  
M.A., 1969, Austin Peay State University; Additional Graduate Study, Middle  
Tennessee State University; Motlow position, 1969.
- Edwards, Doris S. . . . . Instructor, Mathematics  
B.A., 1955, Huntingdon College; M.S.T., 1972, Middle Tennessee State Uni-  
versity; Additional Graduate Study, Middle Tennessee State University;  
Motlow position, 1979.
- Evans, Doris A. . . . . Dean of Business and Management  
B.S., 1966, Middle Tennessee State University; Graduate Study, University of  
Tennessee - Nashville; Motlow position, 1978.
- Gentry, Ralph E. . . . . Director, Computer Center  
B.B.A., 1975, University of Georgia; Motlow position, 1977.
- Gilmore, Janice. . . . . Instructor, Nursing  
A.D.N., 1975, St. Petersburg Junior College; B.S.N., 1978, University of  
Alabama; Motlow position, 1978.
- Glass, Frank. . . . . Associate Professor, Education  
Dean of the College  
B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee  
State University; D.A., 1973, Middle Tennessee State University; Motlow  
position, 1975.
- Gordon, Jean T. . . . . Instructor, Education  
Assistant Director, Library  
B.S., 1976, Tennessee Technological University; Additional Graduate Study,  
George Peabody College and Tennessee Technological University; Motlow  
position, 1980.
- Gross, Richard H. . . . . Associate Professor, Biology  
A.A., 1961, Palm Beach Junior College; B.S.E., 1963, University of Florida;  
M.Ag., 1964, University of Florida; Additional Graduate Study, Florida At-  
lantic University and Colorado State University; Motlow position, 1977.
- Hale, Margaret . . . . . Instructor, Nursing  
Assistant Director of Nursing  
B.S., 1964, University of Tennessee; M.S.N., 1980, Vanderbilt University;  
Motlow position, 1979.

## FACULTY AND ADMINISTRATION

- Harder, Janice. . . . . Instructor, Secretarial Science  
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, Memphis State  
University; Additional Graduate Study, Memphis State University; Motlow  
position, 1978.
- Harder, Ward D. . . . . Associate Professor, Accounting  
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennes-  
see State University; C.P.A., Tennessee; Additional Graduate Study, Univer-  
sity of Arkansas; Motlow position, 1976.
- Hasty, Linda H. . . . . Instructor, Secretarial Science  
B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennes-  
see State University; Additional Graduate Study, Middle Tennessee State  
University; Motlow position, 1978.
- Hendrickson, Timothy . . . . . Assistant Professor, English  
B.A., 1968, Murray State University; M.A.C.T., 1974, Murray State Univer-  
sity; S.C.T., 1974, Murray State University; Additional Graduate Study,  
Middle State University; Motlow position, 1974.
- Hurley, Charles A. . . . . Business Manager  
B.S., 1973, University of Tennessee; M.B.A., 1978, University of Tennessee;  
C.P.A., Tennessee; Motlow position, 1978.
- Huskey, Alice K. . . . . Associate Professor, Secretarial Science  
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State Univer-  
sity; Additional Graduate Study, Middle Tennessee State University; Motlow  
position, 1970.
- Johnson, Henry E. . . . . Associate Professor, Chemistry  
B.S., 1961, Florence State University; M.S., 1967, University of Mississippi;  
Additional Graduate Study, University of Mississippi; Motlow position, 1970.
- Jones, Frances . . . . . Director of Student Financial Aid  
A.S., 1975, Motlow State Community College; Motlow position, 1975.
- Jordan, Patricia W. . . . . Instructor, Nursing  
B.S.N., 1975, University of North Carolina; Motlow position, 1976.
- Koss, Jacqueline . . . . . Instructor, Health and Physical Education  
Women's Basketball Coach  
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida;  
Motlow position, 1976.
- Kribs, Richard A. . . . . Associate Professor, Psychology  
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan  
University; Additional Graduate Study, Middle Tennessee State University;  
Motlow position, 1971.

## FACULTY AND ADMINISTRATION

- Lea, Charles L. . . . . Director of Student Services  
B.S., 1972, Middle Tennessee State University; M.A.T., 1974, Middle Tennessee State University; Motlow position, 1976.
- Little, Nancy G. . . . . Instructor, English  
B.A., 1961, Agnes Scott College; M.A., 1979, Middle Tennessee State University; Additional Graduate Study, Duke University; Motlow position, 1979.
- Long, Bryan H. . . . . Instructor, Mathematics/Physics  
B.S., 1973, Middle Tennessee State University; M.S., 1976, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, University of Tennessee Space Institute; Motlow position, 1978.
- Madden, Edna P. . . . . Instructor, English  
A.B., 1943, Blue Mountain College; M.R.E., 1946, Southwestern Baptist Theological Seminary; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1978.
- Majors, William R. . . . . Professor, History  
B.S., 1951, Bethel College; M.A., 1954, George Peabody College for Teachers; Ed.S., 1957, George Peabody College for Teachers; Ph.D., 1967, University of Georgia; Post-Doctoral Study, Research Grant, National Endowment for Humanities, University of Washington, 1973; Motlow position, 1969.
- McCalla, Carr . . . . . Instructor, Health and Physical Education  
Men's Basketball Coach  
B.S., 1975, University of Tennessee; M.S., 1976, University of Tennessee; Motlow position, 1979.
- Moffitt, Orvil L. . . . . Associate Professor, Music  
B.S., 1941, George Peabody College for Teachers; M.A., 1944, George Peabody College for Teachers; Additional Graduate Study, George Peabody College for Teachers; Motlow position, 1969.
- Moore, Jack L. . . . . Associate Professor, Art  
B.F.A., 1956, University of Alabama; M.A., 1964, University of Alabama; Additional Graduate Study, Wichita State University, Middle Tennessee State University; Motlow position, 1969.
- Murphree, Janie E. . . . . Assistant Professor, Education  
Director, Library-Learning Resources Center  
A.A., 1962, Martin College; B.A., 1964, Vanderbilt University; M.L.S., 1968, Peabody Library School; Motlow position, 1980.
- Overall, Martha . . . . . Assistant Professor, Psychology  
B.S., 1953, University of Kentucky; M.Ed., 1970, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1971.

## FACULTY AND ADMINISTRATION

- Pearson, Stanley N. . . . . Director, Public Information and Field Services  
B.S., 1969, Middle Tennessee State University; M.A.T., 1972, Middle Tennessee State University; Motlow position, 1972.
- Potts, Eula F. . . . . Instructor, Nursing  
R.N., 1963, Midstate Baptist School of Nursing; B.S., 1973, Middle Tennessee State University; M.S.N., 1977, Vanderbilt University; Motlow position, 1978.
- Reavis, Jackie . . . . . Assistant Professor, Health and Physical Education  
Baseball Coach  
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- Reeder, Robert E. . . . . Instructor, Biology  
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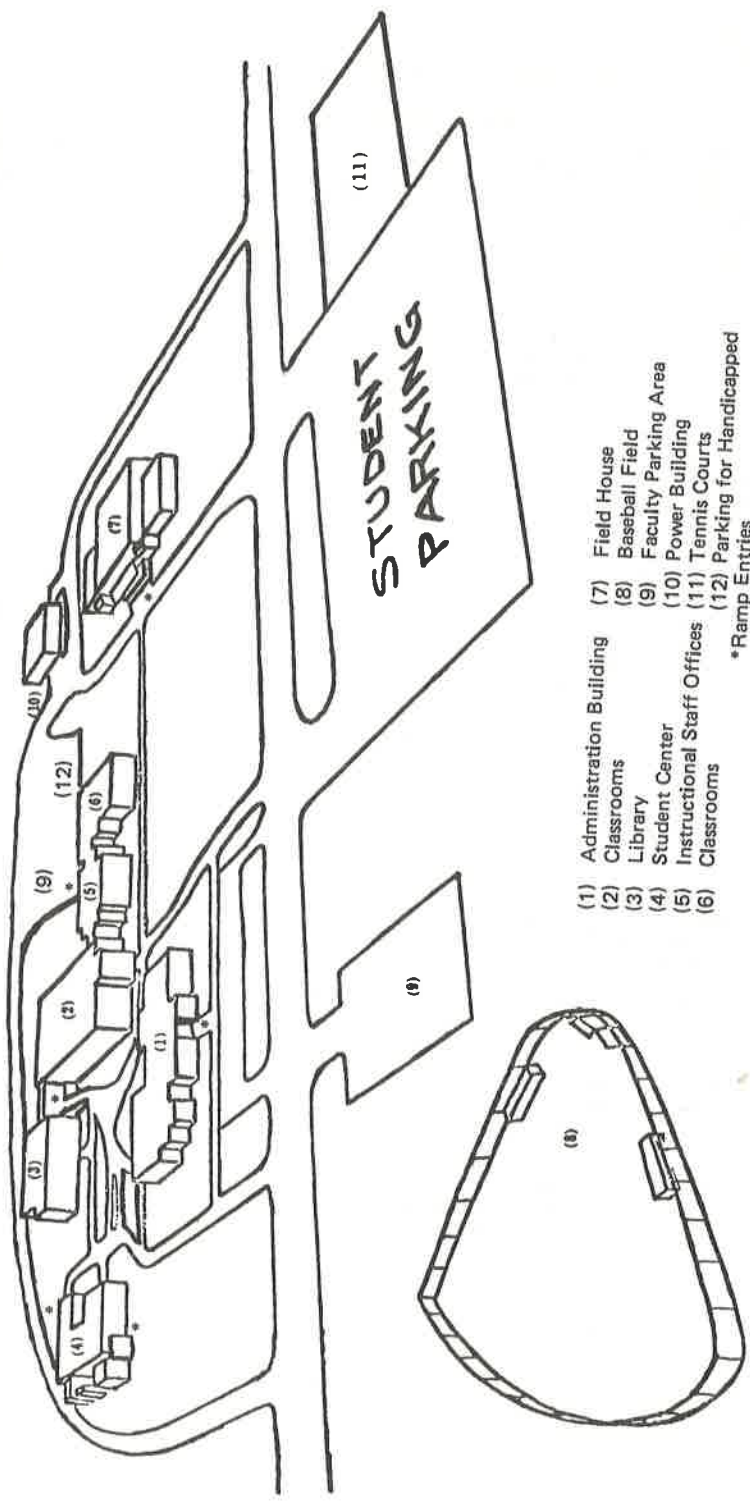
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MOTLOW STATE COMMUNITY COLLEGE



- (1) Administration Building
  - (2) Classrooms
  - (3) Library
  - (4) Student Center
  - (5) Instructional Staff Offices
  - (6) Classrooms
  - (7) Field House
  - (8) Baseball Field
  - (9) Faculty Parking Area
  - (10) Power Building
  - (11) Tennis Courts
  - (12) Parking for Handicapped
- \* Ramp Entries

# **Motlow State** Community College

Tullahoma, TN 37388

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