



Mottow State
Community College

1969

1989

ACADEMIC
EXCELLENCE

20
years

COMMUNITY
SERVICE

1989-90

Catalog - Student Handbook

INFORMATION DIRECTORY

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MCMINNVILLE 615-668-7010

TOLL FREE NUMBER 1-800-654-4877

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Tullahoma, TN 37388-8100

Academic Assessment Director of Rem/Dev Studies, EXT 302
Academic Bowl Associate Dean of Liberal Arts, EXT 253
Academic Programs Dean of Academic Affairs, EXT 210
ACT Testing Coordinator of Guidance and Testing, EXT 319
Allied Health Majors Associate Dean of Career Education, EXT 241
Applications, Admissions Director of Admissions and Records, EXT 215
Athletic Program Director of Athletics, EXT 300
Bookstore Follett, EXT 257
Business Office Comptroller, EXT 220
Career Education Programs . . . Associate Dean of Career Education, EXT 241
Career Planning/Placement Coordinator of Career Planning, EXT 319
Catalog & Student Handbook . . Director of Admissions & Records, EXT 215
Computer Services Director of Computer Services, EXT 316
Continuing Education . . . Associate Dean of Continuing Education, EXT 227
Cooperative Education Coordinator of Cooperative Education, EXT 319
Counseling and Guidance Coordinator of Guidance and Testing, EXT 319
Development/Fund Raising Director of Development, EXT 314
Evening Classes Associate Dean of Continuing Education, EXT 227
Fees and Expenses Comptroller, EXT 220
Financial Aid Director of Financial Aid, EXT 204
GED Testing Coordinator of Guidance and Testing, EXT 319
Handicapped Student Support Services College Nurse, EXT 209
Health Services College Nurse, EXT 209
Honors Program Associate Dean of Liberal Arts, EXT 253
Industrial and Business Institute Director of IBI, EXT 251
Information & Public Relations Director, Public Information, EXT 213
Job Placement Services Coordinator of Job Placement, EXT 319
Job Training Partnership Act Director, Job Training, 455-9596
Learning Center (Library) . . . Associate Dean of the Learning Center, EXT 307
Liberal Arts Programs Associate Dean of Liberal Arts, EXT 252
Maintenance and Security Director of Maintenance, EXT 255
Nursing Program Director of Nursing Education, EXT 242
Off-Campus Classes Associate Dean of Continuing Education, EXT 227
Out-of-State Students Director of Admissions and Records, EXT 215
Personnel Director of Human Resources, EXT 248
Placement Assessment (Testing) Director of Rem/Dev Studies, EXT 302
Pre-Freshman Program Director of Admissions and Records, EXT 215
Registration Director of Admissions and Records, EXT 215
Schedule of Classes Director of Admissions and Records, EXT 215
Scholarships Director of Financial Aid, EXT 204
Student Activities Dean, Student Services & Inst. Adv., EXT 207
Testing Services Coordinator of Guidance and Testing, EXT 319
Transfer Students Director of Admissions and Records, EXT 215
Workshops, Institutes, Seminars-Business Director of IBI, EXT 251

MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE



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

Volume 17-Number 1

May, 1989

MOTLOW STATE COMMUNITY COLLEGE IS ACCREDITED BY THE COMMISSION ON COLLEGES OF THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS TO AWARD THE LEVEL I ASSOCIATE DEGREE.

OTHER ACCREDITATIONS

**National League for Nursing
Tennessee State Board for Vocational Education
Tennessee State Board of Nursing**

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**American Association for Higher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Community and Junior Colleges
National Association for Collegiate Directors of Athletics
National Association of College and University Business Officers
National Association of Student Financial Aid Administrators
National Association of Student Personnel Administrators
National Collegiate Honors Council
National Council for Marketing and Public Relations
National Council for Resource Development
National Council of Instructional Administrators
National Institute for Staff and Organizational Development
National Junior College Athletic Association
National League for Nursing
Southern Association of Colleges and Schools
Southern Association of College and University Business Officers
Southern Association of Community and Junior Colleges
Southern Association of Student Financial Aid Administrators
Tennessee Alliance for Continuing Higher Education
Tennessee Association of Collegiate Registrars and Admissions Officers
Tennessee Association of Institutional Research
Tennessee Association of Student Financial Aid Administrators
Tennessee College Association
Tennessee College Public Relations Association
Tennessee Junior and Community College Athletic Association**

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 AND IS COMMITTED TO EDUCATION OF A NON-RACIALLY IDENTIFIABLE STUDENT BODY.

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A NOTE TO VISITORS

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

1989

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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. Contact the Office of Admissions and Records to verify calendar dates for each term.

FALL SEMESTER 1989

Registration	August 21, 22
Classes Begin	August 24
Last Day to Register or Add Courses.	August 30
Last Day to be Deleted from Roll.	September 6
Holiday, Labor Day (campus closed).	September 4
Last Day to Drop Classes and Receive a "W"	October 5
Midterm Examinations.	October 12-18
Last Day to Drop Classes with "WP" or "WF" Option	October 26
Holidays, Thanksgiving (campus closed).	November 23-25
Final Examinations	December 9, 11-14

SPRING SEMESTER 1990

Registration	January 8, 9
Classes Begin	January 11
Holiday, Martin Luther King Day (campus closed).	January 15
Last Day to Register or Add Courses.	January 17
Last Day to be Deleted from Roll.	January 24
Intent to Graduate Forms Due.	February 15
Last Day to Drop Classes and Receive a "W"	February 22
Midterm Examinations.	March 1-7
Spring Break.	March 12-17
Last Day to Drop Classes with "WP" or "WF" Option	March 22
Final Examinations	May 3, 5, 7, 8, 9,
Commencement	May 12

SUMMER SEMESTER 1990

Registration for all Terms	May 31
Full Term Classes Begin	June 4
Last Day to Add Full Term Classes	June 8
Final Exams Full Term.	August 10
1st Half Classes Begin.	June 4
Last Day to Add 1st Half Classes	June 6
Final Exams 1st Half	July 6
2nd Half Classes Begin	July 10
Last Day to Add 2nd Half Classes.	July 12
Final Exams 2nd Half.	August 10
Holiday, Independence Day (campus closed)	July 4

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 course offerings and requirements of Motlow State Community College are continually under examination and revision. This catalog presents the offerings and requirements in effect at the time of publication but is no guarantee that they will not be changed or revoked. However, adequate and reasonable notice will be given to students affected by any changes. This catalog is not intended to state contractual terms and does not constitute a contract between the student and the institution.

Current information may be obtained from the following sources:

Admission Requirements	-	Office of Admissions and Records
Course Offerings	-	Office of Academic Affairs
Degree Requirements	-	Office of Academic Affairs
Fees and Tuition	-	Business Office

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 College, are trained and qualified for teaching at the college level. However, the acquisition of knowledge by any student is also contingent upon the student's desire to learn and his or her application of appropriate study techniques to any course or program. The institution does not warrant or represent that any student who completes a course or program of study will necessarily acquire any specific skills or knowledge or will be able to successfully pass or complete any specific examination for any course, degree, or license.



**AN INTRODUCTION TO
MOTLOW STATE
COMMUNITY
COLLEGE**

Location

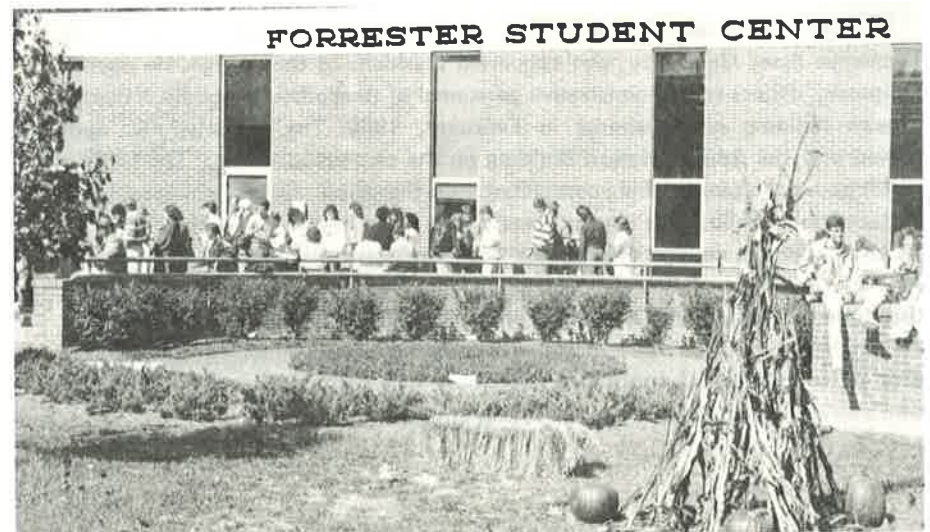
History

Mission

Job Training Program

Lead Institution

**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. Since that time, an Allied Health Linkage program with the University of Alabama in Birmingham as well as other new career programs 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.

In 1984 Motlow's service area was expanded from seven to eleven counties, and Motlow assumed the lead institution role for identifying the educational and training needs of its area. In that same year, a major campus expansion project was implemented including major renovation of the Student Center, renovation of the maintenance complex, and construction of a new building. The new facility provides a 280-seat theatre/auditorium, instructional support areas for nursing and engineering, and an office complex for the Career Education division.

In May, 1986, Dr. Wagner resigned to become President of Chattanooga State Technical Community College; and Dr. Wade Powers, Dean of the College at Volunteer State Community College, Gallatin, Tennessee, became interim president.

In April, 1987, Dr. A. Frank Glass, academic dean since 1975, became the third president of the College. Credit and non-credit courses, seminars, and workshops drew increased enrollment over the 1987-88, 1988-89 period.

Activities funded by a 1.6 million dollar Title III grant strengthened the student academic advisement system and provided for acquisition of state-of-the-art equipment for a model Computer Integrated Manufacturing Center. Related activities of the College's Center for Information Systems, funded through the State Board of Regents' Centers' of Emphasis program, resulted in program revisions, increased faculty/staff development activities, and linkages with area businesses and industries.

Construction of a 14,000 square foot instructional facility in McMinnville was completed for opening in the fall, 1988; and an expanded day and evening program was delivered at the facility in 1988-89. The College expanded its evening program in Fayetteville and initiated a day instructional program there in the fall, 1988.



MISSION

Motlow State Community College, a two-year, open-door institution, embraces a comprehensive concept. It is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Level I associate degree. The Associate of Arts, Associate of Science, and the Associate of Applied Science degrees are awarded. The College is authorized to award academic and technical certificates of credit in career areas for students interested in seeking immediate employment skills. In addition to offering credit and non-credit courses in liberal arts and career education, the College also serves as lead institution for three area vocational-technical schools and is the administrative entity for the Job Training Partnership Act in Service Delivery Area Number 10. The College's Industrial and Business Institute provides educational and training needs for the community work force. Because of the comprehensive nature of Motlow's course offerings, the College serves both traditional and non-traditional student populations.

Located in a rural setting, the College is traditionally academic and social and offers a broad range of programs to students with varied backgrounds. The programs are three-fold: (1) to serve students who plan to transfer to four-year institutions; (2) to serve students who plan to pursue career opportunities through formal education beyond high school; and (3) to serve the community through a continuing education program. Developmental courses are provided for students who need to reach a minimum competency level to be successful in collegiate work. The honors program, designed to challenge the academically talented students, is composed of courses that transfer to four-year institutions. Further enhancement is provided through monthly honors seminars and co-curricular events that are inter-disciplinary.

In seeking to fulfill its mission, the College has established the following priorities:

- * produce graduates who have demonstrated mastery of basic and academic skills and can serve as functional and learned citizens in the communities where they reside;
- * contribute to the economic stability and development of the service area by assessing the employment needs of the private, public, and service sectors and producing graduates who have demonstrated acceptable competencies in a major field of study to become effective employees in a competitive work environment;
- * improve the access to older students, working adults, and minorities by providing instructional programs convenient to their residence and work schedules at on- and off-campus teaching sites;
- * provide short- or long-term training in credit or non-credit programs to meet changing technical or operational needs of area businesses and industries; and
- * provide a variety of support services to enhance the effectiveness of instructional programs and activities.

A faculty that is dedicated to teaching excellence is one of the College's most valuable assets. The educational credentials and work experience of the faculty exceed the regional and national averages for community colleges. The faculty's primary functions are teaching and academic advising of students. Subject matter is to be taught effectively, with no abridgement of academic freedom, and with an adherence to the responsibilities concomitant with that freedom. Research and publication are encouraged but are of secondary importance to instruction and advisement.

Various physical resources support the College's priorities. Through the use of computer facilities, from micros to mainframe, the College attempts to meet required academic literacy and general interest needs. The Learning Center serves the College's academic program and the community by providing access to a large collection of books, periodicals, audio-visual materials, and an on-line computer data bank. Well-equipped developmental centers staffed by instructor/technicians are provided for students.

The College has identified means to improve responsibilities to constituencies. Career education programs are developed in conjunction with the Lead Institution Job Coordination Plan to enable graduates to become highly marketable. To better assure quality employability, minimal exit level competency-based performance tests are administered in all career education programs.

Serving the Educational needs of older students, working adults, and minorities is of paramount importance. An office has been identified to oversee special support services for these students. Orientation sessions are provided at each registration period; and specialized courses, both on and off campus, are conveniently scheduled. Advisement workshops held during orientation and during the term address needs unique to these students.

The College's leadership seeks diversity in the decision-making process. Collegiality and shared authority are demonstrated through the contributory roles of an Administrative Council, Faculty Council, Support Staff Council, and Student Government Association. Students influence the governance of the institution through membership on each standing campus committee, and advisory groups composed of community and industrial representatives participate in the planning process. The combined expertise and effort of College and community contribute to the positive and vital impact of Motlow State Community College on the growth and development of its service area.

JOB TRAINING PROGRAM

The Job Training Partnership ACT (JTPA) was established in October, 1982, for the purpose of providing training and employment for economically disadvantaged and unemployed persons. Motlow College was designated as the administrative entity and grant recipient in July, 1983, for service delivery area 10. The area includes Bedford, Coffee, Franklin, Lincoln, Moore and Rutherford counties. A significant shift in former federal manpower programs, the Job Training Program stresses quality training resulting in placement in the private sector.

The program receives policy guidance from a duly appointed Private Industry Council (PIC). The majority of Council members are private business and industry representatives. In addition to the Council, all county executives and mayors of incorporated cities in the area comprise a Consortium of Local Elected Officials (CLEO) which must review and approve the Council's action. Through the Council (PIC) and Consortium (CLEO), policy guidance and program oversight are maintained. The primary components of JTPA include basic employability training, classroom training, on-the-job training, dislocated worker training, and a variety of locally designed youth programs.

All services provided under the Job Training Program are offered without cost to eligible participants. An eligibility certification site is located in each of the six counties of SDA 10. After certification, eligible participants will be referred to one of six training sites for assessment and counseling. When it is determined that an individual can benefit from the program, he or she will be enrolled into the proper training program. The emphasis of the program is on quality training. Hourly stipends will not be paid. Participants may, however, qualify for transportation, child care assistance, or limited work experience.

BASIC EMPLOYABILITY TRAINING PROGRAM (including Basic Skills)

The Basic Employability Training Program is designed to provide counseling and classroom training in basic and pre-employment skills for JTPA participants. Training activities include basic skills, job preparation and orientation, job search, and placement for job-ready individuals.

CLASSROOM TRAINING

Traditional classroom training is provided through the program. General overview components, as well as industry-specific skills training, are available. All classroom training must be geared to demonstrated industry and business needs in the area. Often limited work experience and on-the-job training are combined with classroom training to give the participant both a theoretical and practical application.

ON-THE-JOB TRAINING

On-the-job training provides vocational training for individuals who have the potential to master the required job skills. Participants usually start at entry-level and learn the job fundamentals. This can mean a fair opportunity to gain the valuable work experience record required by most employers. The advantages of on-the-job training are realized when fifty percent of the worker's wages are paid during training to offset the employer's training cost.

Specific on-the-job training will be developed and monitored through the OJT Coordinator. Counseling and additional assistance may be provided as they are needed. Thus, the primary purpose of OJT is to provide the expertise and the means to help willing individuals become skilled productive workers.

YOUTH PROGRAMS

The youth program is composed of two primary components for youth, ages 16 to 21. The Exemplary Youth Program is comprised of in-school dropout prevention, remedial education, and job seeking skills. This also includes recruitment for those youth who have recently quit school. The second component is the Summer Youth Program aimed at youth, ages 14 to 21. Youth, ages 14 to 16, are eligible for a six-week residential experience on a university campus where they receive the combined activities of academic and personal counseling, work experience and cultural enrichment activities. Youth, ages 16-21, can receive career exploration work experience and GED preparation.

INDIVIDUAL REFERRALS TO EXISTING EDUCATIONAL FACILITIES

Through JTPA, program participants may enroll in existing educational programs at Motlow College, Murfreesboro AVTS, McMinnville AVTS, and Shelbyville AVTS. Enrollment at other colleges and universities is possible for career programs of two year's length or less. The Job Training Program pays maintenance fees, books and supplies, transportation, and child care cost.

DISLOCATED WORKER TRAINING

This program is offered to retrain people who have been terminated or laid off by an employer or have received notice of termination resulting from a plant or facility permanently closing. Participants will be provided counseling, training, and assistance in locating a job. Participants do not have to be economically disadvantaged to qualify for program entry.

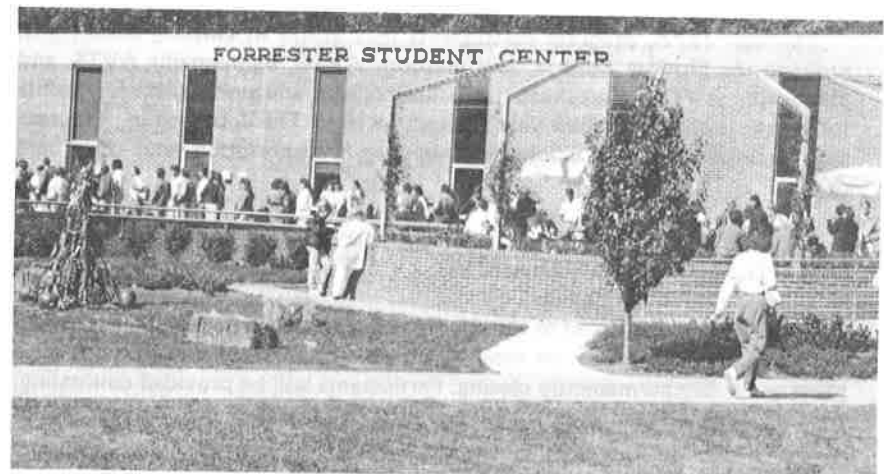
THE ROLE OF THE LEAD INSTITUTION

The lead institution concept, developed by the State Board of Regents, assigns to an institution the responsibility for identifying the appropriate level of sub-baccalaureate education and training needed in an area based upon the area's employment demands. Motlow College has been assigned the lead institution role and is charged with the responsibility of overseeing the development of a cohesive plan for the delivery of vocational, technical, and career programs in its eleven-county service area. Motlow, in its planning efforts, will seek to serve as a catalyst to strengthen the relationship between the area institutions of post-secondary education and business and industry.

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.

It is the policy of Motlow State Community College that a qualified individual will be assigned overall responsibility for equal employment opportunity/affirmative action. This responsibility is currently assigned to the Director of Human Resources. Questions regarding these policies and/or other matters relative to equal employment opportunity/affirmative action should be addressed to the Affirmative Action Officer (Director of Human Resources).





- 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**



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, P. O. Box 88100, Tullahoma, TN 37388-8100.

FINAL ACCEPTANCE

When all admission requirements have been met, the applicant will be sent a letter indicating acceptance for admission. If further action is necessary in order to establish eligibility for admission, the student will be advised.

If any requirement is not completed during the first semester of attendance, the student will not receive a grade report for that semester, the student will not be allowed to register for an additional semester, nor will copies of the student's transcript be released until all admission requirements have been met.

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).

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, take the Nursing Entrance Examination and comply with all provisions of the Academic Assessment Placement Program (AAPP). For information concerning testing dates, contact the Director of Nursing Education. Final selection of successful applicants will be made by a committee composed of the nursing faculty and the Director of Nursing Education.

One class is admitted annually in the fall semester. 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, mathematics, nutrition, and required natural sciences.

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 Student
	Academically Talented/Gifted 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 pursuing a degree or certificate of credit program at Motlow and has never attended college before. 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 indicating the receipt of a regular high school diploma as specified by the Tennessee State Department of Education. A student who received a high school certificate or a diploma of special education or who has graduated from a non-accredited or non-approved high school may be admitted on the basis of GED or ACT scores and high school transcripts. If the General Education Development (GED) examination was taken, 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 is under 21 years of age. (This ACT report is not required of applicants who are 21 years old or older.) 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 \$4.50 fee. The score report is to be sent directly to the Office of Admissions and Records at Motlow.

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. (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 must 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, mathematics, nutrition, and required natural sciences.

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 included on his/her transcript. All transfer grades will be used in computing the cumulative grade point average. A copy of Motlow's evaluation will be mailed to the student as soon as the evaluation is complete. When credit is transferred from an unapproved institution, validation of that credit is necessary. The Director of Admissions and Records is to be contacted for information about the validation procedure.

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 may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will enter on probation.

An appeal must be presented in writing and in duplicate to the Dean of Student Services and Institutional Advancement prior to the last day of the regular registration period as indicated in the official college calendar for the semester which the student wishes to enter. Appeals will be heard by the Committee beginning at 8:30 a.m. on the day before classes begin each semester, including summer. The student should report to the office of the Dean of Student Services and Institutional Advancement in the Student Center. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.

The Dean of Student Services and Institutional Advancement may remove the suspension status for a student when recommended by the Student Affairs Committee.

READMIT STUDENT

A readmit student is a student who has previously taken credit classes at Motlow College. A student who has attended another college or university since last attending Motlow College will re-enter as a transfer student and is subject to admission requirements for transfer students. To be admitted as a readmit student, a person must do the following:

1. Submit a completed Application for Readmission 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.

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 academic 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 semester 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 semester, 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 semester's class schedule. Enrollment for audit may be subject to space available.

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 certificate of credit program. 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 the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education or an official report of a comprehensive GED score of 45 or more
 - b. an official transcript from the last college attended
3. Provide an official ACT report if the applicant is under 21 years of age. ACT scores on the high school transcript are acceptable.

TRANSIENT STUDENT (summer semester only)

A transient student is a student from another institution who takes classes during the summer term 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 at the end of the summer term. Transient students must be eligible to re-enter 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 Readmission 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.

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 one-half the current per-semester-hour maintenance fee rate for each semester hour of enrollment up to a maximum of \$45.00 per semester. 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-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:
 - 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

assessed a service fee of one-half the current per-semester-hour maintenance fee rate for each semester credit hour of enrollment up to a maximum of \$45.00 per semester. 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 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:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education, or
 - b. an official report of a comprehensive GED score of 45 or more, or
 - c. evidence of graduation from a college or university.
4. Provide an official ACT report if applicant is under 21 years of age. ACT scores on the high school transcript are acceptable.

INTERNATIONAL STUDENT

An international student is a student who is a citizen or a permanent resident of a country other than the United States. To be admitted as an international 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. Submit evidence of high school graduation or the equivalent or an official report of a comprehensive GED score of 45 or more or graduation from a college or university.
5. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended. Applicants must furnish transcripts of all secondary school and college level studies accompanied by official English translations. The applicant is responsible for paying any cost for official translation of foreign language transcripts.
6. Provide an official ACT report if the applicant is under 21 years of age. ACT scores on the high school transcript are acceptable.
7. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
8. All international students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes, and failure to submit such certificate shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis

requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.

EARLY ADMISSION

Motlow State Community College provides for admission of select students who are still involved in an educational program in grades 9, 10, 11, and 12. Two categories, pre-freshman and academically talented/gifted, are defined to provide opportunity for early admission.

PRE-FRESHMAN STUDENT

The pre-freshman early admission category is for the student who has completed the junior year in an accredited or approved high school and is still involved in a high school program of study. The following conditions must be met for a student to be eligible for enrollment at Motlow as a pre-freshman student.

1. The junior year has been completed.
2. The cumulative grade average (excluding department grades) beginning with the sophomore year and including all high school work completed at the time of enrollment at MSCC is equivalent to A or B as determined by high school principal or counselor.
3. When a content area in the high school curriculum corresponds to the coursework to be completed at MSCC, the grade average in that content area is equivalent to A or B as determined by high school principal or counselor.
4. The high school principal must approve the student for pre-freshman enrollment and submit a letter of recommendation to the Director of Admissions and Records at MSCC.
5. Provide an official ACT report. ACT scores on the high school transcript are acceptable.

When the above conditions have been met, the prospective pre-freshman student 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 MSCC. If a letter of approval and recommendation from the principal has not been previously submitted, such a letter should accompany the transcript at this time.

Courses taken must be chosen by the student in consultation with his/her high school counselor and a Motlow advisor 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 entrance requirements for regular admission to MSCC.

ACADEMICALLY TALENTED/GIFTED STUDENTS

Chapter 395 of the Public Acts of 1983 specifies as follows:

"Academically talented/gifted students enrolled in grades 9, 10, 11, or 12 in public or private high school in Tennessee may, with the recommendation and approval of the high school principal and appropriate higher education institution personnel, enroll in and receive regular college degree credit from a Tennessee postsecondary institution if such a student has a grade point average equivalent to 3.2 on a 4.0 maximum basis and if such a placement is a part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process."

The following conditions as described in Chapter 395 must be met for a student to be eligible for enrollment at MSCC as an academically talented/gifted student:

1. The student is enrolled in grade 9, 10, 11, or 12. If a student is in the 9th grade, he has completed at least one grading period.
2. The cumulative grade average (excluding department grades) beginning with the ninth grade and including all work completed at the time of enrollment at MSCC is equivalent to 3.2 or more on a 4.0 maximum basis.
3. Enrollment in coursework at MSCC is part of the student's planned Individual Education Program (IEP) as established by the multidisciplinary team process.
4. The high school principal must approve the student for academically talented/gifted enrollment at MSCC and submit a letter of recommendation, a transcript, and a copy of the student's Individual Education Program to the Dean of Academic Affairs. Courses to be taken are to be identified in the IEP.

The school principal will be notified of action taken on the recommendation. If the proposed enrollment is approved by the Dean of Academic Affairs, the prospective student should submit a completed Application for Admission Form and a \$5.00 nonrefundable application fee to the Office of Admissions and Records.

Courses taken must be those courses specifically identified in the student's Individual Education Program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

UNDERGRADUATE ADMISSION REQUIREMENTS

UNIVERSITY BACCALAUREATE PROGRAMS
AND
COMMUNITY COLLEGE TRANSFER PROGRAMS

Effective Fall Term, 1989

BACKGROUND

In December, 1982, the Board of Regents (SBR) of the State University and Community College System endorsed - as part of its review of teacher education - the "basic academic competencies" and "the basic academic subjects" described by the College Board in its Educational EQuality Project. Subsequently, as part of the Comprehensive Education Reform Act of 1984, Tennessee expressed legislative intent that the same College Board document would provide a benchmark for measurable improvement in K-12 instructional programs. Section 99 of that Act states:

SECTION 99. Within five (5) years after passage of this act it is the legislative intent that the instructional program shall be improved to provide measurable improvement in the subjects of Chapter II "The Basic Academic Competencies," Chapter III "Computer Competency: An Emerging Need," and Chapter IV "The Basic Academic Subjects," all as set out in Academic Preparation for College: What Students Need to Know and Be Able to Do, published by the College Board, 888 Seventh Avenue, New York, New York, 10106, 1983.

By its action SBR asserted the position that college-level work should presume the College Board competencies and that admitted students unable to pursue studies at that level are by definition underprepared.

PROFICIENCY IN BASIC ACADEMIC SUBJECTS

For students with the goal of a baccalaureate degree - which includes university students and those in transfer programs at community colleges - SBR asserts that those subject outcomes acquired ideally from high school study fall in six (6) areas: English, the arts, mathematics, science, social studies, and foreign language.

The requirements listed on the next page for SBR universities apply to all students graduating from high school in the Spring 1989 or thereafter and entering an SBR university Fall 1989 or thereafter as freshman applicants for regular admission. Undergraduate transfer applicants for regular admission who are deficient in any of these areas must have college courses that remove the deficiency.

Community colleges will remain open admission institutions admitting all high school graduates. However, Motlow State Community College recommends that students seeking admission to programs at Motlow designed for transfer pursue the high school curriculum required for university admission. Admitted students who have not followed the recommended curriculum will be required to remove the deficiencies with college courses or CLEP examinations in the individual subject areas. These courses may be used to satisfy elective credit but must be completed prior to the awarding of an associate degree designed for transfer to a university.

**HIGH SCHOOL UNITS REQUIRED FOR REGULAR ADMISSION
AT ALL SBR UNIVERSITIES EFFECTIVE FALL 1989**

Beginning with the fall term, 1989, all SBR universities will require that first-time undergraduate freshmen who graduate from high school Spring 1989 and thereafter have the high school subject units listed below for regular admission. All SBR community colleges will recommend, but not require, the same subject units for freshmen admitted to programs designed for transfer to baccalaureate schools. Students admitted without these subjects must remove the deficiencies before receiving an associate degree designed for transfer. The deficiencies may be removed by completing specifically designated courses with a grade of C or better or through achieving satisfactory scores on examination, if applicable. See the following pages for details of courses and examinations.

ENGLISH 4 Required Units

Units in this category must address reading and literature, writing, speaking and listening, and principles concerning the English language. Extensive experience in reading and writing should characterize all courses.

MATHEMATICS 3 Required Units

Units in this category must include Algebra I, Algebra II, and Geometry or an advanced course with Geometry as a major component. Students are recommended to take a fourth unit in computing, advanced mathematics, or statistics. All college freshmen will benefit by having studied mathematics as seniors.

NATURAL AND PHYSICAL SCIENCES 2 Required Units

Units in this category must include mathematical skills, fundamental concepts, and some laboratory and field work. At least one unit must address detailed knowledge in the more traditional fields of biology, chemistry, or physics and must include a laboratory.

SOCIAL STUDIES 2 Required Units

Units in this category may include history, government, geography, economics, sociology, psychology, or anthropology. One unit in U.S. History is required.

FOREIGN LANGUAGE 2 Required Units

Two units in a single foreign language are required in this category. One additional unit in this category is recommended.

One unit is one year of high school study of a given subject. Applicants who attended high schools not offering the required courses may be admitted to a university but must remove the deficiencies during the first 64 semester (or 96 quarter) hours. Transfer students must remove any deficiencies prior to regular admission. Courses required to remove deficiencies can be used to satisfy elective credit only.

REMOVING UNIT DEFICIENCIES

Students who graduate from high school Spring 1989 and are admitted to Motlow College as first-time, degree-seeking students in the Fall 1989 in the University Parallel major are subject to Fall '89 admission requirements. Students who enter with deficiencies must remove them prior to receiving the Associate of Arts or Associate of Science degrees.

The deficiencies may be removed by completing specifically designated courses with a grade of "C" or better or through achieving satisfactory scores on CLEP examinations as available. Hours earned in Remedial and Developmental courses may not be used as any part of the hours in a degree program. Hours earned in collegiate courses to remove high school deficiencies may be used as "General Electives" but may not be used to satisfy any item in the "General Education Requirements" or any specific course described in the "Concentration Requirements" in any program in the University Parallel major.

For each semester enrolled, a student must take steps to remove at least one deficiency through scheduling a course that will lead to removal of a deficiency or successfully completing an applicable CLEP examination. In disciplines where deficiencies exist, the deficiency must be removed before enrolling in other courses within the affected discipline.

Motlow College has identified the following procedures for removing deficiencies in high school units.

ENGLISH - 4 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in English will be required to take the Academic Assessment and Placement Program (AAPP) writing and reading examinations regardless of the student's ACT scores or high school grade point average. If AAPP assessment indicates deficiency based on existing cutoff scores correlated to criteria for college-level work, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the AAPP instrument meets the requirements for the removal of the deficiency in this subject area.

ALGEBRA I AND II - 2 units required

ASSESSMENT AND REMEDIAL/DEVELOPMENTAL COURSES. A student deficient in algebra will be required to take the appropriate Academic Assessment and Placement Program (AAPP) algebra examination regardless of the student's ACT scores or high school grade point average. If AAPP assessment indicates deficiency based on existing cutoff scores, the student will be required to enroll in Remedial/Developmental courses and follow all established requirements for Remedial/Developmental courses. Students will be restricted in the types of courses they may take while enrolled in Remedial/Developmental courses. Successful performance on the AAPP instrument meets the requirements for the removal of the deficiency in this subject area.

**GEOMETRY OR OTHER ADVANCED MATHEMATICS COURSE WITH
GEOMETRY AS A MAJOR COMPONENT - 1 unit required**

MAT 099 GEOMETRY. A student deficient in the Geometry/Advanced Mathematics unit will remove the deficiency by completing, with a grade of "C" or better, the course MAT 099 Geometry. Credit hours earned in MAT 099 are add-on hours and will not be used as any part of total hours required to earn an associate degree or certificate of credit.

**NATURAL/PHYSICAL SCIENCES, INCLUDING AT LEAST ONE UNIT,
WITH LAB, OF BIOLOGY, CHEMISTRY, OR PHYSICS - 2 units required**

BIO 104, 105 PRINCIPLES OF BIOLOGICAL SCIENCE I AND II. A student deficient in two units of science may remove the deficiency by completing, with a grade of "C" or better in each, both BIO 104 Principles of Biological Science I and BIO 105 Principles of Biological Science II. A student deficient in one unit of science may remove the deficiency by completing only BIO 105 Principles of Biological Science II.

CLEP EXAMINATION. A student deficient in science may remove the deficiency by completing a CLEP examination in Biology with a minimum score of 50. If the CLEP examination is successfully completed, eight semester hours of credit are awarded to remove the deficiency. If a student is deficient in two units of science, the eight hours awarded through CLEP will remove the deficiency and will be used only as elective hours. Additional courses must be completed to meet the general education requirement of eight semester hours college science. If a student is deficient in only one unit, four hours of credit remove the deficiency and become part of elective hours; and the four remaining hours may be used in meeting program requirements. An additional four semester hours must be earned to complete the general education requirement.

UNITED STATES HISTORY - 1 unit required

HIS 211 UNITED STATES HISTORY I. A student deficient in United States History may remove the deficiency by completing, with a grade of "C" or better, HIS 211 United States History I. A student who removes the deficiency with HIS 211 will complete the six semester hours in the general education requirement by completing either of the following: HIS 212 United States History II with HIS 261 History of Tennessee or HIS 111 World Civilization I with HIS 112 World Civilization II.

CLEP EXAMINATION. A student deficient in United States History may remove the deficiency by completing a CLEP examination in American History with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. Three of the awarded hours remove the deficiency and are used as elective hours. The three remaining hours may be used to meet degree requirements. Either HIS 261 History of Tennessee may be taken to complete the general education requirement or both HIS 111 World Civilization I and HIS 112 World Civilization II taken.

SOCIAL STUDIES - 1 unit required

PSY 110 PSYCHOLOGY OF HUMAN RELATIONS. A student deficient in Social Studies may remove the deficiency by completing, with a grade of "C" or better, PSY 110 Psychology of Human Relations.

CLEP EXAMINATION. A student deficient in Social Studies may remove the deficiency by completing a CLEP examination in Psychology or Sociology with a minimum score of 50. If the CLEP examination is successfully completed, three semester hours of credit are awarded for either PSY 131 General Psychology I or SOC 211 Introduction to Sociology, as appropriate. The awarded hours remove the deficiency and are used as elective hours.

FOREIGN LANGUAGE - 2 units required

FRE 111, FRE 112 BEGINNING FRENCH I AND II OR SPA 101, 102 BEGINNING SPANISH I AND II. A student deficient in two units of foreign language may remove the deficiency by completing, with a grade of "C" or better in each course, the first year sequence of either French or Spanish. A student deficient in one unit of foreign language may remove the deficiency by completing the second semester of the first year sequence of either French or Spanish. To enroll in the second semester of the sequence, the student must demonstrate proficiency in the first semester course. If the student cannot demonstrate proficiency, the entire first year sequence must be completed. In the event that a student has one unit of high school foreign language other than in French or Spanish, the two-course first year sequence in French or Spanish must be completed. To qualify for the Associate of Arts degree, an additional year of foreign language must be completed.

CLEP EXAMINATION. A student deficient in foreign language may remove the deficiency by completing a CLEP examination in French or Spanish with a minimum score of 50. If the CLEP examination is successfully completed, six semester hours of credit are awarded. If a student is deficient in two units of foreign language, the six hours awarded through CLEP will remove the deficiency and will be used only as elective hours. If a student is deficient in only one unit, three hours of credit remove the deficiency and become part of elective hours; and the three remaining hours may be used in meeting program requirements. To qualify for the Associate of Arts degree, an additional year of foreign language must be completed.

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 semester since each semester is a separate unit of operation. A student may enroll at the beginning of any semester. Registration at the beginning of each semester 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 or by check to the Business Office.

MAINTENANCE AND TUITION FEES*

Full-time students (12 or more hours)	
Residents of Tennessee	\$387.00
Non-residents	
Maintenance fee	\$387.00 per semester
Tuition	\$1,215.00 per semester
Total	\$1,602.00 per semester
Part-time students	
Residents of Tennessee	\$35.00 per semester hour
Non-residents	
Maintenance fee	\$35.00 per semester hour
Tuition	\$107.00 per semester hour
Total	\$142.00 per semester hour
Age 65 or totally disabled - Residents of Tennessee (for credit enrollment)	
Part-time	\$17.50 per semester hour
Maximum	\$45.00 per semester
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. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. Other applicable fees and any supply expenses are payable at the time of registration.

Registration and tuition fees for the summer semester will be the same as for the other two semesters. Fees for auditing a course will be the same as the fees paid if taking courses for credit. Enrollment for audit may be subject to space available.

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.

*These fees and all other fees given in this catalog are subject to change by policy of the State Board of Regents.

OTHER FEES

Application Fee, one-time, nonrefundable	\$5.00
Campus Access Fee, each semester, nonrefundable	\$2.00
The campus access fee will be assessed each student who registers for credit classes and students taking non-credit CED classes which meet for eight weeks or longer. If a student enrolls in both credit and non-credit classes or in more than one non-credit class to which the fee applies, the student will pay this fee only once during the semester.	
Change of Registration Fee (drop-add), per form, nonrefundable	\$5.00
Computer Lab Fee, per course, non-refundable	\$10.00
The computer lab fee will be assessed each student who enrolls in any computer science or business-related class which requires use of Motlow computer facilities.	
Graduation Fee, one-time, non-refundable	\$25.00
This fee covers the cost of the diploma, cap and gown, and other graduation expense. This fee must be paid by February 15 before an application for graduation will be processed by the Office of Admissions and Records.	
Late Registration Fee, nonrefundable	\$10.00
This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.	
Library Fee	
Overdue Books, per book	\$.10 per day to a maximum \$5.00
If a student voluntarily returns an overdue book prior to receiving a notice, the fee is reduced to \$.05 per day.	
Overdue Reserve Books, per book.	\$.25 per hour to a maximum \$5.00
Nursing Entrance Examination Fee, nonrefundable	\$18.00
Nursing Lab Fee, per lab section, nonrefundable	\$8.00
Returned Check Fee, per returned check, nonrefundable	\$15.00
Student Activity Fee, each semester, nonrefundable.	\$5.00
The activity fee is to be paid by students taking six or more credit hours.	
Traffic Violations Fee	
First and second violation, each	\$5.00
Each violation thereafter.	\$10.00
Handicapped Parking Violation	
First violation.	\$25.00
Each violation thereafter.	\$50.00

RETURNED CHECKS

There is a \$15.00 charge for any check tendered for payment to the college that is subsequently dishonored and returned by the bank. Returned checks received for the payment of registration fees, if not redeemed within ten 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 initiation of college disciplinary action.

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. Refund processing begins after the 25% refund period has ended (see below) and requires two to three weeks for completion.

CREDIT CLASSES

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.

Summer term refunds will be based on the above procedures with time periods for half summer terms being prorated as a percentage of a regular term.

NON-CREDIT CLASSES

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

BOOKS AND SUPPLIES

The Motlow Bookstore, located in Forrester Student Center, carries all required textbooks and student supplies which are selected and officially approved by the teaching staff. The Motlow Bookstore accepts cash, check, Master Card, Visa and Discover.

BUYBACK POLICY. Cash is paid for used books throughout the year. Prices paid depend on future class use at Motlow State Community College and Motlow Bookstore inventory levels. Up to 50% is paid on all textbook editions which have been adopted for the next term (as long as the demand equals or exceeds the supply.) Textbooks should be sold as soon after the last class as possible for maximum value. This is when inventories will be most depleted and the need is the greatest. For example, by the first day of class a book may not be worth 50% because the inventory level may be adequate. As an additional service, non-adopted textbooks which are current editions and in good condition will be purchased at the current market value based upon a national college textbook market guide.

REFUND POLICY. Textbooks may be returned for full credit if the book is (1) accompanied by a sales receipt; (2) unmarked (if purchased new); and (3) returned within specified time.

Regular term textbooks may be returned for full credit up to 15 calendar days from the opening day of classes (or within 2 days if purchased thereafter). Summer term textbooks may be returned for full credit within 7 calendar days from the opening day of classes. All textbooks of defective publication will be replaced throughout the term. There are no refunds for textbooks purchased during the last week of classes or during final exam week.

BOOKSTORE HOURS. The hours of the Bookstore are as follows: Monday and Tuesday, 7:30 a.m. to 6:30 p.m.; Wednesday, Thursday and Friday, 8:00 a.m. to 4:30 p.m.; and Saturday and Sunday--closed. Holidays, summer hours, and extended hours will be posted at the start of each term.

VEHICLE REGISTRATION AND PARKING

Any regular student, faculty member, or staff member who expects to operate and park a privately owned vehicle on campus must register the vehicle with the Business Office and obtain an official registration decal, valid from August 1 through July 31 of the following year. The campus access fee (\$2.00 per term) includes the cost and processing of two decals per academic year per student. If needed, students may obtain additional decals at a cost of \$1.00 each.

All parking decals must be placed in the rear left window. 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 window exposed to the traffic lanes. No vehicles are to be parked in the road or on the shoulders of the road. Any vehicle parked on the lawn or sidewalk may be towed away at the owner's expense. 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 College Nurse upon the recommendation of a physician or based on an evaluation of the handicapping condition by the 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 Dean of Student Services and Institutional Advancement in order not to be subject to a charge for parking violation. This means even for one day.

The first and second parking violation, except handicapped parking violations, will result in a \$5.00 charge for each violation. The charge for each regular violation thereafter will be \$10.00 and a warning of disciplinary action. A \$25.00 charge will be assessed for the first handicapped parking violation and \$50.00 for each violation thereafter. Failure to resolve parking violations by payment in the Business Office or by appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current semester nor register for subsequent semesters.

**APPEAL OF A CITATION FOR VIOLATION OF
VEHICLE REGISTRATION AND/OR PARKING REGULATIONS**

Any student may appeal his or her notice of a vehicle registration/parking violation to the Dean of Student Services and Institutional Advancement. Appeals must be made within one week of the date of the citation for the violation. Ignorance of parking regulations will not be considered as a reason for appeal.

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. The application can be obtained in the Financial Aid Office, Continuing Education and Evening Instruction Office, or in the local high school Guidance Office. All information received in the Financial Aid 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: Pell Grant
Supplemental Educational Opportunity Grant
Tennessee Student Assistance Award
Athletic Grant-in-Aid
JTPA Individual Referral
- Loans: Stafford Student Loans (G.S.L.)
Nursing Student Loans
Emergency Loans
PLUS/SLS Loans
- Scholarships: Valedictorian/Salutatorian Workshops
Leadership Workshops
Academic Workshops
Motlow College Undergraduate Scholarships
Other Scholarships

EMPLOYMENT**COLLEGE WORK-STUDY PROGRAM**

The College Work-Study Program provides jobs on campus for students who need financial assistance as determined from information on the ACT Family Financial Statement. This program gives students a chance to work up to 20 hours per week and earn a part of their educational expenses. The hourly pay rate is the current Federal minimum wage. Students are paid monthly by check.

CAMPUS WORK PROGRAM

A limited number of campus jobs are available to students who normally do not qualify for the Federal College Work-Study Program. The student must be enrolled full time in a degree program. Job opportunities depend upon the skills, needs, and interests of the student as well as the needs of the offices or departments on campus hiring the student worker.

GRANTS**PELL GRANTS**

The Pell Grant Program, a Federal aid program, provides money to help undergraduates pay for their education after high school. Eligibility is determined by the Department of Education using a standard formula to evaluate the information provided on the student aid application. These grants provide the "foundation" of financial aid to which other aid may be added; therefore, all students needing assistance should apply for this grant. Students must be regular, degree-seeking undergraduates and be enrolled or planning to enroll for at least 6 credit hours per semester.

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

The Supplemental Grant is a Federally funded, but institutionally-controlled, grant program. Eligibility is based upon financial need. Application for financial assistance through the American College Testing Family Financial Statement automatically places a student in consideration for this grant.

MINORITY GRANTS

A grant awarded through the Financial Aid Office to minorities who have exceptional need.

TENNESSEE STUDENT ASSISTANCE AWARD

A Tennessee Student Assistance Award is a nonrepayable grant to assist students in financing a postsecondary education. Funds are appropriated annually by the Tennessee General Assembly and administered by the Tennessee Student Assistance Corporation. Any Tennessee resident who is enrolled or will be enrolled as an undergraduate student in an eligible post-secondary institution may apply.

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/she wishes to participate.

JTPA INDIVIDUAL REFERRALS

JTPA Individual Referrals are available to eligible individuals who want to pursue training in areas of high labor market demand. Eligibility is based on poverty level economic guidelines or displacement from loss of a job due to a layoff. Students interested in financial assistance should contact the Job Training Office.

LOANS

STAFFORD STUDENT LOANS (G.S.L.)

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 interest on these loans is paid by the federal government until the student's repayment period begins, which is no less than six months after a student graduates or ceases to be at least a half-time student (6 semester hours). Interest rates and other provisions are subject to change by legislative action. Applications are available at participating lending institutions or the Financial Aid Office.

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 6% 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. Interest rates and other provisions are subject to change by legislative action.

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.

PLUS/SLS LOANS

PLUS Loans are for parent borrowers; SLS's are for students. Parents may borrow up to \$4,000 per year, to a total of \$20,000 for each child who is enrolled for at least 6 semester hours (half-time status) and is a dependent student. Under SLS, graduate students and independent undergraduates may borrow up to \$4,000 per year, to a total of \$20,000. SLS and PLUS loans disbursed on or after July 1, 1987 will have a variable interest rate, adjusted each year. For specific details on the program, contact your local bank, credit union, other eligible lenders or the Financial Aid Office staff. Provisions of this program are subject to change by legislative action.

SCHOLARSHIPS

VALEDICTORIAN/SALUTATORIAN WORKSHIPS

Motlow College makes available, on an annual basis, academic workshops to each valedictorian/salutatorian representing service area high schools. These workshops cover the maintenance fees and involve a work obligation of 60 hours per semester. The applicant must be a Tennessee resident and plan to enroll as a full-time student. Awards of academic workshops are made on a semester basis. Renewal of the workshop after the first semester shall require a minimum grade-point average of 2.5. All subsequent renewals shall require a minimum semester grade-point average of 2.5 and a cumulative grade-point average of 2.8. The workshop can be used during the Fall and Spring terms only. Applications are available in the high school counseling office.

LEADERSHIP WORKSHIPS

Outstanding area high school students may apply for the Motlow College Leadership Award. The award covers the maintenance fees and includes a work obligation of 60 hours per semester. The number of workshops awarded each year is dependent upon availability of funds. Applicants must be Tennessee residents and plan to enroll as full-time students. Awards shall be limited to students who are graduating from high school in the upper twenty-five percent of their class with a minimum high school average of 2.9 or the equivalent. These awards are made on a semester basis. Renewal of the workshop after the first semester shall require a minimum semester gradepoint average of 2.5. All subsequent renewals shall require a minimum semester grade-point average of 2.5 and a cumulative grade-point average of 2.8. The workshop can be used during the Fall and Spring terms only.

ACADEMIC WORKSHIPS

Academic workshops are offered to service area high school students who have a composite score of 22 or above on the American College Test and will be graduating in the upper twenty-five percent of their class with a minimum high school average of 2.9 or the equivalent. The applicant must be a resident of Tennessee and plan to enroll as a full-time student. The award covers the maintenance fees and includes a work obligation of 60 hours per semester. The number of academic workshops awarded each year is based upon the availability of funds. Therefore, students should apply early because the awarding of these workshops will be based upon the date they are received in the Financial Aid Office. Awards of these workshops are made on a semester basis. Renewal of the workshop after the first semester shall require a minimum grade-point average of 2.5. All subsequent renewals shall require a minimum semester grade-point average of 2.5 and a cumulative grade-point average of 2.8. The workshop can be used during the Fall and Spring terms only. Applications are available in the high school counseling office.

MOTLOW COLLEGE UNDERGRADUATE SCHOLARSHIPS

The Motlow College Undergraduate Scholarships are awarded to outstanding minority students. The number of scholarships and amount of the award are determined annually. For more information, contact the Financial Aid Office.

OTHER SCHOLARSHIPS

The Motlow College Foundation provides funds for the scholarships listed below. Some of these require a campus work obligation. For information, contact the Director of Financial Aid.

COLLEGE BOWL SCHOLARSHIP--awarded to an outstanding student who is interested in becoming a member of the Motlow College Bowl team.

MOTLOW MONITOR SCHOLARSHIP--awarded to a student majoring in journalism.

HARRY D. WAGNER SCHOLARSHIP--awarded to an outstanding incoming freshman intending to graduate from Motlow State Community College with a university parallel major and pursue a baccalaureate degree.

STUDENT GOVERNMENT ASSOCIATION SCHOLARSHIP--awarded to the SGA president.

ACADEMIC SCHOLARSHIPS--awarded to outstanding entering Freshmen.

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.

To start receiving veteran's benefits, the appropriate forms must be completed. These are available in the Office of Admissions and Records. A certified copy of the DD 214 must be submitted, as well as marriage certificate, divorce papers and birth certificates of dependent children. A veteran must be approved by the VA for an educational objective, such as a specific degree. A veteran must directly pursue his/her approved program. Courses not required for graduation or exceeding the number of elective hours required will not be approved to or by the VA. A Change of Status Form will be forwarded to the VA immediately which will terminate payment for courses not leading to the approved degree. A change of status may reduce the payment from the VA.

A change of program is subject to VA approval. A form available in the Office of Admissions and Records should be completed and submitted for program change approval.

Veteran students can receive a maximum six semester hours credit (4 hours physical education and 2 hours health) for military service time based on the minimum of one year, eleven months and twenty days of active military service in the Armed Forces of the United States. The veteran must present a certified copy of the DD 214 (if not already on file at Motlow) to the Office of Admissions and Records and file a petition for this credit.

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.

ENROLLMENT AND STUDENT RECORDS

REGISTRATION FOR COURSES

The academic year begins in August and is divided into three semesters. Students may enter at the beginning of any semester. Official dates, times, and locations for registration for a given semester will be announced prior to the opening of that semester. All students are expected to complete registration on the dates announced.

Students who were in attendance the previous term, readmit students, and new students whose applications for admission or readmission have been processed by the Office of Admissions and Records will receive notification of registration time. Students not receiving a registration time should check the time in the current schedule of classes or contact the Office of Admissions and Records for information. 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 semester.

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 semester a student may add classes. The last day that a student may add classes for a specific semester will be stated in the schedule of classes for that semester and posted in the Office of Admissions and Records. 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. Check with the appropriate division office on the status of the class to be added.
4. Return with the completed form to the Office of Admissions and Records for checking and data entry.
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. The drop process is used to reduce a class load. If all classes are discontinued, the process for withdrawal from the College should be followed. 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 and data entry.
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 academic record of a student at Motlow in one of the following ways.

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 semester) will result in no indication on the academic record that the student was enrolled in the class that semester.
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 academic record for the class(es) dropped. The "W" which indicates "withdrew" is not used in computing the grade point average.
3. Dropping a class within the three weeks following the last day to receive a "W" 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 Academic Affairs through the Dean of Student Services and Institutional Advancement as described on page 45.

Specific dates which apply to the above timetable during a given semester will be published in the class schedule for that semester 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 semester is stated in the class schedule for that semester.

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 and data entry.
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.

WITHDRAWAL FROM THE COLLEGE

When all classes that are being taken are being dropped, the process of withdrawal from the college must be completed. 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 Admissions and Records, 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 Admissions and Records.
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. A student who stops 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 academic 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 semester) will result in no indication on the academic record of attendance during that semester.
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 academic 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 within the three weeks following the last day to receive a "W" 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."

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 Academic Affairs through the Dean of Student Services and Institutional Advancement as described below.

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

APPEAL OF THE MANDATORY "WF" GRADE

A student may appeal to have the WP/WF option extended if there are circumstances which were beyond the student's control. These circumstances include illness of the student or a member of the student's immediate family, death of a member of the student's immediate family, major alteration in the student's work schedule, financial calamity, or institutional procedure.

All appeals should be submitted in writing to the Dean of Student Services and Institutional Advancement. After an investigation of the circumstances surrounding the appeal, the appeal will be submitted to the Dean of Academic Affairs. The Dean of Academic Affairs will reserve the right to question the student who has appealed and will grant an exception to the policy on the merit of each case. The student will be notified in writing of the response to the appeal.

If the Dean of Academic Affairs authorizes extension of the WP/WF option for the student who appeals, the Dean of Student Services and Institutional Advancement will notify the Office of Admissions and Records. This extension of the WP/WF option gives the instructor the option of assigning "WP" or "WF" for the student who appealed.

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.

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 24 semester 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. The Director of Admissions and Records should be contacted concerning validation of credit from institutions not accredited by appropriate regional accrediting agencies.

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 of credit 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.

Individual transfer credits and grades are recorded on the student's academic record. All approved transfer credits become part of the cumulative hours attempted, and grade points earned at the previous institution(s) become part of the cumulative grade points. The cumulative grade point average, including transfer credit, must be at least 2.00 for 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 grades will not be posted publicly by faculty at the close of any term. See page 50 concerning confidentiality of records and privacy rights of students.

CHANGE OF NAME OR ADDRESS

The Office of the Dean of Student Services and Institutional Advancement 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. During registration, all changes must also be written on the Personal Data Form (PDF). 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.

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.

CONCURRENT ENROLLMENT

Concurrent enrollment describes a student's attending more than one institution in the same term. Students who concurrently enroll in two or more institutions are advised to take no more than a combined total of 21 hours per term. The student must request that a transcript of hours attempted at another institution be mailed to the Office of Admissions and Records at Motlow. When the transcript is received by Motlow, it will be evaluated and included on the student's Motlow transcript; 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.

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
- Certified Professional Secretary Rating
- 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 16 semester 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	6 credit hours
Biology	BIO 141, 142	8 credit hours
Chemistry	CHE 101, 102	8 credit hours
English Composition	ENG 101, 102	6 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

Veteran students can receive a maximum of six (6) semester hours credit (4 hours physical education and 2 hours health) for military service time based on the minimum of one year, eleven months and twenty days of active military service in the Armed Forces of the United States. 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.

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.

CERTIFIED PROFESSIONAL SECRETARY RATING CREDIT

After successfully completing 12 semester hours at Motlow State Community College, a Certified Professional Secretary (CPS) may receive a maximum of 18 semester hours credit from the following courses for which college credit has not already been received:

ACT 231 Principles of Accounting I	3 credits
BUS 121 Introduction to Business	3 credits
BUS 261 Legal Environment of Business	3 credits
ECO 201 Principles of Economics I.	3 credits
*OST 102 College Typewriting II.	3 credits
*OST 112 Intermediate Shorthand.	3 credits
OST 203 Office Management.	3 credits
OST 213 Office Procedures.	3 credits

*College credit awarded only if the CPS exam was passed prior to the May, 1984, examination.

Upon receipt of formal application, verification will be made of the 12 hours credit already received from Motlow and the CPS rating. Credit for the requested course(s) will then be recorded. The application for credit is available in the Office of the Division of Career Education.

This acceptance of the CPS rating for credits is subject to change whenever (1) the content of the CPS exam is revised so that it does not correspond with the content of the courses designated for credit or (2) the courses at Motlow are revised substantially.

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 associate deans 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 either division office.
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 term. 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 associate dean for additional information concerning challenge of specific courses. Procedure for challenge of selected nursing courses is given on page 127.

COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

Students may earn a maximum of 17 semester 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 at least four weeks prior to the test date. 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.

CLEP SUBJECT AREA	Credit Hours	Student Affairs	Motlow Courses
Introductory Accounting	6		ACT 231, 232
Biology	8		BIO 141, 142
Introductory Business Law	3		BUS 261
Intro. to Business Management	3		BUS 271
Chemistry	8		CHE 101, 102
Computers & Data Processing	3		CST 120
Micro/Macro Economics	6		ECO 201, 202
Human Growth & Development	3		EDU 131
French	6		FRE 101, 102
Western Civilization	6		HIS 111, 112
American History	6		HIS 211, 212
College Algebra	3		MAT 151
Trigonometry	3		MAT 152
Calculus	5		MAT 251
Introductory Marketing	3		MKT 281
American Government	3		POL 111
General Psychology	3		PSY 131
Introductory Sociology	3		SOC 211
Spanish	6		SPA 101, 102

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.

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 Dean of Student Services and Institutional Advancement. A request by a student for access to the education records of the student should be directed to the Dean of Student Services and Institutional Advancement and will be granted within a reasonable period of time not to exceed forty-five days after the request has been made. The right of access of a student does not include access to:

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

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

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

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

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

STUDENT 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 and career counseling, and personal guidance to help each student make a successful adjustment. Peer counselors are selected and trained to help fellow students with their academic or college-related social problems. They work very closely with the freshmen students during orientation and continue to work with them during the fall semester. Services offered in support of the college program include orientation of new students, administering various tests and interest inventories, visiting area high schools, and promoting student activities.

FRESHMEN ORIENTATION

A comprehensive Freshmen Orientation program is scheduled for all new students each semester before registration. The program is designed to introduce new students to college life and explain the general operation procedures of the college which affect each student and to administer the placement assessment program. 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 Dean of Student Services and Institutional Advancement.

TUTORIAL STUDY CENTERS

Academic assistance is provided by the College for students in the areas of writing and mathematics in the Writing Center and the Mathematics Lab. These study centers are staffed by professionals in the discipline areas and are equipped with media materials selected to complement the academic program at Motlow. Students are encouraged to seek assistance, through individualized instruction, in developing skills necessary for success in those courses requiring writing and mathematics skills. All students at Motlow are eligible for the tutoring assistance if there is need.

Qualified students are recommended by faculty members to assist other students that need help in areas that professional tutoring is not available. Students desiring to tutor or to be tutored should contact Guidance Personnel in the Counseling Office. Student tutors are paid minimum wage. Applications for tutoring can be obtained in the Counseling Office.

TESTING

The Guidance and Testing Office participates on a regular basis in the testing programs described below. Test results are kept confidential.

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 twice per semester and monthly during summer. Applications and a listing of scheduled testing dates are available from the Office of Guidance and Testing. There is a test fee.

There is a non-credit course entitled "ACT Preparation". Information concerning this course may be obtained from the Office of Continuing Education and Evening Instruction.

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 17 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. Students planning to take a CLEP test must submit a completed registration form with the fee to the Office of Guidance and Testing at least four weeks prior to the test date. Further information concerning CLEP is available from the Office of Guidance and Testing. A listing of CLEP subject areas which may be tested at Motlow appears on page 50.

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 every month at Motlow. Applications and a listing of scheduled testing dates are available from the Office of Guidance and Testing. There is a nonrefundable test fee.

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 job-hunt strategies, employment interviewing and resume' preparation. The primary objective is to assist the student in effective planning for employment which will develop into a satisfying career. Graduates of career education programs should register with the placement office prior to graduation for employment assistance. Students who are interested in part-time and seasonal employment should complete a job request application available in the Placement Office.

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 successfully complete the cooperative education work assignments will be awarded two semester hours of credit each term. Although the Office of Cooperative Education provides assistance in obtaining education-related employment, students may be able to earn credit from employment gained through their own initiative. Work assignments must be approved by the Cooperative Education Coordinator and earned credit is graded on a Pass-Fail basis. For more information on course requirements, see the course descriptions section of this catalog. Additional information is available from the Coordinator of Career Planning, Placement and Cooperative Education.

DISCOVER

The Office of Career Planning maintains a unique computer-assisted guidance program called DISCOVER. This program allows individuals to match their individual interests and aptitudes to specific careers. DISCOVER is updated annually and contains the most recent information on occupations and educational institutions. The program has a specialized component geared to adults who are considering a career change. DISCOVER is available to students on a walk-in basis and to other individuals by appointment. For further information contact the Coordinator of Career Planning and Placement.

HEALTH SERVICES

Health information, first aid, and health counseling are available to students, faculty, and staff at no charge in the Student Health Center located in Morris Simon Hall. 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 semester to discuss special needs and for screening for the adaptive physical education program. Additional information is available from the college nurse.

HOUSING ASSISTANCE

Motlow does not own or operate any housing facilities for students. The college does, however, compile a list each semester 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 Dean of Student Services and Institutional Advancement.

TRANSPORTATION AND CARPOOLING ASSISTANCE

The Office of Student Services and Institutional Advancement 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.

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 Student Services and Institutional Advancement. An effort will be made to deliver the message.

LOST AND FOUND

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

STUDENT CENTER FACILITIES

Forrester Student Center houses the Student Services offices, the bookstore, the cafeteria, and the game room. Commercial television viewing is available in the cafeteria. Arrangements for the use of any of the facilities after regular hours of operations should be made through the Office of the Director of Public Information.

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

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

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 Dean of Student Services and Institutional Advancement. A request for approval of any proposed event shall be submitted on forms which are available in the Office of the Dean of Student Services and Institutional Advancement. 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.

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/she 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 freshman 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 Office of the Dean of Student Services and Institutional Advancement. 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 Dean of Student Services and Institutional Advancement is required for all student organizations on the campus. Registration forms may be secured from the Dean of Student Services and Institutional Advancement.

The following information must be provided for official registration 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 Dean of Student Services and Institutional Advancement.

The college shall require an annual written report of each officially registered 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
Collegiate Secretaries International
Gamma Beta Phi Society
Law and Government
National Society of Professional Engineers--Delta Chapter
Outdoor and Science Club
Phi Rho Pi - Communication Club
Phi Theta Kappa
Photography Club
Sigmund Society (Psychology Club)
Student Government Association
Student Tennessee Education Association
Tennessee Association of Student Nurses - Motlow Chapter

A special event, Club Day is set aside at the beginning of the fall semester 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 Dean of Student Services and Institutional Advancement.

STUDENT NEWSPAPER

The role of the "Motlow Monitor" is to provide students the opportunity to enhance further their journalism skills of writing, editing, and producing the student newspaper. The control of the student newspaper is through the paper staff to the faculty advisor and then to the Dean of Student Services and Institutional Advancement as this procedure has been approved by the Publication Committee.

**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 Dean of Student Services and Institutional Advancement 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.
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.

DISCIPLINARY PROCEDURES

The principle of due process in student discipline is assured at Motlow State Community College. Any student accused of a disciplinary offense or academic misconduct will be afforded an opportunity to contest the charge through procedures initiated by and coordinated with the Dean of Student Services and Institutional Advancement.

TENNESSEE UNIFORM ADMINISTRATIVE PROCEDURES ACT. All cases which may result in (i) suspension or expulsion of a student from the institution, a program, or a course for disciplinary reasons, (ii) assignment of a grade which results in the grade of "F" in a course for academic misconduct, or (iii) revocation of registration of a student organization during the term of the registration are subject to the contested case provisions of the Tennessee Uniform Administrative Procedures Act and shall be processed in accordance with the uniform contested case procedures adopted by the Board of Regents unless the student waives those procedures in writing and elects to have his or her case disposed of in accordance with College procedures established by these rules.

College Procedures. The student can elect to choose disposition by the Dean of Student Services and Institutional Advancement or to be heard before the Student Affairs Committee.

- (a) **Disposition by the Dean of Student Services and Institutional Advancement.** A student may request that the Dean of Student Services and Institutional Advancement adjudicate the case. If such a decision is made, the following procedures shall apply:
1. The Dean of Student Services and Institutional Advancement shall advise the student of the alleged charges against him/her and proceed to gather information concerning the case.
 2. The investigation of the case shall include interviews with all relevant parties (accused, accuser, and possible witnesses, etc.).
 3. The Dean of Student Services and Institutional Advancement shall review the evidence, make a determination of innocence or guilt, and decide upon a proper disciplinary sanction.

4. The accused student and the Dean of Student Services and Institutional Advancement shall meet and discuss the Dean's findings and recommended disciplinary sanction. The findings shall cite specific disciplinary offenses and specific sanctions as described in these.
 5. The student may accept the Dean's findings or he/she may request a hearing before the Student Affairs Committee.
- (b)Hearing before the Student Affairs Committee. A student accused of violating an offense may choose to have the case heard by the Student Affairs Committee. If such a hearing is initiated, the following procedures shall apply:
1. The Dean of Student Services and Institutional Advancement shall advise the student in writing of the alleged charges against him/her and initiate an investigation.
 2. At the conclusion of the investigation, the accused student shall be informed in writing of the date, time and place of the hearing and shall be advised of the following rights:
 - a. the right to present his/her case;
 - b. the right to be accompanied by an advisor;
 - c. the right to call witnesses in his/her behalf;
 - d. the right to confront witnesses against him/her.
 3. The Chairperson of the Student Affairs Committee shall preside at the hearing.
 4. The Dean of Student Services and Institutional Advancement shall present the result of the investigation and when appropriate make a recommendation to the Committee. Witnesses and/or statements from witnesses may be entered as evidence.
 5. The accused shall have an opportunity to present his/her case in exercising any of the rights cited above.
 6. Members of the Committee shall have an opportunity to ask questions.
 7. After all presentations and examinations of witnesses, the Committee shall retire to discuss the case and render a decision.
 8. The decision shall be announced by the presiding officer of the hearing.
 9. The student shall be advised of his/her right to appeal the decision of the Student Affairs Committee to the President of the College.

USE OF COMPUTER FACILITIES

Motlow's computer facilities exist to provide state-of-the-art computing services to the academic community in support of instructional activities and administrative functions of the institution and to provide these services in a cost-effective manner.

The facilities serve a large number and variety of users - students, faculty, staff members, and in some cases appropriately authorized outside clients. However, the institution has the right to limit the privileges of users to those privileges he or she needs to perform their task and has the right to establish and maintain a priority schedule based on a given class of user and/or a given project. In addition, all users have the responsibility to use the computer facilities in an effective, efficient, ethical, and legal manner. Ethical and legal standards, in particular that apply to the use of computing facilities, are not unique to the computing field; rather they derive directly from standards of common sense and common decency that apply to the use of any public resource.

Access to computing resources is obtained from the Director of Computer Services and is granted in keeping with the idea that one's interest ceases when it invades the right of personal and/or institutional property, demonstrates a potential for loss, embarrassment or litigation to the individual and/or institution or because an otherwise irresponsible use of scarce resources.

Specific rules and regulations are outlined to define users' limitations and are available from the Director of Computer Services. Any violations shall be termed "computer misuse", and the offender shall be subject to disciplinary action by the College. Unauthorized use of computer facilities and resources may be adjudged a felony and the individual(s) involved may be subject to legal prosecution.





ACADEMIC AFFAIRS

Academic Organization

Academic Inventory

**Academic Policies
and
Standards**

**Graduation
Requirements**

Programs of Study

Course Descriptions



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 four divisions. They are the divisions of Career Education, Continuing Education and Evening Instruction, Liberal Arts and the Learning Center.

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, general technology, nursing, and office systems 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 concentrations within some of these degree programs provide additional direction toward career goals. 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, concentrations can provide for a smoother transition to most higher level institutions. Certificates of Credit may be completed in the areas of electronics, fire science, and microcomputer software applications.

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

accounting	fire science
banking	industrial technology
business	industrial management
computer science	marketing
cooperative education	nursing
economics	office systems technology
emergency medical technology	pre-engineering
engineering technology	real estate

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

THE DIVISION OF CONTINUING EDUCATION AND EVENING INSTRUCTION

The Division of Continuing Education and Evening Instruction 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.

CREDIT AND NON-CREDIT PROGRAMS

Each semester 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 can earn a degree by attending classes in the evening. The Associate Dean of the Division is available to assist in meeting any needs of the student in the evening credit program.

The overall goals of the non-credit program at Motlow State Community College are to provide individuals with opportunity for lifelong learning through a variety of activities that will enable participants to lead a more enriched personal life and perform more effectively their civic, social, and economic responsibilities; and to provide opportunity for those considering a return to school and want a non-credit transitional experience.

GENERAL INTEREST COURSES

PERSONAL ENRICHMENT. Organized programs of study are offered for persons of all ages in the categories of art, business, communications, crafts, dancing, decorating, exercise, finance, food, health, hobbies, languages, photography, reading, self-improvement, and sports.

PERSONAL GROWTH AND DEVELOPMENT FOR YOUTH. A selection of general interest non-credit courses is scheduled for youth through the enrichment program, leisure courses, and recreational activities.

SENIOR CITIZENS AND DISABLED PERSONS. 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 INDUSTRIAL AND BUSINESS INSTITUTE

The Industrial and Business Institute is actively involved in supporting the training needs of business and industry and enhancing the role of Motlow College as a partner in the economic development process within the eleven-county service area.

The Institute functions as a liaison between business, industry, government and education; and current training needs are continually being assessed through the input of advisory groups, interested industrial leaders, and program participants.

Participants receive continuing education units, described below, which are nationally recognized for recording continuing education learning experiences and appropriate measures of inservice education and training. Opportunities are provided for management and professional development and for specific technological information.

MANAGEMENT AND PROFESSIONAL DEVELOPMENT. Short courses, seminars, and workshops are offered to strengthen connections between business and industry and education by responding to needs of business and industry in the areas of supervisory development, leadership skills, professional career enrichment, management communications, and consulting services.

SPECIFIC TECHNOLOGICAL COURSES AND WORKSHOPS. To better serve the business, industrial, and public sector in their efforts to improve productivity and stay on the leading edge of the rapidly changing technologies and advanced concepts, additional educational opportunities are offered that provide technical and scientific studies apart from or beyond degree sequences and to those with need to upgrade or update skills.

Human resource development is the key to success in business and industry, and the Institute strives to assist the business and industrial community in moving toward a higher degree of excellence through training.

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." 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.

THE LEARNING CENTER

The role of the Motlow State Community College Learning Center is to meet the instructional needs of the total college population. The primary purpose of the center is to facilitate and to improve learning by developing resources for the implementation of the college's instructional programs. As a secondary purpose, the Learning Center seeks to provide resources and services relevant to the general informational needs of the total college and service area populations. In addition, the Learning Center augments the intellectual and professional growth of its patrons and supplements their cultural and recreational activities.

Included in the Learning Center are the library and educational media services. The Center extends its services to students and faculty at Motlow's off-campus locations. The staff, resources, and facilities of the Learning Center are located on two floors on the north side of Morris Simon Hall. The heart of the Learning Center is its staff of trained librarians, media specialists, and technical personnel, whose aim is to create an inviting and supportive environment for learning.

Community use of the Learning Center is encouraged. There is no charge for obtaining a Library User's Card. To extend the resources available to users, Motlow participates in a number of cooperative endeavors with libraries within and outside of the service area.

LIBRARY SERVICES

Services available in the library are reference assistance (including on-line database searching), bibliographic instruction, circulation, and in-house use of a collection of print and nonprint materials. The Learning Center's collections include 50,000 print volumes and 600 periodical titles with appropriate indexes and backfiles of periodicals in print and microfilm to support research by students. A browsing collection of local newspapers, current periodicals, new books, and paperbacks is provided.

MEDIA SERVICES

Educational media, equipment, and assistance in their use are provided in the Learning Center for individuals for class assignments or personal enrichment. The Learning Center has a collection of over 3,900 nonprint titles in a variety of formats, including: video cassettes and discs, 16mm films, slides and filmstrips, audio cassettes, phonodiscs, and compact discs.

The Learning Center provides a microcomputer laboratory for computer literacy courses and computer-based laboratory assignments in several subject areas. An extensive collection of computer software is available.

HOURS

The regular hours of service during the fall and spring terms are: Monday through Thursday--7:30 a.m. to 9:00 p.m.; Friday--7:30 a.m. to 4:30 p.m.; and Saturday--9:00 a.m. to 1:00 p.m. Hours for summer terms are announced and posted prior to the opening of the summer term.

THE DIVISION OF LIBERAL ARTS

The Division of Liberal Arts at Motlow State Community College includes the disciplines in the humanities, the natural and physical sciences, and the social sciences. Liberal arts courses speak to the total experience of mankind. Students are stimulated to develop communication and mathematical skills, an understanding of the scientific world, and an appreciation of the arts and music. Through emphasis on social awareness, students also have an opportunity to grow as informed, responsible, and participating citizens in a democratic society. Studies in the natural, physical, and social sciences blend with the humanities to form the foundation for wide professional pursuits. Preparation is provided for specialized majors and for meeting general education requirements for associate and bachelor degrees. In the process, liberal arts students sharpen abilities to think critically and to assume their individual roles as productive members in society.

The Division of Liberal Arts also includes remedial and developmental studies, the purpose of which is to aid students who demonstrate a need for additional academic preparation before enrolling in college level courses. Instruction is offered at both remedial and developmental levels in English, mathematics, reading, and study skills. Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as its "Objectives for the Tennessee Proficiency Test." Developmental Studies is a program of instruction, distinct from Remedial Studies as defined above, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational EQuality Project of the College Board as required for successful pursuit of college studies.

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

agriculture	health
anthropology	history
art	interdisciplinary studies
biology	mathematics
chemistry	music
communications	physical education and recreation
developmental studies	physics
education	political science
English	psychology
French	remedial studies
geography	sociology
geology	Spanish

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

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, the Associate of Science degree, or the Associate of Applied Science degree, a student will identify a major and will select, when applicable, a concentration in that major. The following chart is an inventory of programs available.

Division	Major	Concentration	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	General Studies	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	Concentration	Degree
Liberal Arts	University Parallel	Industrial Management	Associate of Science (A.S.)
Liberal Arts	University Parallel	Information Systems	Associate of Science (A.S.)
Liberal Arts	University Parallel	Mathematics	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Music	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-Engineering	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.)
Career Education	Business Technology	Accounting	Associate of Applied Science (A.A.S.)
Career Education	Business Technology	Banking and Finance	Associate of Applied Science (A.A.S.)

Division	Major	Concentration	Degree
Career Education	Business Technology	Business Management	Associate of Applied Science (A.A.S.)
Career Education	Business Technology	Real Estate	Associate of Applied Science (A.A.S.)
Career Education	Computer Science Technology	Business	Associate of Applied Science (A.A.S.)
Career Education	General Technology	-----	Associate of Applied Science (A.A.S.)
Career Education	Nursing	-----	Associate of Applied Science (A.A.S.)
Career Education	Office Systems Technology	General Clerical	Associate of Applied Science (A.A.S.)
Career Education	Office Systems Technology	Information Processing	Associate of Applied Science (A.A.S.)
Career Education	Office Systems Technology	Secretarial	Associate of Applied Science (A.A.S.)
Career Education	Biomedical Equipment Technician	-----	Associate of Applied Science (A.A.S.)
Career Education	Emergency Medical Technician	-----	Associate of Applied Science (A.A.S.)
Career Education	Medical Assistant	-----	Associate of Applied Science (A.A.S.)
Career Education	Medical Laboratory Technician	-----	Associate of Applied Science (A.A.S.)
Career Education	Medical Record Technician	-----	Associate of Applied Science (A.A.S.)
Career Education	Multiple Competency Clinical Technician	-----	Associate of Applied Science (A.A.S.)
Career Education	Occupational Therapy Assistant	-----	Associate of Applied Science (A.A.S.)
Career Education	Physical Therapist Assistant	-----	Associate of Applied Science (A.A.S.)
Career Education	Radiographer	-----	Associate of Applied Science (A.A.S.)
Career Education	Respiratory Therapist	-----	Associate of Applied Science (A.A.S.)

Division	Technical Certificate
Career Education	Electronics Certificate of Credit
Career Education	Fire Science Certificate of Credit
Career Education	Microcomputer Software Applications Certificate of Credit

UNIVERSITY PARALLEL MAJOR

At Motlow State Community College a student planning to transfer to a baccalaureate program may earn an Associate of Arts Degree or an Associate of Science Degree. The university parallel major in the associate degree program is the transfer program within which a student selects a concentration. The General Studies concentration provides students an opportunity to complete general education requirements before moving into specialized study. The specific concentrations in the university parallel major are:

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

BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a business technology major with the following concentrations: accounting, banking and finance, business management, 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 Applied Science Degree is awarded.

COMPUTER SCIENCE TECHNOLOGY MAJOR

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

GENERAL TECHNOLOGY MAJOR

Motlow State Community College offers the general technology major which is designed for the student who is interested in a position as a technician or draftperson. The major builds on the Electronics Certificate of Credit Program and the apprenticeship program for those interested in electronics service, maintenance, and assembly. The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

OFFICE SYSTEMS TECHNOLOGY MAJOR

Motlow State Community College offers an Office Systems Technology major with a General Clerical concentration, an Information Processing concentration, and a Secretarial concentration. This program prepares students for various entry-level office positions. The General Clerical concentration prepares graduates to perform as receptionists, filing clerks, typists, and in office positions which do not require shorthand. The Information Processing concentration prepares graduates to perform as data entry operators, information processing specialists, executive aides, or corresponding secretaries. The Secretarial concentration prepares graduates to perform as office workers or as secretaries or stenographers. All concentrations provide training which enables the graduate with further education and/or experience to advance to positions such as office manager, executive secretary or administrative assistant. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

NURSING MAJOR

Motlow State Community College offers a nursing major in a program leading to the Associate of Applied Science Degree. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN), formerly titled State Board Test Pool Examination, for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons (for example, a criminal record) for the Board of Nursing to refuse to allow writing of the exam.

ALLIED HEALTH LINKAGE PROGRAM

Motlow State Community College is involved in a cooperative Linkage program with the School of Health Related Professions (SHRP) at the University of Alabama at Birmingham (UAB). The first year of general education and prerequisite courses is completed at Motlow State Community College. Upon application to and acceptance by SHRP, students transfer to UAB at the program starting date to complete the academic courses and clinical experiences in one of the programs jointly offered through this arrangement:

BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR
EMERGENCY MEDICAL TECHNICIAN MAJOR
MEDICAL ASSISTANT MAJOR
MEDICAL LABORATORY TECHNICIAN MAJOR
MEDICAL RECORD TECHNICIAN MAJOR
MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR
OCCUPATIONAL THERAPY ASSISTANT MAJOR
PHYSICAL THERAPIST ASSISTANT MAJOR
RADIOGRAPHER MAJOR
RESPIRATORY THERAPIST MAJOR

CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available in electronics, in fire science, and in micro-computer software applications. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

OTHER EDUCATIONAL ACTIVITIES

In response to special needs of persons in its service area, Motlow College develops special credit courses or identifies special groups of courses designed to meet specific educational objectives without a degree or a certificate of credit. Among these are individual courses for emergency medical technology and a cluster of courses identified as the apprenticeship program.

EMERGENCY MEDICAL TECHNICIAN TRAINING

Training in this credit program can allow a student to become certified in Tennessee as a Basic Emergency Medical Technician. The training is sanctioned by the Tennessee Department of Public Health, Division of Emergency Medical Service. Upon successful completion of the training the student is eligible to sit for the certification examination administered by the Division of Emergency Medical Service. Courses have the EMT code. For information about emergency medical technician training, contact the Associate Dean of Career Education.

APPRENTICESHIP PROGRAM

The apprenticeship program is a group of courses designed to satisfy the 40-semester-credit-hours related studies requirement to obtain the journeyman's card in the machinist's trade from the U. S. Department of Labor after completing 8,000 hours of on-the-job training. The on-the-job training component must be negotiated between the student's employer and the U. S. Department of Labor. Most of the related studies courses are listed with an IAT code. The addition of the Electronics Certificate of Credit program allows the student to progress from the apprenticeship program to the certificate program and then to the associate degree program if desired. For information about the apprenticeship program, contact the Associate Dean of Career Education.

ACADEMIC POLICIES AND STANDARDS

ACADEMIC ADVISEMENT

Each student is assigned an academic advisor by personnel in the Advisement Center. Students should consult with the assigned advisor prior to each registration and at regular intervals during the period of enrollment. Academic advisors assist students in planning programs of study, interpreting course requirements, and in selecting proper courses. Faculty maintain regularly scheduled office hours, and a student should seek to meet with the advisor during those hours for advice and information. If a student desires to change advisors, he or she should complete a Change of Advisor form, available in the Advisement Center, and submit the completed form to personnel in the Center.

ACADEMIC PROGRAM OF STUDY

Each student is responsible for selecting an academic program of study at Motlow. Programs are defined in terms of a degree with a major and a concentration, as applicable, or a certificate of credit. The Associate of Arts degree and the Associate of Science degree are earned with the university parallel major for transfer. The Associate of Applied Science degree is earned with a selection of a career major. The curriculum requirements for each of the programs of study which are available are outlined on pages 100 through 145. The student who plans to follow a concentration in the university parallel major should secure a copy of the catalog of the institution to which he/she plans to transfer and use it in planning a program of study at Motlow. 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.

PROGRESSION STANDARD FOR COMPLETING THE ENGLISH REQUIREMENT

A first-time college student who is registering as a full-time student (12 or more semester hours) must register for the appropriate English course (remedial, developmental, or collegiate) within the full-time load during the first semester of attendance and remain in an English course each semester until the appropriate English requirement is completed.

STUDENT LOAD

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of twelve (12) semester hours credit. Sixteen (16) to seventeen (17) semester hours credit is the normal load of a student per semester. Nineteen (19) semester hours is the maximum load which a student may have without approval of the appropriate Associate Dean. The maximum load for one semester which will be approved is 22 semester hours. Factors which are considered for approving enrollment for more than nineteen (19) semester 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 twenty-eight (28) semester hours; after this time the student is classified as a sophomore. Those not accepted as degree seeking students or certificate of credit students are classified as special students.

INTENT TO GRADUATE

An Intent to Graduate Form must be completed by a student by February 15 in the spring semester immediately preceding anticipated graduation in May, August, or December. 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 concentration 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 repeat forms and course waiver and substitution forms have been completed and 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 Admissions and Records and the \$25.00 graduation fee will be paid in the Business Office. If a student does not finish the degree requirements during the year that he files his Intent to Graduate form, he should contact the Office of Admissions and Records during the term that requirements will be completed.

INTENT TO RECEIVE A CERTIFICATE OF CREDIT

An Intent to Receive a Certificate of Credit Form must be completed by February 15 in the spring semester before the certificate of credit is to be awarded in May, August, or December. 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 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. If a student does not finish the certificate of credit requirements during the year that the Intent form is filed, he/she should contact the Office of Admissions and Records during the term that requirements will be completed.

CATALOG SELECTION

Students are allowed to graduate or receive certificates of credit 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. The 1989-90 catalog expires and cannot be used for graduation after August 1995.

GRADUATION REQUIREMENTS

To earn the Associate of Arts, the Associate of Science, or the Associate of Applied 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 concentration, 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 66 semester hours of credit.
 - b. A minimum of the final 24 semester 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 excluding all hours earned in remedial and developmental courses.
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 May, August, or December of that year.
3. A Cap and Gown Form should be completed, and the \$25.00 graduation fee should be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in May of each year. Students who complete requirements by August or December should plan to participate in graduation the preceding May.

REQUIRED STUDENT ASSESSMENT AND PROGRAM EVALUATION

All graduating students are required to take the ACT College Outcomes Measures Project (COMP) test designed to measure general education achievement; and graduates of career programs are required to take competency tests applicable to the chosen major for the purpose of evaluation of the career program, as required by public policy. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing is required for all graduating students. In order to comply fully with this provision, the student must authorize the release of his or her scores to Motlow College. Individual student scores will be treated as confidential.

CERTIFICATE OF CREDIT COMPLETION REQUIREMENTS

The student who receives a certificate of credit does not participate in graduation exercises. 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 excluding all hours earned in remedial and developmental courses.
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 May, August, or December of that year.

AWARDING DEGREES OR CERTIFICATES OF CREDIT

When all graduation or certificate of credit requirements have been met by a student, the transcript will be posted to indicate that the degree has been awarded; and a diploma or certificate of credit will be issued. The date of the award will correspond to the term in which the student completed all requirements. Students in degree programs who participate in graduation exercises and subsequently complete all other requirements will receive diplomas following the term in which all requirements are met.

RECEIVING A SECOND ASSOCIATE DEGREE

A student who has completed the requirements for one associate degree may receive a second associate degree upon the completion of the curriculum prescribed for the second degree. The student will be governed by the provisions of the catalog in effect at the time he reenters the college for work toward the second degree. The second degree provision applies only to the degree designation, Associate of Arts, Associate of Science, or Associate of Applied Science, not to additional majors or options.

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

DEAN'S LIST

The Dean's List each semester includes names of full-time students who have a 3.50-4.00 "college only" GPA for the semester.

HONOR ROLL

The Honor Roll each semester includes names of full-time students who have a 3.00-3.49 "college only" GPA for the semester.

HONORS PROGRAM

The Honors Program provides a path to excellence for academically talented students who want to derive maximum benefit from their educational experience. This college-wide curriculum helps students achieve their goal through intensive individual and group study under the guidance of qualified faculty and through interaction with other equally well-qualified students.

Students who complete at least 15 hours of honors courses are recognized at Awards Day and in the Commencement announcement. Completion of 12 semester hours in honors courses at Motlow will qualify a graduate for entry into upper division honors programs at some four-year institutions.

Students are selected on the basis of past performance as measured by ACT scores, high school record, diagnostic writing sample, and/or college instructor recommendations. Prime candidates are entering students who achieved a minimum ACT composite score of 22 or who ranked in the upper 10 percent of their high school class. Sophomores must have a minimum grade-point average of 3.0 with 3.5 in the specific Honors area to be eligible for Honors courses. Students may request an honors designation in any course that does not have an honors section scheduled. Additional information about the Honors program is available in the Offices of the Associate Deans of the Divisions of Career Education and Liberal Arts.

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 Associate Dean. A form for this approval is available in the Office of the Associate Dean. The completed Course Waiver and Substitution Form with necessary signatures is to be submitted to the Office of Admissions and Records by the student.

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 academic 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 semester following the term in which the "I" was received. An "I" in nursing courses must be removed by the end of the second week of the semester 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 semester will observe the schedule for the following fall semester.
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 semester 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 semester'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 and received a final grade of C or lower. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the Dean of Academic Affairs as an exception to the policy. A request for approval to repeat a course in which a B or higher was made should be submitted in writing to the Dean of Academic Affairs prior to the term during which the course is to be repeated. A request must include the reasons for the request. A written response to the request will be sent to the student.

The grade received in repeating a course (other than "NC", or "W", or "WP") is credited in the semester in which the course was repeated. To be effective in the cumulative grade point average (GPA) 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 semester 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 in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.
2. The hours attempted in repeating a course will be subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
3. The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.
4. 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 semester during which the course was re-repeated.

If a course is repeated and no completed Repeat Form is submitted to the Office of Admissions and Records, appropriate reductions in cumulative hours earned will be made when the academic record is revised. In order to keep academic records up to date and avoid inflating cumulative hours earned, Repeat Forms should be completed and submitted at the time of registration for a course being repeated.

GRADING SYSTEM

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

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

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

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

The "CR" is used when a student receives credit for a course by challenge examination. The "CR" is not used in computing the grade point average. When a "CR" is assigned, hours earned are increased. The total hours attempted and quality points earned are not affected.

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 semester for which it is assigned. An incomplete may be removed during the succeeding semester 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. When a "P" is assigned, the hours earned are increased, but total hours attempted and quality points earned are not affected. 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. There is no affect on hours attempted, hours earned or quality points earned.

The "WP" or "WF" is used when a student drops a class or withdraws from the college within the three weeks following the last day to receive a "W". 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 Academic Affairs. Specific dates for the above are posted each semester 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".

APPEAL OF A GRADE

A student may appeal a grade decision if there are circumstances which the student feels should warrant the appeal. Appeals must be made within forty-five (45) days from the end of the term during which the grade was received. Students enrolled in courses during any summer term shall have forty-five (45) days following the last day of the full summer term in which to file a grade appeal. All appeals should be submitted in writing to the Dean of Academic Affairs. Upon receipt of the appeal, the Dean will notify the faculty member involved. The Dean will reserve the right to question the student who has appealed, as well as the faculty member. The Dean will review the merits of the case, and the student and faculty member will be notified in writing of the response to the appeal.

ACADEMIC FRESH START

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Motlow or transferring to Motlow, maintains a 2.0 GPA and completes 30 semester hours of Level 1 course work at Motlow, may petition to have grades on all prior course work disregarded in calculating his/her cumulative grade point average. Removal of grades means removal of all credits. Upon the completion of 30 semester hours at Motlow with a 2.0 cumulative GPA, the student should send a written request and transcript to the Director of Admissions and Records to be submitted for approval to the Dean of Academic Affairs. If the request is granted, the earlier course work will not count toward meeting requirements for graduation but would appear on the student's transcript.

A student who plans to transfer to another institution should contact that institution to determine the impact of Academic Fresh Start prior to implementing the program at Motlow. If assistance is needed, a student should contact the Director of Admissions and Records.

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. Credit hours and grades which are not used in computing the CGPA include (1) hours attempted in a repeated course, provided the number of repeats does not exceed two (See page 84 for information about repeating a course.); and (2) hours attempted in a course for which the grade I is in effect.

Assigned grade point values per letter grade 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	
<hr/>	<hr/>
16 hours completed	37 grade points earned

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

With the exclusions described above, two pair of grade point averages are calculated: (1) a "college only" GPA - a cumulative GPA and term GPA comprised only of hours taken in courses numbered 100 and above and (2) a "combined" GPA - a cumulative GPA and term GPA comprised of both hours taken in courses numbered 100 and above and hours taken in Remedial/Developmental courses. Each of these averages is used in the following manner.

The "college only" GPA is used in

- (1) calculating the required cumulative GPA for graduation,
- (2) determining graduation honors, and
- (3) determining term honors.

The "combined" GPA is used in

- (1) determining suspension and probation,
- (2) determining financial aid eligibility,
- (3) determining athletic eligibility.

RETENTION STANDARDS

The minimum cumulative "college only" grade point average required to achieve the associate degree or receive a certificate of credit is 2.0.

In order to establish a measure of academic standing, a table of minimum retention standards has been established. The table below describes minimum retention standards in terms of the minimum cumulative "combined" grade point average required for the credit hours attempted and is designed to serve as a guide to students who fall below the 2.0 cumulative "combined" grade point average.

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next time of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.0 "combined" grade point average for that term will be suspended.

Semester Hours Attempted	Minimum Cumulative GPA
00.1 - 14.0	1.0
14.1 - 26.0	1.4
26.1 - 40.0	1.7
40.1 - 48.0	1.8
48.1 - 56.0	1.9
56.1 - and above	2.0

ACADEMIC PROBATION AND SUSPENSION

A student who fails during any term to attain a cumulative "combined" grade point average at or above the level indicated in the table for the credit hours attempted will be placed on academic probation for the subsequent term. At the end of the next term of enrollment, a student on academic probation who has failed to attain either a cumulative "combined" grade point average at or above the cumulative standard given in the table or a 2.0 "combined" grade point average for that term will be suspended.

The period of academic suspension will be as follows: first suspension - one semester, second and subsequent suspensions - one calendar year. A student who is suspended for the first time at the end of the spring term will not be readmitted to the following summer or fall terms.

A student who is enrolled on academic probation and attains a 2.0 "combined" grade point average in the term of the probation will continue to be enrolled on academic probation until attaining a cumulative "combined" grade point average at or above the standard given in the table.

Transfer students will be subject to Motlow retention standards for admission or readmission to Motlow. A transfer student must be eligible to re-enter the school from which he/she is transferring. A transfer student whose cumulative grade point average at the time of entry into Motlow is below Motlow's cumulative standard for the semester hours attempted will enter on a probationary basis.

Students who are being admitted or readmitted to Motlow after having been suspended will enter on a probationary basis.

APPEAL OF ACADEMIC SUSPENSION

A student who is suspended from Motlow College or another institution for academic reasons may appeal his or her suspension to the Student Affairs Committee if he or she feels there are extenuating circumstances or hardships which have contributed to his or her suspension. A student who is allowed to re-enter school through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will continue on academic probation.

An appeal must be presented in writing and in duplicate to the Dean of Student Services and Institutional Advancement prior to the last day of the regular registration period as indicated in the official college calendar for the semester during which the student's suspension is to be in effect. Appeals will be heard by the Committee on the day before classes begin each semester at 8:30 a.m., including summer. The students should report to the office of the Dean of Student Services and Institutional Advancement. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.

The Dean of Student Services and Institutional Advancement has the authority to remove suspension status for a student when recommended by the Student Affairs Committee.

ACADEMIC SCHEDULE

Motlow State Community College operates on the semester system. There are three academic semesters: Fall, Spring, and Summer. The projected calendar for each term of the 1989-90 academic year appears at the front of this catalog. The calendar for each term is confirmed in the Schedule of Classes when published. The credit granted each course generally corresponds to the number of hours (50 minutes lecture time = 1 class hour) a class meets each week. Activities such as laboratory courses and physical education courses may require more than one hour for each credit hour.

CLASS SCHEDULE AND SCHEDULE ADDENDUM

Shortly before the beginning of each semester, 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.

Changes in the Schedule of Classes may occur between the publication of the schedule and the opening of the semester. When a student is registering, the Class Schedule Addendum must be referenced for an update on schedule 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 semester 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.

DISCIPLINE CODES

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	FSC Fire Science
BNK Banking	IAT Industrial Technology
BUS Business	IMT Industrial Management
CJT Criminal Justice	MKT Marketing
COP Cooperative Education	NET Nursing
CST Computer Science	OST Office Systems Technology
ECO Economics	RES Real Estate
EMT Emergency Medical Technology	
ERG Pre-Engineering/Engineering Technology	

DISCIPLINE CODES--DIVISION OF LIBERAL ARTS

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

DSE	Developmental Studies - English
DSM	Developmental Studies - Mathematics
DSR	Developmental Studies - Reading
DSS	Developmental Studies - Study Skills
RSE	Remedial Studies - English
RSM	Remedial Studies - Mathematics
RSR	Remedial Studies - Reading

ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM

Beginning in 1985, all Tennessee State Board of Regents universities, colleges and technical institutes implemented the Academic Assessment and Placement Program (AAPP) as a condition for enrollment. All policies and procedures for assessment and placement under this program have been implemented at Motlow State Community College along with a full complement of remedial and developmental courses. The purpose of this program is three fold: (1) identify students who are underprepared for college level studies, (2) provide programs of instruction designed to remove academic deficiencies, and (3) prepare students for entry into the college-level curriculum.

ASSESSMENT AND PLACEMENT

The provisions for assessment and placement apply to all degree-seeking applicants, some returning/re-admit students, and special students for credit. In addition, other students taking English and mathematics for the first time are subject to placement provisions as they apply to these discipline areas. All applicants to whom the assessment and placement provisions apply are subject to the following.

1. Applicants who are under twenty-one (21) years of age and who seek regular admission must take the American College Test (ACT). Those applicants whose ACT composite scores and English and mathematics subscores are 16 or greater may enter the regular college curriculum without placement assessment except as Fall '89 admission requirements are applied to students graduating from high school Spring 1989 and thereafter. See pages 27 and 28 concerning removing deficiencies in high school English and mathematics units. Those applicants whose ACT composite scores are 15 or less must undergo the complete placement assessment. In addition, applicants whose ACT composite scores are 16 or greater but whose ACT sub-scores in English or mathematics are 15 or less must undergo assessment in the sub-score category having the subscore less than 16. Performance on the assessment will result in either placement in the regular college curriculum, placement in remedial studies, placement in developmental studies or a combination of these.
2. Applicants who are twenty-one (21) years of age or older as of the first day of classes in the term admission is sought and who seek regular admission must undergo placement assessment. Performance on the assessment will result in either placement in the regular college curriculum, placement in remedial studies, placement in developmental studies, or a combination of these.
3. Returning or re-admit students who have not undergone placement assessment and who plan to enroll in an English or mathematics course for the first time must be assessed in the appropriate area(s) before they can enroll. Performance on the assessment will result in either placement in a regular curriculum course, placement in a remedial course, or placement in a developmental course.

4. Special Students for Credit who accrue twelve (12) or more semester hours or who request enrollment in an English or mathematics course for the first time must be assessed in the appropriate area(s) before they can re-enroll. Performance on the assessment will result in either placement in a regular curriculum course, placement in a remedial course, or placement in a developmental course.

Students who gain regular admission to the college without assessment and who later prove to have deficiencies at either the remedial or developmental level shall not be allowed to continue in the related college-level course until the exit criteria for the appropriate remedial or developmental course or courses have been met. Such students shall, after verification of the deficiencies through assessment, be withdrawn from the related course or courses with an appropriate withdrawal mark and enrolled in courses appropriate to their assessment results.

Exceptions to mandatory assessment and placement may be granted in individual cases where a student's entry into the college-level curriculum is not considered detrimental to the student's academic progress. Such variance from mandatory assessment and placement will be permitted only after careful evaluation of the student's ACT scores, if applicable, and the results of additional assessment, if necessary. The recommendation for exception will be made by the Director of Remedial and Developmental Studies and granted, only after further review, by the Associate Dean of Liberal Arts.

PROGRESSION STANDARD FOR ASSESSMENT AND PLACEMENT

Effective fall, 1985, and thereafter, a first-time college student who is permitted to enroll without full compliance with all provisions of the assessment and placement program will be permitted to accrue twelve (12) cumulative semester credit hours, beginning with and subsequent to the fall, 1985, term before being subject to the provisions of this program. At such time that twelve (12) cumulative semester credit hours have been earned (beginning with and after fall, 1985), a student who was a first-time student in the fall, 1985, or thereafter is subject to all applicable assessment and placement provisions as a condition for continued enrollment. In addition, if a student in the above category requests registration in English or mathematics courses within the twelve hour limit, the appropriate provisions of assessment and placement will then apply.

ACADEMIC ASSESSMENT AND PLACEMENT PROGRAM (AAPP) TEST

The Academic Assessment and Placement Program (AAPP) test has four components designed to measure readiness for college-level courses. The four components are writing, reading comprehension, mathematics, and logical relationships. The writing component requires a written essay by the student to measure his or her ability to use standard written English. The reading comprehension test is designed to measure a student's ability to understand what he/she reads. This test measures understanding main ideas, understanding direct statements, and drawing inferences. The logical relationship test measures a student's ability to relate ideas to each other logically. This test measures categorizing ideas, using appropriate connectives, making analogies, and recognizing the principles of organization. The mathematics test measures a student's ability to solve problems in the areas of basic arithmetic, elementary algebra and intermediate algebra. A student must take only those portions of the mathematics test for which he/she has formal preparation in high school.

The AAPP test is not a pass/fail test. The results are not used to determine admission to the college. Instead test results are used to select courses best suited to students levels of readiness. Each test component has a separate score which determines student placement into related courses.

Except for extenuating circumstances, the AAPP test may not be taken more than once. Under no circumstances may a student be re-tested within ninety (90) days of his previous test. A student who takes the test but who does not immediately enroll will not be retested unless ninety (90) days have lapsed. A student who transfers to other Tennessee State Board of Regents institutions may have his/her test results forwarded. Additionally, test results are included in student transcript information sent to other SBR institutions.

The AAPP test is given on a regular basis throughout the year at Motlow. Special arrangements and accommodations are available for students who require other than standard conditions for taking the test. There is no fee for taking the AAPP test. The Director of Remedial and Developmental Studies should be contacted for information about the AAPP test and test dates.

REMEDIATION AND DEVELOPMENTAL STUDIES

A complementary component of AAPP testing is a comprehensive program of remedial and developmental studies courses in writing, mathematics, reading and study skills. These courses are designed to assist students who need preparation for college-level work. Remedial and developmental studies courses provide learning experiences which help students succeed in their college level courses.

REMEDIAL COURSES

Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Objectives defined by the Tennessee State Department of Education as mastery objectives for the Tennessee Proficiency Test. Applicants who are placed in remedial studies will be admitted to the College on a controlled admission basis and will be required to complete appropriate remedial courses. Following completion of required remedial courses, a student is required to successfully complete all corresponding developmental courses before enrollment in college-level courses. Descriptions of remedial courses are given on page 196.

DEVELOPMENTAL COURSES

Developmental studies is a program of instruction designed to provide the student a level of proficiency in the Basic Academic Competencies described by the Educational EQuality Project of the College Board as required for successful pursuit of college studies. Applicants who are placed in developmental studies will be admitted to the college on a controlled admission basis. Applicants who are found to be deficient in a basic academic competency at the level of developmental studies may not be enrolled in a regular college-level course which requires that competency as a prerequisite until the exit criteria of the appropriate developmental studies course have been met. Descriptions of developmental courses are given on page 195.

POLICIES OF REMEDIAL AND DEVELOPMENTAL STUDIES

STUDENT ATTENDANCE. Student attendance in remedial and developmental courses will be mandatory; no cuts are permitted. Instructors may interpose penalties at their discretion. The only exceptions to this policy are extenuating circumstances, such as illness or family emergencies.

DROPS AND WITHDRAWALS. Students enrolled in remedial and developmental courses are not permitted to drop or withdraw from these courses unless extenuating circumstances warrant such action. The Director of Remedial and Developmental Studies recommends approval of drops and withdrawals after verification of the extenuating circumstances.

STUDENT FAILURE AND SUSPENSION. A grade of "C" or better is necessary for students to complete successfully remedial or developmental level courses and progress to the next higher course. Students who earn grades lower than "C" in a remedial or developmental course must repeat

the course for a second attempt. Students who earn a grade less than "C" following a second attempt of a remedial or developmental course are suspended from the college for one academic term. When suspension occurs at the end of the spring term, students are not eligible to re-enroll until the following spring term of the next academic year. Following a third unsuccessful attempt at the same course, students will be suspended for one academic year. Students may appeal their suspensions through existing channels provided by Student Affairs Committee (see page 89).

CREDIT HOURS AND GRADES EARNED IN REMEDIAL AND DEVELOPMENTAL COURSES. Credit hours earned in remedial and developmental courses may not be used to meet any degree requirement. These credits are institutional credit only and are "add-on" hours. The grades made in remedial and developmental courses become part of the academic record and will be used in determining the semester GPA and cumulative GPA for retention, probation, and suspension purposes, as well as eligibility for financial aid and athletics, but will not be used when determining eligibility for the honor roll, deans' list or graduation honors.

TRANSFER OF CREDIT FOR REMEDIAL AND DEVELOPMENTAL COURSES. Credits earned in remedial and developmental courses at other Tennessee State Board of Regents institutions are accepted subject to the limitations described above. Motlow reserves the right to place transferring students who have not completed their remedial or developmental level requirements into courses commensurate with their level of progression.

AAPP POST TEST. Students who successfully complete the highest developmental level course must take the appropriate area AAPP post test as part of the exit requirements for the Academic Assessment and Placement Program. Comparisons of individual student post-test scores to assessment scores are used to determine student gains through the program. The AAPP post-test is not a barrier test to determine student progression to the college curriculum.

FOLLOW-UP ON STUDENTS COMPLETING THE REMEDIAL/DEVELOPMENTAL PROGRAM. Files are maintained on all students who enroll in any remedial or developmental course. These files are maintained for as long as students are enrolled in college or for a period of six (6) years.

INTERINSTITUTIONAL ARTICULATION

The State Board of Regents has established guidelines to provide for collegiate articulation between community colleges and universities in the State University and Community College System of Tennessee. The guidelines are intended to promote the orderly progress of students who transfer from the community colleges to baccalaureate degree programs in the universities, while protecting the integrity of the university and community college programs.

The contact person at Motlow State Community College for transfer student advisement and for interinstitutional articulation is the Director of Admissions and Records. Applications, catalogs, and course equivalency information from many Tennessee colleges and universities are available in the Advisement center. Faculty also have information to assist students in making decisions related to academic programs of study designed to transfer.

The programs designed for transfer are identified under the University Parallel Major with a variety of options. Career technology programs and certificate of credit programs are designed for students who do not intend to transfer to a baccalaureate degree program. This information is indicated for each of the career programs.

When a transfer student has satisfactorily completed an associate degree designed for transfer to a university in the Tennessee State Board of Regents System, with a concentration which corresponds to the degree major to be pursued at the university, the university shall grant credit toward completion of the baccalaureate degree for all courses completed for the associate degree, subject to the provisions of the next paragraph, provided that credit need not be granted for any course which would not be acceptable by the university for its native students. When a transfer student has been awarded an associate degree not designed for transfer purposes, each university shall accept those level one (freshman and sophomore) courses completed at a community college which have been determined to be equivalent to level one courses offered by the university, as creditable toward completion of relevant requirements for degree programs at the university, to the same extent that the courses would be creditable toward completion of the degree programs by the university's native students with the same degree major.

There shall be no limit to the number of credits transferred from a community college to a university within the System. However, the application of these credits to meet degree requirements will vary according to the degree sought; and the transfer student must meet the requirements for level two work and residency at the university.

Transfer students shall have the same privileges of catalog options as native students at the receiving institution, i.e. the option of complying with the catalog for the transfer student's freshman year to the extent that this privilege is provided for native students.

PROGRAMS OF STUDY - CORE CURRICULA

The programs of study leading to the associate degree at Motlow State Community College are outlined on pages 100-145. Courses listed first in each program correspond to the general education core curriculum for either the transfer programs or for the career programs. Because the general education requirements in the programs of study are very similar, students can change from one program to another without undue penalty and hardship. The university parallel (transfer) general education core is for students planning to transfer to senior institutions following graduation from Motlow State Community College. The career technology (non-transfer) core is for students planning immediate employment upon graduation.

UNIVERSITY PARALLEL (TRANSFER) CORE CURRICULUM

General Education

Area of Study	Minimum Semester Hours Required
English Composition	6
Literature	6
Humanities	3
American History	6
Natural/physical sciences	8
Mathematics	3
Physical Education Activities	2
Speech	3
Computer Science	1
Interdisciplinary Studies	2

CAREER TECHNOLOGY (NON-TRANSFER) CORE CURRICULUM

General Education

Area of Study	Minimum Semester Hours Required
English Composition	6
Speech	3
Social/Behavioral Science	3
Science/Mathematics	6
Computer Science	1
Interdisciplinary Studies/Humanities	2

Following the general education course listing are the courses selected to support skill and competency development appropriate to the major and concentration. Some programs of study are completed by general elective hours, giving the student the initiative in choosing additional courses to complete the program. All programs of study leading to the associate degree at Motlow State Community College require a minimum of 66 semester hours.

GENERAL EDUCATION

Through the structure of its general educational curriculum, Motlow State Community College seeks to provide experiences designed to prepare students for responsible citizenship; for productive, wholesome and creative participation in life activities; and for intelligent decision making. The objectives of the general education program at Motlow are to provide learning experiences which will lead a student to

- * read, write, listen, and speak effectively;
- * recognize the value of the arts, aesthetics, and their intellectual heritage;
- * clarify personal strengths, values, and goals and evaluate attitudes, values, and ideas in a rational manner;
- * develop the knowledge and skills which promote life-long learning and productive citizenship;
- * think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge;
- * understand the methods of assimilating information using mathematical, quantitative, and information processing skills, and
- * acquire an awareness and sensitivity to the effects of science and technology in society.

**CAREER PROGRAMS NOT FOR TRANSFER
MINIMUM DEGREE REQUIREMENTS**

The Tennessee State Board of Regents has determined that the following associate degree requirements be regarded as the minimum acceptable requirements for career programs not designed for transfer.

1. All components of requirements for associate degrees designed primarily for immediate employment should be outcome oriented.
2. The degree major for associate degree career programs shall require a minimum of 64 semester credit hours.
3. The technical specialty component of the career degree major shall consist of a minimum of 32 semester credit hours.
4. The requirements for a basic core of general education courses for career degrees shall consist of a minimum of 16 semester credit hours including a minimum of one course in each of the following areas:
 - a. oral communications
 - b. written communications
 - c. mathematics
 - d. humanities or fine arts
 - e. social or behavioral sciences
 - f. natural sciences (or an additional mathematics course)
5. Although open admissions to the institution for all adults is a cardinal characteristic of SBR community colleges, the institution may set minimum admission requirements for career degree programs.
6. Credit hours earned in developmental or remedial courses cannot be used to satisfy the minimum 64 semester credit hours requirement.

**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 64 semester credit hours. Credit hours earned in remedial or developmental courses are institutional credit; they are not applicable to credit hours required for any certificate of credit or associate degree.
2. All associate degrees designed for transfer purposes shall require completion of not less than 32 semester credit hours of level-one coursework as described below:
 - a. English composition.6 semester credit hours
 - b. Humanities*.9 semester credit hours, including at least 3 semester credit hours in literature
 - c. History sequence.6 semester credit hours (to be selected in accordance with requirements of transfer institution; 3 semester hours of Tennessee history may be substituted for 3 semester hours of American history)
 - d. Natural/physical sciences/mathematics.9 semester credit hours to include one year of science and at least one course in mathematics
 - e. Physical education activities**. .2 semester credit hours to be taken as two 1-semester courses (Institutions may substitute satisfactory participation in ROTC, marching band, or armed forces experience.)
3. College courses that are taken as electives to address course deficiencies in high school preparation and that are taken to meet minimum admission requirements effective fall, 1989, may not be used to meet the degree requirements specified in Item 2 above.
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.

*All courses in the disciplines of anthropology, art, and music, and selected courses in communications (COM 108, COM 202, and COM 203) have been identified at Motlow State Community College to meet the Humanities requirements established by the State Board of Regents.

**See page 48 for information about credit for military service time.

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 concentrations 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 secure a copy of the current catalog of the institution to which he/she plans to transfer and to discuss the selected transfer program with his/her advisor and/or a counselor.

ACCOUNTING CONCENTRATION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102.	6
ENG 201.	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 131, 132.	6
PED Activities	2
COM 101.	3
*CST 120	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232.	6
BUS 121	3
BUS 241	3
CST 115	3
ECO 201, 202.	6
**General Electives.	3
69 hrs.	

*Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

**Recommended elective: CST 125

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

AGRICULTURE CONCENTRATION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 131 or higher	3-5
PED Activities	2
COM 101	3
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
AGR 101, 102, 234	9
CHE 101, 102	8
ECO 201	3
ACT 231	3
General Electives	3
<hr/>	
68-70 hrs.	

ART CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	9	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
MUS 105	3	MUS 105	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
ART 104, 105	6	ART 104, 105	6
ART 111, 121, 231, 241	12	ART 111, 121, 231, 241	12
General Electives	0-2	General Electives	4-8
One year sequence in a foreign language	6		
<hr/>		<hr/>	
66-68 hrs.		66 hrs.	

BIOLOGY CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
BIO 141, 142	8	BIO 141, 142	8
MAT 151.	4	MAT 151.	4
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
BIO 271, 272	8	BIO 271, 272	8
CHE 101, 102.	8	BIO 231	3
Elective from ART, COM, MUS.	3	CHE 101, 102.	8
General Electives	0-1	MAT 152.	3
One year sequence in a foreign language.	6	General Electives	1-3
	<hr/>		<hr/>
	67-68 hrs.		66 hrs.

BUSINESS ADMINISTRATION CONCENTRATION

University Parallel Major

Associate of Science Degree		Credit hrs.
Courses		
GENERAL EDUCATION		
ENG 101, 102.		6
ENG 201.		3
ENG 202 or 203		3
Humanities Elective from ANT, ART, COM, or MUS		3
HIS 211, 212		6
One year sequence in BIO, CHE, or PHY		8
MAT 131, 133.		6
PED Activities.		2
COM 101.		3
*CST 120		3
IDS 101		2
CONCENTRATION REQUIREMENTS		
ACT 231, 232.		6
BUS 121, 241.		6
CST 115		3
ECO 201, 202.		6
**General Electives.		3
		<hr/>
		69 hrs.

*Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

**Recommended elective: CST 125 or CST 126

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

BUSINESS EDUCATION/OFFICE MNGMNT CONCENTRATION

University Parallel Major

Associate of Science Degree		Credit hrs.
Courses		
GENERAL EDUCATION		
ENG 101, 102		6
ENG 201		3
ENG 202 or 203		3
ART 101 or MUS 105		3
HIS 211, 212		6
One year sequence in BIO, CHE, or PHY		8
MAT 151		4
PED Activities		2
COM 101		3
*CST 120		3
IDS 101		2
CONCENTRATION REQUIREMENTS		
ACT 231, 232		6
BUS 121		3
BUS 241		3
ECO 201, 202		6
OST 101, 102		6
General Electives		2

69 hrs.

*Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

**Students with one year or more of high school typewriting may be permitted to substitute elective hours for OST 101 and begin with OST 102.

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

CHEMISTRY CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
CHE 101, 102	8	HIS 211, 212	6
*MAT 251	5	*MAT 251	5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
CHE 231, 232	8	CHE 231, 232	8
Electives from ART, COM, MUS	3	MAT 252, 253	10
General Electives	5-7	General Electives	4-6
One year sequence in a foreign language	6		

66 hrs.

66 hrs.

*MAT 151 and MAT 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and individual advisors.

COMMUNICATIONS CONCENTRATION
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
COM 111	3	COM 111	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
*COM 112, 113	6	*COM 112, 113	6
COM Electives	6	COM Electives	6
General Electives	4-8	General Electives	10-14
One year sequence in a foreign language	6		
	<u>66 hrs.</u>		<u>66 hrs.</u>

*COM 112 requires the completion of OST 101 and/or the ability to type 35-40 words per minute.

NOTE: Students planning to major in speech-theater upon transfer should plan carefully with their advisors for appropriate selection of courses.

COMPUTER SCIENCE CONCENTRATION
University Parallel Major

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 251	5
PED Activities	2
COM 101	3
**CST 120	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
CST 135	3
CST 132, 232	6
CST 240 or CST 250	3
MAT 252, 253	10
General Electives	3
	<u>69 hrs.</u>

*MAT 151 and MAT 152 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

A related program in Information Systems is also in the University Parallel major.

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

EARLY CHILDHOOD EDUCATION CONCENTRATION

University Parallel Major

Associate of Science Degree		Credit hrs.
Courses		
GENERAL EDUCATION		
ENG 101, 102.		6
ENG 201.		3
ENG 202 or 203		3
Humanities Elective from ANT, ART, COM, or MUS		3
HIS 211, 212		6
BIO 104, GEO 120, PHY 101.		12
MAT 123.		3
PED Activities.		2
COM 101.		3
CST 105 or higher		1-3
IDS 101		2
CONCENTRATION REQUIREMENTS		
ART 104.		3
MUS 252.		3
EDU 131, 132.		6
GGY 201.		3
General Electives		5-7
		66 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 CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 131, 133.	6	MAT 131, 133.	6
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
*CST 120	3	*CST 120	3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
ECO 201, 202.	6	ACT 231, 232.	6
Elective from ART, COM, MUS.	3	BUS 121	3
BUS 241	3	BUS 241	3
General Electives	3	ECO 201, 202.	6
One year sequence in foreign language.	6	General Electives	3
	66 hrs.		66 hrs.

*Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

ELEMENTARY EDUCATION CONCENTRATION

University Parallel Major

Associate of Science Degree		
Courses		Credit hrs.
GENERAL EDUCATION		
ENG 101, 102		6
ENG 201		3
ENG 202 or 203		3
Humanities Elective from ANT, ART, COM, or MUS		3
HIS 211, 212		6
BIO 104, GEO 120, PHY 101		12
MAT 123		3
PED Activities		2
COM 101		3
CST 105 or higher		1-3
IDS 101		2
CONCENTRATION REQUIREMENTS		
ART 104		3
MUS 252		3
EDU 131, 132		6
GGY 201		3
PED 241		3
General Electives		2-4
		66 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 CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
ART 101	3	ART 101	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
ENG 190	3	ENG 190	3
MUS 105	3	MUS 105	3
Electives from ART, COM, and MUS (excluding ART 101 and MUS 105)	6	Electives from ART, COM, and MUS (excluding ART 101 and MUS 105)	6
General Electives	4-8	General Electives	10-14
One year sequence in a foreign language6		
		66 hrs.	
		66 hrs.	

GENERAL STUDIES CONCENTRATION
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
Electives from ANT, ART, COM, or MUS.	3	One year sequence from any discipline.	6-12
General Electives	13-17	General Electives	10-20
One year sequence in a foreign language.	6		
	<hr/> 66 hrs.		<hr/> 66 hrs.

GEOGRAPHY CONCENTRATION
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
BIO 104, 105	8	BIO 104, 105	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
GGY 101, 201.	6	GGY 101, 201.	6
GEO 120.	4	GEO 120.	4
General Electives	6-10	General Electives	12-16
One year sequence in a foreign language.	6		
	<hr/> 66 hrs.		<hr/> 66 hrs.

HEALTH AND PHYSICAL EDUCATION CONCENTRATION

University Parallel Major

Courses		Associate of Science Degree	Credit hrs.
GENERAL EDUCATION			
ENG 101, 102			6
ENG 201			3
ENG 202 or 203			3
Humanities Elective from ANT, ART, COM, or MUS			3
HIS 211, 212			6
BIO 141, 142			8
MAT 126 or higher			3-5
PED Activities			2
COM 101			3
CST 105 or higher			1-3
IDS 101			2
CONCENTRATION REQUIREMENTS			
HED 211, 212			6
PED 200, 241			6
PSY 131			3
EDU 131, 132			6
Elective from the following: HED 215, PED 207, 208, 211, 212			3
PED Activities			2
			66-70 hrs.

HISTORY CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
HIS 111, 112	6	HIS 111, 112	6
Electives from ECO, GGY, PSY, or SOC	6	Electives from ECO, GGY, PSY, or SOC	6
POL 111, 112	6	POL 111, 112	6
General Electives	0-2	General Electives	4-8
One year sequence in a foreign language6		
66-68 hrs.		66 hrs.	

INDUSTRIAL MANAGEMENT CONCENTRATION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102.	6
ENG 201.	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
MAT 151, 152.	7
PED Activities.	2
COM 101.	3
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
BUS 241	3
ECO 201, 202.	6
ERG 101.	3
IMT 110, 153, 183	9
General Electives	2
<hr/>	
69 hrs.	

INFORMATION SYSTEMS CONCENTRATION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102.	6
ENG 201.	3
ENG 202 or 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8
*MAT 131, 133	6
PED Activities.	2
COM 101.	3
**CST 120.	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232.	6
BUS 241	3
CST 115, 221	6
ECO 201, 202.	6
General Electives	3
<hr/>	
69 hrs.	

*Consult advisor concerning mathematics requirements at transferring institutions.

**Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

A related program in Computer Science is available in the University Parallel major.

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.

MATHEMATICS CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
*MAT 251.	5	*MAT 251.	5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
**CST 120 or higher	3	**CST 120 or higher	3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
MAT 252, 253, 273.	13	MAT 252, 253, 273.	13
Elective from ART, COM, MUS.	3	General Electives	9
General Electives	3		
One year sequence in a foreign language.	6		
	69 hrs.		66 hrs.

*MAT 151 and MAT 152 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

**Keyboarding skills are required for CST 120. CST 100 or previous typing course is a prerequisite or co-requisite for CST 120.

MUSIC CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
MUS 105.	3	MUS 105.	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
MUS 111, 112, 211, 212.	14	MUS 111, 112, 211, 212.	14
MUS 131, 132, 221, 222	6	MUS 131, 132, 221, 222	6
One of the following 2-hour sequences	2	One of the following 2-hour sequences	2
MUS 141, 142		MUS 141, 142	
MUS 151, 152		MUS 151, 152	
MUS 161, 162		MUS 161, 162	
One year sequence in a foreign language.	6	General Electives	0-4
	68-72 hrs.		66 hrs.

PHYSICS CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
CHE 101, 102.	8	CHE 101, 102.	8
*MAT 251.	5	*MAT 251.	5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 115 or higher	3	CST 115 or higher	3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
MAT 252, 253.	10	MAT 251, 252, 273.	13
PHY 231, 232.	8	PHY 231, 232.	8
One year sequence in a foreign language.	6	General Electives	3
	<u>68 hrs.</u>		<u>68 hrs.</u>

*MAT 151 and 152 are required courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

POLITICAL SCIENCE CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
POL 111, 112.	6	HIS 111, 112	6
Elective from ART, COM, or MUS	3	POL 111, 112.	6
General Electives	7-11	General Electives	10-14
One year sequence in a foreign language.	6		
	<u>66 hrs.</u>		<u>66 hrs.</u>

PRE-DENTAL CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 121	6	HIS 211, 212	6
BIO 141, 142	8	BIO 141, 142	8
*MAT 251	5	*MAT 251	5
PED Activities.	2	PED Activities.	2
COM 101.	3	COM 101.	3
CST 115 or higher	3	CST 115 or higher	3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
CHE 101, 102.	8	CHE 101, 102.	8
BIO 231	3	CHE 231, 232.	8
ERG 171, 172.	8	BIO 231	3
One year sequence in a foreign language.	6	ERG 171, 172.	8
	69 hrs.		71 hrs.

*MAT 151 and 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

NOTE: Students planning to major in any dental program upon transfer should plan carefully with their advisors for appropriate selection of courses.

PRE-ENGINEERING CONCENTRATION

University Parallel Major

Associate of Science Degree

Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102.	6	ENG 101, 102.	6
ENG 201.	3	ENG 201.	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
ART 101 or MUS 105	3	ART 101 or MUS 105	3
HIS 211, 212	6	CHE 101, 102.	8
CHE 101.	4	*MAT 251	5
PHY 231, 232.	8	COM 101.	3
*MAT 251	5	CST 132	3
PED Activities.	2		
COM 101.	3		
CST 132	3		
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
ERG 101, 102, 252, 253.	12	ERG 101, 102, 111, 112, 231.	17
MAT 252, 253, 273.	13	MAT 252, 253, 273.	13
	71 hrs.	**PHY 232	4
		General Electives	3
			71 hrs.

*MAT 151 and 152 are required for courses for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor. CST 120 is required for students lacking the background to start with CST 132.

**ERG 111 meets the requirements of PHY 231 as prerequisite for PHY 232 only in Track 2.

PRE-LAW CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
ECO 201, 202	6	ECO 201, 202	6
POL 111, 112	6	POL 111, 112	6
General Electives	4-8	PSY and /or SOC Electives	6
One year sequence in a foreign language	6	General Electives	4-8
	<u>66 hrs.</u>		<u>66 hrs.</u>

PRE-MEDICAL CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
BIO 141, 142	8	BIO 141, 142	8
*MAT 251	5	*MAT 251	5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 115 or higher	3	CST 115 or higher	3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
CHE 101, 102	8	CHE 101, 102	8
BIO 231	3	CHE 231, 232	8
ERG 171, 172	8	BIO 231	3
One year sequence in a foreign language	6	ERG 171, 172	8
	<u>69 hrs.</u>		<u>71 hrs.</u>

*MAT 151 and 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

NOTE: Students planning to major in any medical program upon transfer should plan carefully with their advisors for appropriate selection of courses.

PRE-NURSING CONCENTRATION

University Parallel Major

Courses	Associate of Science Degree	Credit hrs.
GENERAL EDUCATION		
ENG 101, 102		6
ENG 201		3
ENG 202 or ENG 203		3
Humanities Elective from ANT, ART, COM, or MUS		3
HIS 211, 212		6
BIO 141 and CHE 101		8
MAT 151		4
PED Activities		2
COM 101		3
CST 115		3
IDS 101		2
CONCENTRATION REQUIREMENTS		
BIO 231, 271, 272		11
BUS 241		3
PSY 131 and (PSY 132 or PSY 212)		6
SOC 211, 212		6
		69 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.

PRE-OPTOMETRY CONCENTRATION

University Parallel Major

Courses	Associate of Science Degree	Credit hrs.
GENERAL EDUCATION		
ENG 101, 102		6
ENG 201		3
ENG 202 or ENG 203		3
Humanities Elective from ANT, ART, COM, or MUS		3
HIS 211, 212		6
BIO 141, 142		8
*MAT 251		5
PED Activities		2
COM 101		3
CST 115 or higher		3
IDS 101		2
CONCENTRATION REQUIREMENTS		
BIO 231		3
CHE 101, 102, 231, 232		16
ERG 171, 172		8
		71 hrs.

*MAT 151 and MAT 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

Entrance requirements 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 and plan carefully with the advisor for appropriate selection of courses.

PRE-PHARMACY CONCENTRATION
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
*MAT 251	5
PED Activities	2
COM 101	3
CST 115 or higher	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
CHE 101, 102, 231, 232	16
ERG 171, 172	8
	68 hrs.

*MAT 151 and MAT 152 are required for students lacking the background to start with MAT 251. This requirement will be verified by the mathematics faculty and the individual advisor.

NOTE: Students planning to major in any pharmacy program upon transfer should plan carefully with their advisors for appropriate selection of courses.

PRE-VETERINARY MEDICINE CONCENTRATION
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 131, 133	6
PED Activities	2
COM 101	3
CST 115 or higher	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
AGR 101, 102	6
CHE 101, 102	8
ERG 171, 172	8
	67 hrs.

After completion of the Associate of Science Degree with an option in pre-veterinary medicine, the student will transfer to a four-year institution to complete other requirements. Competition for admission to veterinary school is intense because 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 CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 131 or higher	3-5	MAT 131 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
PSY 131, 132, 212, 290	12	PSY 131, 132, 212, 290	12
Electives from ART, COM, MUS	3	General Electives	10-14
General Electives	1-5		
One year sequence in a foreign language	6		
	66 hrs.		66 hrs.

RECREATION CONCENTRATION

University Parallel Major

Associate of Science Degree	
Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
ENG 201	3
ENG 202 or ENG 203	3
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6
BIO 141, 142	8
MAT 126 or higher	3-5
PED Activities	2
COM 101	3
CST 105 or higher	1-3
IDS 101	2
CONCENTRATION REQUIREMENTS	
HED 211, 212	6
PED 200, 211, 212	9
PED Activities	2
General Electives	5-9
	66 hrs.

SECONDARY EDUCATION CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
ART 101	3	ART 101	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
EDU 131, 132	6	EDU 131, 132	6
One course from the following: ANT 201, ECO 201, GGY 201, POL 111, or SOC 211	3	One course from the following: ANT 201, ECO 201, GGY 201, POL 111, or SOC 211	3
MUS 105	3	MUS 105	3
One course from the following: HED 211, 212, 215, or PSY 132	3	One course from the following: HED 211, 212, 215, or PSY 132	3
General Electives	1-5	General Electives	7-11
One year sequence in a foreign language	6		
	66 hrs.		66 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 option 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 option should select one or more teaching fields. The student is, therefore, advised to check the option that corresponds with his teaching interests.

SOCIAL SCIENCE CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
Three of the following 6-hour sequences	18	Three of the following 6-hour sequences	18
ECO 201, 202 POL 111, 112 PSY 131, 132 SOC 211, 212	0-2	ECO 201, 202 POL 111, 112 PSY 131, 132 SOC 211, 212	4-8
General Electives	0-2	General Electives	4-8
One year sequence in a foreign language	6		
	66-68 hrs.		66 hrs.

SOCIAL WORK CONCENTRATION

University Parallel Major

Associate of Science Degree		Credit hrs.
Courses		
GENERAL EDUCATION		
ENG 101, 102		6
ENG 201		3
ENG 202 or ENG 203		3
Humanities Elective from ANT, ART, COM, or MUS		3
HIS 211, 212		6
One year sequence in BIO, CHE, or PHY		8
MAT 126 or higher		3-5
PED Activities		2
COM 101		3
CST 105 or higher		1-3
IDS 101		2
CONCENTRATION REQUIREMENTS		
PSY 131, 132, 212		9
SOC 211, 212, 220		9
HED 215		3
General Electives		1-5
		66 hrs.

SOCIOLOGY CONCENTRATION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102	6	ENG 101, 102	6
ENG 201	3	ENG 201	3
ENG 202 or ENG 203	3	ENG 202 or ENG 203	3
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212	6	HIS 211, 212	6
One year sequence in BIO, CHE, or PHY	8	One year sequence in BIO, CHE, or PHY	8
MAT 126 or higher	3-5	MAT 126 or higher	3-5
PED Activities	2	PED Activities	2
COM 101	3	COM 101	3
CST 105 or higher	1-3	CST 105 or higher	1-3
IDS 101	2	IDS 101	2
CONCENTRATION REQUIREMENTS		CONCENTRATION REQUIREMENTS	
SOC 211, 212, 220	9	SOC 211, 212, 220	9
PSY 131, 132	6	PSY 131, 132	6
General Electives	1-5	General Electives	7-11
One year sequence in a foreign language	6		
	66 hrs.		66 hrs.

BUSINESS TECHNOLOGY MAJOR

Motlow State Community College offers a Business Technology major with the following concentrations: Accounting, Banking and Finance, Business Management, and Real Estate. This major prepares students for a variety of positions in the broad field of business. The Accounting concentration prepares students in a broad range of accounting fields, including accounting systems, record keeping, financial statements, tax accounting, budgeting, and other accounting areas. The Banking and Finance concentration prepares students for career entry in the field of banking and finance. The Business Management concentration provides students with a broad academic foundation for mid-management and junior level positions in business administration. The Real Estate concentration provides knowledge of the total operation of a real estate business.

The major core curriculum is designed to promote development of the following competencies.

- * an understanding of fundamental business concepts and terminology
- * an understanding of fundamental management concepts and human resources utilization
- * an understanding of the accounting system applicable to business ownerships
- * an understanding of fundamental macroeconomics, microeconomics, and economic applications
- * an understanding of computer hardware and software applications
- * the ability to apply mathematical concepts for business-related problem solving and analysis and presentation of data
- * an understanding of principles of written business communications applying standard rules
- * an understanding of the legal aspects of a business environment

These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

Academic Affairs

ACCOUNTING CONCENTRATION

Business Technology Major

Associate of Applied 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.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
ACT 241	3
ACT 251, 252	6
ACT 261, 281, 291	9
BUS 121, 222, 271	9
CST 125	3
General Electives	3
	68 hrs.

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

BANKING AND FINANCE CONCENTRATION

Business Technology Major

Associate of Applied 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.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BNK 111, 122, 222, 270	12
BUS 121, 222	6
BUS 241, 261, 271	9
Electives from the following:	
BNK 112, 118, 120, 133, 142, 213, 242, 243, 253, 254, 261, 262	6
General Electives	3
	68 hrs.

BUSINESS MANAGEMENT CONCENTRATION

Business Technology Major

Associate of Applied Science Degree

This career 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	Credits hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
ACT 291	3
BUS 121, 222	6
BUS 241, 271, 275; BUS 291 or MKT 285	12
CST 125, 126	6
MKT 281, 283	6
General Electives	3
	68 hrs.

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

REAL ESTATE CONCENTRATION

Business Technology Major

Associate of Applied Science Degree

This career 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 Applied 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.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201, 202	6
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BNK 122	3
BUS 121, 222, 261	9
MKT 283, 285	6
RES 201, 211, 223, 243	11
General Electives	6
	67 hrs.

COMPUTER SCIENCE TECHNOLOGY MAJOR

Motlow State Community College offers a Computer Science Technology major with a Business concentration and a Scientific concentration. This major prepares students for a variety of positions in the broad field of computer science. Both the Business and the Scientific concentrations provide students with a broad foundation for junior level positions in programming and systems analysis.

The major core curriculum is designed to promote development of the following competencies.

- * an understanding of fundamental computer terminology and hardware, computer numbering systems, flowcharting symbols, and data storage methods
- * the ability to construct data files
- * the ability to isolate problem solving facts and develop algorithms and flowcharts for problem solving
- * the ability to input, manipulate, and retrieve data
- * an understanding of structured program techniques
- * the ability to program in various high-level computer languages
- * the ability to provide thorough documentation at appropriate levels

These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

BUSINESS CONCENTRATION

Computer Science Technology Major

Associate of Applied Science Degree

This career program provides students with a broad foundation for junior level positions in programming and systems analysis. The Business concentration is for students interested in the business applications of data processing. The program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102.	6
COM 101.	3
ECO 201, 202.	6
MAT 131, 133.	6
*CST 120	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232.	6
BUS 121, 222, 241, 271	12
CST 115 and CST 125 or CST 126	9
CST 130, 221, 222, 250	12
General Electives	3
	68 hrs.

*Keyboarding skills are required for this course. CST 100 or previous typing course is a prerequisite or corequisite for CST 120.

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

SCIENTIFIC CONCENTRATION

Computer Science Technology Major

Associate of Applied Science Degree

This career program provides students with a broad foundation for junior level positions in programming and systems analysis. The Scientific concentration is for students interested in scientific and engineering applications in data processing. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102.	6
COM 101.	3
PSY 110	3
*MAT 151, 152.	6
**CST 120.	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
BUS 241	3
CST 132, 135	6
CST 232, 240, 250	9
ENG 190.	3
ERG 171, 172.	8
MAT 251, 252.	10
General Electives	6

68 hrs.

Recommended elective: CST 130

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

GENERAL TECHNOLOGY MAJOR

Associate of Applied Science Degree

Motlow State Community College offers the General Technology major which is designed for the student who is interested in a position as a technician or draftperson. The major builds on the Electronics Certificate of Credit program and the Apprenticeship program for those interested in electronics service, maintenance, and assembly. The curriculum is designed to give the student a general education base to support the technological training necessary for employment. The technology courses emphasize "hands-on" experience to prepare the student in his/her role of technician.

The curriculum is designed to promote development of the following competencies.

- * an understanding of graphical communication and visualization and application of descriptive geometry to modern engineering
- * an understanding of fundamental computer concepts, technology, and processes
- * the ability to apply fundamental physical principles
- * the ability to use mathematics in engineering, drafting, and shop applications
- * the ability to evaluate and control potential industrial safety hazards
- * an understanding of industrial supervision
- * an understanding of circuitry, lasers, robotics, and related applications
- * an understanding of manufacturing processes, principles, and methods

The two-year program is designed for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science Degree is awarded.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102.	6
COM 101.	3
ECO 201	3
MAT 121.	3
ERG 171	4
CST 120	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
CST 130	3
ENG 190.	3
ERG 101, 102.	6
ERG 114, 172, 181	13
IAT 101, 210	6
IMT 153, 183	6
General Electives	6

67 hrs.

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

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 purpose is to assist the student in developing the technical and intellectual competencies which enable capable functioning as a graduate associate degree nurse with a commitment to maintaining this competency through continuing education. The Associate of Applied Science degree is awarded.

The curriculum is designed to promote development of the following competencies as defined by the Council for Associate Degree Nursing, NLN, 1978.

- * provides nursing care using the nursing process to formulate and maintain individualized client care plans
- * communicates verbally and nonverbally, using the nursing process with clients, families, significant others, nursing peers, and other members of the health care team
- * provides health teaching information and support to implement medical and nursing treatment plans and to reinforce teaching plans of other health care professionals
- * manages nursing care, based on the nursing process, for a group of clients with common well-defined health problems in structured settings
- * practices as a technical registered nurse, within the ethical and legal framework of the nursing profession and is accountable for his/her own actions

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 recurring nursing problems. Emphasized are appropriate nursing interventions related to the patient's reactions to physiological, psychosocial, and environmental changes. 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 the college classrooms, area hospitals and extended care facilities, various health and community agencies in the eleven county service area.

Prospective applicants must meet admission requirements to the College, have a nursing application on file by March 1 of each year, and write the Psychological Corporation Entrance Examination for Schools of Nursing in March. If the Tract A fall nursing class is not filled following the March entrance examination, the examination may be rescheduled in August. Track options for possible entry into the nursing program are Track A and the Extended Study Track. Final acceptance of applicants is based on college and nursing program entrance requirements, which include reviews of AAPP scores, entrance examination scores, high school and college transcripts and application information; completion of BIO 141 at the college level; cumulative 2.0 grade point average; satisfactory physical examination; and proof of current basic level CPR certification.

Transfer students from other Registered Nurse programs must meet Motlow transfer requirements and readmission criteria for the nursing program as stated on the next page. Licensed Practical Nurses or transfer students from other Registered Nurse programs in which the nursing courses are five years old or less may apply to challenge NET 141 Nursing Care I and NET 142 Nursing Care II. Applicants desiring to challenge these courses must notify the Director of Nursing Education prior to June 15 of the entry year. The challenge procedure is outlined on pages 127-128.

Acceptance to Motlow State Community College does not guarantee admittance to the nursing program. Applicants accepted by the nursing program must also meet admission criteria of Motlow State Community College. Denial of acceptance to the nursing program does not nullify acceptance to the college, but denial of acceptance to the college does nullify acceptance to the nursing program.

Students may anticipate the following approximate costs in addition to college requirements:

Entrance Exam Fee	\$ 18.00
Uniforms (purchased prior to first fall semester)	\$ 65.00 - \$ 85.00
Goggles and Shields (purchased prior to first fall semester)	\$ 25.00
Professional Liability Insurance (per year)	\$ 25.00
Accident/Hospital Insurance (per semester)	\$ 17.00
Student may submit proof of company or personal policy.	
Textbooks: (minimum)	
First year	\$300.00
Second year	\$200.00
Nursing lab fee, per lab section	\$ 8.00
NCLEX-RN fees (last semester)	\$ 80.00
Nursing Pin (last semester)	\$ 60.00 - \$150.00

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 course. Satisfactory performance in both theory and clinical components of each course is required for the student to be eligible for succeeding nursing courses. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum. Students who withdraw from the Track A sequence may apply for readmission if desired. Eligibility for readmission will be based on space available in clinical laboratory groups, cumulative grade point average at time of readmission, rationale for withdrawal, and the amount of time elapsed since withdrawal. Students failing any 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. Students desiring transfer to the Motlow nursing program from other nursing schools will be subject to these same readmission criteria and may be asked to demonstrate and/or remediate proficiency in clinical skills learned in the previous school.

Students are required to take the National League for Nursing achievement tests at selected points in the nursing sequence. Upon completion of the program, graduates who are eligible, per criteria of the Tennessee Board of Nursing, may write the National Council Licensing Examination (NCLEX-RN), formerly titled State Board Test Pool Examination, for licensure as a Registered Nurse. Eligibility is based upon graduation from an approved nursing school, payment of required fees, satisfactory completion of required application forms, and no evidence of reasons (for example, a criminal record) for the Board of Nursing to refuse to allow writing of the exam.

Curriculum requirements for the Nursing major, Track A, and the Extended Study Track are described on page 129.

CAREER MOBILITY CHALLENGE PROGRAM -- Nursing Courses

Currently licensed Practical Nurses or transfer students from other Registered Nurse programs having nursing courses which are not more than five years old may apply to challenge one or two courses in the Motlow nursing program. The courses which may be challenged are NET 141 Nursing Care I and NET 142 Nursing Care II. NET 140 Role of the Associate Degree Nurse, scheduled in the fall term, may not be challenged. Applicants desiring to challenge these courses must notify the Director of Nursing Education prior to June 15 of the entry year. The challenge process will be explained during new student orientation in the summer or upon application to the nursing program.

An applicant for challenge of nursing courses must complete the following steps:

1. apply to and be accepted by the college,
2. apply to and be accepted into the nursing program,
3. comply with provisions of the Academic Assessment Placement Program, and
4. have a 2.0 (on a 4.0 scale) cumulative grade point average in all college courses attempted.

When the above steps are completed, the applicant for challenge must

1. register for the course to be challenged during preregistration or regular registration for the semester in which the course to be challenged is scheduled,
2. submit a Proficiency Examination Application to the Director of Nursing Education at the time of registration for the course to be challenged, and
3. complete the three-component Challenge Examination for the course being challenged prior to the first day of regular classes for that course.

If the student successfully completes all components of the challenge examination, credit for the challenged course will be granted. A "CR" will be used on the transcript indicating hours earned with no affect on the grade point average.

If the student does not successfully complete all components of the challenge s/he must attend and complete requirements of all classes and labs for the course for which s/he registered and attempted the challenge.

The challenge examination for each nursing course will have the following three components:

1. a written two-hour ACT-PEP examination which tests theory and rationales taught in the course being challenged,
2. a proficiency examination in the classroom laboratory including selected clinical procedures required in the course being challenged, and
3. a three-to-four-hour clinical proficiency examination including skills required in the course being challenged.

An 80% passing rate is required on the first component to be eligible to continue to the second component of the challenge examination. Satisfactory completion of the requirements established for the second component is necessary for the student to progress to the third component. The third component, clinical proficiency, will be conducted as a client care assignment under the supervision of a nursing faculty member in a selected clinical agency. If the applicant is employed in a clinical agency, that agency may not be used for that applicant's clinical proficiency component. Assignment of instructors to participate in administering the challenge examination will be made by the Director of Nursing Education.

NURSING MAJOR

TRACK A

Associate of Applied Science Degree

Track A admission requirements: completion of required remedial and developmental courses, writing of the Nursing Entrance Examination, acceptance by the Nursing Education Department, cumulative grade point average of 2.0 or better in all college courses attempted, completion of BIO 141 at the college level, satisfactory physical examination, and proof of first-level CPR certification.

First Year (3 semesters)		Second Year (2 semesters)	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102.	6	BIO 231	3
MAT 120.	1	NET 213, 241, 242	18
BIO 271, 272	8	IDS 101	2
HED 223.	3	PSY 290	3
CST 105	1	One of the following:	
NET 140, 141, 142	18	SOC 211, SOC 212, SOC 220	3
PSY 131	3		
EDU 131.	3		
	<hr/>		<hr/>
	43 hrs.		29 hrs.

EXTENDED STUDY TRACK

Associate of Applied Science Degree

This Track is designed for students who lack the necessary educational background to pursue a career in nursing, or who for personal, family, or financial reasons, may need to extend the program of study for longer than 2 years. Individual programs of study requiring more than 3 years for completion must be approved by the Director of Nursing Education. Full details of Track A and the Extended Study Track requirements are available in the nursing office.

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

OFFICE SYSTEMS TECHNOLOGY MAJOR

Motlow State Community College offers an Office Systems Technology major with a General Clerical concentration, an Information Processing concentration, and a Secretarial concentration. This program prepares students for various entry-level office positions. The General Clerical concentration prepares graduates to perform as receptionists, filing clerks, typists, and in office positions which do not require shorthand. The Information Processing concentration prepares graduates to perform as data entry operators, information processing specialists, executive aides, or correspondence secretaries. The Secretarial concentration prepares graduates to perform as office workers or as secretaries or stenographers. All concentrations provide training which enables the graduate with further education and/or experience to advance to positions such as office manager, executive secretary or administrative assistant.

The major core curriculum is designed to promote development of the following competencies.

- * an understanding of principles of written business communications applying standard rules
- * the ability to type a variety of letter styles, administrative communications, forms, tables, and manuscripts maintaining mailability standards
- * the ability to effectively operate modern office equipment
- * an understanding of fundamental computer concepts, hardware, and application software with emphasis in word processing
- * an understanding of fundamental business and economic principles
- * an understanding of modern administrative office procedures
- * an understanding of records management methods, control, and equipment
- * an understanding of accounting principles and the accounting cycle

These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Applied Science degree is awarded.

GENERAL CLERICAL CONCENTRATION

Office Systems Technology Major

Associate of Applied Science Degree

The general clerical concentration is designed to develop proficiency in the skills of typewriting, machine transcription, office procedures and a 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.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201	3
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BUS 121, 222, 261	9
OST 101, 102	6
OST 115	3
OST 201, 203, 213, 221, 230	15
General Electives	6
	68 hrs.

BUS 291 and OST 140 are recommended electives for this major.

*Students with one year of high school typewriting may be permitted to substitute elective hours for OST 101 and begin with OST 102.

INFORMATION PROCESSING CONCENTRATION

Office Systems Technology Major

Associate of Applied Science Degree

This Information Processing concentration is designed to develop proficiency in the area of typewriting, application software, word processing, and business communications. This concentration is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201	3
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BUS 121, 222	6
CST 125 or 126	3
*OST 101, 102	6
OST 115, 140	6
OST 201, 203	6
OST 213, 221, 230	9
General Electives	3
	68 hrs.

Recommended electives: ACT 291, BUS 291

*Students with one year of high school typewriting may be permitted to substitute elective hours for OST 101 and begin with OST 102.

SECRETARIAL CONCENTRATION

Office Systems Technology Major

Associate of Applied Science Degree

The secretarial concentration is designed to develop proficiency in the skills of shorthand, typewriting, records management, 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.
GENERAL EDUCATION	
ENG 101, 102	6
COM 101	3
ECO 201	3
MAT 122, 131	6
CST 115	3
IDS 101	2
CONCENTRATION REQUIREMENTS	
ACT 231, 232	6
BUS 121, 222, 261	9
*OST 101, 102	6
**OST 111, 112	6
OST 201, 203	6
OST 213, 221, 230	9
General Electives	3
	68 hrs.

Recommended electives: BUS 291, OST 115, OST 140

*Students with one year or more of high school typewriting may be permitted to substitute elective hours for OST 101 and begin with OST 102.

**Students with one year or more of high school shorthand may be permitted to substitute elective hours for OST 111 and begin with OST 112.

TECHNICAL CERTIFICATE OF CREDIT PROGRAMS

A certificate of credit program enables the College to provide a short-term program in a concentrated area to develop specific career skills. A certificate of credit program is available at Motlow in electronics, in fire science, and in microcomputer software applications. Credits earned in these programs are acceptable toward the associate degree if the student decides to continue. The certificate of credit program is designed for the student who does not intend to transfer to a four-year institution.

ELECTRONICS

Technical Certificate of Credit

Motlow State Community College offers the Electronics Certificate of Credit for those interested in electronics service, maintenance, and assembly. The certificate offers an excellent opportunity for preparation for employment. Those who are already employed may wish to upgrade or update their skills and knowledge by enrolling in this program. Many types of industry and many businesses offer employment opportunities for persons trained in electronics service, maintenance and assembly.

Courses	Credit hrs.
ERG 101	3
ERG 171, 172, 181, 182, 183	26
IAT 210	3
MAT 121	3
	35 hrs.

FIRE SCIENCE

Technical Certificate of Credit

Motlow State Community College offers the Fire Science Certificate of Credit for fireman who desire to receive additional training in fire science to upgrade or update their skills and knowledge.

Courses	Credit hrs.
FSC 110, 120, 130	7
FSC 210, 220, 240, 250	10
COM 101	3
PSY 131	3
	23 hrs.

MICROCOMPUTER SOFTWARE APPLICATIONS

Technical Certificate of Credit

Motlow State Community College offers the Microcomputer Software Applications Certificate of Credit for those interested in learning the applications of microcomputer software in today's world. The certificate offers employment preparation opportunities and the opportunity to upgrade skills for those who are already employed. Training in the application of microcomputer software offers employment opportunities in many business and service organizations.

Courses	Credit hrs.
*CST 100 or OST 101	1-3
CST 115, 125, 126, 120	12
OST 140	3
ACT 231, 291	6
	25-27 hrs.

*Students with keyboarding/typewriting course experience may be permitted to substitute elective hours for CST 100 or OST 101.

ALLIED HEALTH LINKAGE PROGRAM

Motlow State Community College is involved in a cooperative Linkage program with the School of Health Related Professions (SHRP) at The University of Alabama at Birmingham (UAB). The first year of general education and prerequisite courses is completed at Motlow State Community College. Upon application to and acceptance by SHRP, students transfer to UAB at the program starting date to complete the academic courses and clinical experiences in one of the programs jointly offered through this arrangement:

	Priority Application Deadline	Term of Enrollment at SHRP/UAB	Length of Study at SHRP/UAB
Biomedical Equipment Technician	April 1	Fall	4 Terms
Emergency Medical Technician	-----	Each Term	4 Terms
Medical Assistant	April 1	Fall	3 Terms
Medical Laboratory Technician	Feb. 1	Summer	4 Terms
Medical Record Technician	April 1	Fall	4 Terms
Multiple Competency Clinical Technician	April 1	Fall	4 Terms
Occupational Therapy Assistant	April 1	Fall	5 Terms
Physical Therapist Assistant	April 1	Fall	4 Terms
Radiographer	April 1	Fall	6 Terms
Respiratory Therapist	April 1	Fall	5 Terms

Students interested in pursuing a Linkage program should contact the Linkage Coordinator at Motlow State Community College at the earliest possible opportunity, preferably during the first term that the student is enrolled. This is important so that students can plan the appropriate course of study and obtain application materials for admission to SHRP. Qualified applications with required transcripts received by the SHRP Admissions Office on or before the deadlines shown above are first priority candidates for the program. Applications from qualified candidates will be considered after these dates for any positions still available. In order to make application to SHRP, students must have completed a minimum of 10 semester hours of transferable credit with an academic grade average of C or better in prerequisites as well as in courses required for the associate degree.

Prior to enrollment in the SHRP phase of the program, each prerequisite must be completed with a minimum grade of C, and 32 semester hours, including all associate degree requirements, must be completed with a minimum grade average of C. Since admission and course prerequisites are subject to change, students should contact the Linkage Coordinator at Motlow for a list of current requirements for each program. Students who successfully complete the joint program are awarded the associate degree by this institution and a certificate of completion by the University of Alabama at Birmingham.

While attending SHRP, students pay tuition at rates consistent with those of Alabama's state junior colleges. Additional quarterly fees are a Student Health Service fee, a Health Professions fee, and Student Service and Building fees. Hospitalization insurance is required and is available from the UAB Student Health Service if the student is not otherwise insured.

Information concerning financial aid and housing at UAB may be obtained by contacting the UAB Office of Student Financial Aid, University Center, Room 250, 1400 University Boulevard, Birmingham, AL 35294, (phone: 205/934-8223), or the UAB Housing Office, 1604 Ninth Avenue South, Birmingham, AL 35294 (phone: 205/934-2092).

Additional information on the Linkage may be obtained by contacting the School of Health Related Professions, the University of Alabama at Birmingham, Birmingham, AL 35294 (phone: 205/934-4194).



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 School of Health Related Professions (SHRP) 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 two semesters beginning with the fall semester, contains the courses listed below.

BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR

Associate of Applied Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
PSY 131	3
BIO 141	4
CHE 101	4
PHY 101 or ERG 171, 172	4-8
MAT 151.	3
CST 115	3
IDS 101	2
	32-36
Total Semester Hours at Motlow	32-36

Second year - SHRP

4 Quarters 69 Semester Hours at SHRP

EMERGENCY MEDICAL TECHNICIAN MAJOR

The School of Health Related Professions (SHRP) 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 SHRP 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 at SHRP will permit the student to take the Alabama test for state licensure at the EMT Basic level. Ancillary courses in Medical Terminology and Anatomy are offered in conjunction with the Basic course of study.

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 one quarter at SHRP and consists of 71 contact hours of classroom lecture/lab and 128 contact hours of clinical hospital rotation. Ancillary courses in Pharmacology and Electrocardiography are offered in conjunction with the Intermediate course of study.

Successful completion of the Intermediate Course and a passing score on the Alabama State Entrance Test for Paramedic training are required to advance to the Paramedic level. The Paramedic course is 2 quarters (approximately 20 weeks) at SHRP and combines 112 hours of classroom lecture and lab with 322 hours of clinical hospital 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, industries, and many others where "emergency knowledge" is needed.

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

The program of study at Motlow College, which may be completed in three semesters beginning with the summer semester, contains the courses listed below.

EMERGENCY MEDICAL TECHNICIAN MAJOR

Associate of Applied Science Degree

First year-MSCC

Courses	Cred it hrs.
ENG 101, 102.	6
COM 101.	3
PSY 131	3
BIO 141, 271, 272	12
MAT 131.	3
HED 203.	3
CST 115	3
IDS 101	2
Total Semester Hours at Motlow	35

Second year - SHRP

3 Quarters 39 Semester Hours at SHRP

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.

MEDICAL ASSISTANT MAJOR

The Medical Assistant Program provides formal training for the development of a professional multiskilled individual dedicated to assisting in all aspects of medical practice under the supervision of a physician. This practitioner assists with patient care management, and executes administrative and clinical procedures.

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. Competence in the field requires effective communication, strict adherence to ethical and legal standards of medical practice, effective recognition and response to emergencies and demonstration of appropriate professional characteristics. 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 School of Health Related Professions (SHRP) begins in late August 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 two semesters beginning with the fall semester, contains the courses listed below.

MEDICAL ASSISTANT MAJOR

Associate of Applied Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
PSY 131	3
BIO 141	4
MAT 131.	3
*OST 101	3
CHE 101	4
CST 115	3
IDS 101	2
**General Electives.	3

Total Semester Hours at Motlow 34

*Waived in lieu of 40 wpm typing proficiency (to be tested at SHRP); substitute elective if typing is waived

**Recommended Electives: ACT 231, MAT 120, MAT 122, OST 213

Second year - SHRP

3 Quarters 46 SemesterHours at SHRP

MEDICAL LABORATORY TECHNICIAN MAJOR

The Medical Laboratory Technician performs 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 employed in hospital laboratories and physicians' offices. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the National Accrediting Agency for Clinical Laboratory Sciences.

The technical training taken at the School of Health Related Professions (SHRP) begins in June (Summer Quarter) of each year and is four academic quarters in length. Graduates of the program are eligible to take examinations for certification by nationally recognized agencies.

The program of study at Motlow College, which may be completed in two semesters beginning with the fall semester, contains the courses listed below.

MEDICAL LABORATORY TECHNICIAN MAJOR

Associate of Applied Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
PSY 131	3
BIO 141, 142	8
CHE 101, 102	8
MAT 131	3
CST 105	1
IDS 101	2
Total Semester Hours at Motlow	34

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 SHRP).

Second year - SHRP

4 Quarters 67-69 Semester Hours at SHRP

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 work to provide efficient health information systems 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: 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 indices and registers, supervision of clerical personnel, and assistance to medical staff in research and patient care evaluation.

The technical training at the School of Health Related Professions (SHRP) 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. The technical phase of the Medical Record Technician Program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) 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 three semesters beginning with the summer semester, contains the courses listed below.

MEDICAL RECORD TECHNICIAN MAJOR

Associate of Applied Science Degree

Courses	First year - MSCC	Credit hrs.
ENG 101, 102		6
COM 101		3
PSY 131		3
BIO 141, 271, 272		12
MAT 131		3
CST 115		3
IDS 101		2
*OST 101		3
	Total Semester Hours at Motlow	35

*Waived in lieu of 40 net wpm typing proficiency for a 5-minute timed writing with a maximum of 5 errors (to be tested at the SHRP); substitute elective if typing is waived.

Second year - SHRP

4 Quarters 46 Semester Hours at SHRP

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 (CPR).

The program at the School of Health Related Professions (SHRP) begins in late August 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 (CAHEA) 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 two semesters beginning with the fall semester, contains the courses listed below.

MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR

Associate of Applied Science Degree

Courses	Credit hrs.
	First year - MSCC
ENG 101, 102.	6
COM 101.	3
PSY 131	3
BIO 141	4
CHE 101	4
MAT 131.	3
*OST 101	3
CST 115	3
IDS 101	2
**General Electives.	3

Total Semester Hours at Motlow 34

*Waived in lieu of 40 wpm typing proficiency (to be tested at SHRP); substitute an elective if typing is waived.

**Recommended Electives: ACT 231, MAT 120, MAT 122, OST 213

Second year - SHRP

4 Quarters 58 Semester Hours at SHRP

OCCUPATIONAL THERAPY ASSISTANT MAJOR

Occupational therapy is the science of analyzing man's deficiencies in performance. These deficiencies may be the result of physical, psycho-social, 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 patient 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 School of Health Related Professions (SHRP) 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 approved standards outlined by the American Occupational Therapy Association. Upon satisfactory completion of the program, the student will be eligible to take the national certification of examination for Occupational Therapy Assistants given by the American Occupational Therapy Association.

The program of study at Motlow College, which may be completed in three semesters beginning with the summer semester, contains the courses listed below.

OCCUPATIONAL THERAPY ASSISTANT MAJOR

Associate of Applied Science Degree

Courses	First year - MSCC	Credit hrs.
ENG 101, 102		6
COM 101		3
PSY 131, 132, 212		9
BIO 141, 271, 272		12
MAT 131		3
CST 105		1
IDS 101		2
	Total Semester Hours at Motlow	36

Second year - SHRP

5 Quarters 62-65 Semester Hours at SHRP

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: perform certain physical therapy procedures that are designed and delegated by the supervising Registered Physical Therapist and assist the physical therapist who is performing evaluations and complex treatment procedures.

The program at the School of Health Related Professions (SHRP) 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 three semesters beginning with the summer semester, contains the courses listed below.

PHYSICAL THERAPIST ASSISTANT MAJOR

Associate of Applied Science Degree

First year - MSCC	
Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
PSY 131	3
BIO 141, 271, 272	12
CHE 101	4
MAT 131.	3
CST 105	1
IDS 101	2
Total Semester Hours at Motlow	34

Second year - SHRP

4 Quarters 49 Semester Hours at SHRP

RADIOGRAPHER MAJOR

The Radiographer is responsible for the production, processing and technical quality of radiographs (X-rays) which permit accurate interpretation of human anatomy on X-ray film. These radiographs are then interpreted by the physician-radiologist who uses them as the basis for diagnosing and treating various patient conditions such as broken bones, ulcers, tumors, diseases and organ malfunctions. Exactness in the performance of radiographic examinations and quality patient care is stressed throughout the program. Common work settings for the radiographer are hospital radiology departments, clinics, doctors' offices, mobilized X-ray units and industry.

The program at the School of Health Related Professions (SHRP) begins in late August of each year and is six academic quarters in length. It consists of supervised clinical education and experience in patient care, radiologic physics, principles of radiographic exposure, radiation protection measures for technologist and patient, anatomy and physiology, and body positioning of the patient for various examinations. After the student has demonstrated clinical proficiency in basic radiologic procedures, he may elect to be assigned special clinical experience, i.e., pediatrics, angiography, computerized axial tomography, ultrasound, and radiation therapy.

The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in cooperation with the American College of Radiology and the American Society of Radiologic Technologists. Graduates of the program are eligible to take the certification examination offered by the American Registry of Radiologic Technologists.

The program of study at Motlow College, which may be completed in three semesters beginning with the summer semester, contains the courses listed below.

RADIOGRAPHER MAJOR

Associate of Applied Science Degree

First year - MSCC	
Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
PSY 131	3
BIO 141, 271, 272	12
PHY 101 or ERG 171, 172	4-8
MAT 131.	3
CST 105	1
IDS 101	2
Total Semester Hours at Motlow	34-38

Second and Third years - SHRP

6 Quarters 75 Semester Hours at SHRP

RESPIRATORY THERAPY MAJOR

A Respiratory Therapist (RT) is an allied health specialist concerned with the diagnosis, treatment, management, control, and preventive care of patients with deficiencies or abnormalities associated with respiration. The School of Health Related Professions (SHRP) offers the registry program in respiratory therapy.

Working from the written orders of a physician, the therapist must be an expert in carrying out specific therapeutic measures to assist the respiratory-distressed patient. He/she must be competent in many areas including medical gas administration, humidification, bronchopulmonary drainage, cardiopulmonary resuscitation (CPR), 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 program at the SHRP begins in September (Fall Quarter) of each year and is five 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 three semesters beginning with the summer semester, contains the courses listed below.

RESPIRATORY THERAPY MAJOR

Associate of Applied Science Degree

Courses	Credit hrs.
ENG 101, 102	6
COM 101	3
PSY 131	3
BIO 141, 271, 272	12
CHE 101, 102	8
MAT 131	3
CST 105	1
IDS 101	2

Total Semester Hours at Motlow **38**

Second year - SHRP

5 Quarters 75 Semester Hours at SHRP

COURSE DESCRIPTIONS

COLLEGIATE CURRICULUM

Courses which may be taken for credit toward earning a degree or certificate of credit from Motlow College are described on the following pages. Included with the description of course content are the semester 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.

In each discipline is a 299 Topics course. A topics course permits development of a specific study project under the supervision of the discipline instructor. The topics course must be developed by the instructor who will supervise the activity and must be approved by the student's advisor and the associate dean of the division to which the discipline is assigned. The credit for a topics course may vary from one to five hours. No more than six semester credit hours earned in topics courses may be used in meeting minimum degree requirements.

ACCOUNTING

ACT 231 PRINCIPLES OF ACCOUNTING I 3 sem hrs cr

This course is a study of basic principles of accounting, the accounting cycle, accrual accounting and financial statements for proprietorships.

ACT 232 PRINCIPLES OF ACCOUNTING II. 3 sem hrs cr

This course expands the principles presented in ACT 231 with emphasis on partnership and corporate entity accounting, manufacturing cost systems and financial statement analysis. Prerequisite: ACT 231.

ACT 241 INCOME TAX ACCOUNTING--PERSONAL. 3 sem hrs cr

This course is a study of federal income tax laws with emphasis on the preparation of returns for individuals. Topics discussed include items to be placed in gross income and exclusions, adjustments to income, itemized deductions, and tax credits.

ACT 251 INTERMEDIATE ACCOUNTING I. 3 sem hrs cr

This course is a study of fundamentals of accounting, including statement of changes in financial position, present value, cash and receivables, inventories, depreciation, amortization, and current and long term liabilities. Prerequisite: ACT 232.

ACT 252 INTERMEDIATE ACCOUNTING II 3 sem hrs cr

This course includes the study of fundamental processes in stockholders' equity, earnings per share, temporary and long term investments, income taxes, leases, pensions, and financial statement analysis. Prerequisite: ACT 251.

ACT 261 COST ACCOUNTING 3 sem hrs cr

This course is a study of the use of cost data for external reporting, internal planning and control decisions. Topics include product costing, cost behavior analysis for decision making, standard costing, budgeting, and direct costing. Prerequisite: ACT 232 or permission of the Associate Dean of Career Education.

ACT 281 AUDITING 3 sem hrs cr

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. Topics discussed include verifying accounting data, preparation of reports, auditor roles in liability for preparation of financial statements, and auditing theory. Prerequisite: ACT 232 or permission of the Associate Dean of Career Education.

ACT 291 ACCOUNTING APPLICATIONS**ON THE MICROCOMPUTER 3 sem hrs cr**

This course is designed to prepare the student to set up an accounting system using commercial software on a microcomputer. It introduces the recording of transactions, adjustments, and other accounting data to produce a set of financial statements. Prerequisites: ACT 231 and CST 115.

ACT 299 TOPICS IN ACCOUNTING 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

AGRICULTURE**AGR 101 ANIMAL SCIENCE FOR AGRICULTURE 3 sem hrs cr**

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.

AGR 102 PLANT SCIENCE FOR AGRICULTURE 3 sem hrs cr

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

AGR 234 FARM ANIMAL DISEASES 3 sem hrs cr

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 299 TOPICS IN AGRICULTURE 1-5 sem hrs cr

Selected topics in agriculture; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ANTHROPOLOGY**ANT 201 INTRODUCTION TO ANTHROPOLOGY 3 sem hrs cr**

This course examines man's place in nature through the investigation of physical and cultural aspects of anthropology. Study is made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variations, and heredity.

ANT 299 TOPICS IN ANTHROPOLOGY 1-5 sem hrs cr

Selected topics in anthropology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ART**ART 101 ART APPRECIATION 3 sem hrs cr**

This course is designed to help students understand the arts - painting, drawing, sculpture, and architecture - and to show how the arts affect daily life.

ART 104 ARTS AND CRAFTS I 3 sem hrs cr

This course provides experiences with arts and crafts materials used in contemporary life and present-day elementary school art programs.

ART 105 ARTS AND CRAFTS II 3 sem hrs cr

The course provides opportunities for making pioneer and contemporary arts and crafts objects. Prerequisite: ART 104 or permission of the Associate Dean of Liberal Arts.

ART 111 BASIC DESIGN 3 sem hrs cr

This studio course uses a contemporary approach to the elements and principles of two-dimensional art. (6 hours a week)

ART 121 DRAWING 3 sem hrs cr
 This studio course provides the beginning and intermediate student with methods of free-hand drawing plus the expressive processes. (6 hours a week)

ART 231 PAINTING 3 sem hrs cr
 This studio course provides the basic techniques of oil painting plus contemporary painting processes. (6 hours a week)

ART 241 CERAMICS 3 sem hrs cr
 This studio course focuses on the techniques of making hand-built pottery, wheel pottery, and sculpture. Decorating the art objects and firing the kiln are emphasized. (6 hours a week)

ART 261 COMMERCIAL ART 3 sem hrs cr
 This course is designed to teach lettering, layout, overlay, and methods of composition and visual communication in advertising design.

ART 299 TOPICS IN ART 1-5 sem hrs cr
 Selected topics in art; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BANKING

AMERICAN INSTITUTE OF BANKING. The American Institute of Banking (AIB) is an educational division of the American Bankers Association. Motlow State Community College coordinates the course offerings for two AIB study groups, the Middle Tennessee Study Group and the Cumberland Study Group. Students taking banking courses through Motlow College earn college credit as well as American Institute of Banking credit. Information on specific AIB diploma and certificate programs may be obtained in the Office of Continuing Education and Evening Instruction.

BNK 111 PRINCIPLES OF BANKING 3 sem hrs cr
 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 COMMUNICATING IN THE ORGANIZATION:**ORAL COMMUNICATION FOR BANKERS 1 sem hr cr**

This course focuses on the understanding of core communication principles essential for communication effectiveness and the application of these principles to the major communication contexts.

BNK 118 LAW AND BANKING: PRINCIPLES 3 sem hrs cr

This course is an overview of the legal aspects of banking with special emphasis on the Uniform Commercial Code. The course includes summaries of law pertaining to contracts, real estate and bankruptcy.

BNK 120 LAW AND BANKING: APPLICATIONS. 3 sem hrs cr

This course is an introduction to laws pertaining to secured transactions, letters of credit and the bank collection process. Check losses and a broad range of legal issues related to processing checks is included. Case studies are used to illustrate important legal points.

BNK 122 MONEY AND BANKING 3 sem hrs cr

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 133 SAVINGS AND TIME DEPOSIT BANKING. 3 sem hrs cr

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 142 DEPOSIT OPERATIONS 2 sem hrs cr

This course examines the deposit operations of banks in the context of the United States payment system. It explores how banks operate relative to their deposit-taking activities. Emphasis is on system rather than product or instrument. Government rules and regulations and the future of American payment mechanisms are covered.

BNK 145 SELLING BANK SERVICES: A HUMAN**RELATIONS APPROACH. 1 sem hr cr**

This course focuses on important aspects of the customer's ego, active listening and probing, presenting benefits, and successfully closing a sale.

BNK 213 CONSUMER LENDING 3 sem hrs cr

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 3 sem hrs cr

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 242 REAL ESTATE FINANCE 3 sem hrs cr

This course addresses the manner in which funds are channeled into mortgage markets, the financing of residential and income-producing property, and administrative tasks common to most mortgage departments.

BNK 243 INTERNATIONAL BANKING. 3 sem hrs cr

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 253 COMMERCIAL LENDING 2 sem hrs cr

This course provides an introductory overview of the commercial lending function. It stresses the need for a solid relationship between a bank's commercial customers and the lending officer and the importance of commercial loans to a bank's portfolio.

BNK 254 THE NEW WORLD OF COMMERCIAL BANKING . . . 3 sem hrs cr

This course is a thorough analysis of commercial banking in the United States and the major issues facing today's bankers. It focuses on the latest competitive, regulatory, technological, and market-related developments in commercial banking.

BNK 261 STATEMENT ANALYSIS. 3 sem hrs cr

This course provides the basic concepts of and skills for statement analysis. Based on a five-part, reusable, self-instructional format, the components are designed for maximum flexibility and immediate on-the-job application.

BNK 262 MARKETING FOR BANKERS 3 sem hrs cr

This course for commercial bankers develops the market awareness characteristic of present financial services competitors. It defines marketing, examines motivational strategies for customers who purchase financial services, and provides instruction for developing a successful marketing plan. Also covered is the integration of public relations, advertising sales promotion, selling, and service distribution functions.

BNK 265 COMMERCIAL BANK MANAGEMENT 3 sem hrs cr

This course is an introduction to the handling of day-to-day bank activities including formulation of objectives and policies; management of assets and liabilities; sources and uses of funds; administration of deposits, loans and other investments; and the short-term management of funds. Case studies are used to aid the student in acquiring bank management skills.

BNK 270 MANAGEMENT FUNDAMENTALS. 3 sem hrs cr

This course introduces a variety of modern management theories and approaches organized around the basic functions of planning, staffing, leading and controlling. Organizational theory, motivation and communication, budgetary controls, and management information systems are included.

BNK 299 TOPICS IN BANKING 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BIOLOGY

The biology sequence BIO 104, 105 is designed as an optional sequence to General Biology (BIO 141, 142) for many non-science options. 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 advisors before selecting BIO 104, 105. Students who receive credit for BIO 141, 142 may not receive credit for BIO 104, 105.

HONORS BIOLOGY: For students who qualify, an Honors Biology opportunity exists through enrollment in a laboratory section identified in the semester schedule of classes. Students who qualify will complete an honors designation form available in the Office of the Division of Liberal Arts. The distinguishing feature of the Honors Biology laboratory will be individual research on a variety of topics.

BIO 104 PRINCIPLES OF BIOLOGICAL SCIENCE I 4 sem hrs cr

This course surveys scientific methodology, objectives of biology, levels of organization, basic concepts of cell and molecular biology, genetics, evolution, and the plant kingdom. (3 hours lecture - 2 hours laboratory)

BIO 105 PRINCIPLES OF BIOLOGICAL SCIENCE II 4 sem hrs cr

This course surveys the animal kingdom and environmental biology. Specific topics include: taxonomy, morphology, physiology and economic importance of animals. Environmental topics include: food chains, energy flow, community concept, overpopulation, pollution, and the extinction of species. (3 hours lecture - 2 hours laboratory)

BIO 141 GENERAL BIOLOGY I 4 sem hrs cr

This course examines in detail the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. A unit on the Monera, Protista, and Fungi introduces the student to three of the five kingdoms of living organisms. (3 hours lecture - 2 hours laboratory)

BIO 142 GENERAL BIOLOGY II 4 sem hrs cr

This course examines the major groups of plants and animals. Emphasis is placed on the taxonomy, morphology, physiology, and evolution of these two kingdoms. (3 hours lecture - 2 hours laboratory)

BIO 231 MICROBIOLOGY 3 sem hrs cr

This course is a study of micro-organisms, especially bacteria, with emphasis on cytology, morphology, physiology, genetics, medical aspects, and cultural techniques. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, and identification of bacteria and other micro-organisms. (2 hours lecture - 2 hours laboratory) Prerequisite: BIO 141.

BIO 271 ANATOMY AND PHYSIOLOGY I 4 sem hrs cr

This course is a study of the structure and function of the human body emphasizing the cellular and tissue level or organization, the integumentary, reproductive, skeletal, muscular, nervous, sensory, and endocrine systems. (3 hours lecture - 2 hours laboratory) Prerequisite: BIO 141.

BIO 272 ANATOMY AND PHYSIOLOGY II 4 sem hrs cr

This course is a study of the structure and function of the human body emphasizing development and inheritance, the cardiovascular, lymphatic, respiratory, digestive, and urinary systems. The latter part of this course deals with fluid, electrolyte, and acid-base dynamics. (3 hours lecture - 2 hours laboratory) Prerequisite: BIO 271.

BIO 299 TOPICS IN BIOLOGY 1-5 sem hrs cr

Selected topics in biology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

BUSINESS**BUS 121 INTRODUCTION TO BUSINESS 3 sem hrs cr**

This is a course designed to provide the student with an understanding of areas of business which include business ownership and organization, production, management, marketing, personnel, banking, insurance, finance, management information systems, and international business. Completion of a research paper or project is required.

BUS 130 PERSONAL FINANCE 3 sem hrs cr

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

BUS 222 BUSINESS COMMUNICATIONS 3 sem hrs cr

This course is a study of the principles, practices, and mechanics of business communications. Emphasis will be placed on composing effective business letters and business reports. Types of letters studied include the following: orders, announcements, acknowledgements, inquiries, goodwill letters, adjustments, refusals, sales letters, employment letters, and resumes. Also included are the recognition and investigation of problems preparatory to writing reports and the presentation of written business reports. Prerequisite: ENG 102.

BUS 241 BUSINESS STATISTICS 3 sem hrs cr

This course involves a study of techniques used in collecting, presenting, and interpreting data; measures of central tendency and dispersion; probability and probability distributions; sampling distributions; estimation; and hypothesis testing. Prerequisite: MAT 131 or higher mathematics course or permission of the Associate Dean of Career Education.

BUS 261 LEGAL ENVIRONMENT OF BUSINESS 3 sem hrs cr

This course is a study of the legal aspects of a business environment. Topics covered will include the presentation of law as an expanding social and political institution; the nature of legal systems; business crimes; the law of torts; constitutional limitations and regulatory powers; basic law of contracts; and the legislative, judicial, and administrative control of business through the laws of employment, labor, tax, antitrust, consumer and debtor protection.

BUS 271 PRINCIPLES OF MANAGEMENT 3 sem hrs cr

This course is a study of the management functions of planning, organizing, staffing, directing and controlling. Special emphasis will be placed on the evolution of managerial thought, organizational behavior, managerial ethics and social responsibilities. Case-study methodology will be used to emphasize the applicability of material covered. Prerequisite: BUS 121 or permission of the Associate Dean of Career Education.

BUS 275 SMALL BUSINESS MANAGEMENT 3 sem hrs cr

This course is a study of the techniques of organizing and operating a small business. A broad range of topics is discussed relating to all aspects of small business management. Case-study methodology will be used to emphasize the applicability of material covered.

BUS 291 CAREER PREPARATION 3 sem hrs cr

This course is a detailed study of the methods for successful entry into work organizations and continued success after employment. Included are the following topics: exploration of personal career goals, job search methods, evaluation of employment opportunities, preparation of an application letter and a resume, development of successful interviewing techniques, development of successful work habits and attitudes, time management, improvement of listening skills, stress management, and other topics related to the successful pursuit of a career. This course is a recommended elective for all Career Education students. It is further recommended that this course be taken in the spring semester prior to graduation.

BUS 299 TOPICS IN BUSINESS 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

CHEMISTRY**CHE 101 GENERAL CHEMISTRY I 4 sem hrs cr**

This course is a study of fundamental concepts of atoms and molecules, chemical bonding, formula and equation writing, naming compounds, quantitative relationships involving formulas, classification of the elements and selected compounds, shapes of molecules, stoichiometry, and gas laws. (3 hours lecture - 2 hours laboratory)

CHE 102 GENERAL CHEMISTRY II 4 sem hrs cr

This course is a study of solutions, acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. (3 hours lecture - 2 hours laboratory) Prerequisite: CHE 101.

CHE 231 ORGANIC CHEMISTRY I 4 sem hrs cr

This course is a study of the preparations and properties of aliphatic and aromatic compounds, their nomenclature, and their reactions. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 102.

CHE 232 ORGANIC CHEMISTRY II 4 sem hrs cr

This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. (3 hours lecture - 3 hours laboratory) Prerequisite: CHE 231.

CHE 299 TOPICS IN CHEMISTRY 1-5 sem hrs cr

Selected topics in chemistry; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMMUNICATIONS

COM 101 FUNDAMENTALS OF SPEECH 3 sem hrs cr

This course is a study of communication skills, including practice in organizing, preparing, and delivering various types of informative and persuasive speeches; and in engaging in constructive criticism of oral communication.

COM 104 VOICE AND DICTION. 3 sem hrs cr

This course provides training in the development of more articulate speech and effective voice quality through study of vocal anatomy and mechanism. Classroom drills and individualized instruction are utilized.

COM 108 ORAL READING 3 sem hrs cr

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

COM 111 SURVEY OF MASS COMMUNICATIONS 3 sem hrs cr

This course explores the historical development of various media of mass communications. Included are standard printed media, radio, television, films, public relations, and advertising; their roles and responsibilities, their impact on society, and their possibilities for the future.

COM 112 INTRODUCTION TO JOURNALISM 3 sem hrs cr

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

COM 113 INTRODUCTION TO BROADCASTING. 3 sem hrs cr

This course is an introduction to broadcasting history, structure, and careers. It is designed to provide a working knowledge of broadcasting operations. Laboratory experience is provided in radio and/or television operations and broadcasting.

COM 202 CHILDREN'S DRAMA. 3 sem hrs cr

Training is provided in story-telling, puppetry, creative dramatics, and acting in children's drama. This course is recommended for students planning a career in education.

COM 203 INTRODUCTION TO DRAMA 3 sem hrs cr

This course surveys and emphasizes various topics of drama. Included in the study are the development of drama and the theatre, basic mechanics of acting, and characterization. Critical study of plays will be covered in the course.

COM 212 WRITING ARTICLES AND FEATURES. 3 sem hrs cr

This course focuses on writing human-interest stories, newspaper and magazines articles, personal columns, inspirational prose, and a variety of other materials.

COM 221 RADIO PRODUCTION 3 sem hrs cr

This course is a foundations course in the field of radio production. Basic techniques of program productions and equipment operation are stressed. Practical experience is provided in announcing, recording, editing, interviewing, cueing records, and using the microphone.

COM 241 BASIC PHOTOGRAPHY 3 sem hrs cr

This is an introductory course in black and white photography. Basic photographic techniques and darkroom procedures will be emphasized as well as the principles of optics and visual perception. Laboratory required.

COM 242 INTERMEDIATE PHOTOGRAPHY 3 sem hrs cr

This course will emphasize the finer points of lighting, composition, equipment selection, and advanced darkroom technique. Color photography will be introduced along with basic color darkroom techniques. Lab required. Prerequisite: COM 241 or permission of the Associate Dean of Liberal Arts.

COM 299 TOPICS IN COMMUNICATIONS 1-5 sem hrs cr

Selected topics in communications; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COMPUTER SCIENCE**CST 100 KEYBOARDING FOR THE COMPUTER 1 sem hr cr**

This course is designed to provide basic instruction on the microcomputer keyboard. Students will learn basic skills of efficient input of alphabetic and numeric data. No credit will be granted for a student who has successfully completed a college-level typewriting course.

CST 105 COMPUTER LITERACY 1 sem hr cr

This course is an overview of computers at an introductory level. Major topics include: historical developments, differentiation between micro, mini, and mainframe computers, discussion of application software, discussion of computer languages, and social impact. No prior knowledge of computers is assumed.

CST 115 INTRODUCTION TO MICROCOMPUTERS 3 sem hrs cr

This course introduces the student to the use, capabilities, and limitations of microcomputers. The student will study the history and terminology involved with the hardware, operating system, and applications programs. A fundamental study of the disk operating system (DOS) and its interaction with hardware and software will be covered. Word processing and other user applications will be introduced. Prerequisite or co-requisite: CST 100 or typewriting experience.

**CST 120 INTRODUCTION TO PROGRAMMING
AND ANALYSIS 3 sem hrs cr**

This course is designed as a fast-paced, concentrated introduction to computers and problem solving for students who plan to take higher-level computer language courses. Major topics include: history of computing, computer hardware and software nomenclature, data entry, flowcharting, programming logic, management information systems, and an introduction to a structured programming language. Prerequisite or co-requisite: CST 100 or typewriting experience.

**CST 125 SPREADSHEET APPLICATIONS
FOR MICROCOMPUTERS. 3 sem hrs cr**

This course is designed as a study of developing spreadsheet applications on a microcomputer. Business and accounting problems will be the medium used to develop spreadsheets. Lotus 1-2-3 will be the primary tool used in this course. Prerequisite: CST 115 or its equivalent or permission of the Associate Dean of Career Education.

**CST 126 DATA BASE APPLICATIONS
FOR MICROCOMPUTERS. 3 sem hrs cr**

This course is designed as a study of data base management application software for microcomputers. Complex business and industrial data base types will be developed in the course using the dBase III Plus programming language. dBase III Plus will be the primary software package used in the course. Prerequisite: CST 115 or permission of the Associate Dean of Career Education.

CST 130 BASIC PROGRAMMING LANGUAGE. 3 sem hrs cr

This course is a study of the Beginner's All-Purpose Symbolic Instruction Code (BASIC) language. Primary emphasis is on the development of BASIC programs in an interactive environment. The course will cover program design through advanced file processing and matrix manipulation. Case study methodology will be used to demonstrate the applicability of complex business applications. Prerequisites: Documented eligibility for collegiate mathematics and CST 120 or permission of the Associate Dean of Career Education.

CST 132 FORTRAN PROGRAMMING. 3 sem hrs cr

This course introduces the student to the use of the FORMula TRANslation (FORTRAN) programming language. Emphasis will be on mathematical and scientific applications. Prerequisites: CST 120 and (MAT 131 or MAT 151 or equivalent) or permission of the Associate Dean of Career Education.

CST 135 PASCAL PROGRAMMING LANGUAGE 3 sem hrs cr

This course is designed to present a structured programming language and its problem solving concepts to the student. Emphasis will be placed on applications requiring top-down, modular design. Concepts in structured data types, recursion and file manipulation will be included in the course content. Prerequisites: CST 120 and (MAT 131 or higher mathematics) or permission of the Associate Dean of Career Education.

CST 141 RPG-II PROGRAMMING LANGUAGE 3 sem hrs cr

This course is designed to introduce the student to 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. Sequential and indexed file processing in batch and interactive modes will be considered. Prerequisite: CST 120 or permission of the Associate Dean of Career Education.

CST 221 COBOL PROGRAMMING I 3 sem hrs cr

Students will develop and implement programs in the COBOL (COmmon Business Oriented Language) programming language in a business environment. Top-down design and structured programming in an on-line environment with table handling are included. Prerequisite: CST 120 or permission of the Associate Dean of Career Education.

CST 222 COBOL PROGRAMMING II. 3 sem hrs cr

A menu-driven business system is analyzed and developed including system flowchart, file layouts, technical documentation and procedures manual. Students working in teams will develop the system using COBOL language. Indexed sequential processing is emphasized. Prerequisite: CST 221.

CST 232 NUMERICAL METHODS 3 sem hrs cr

This course will involve the use of FORTRAN as a tool for solving numeric methods including: roots of equations, linear systems of equations, differential equations, least squares fitting, numerical integration of nonlinear systems. The algorithmic approach and efficient use of the computer are stressed. Prerequisite: CST 132. Prerequisite or co-requisite: MAT 252.

CST 240 DATA STRUCTURES. 3 sem hrs cr

This course will examine the basic concepts of data including the abstract data type, lists, sets, stacks and queues, B-trees, Binary trees, AVL trees, hash tables, and other complex structures. Sorting techniques and data management will also be covered. The PASCAL language will primarily be used as the implementation tool. Prerequisite: CST 135.

CST 250 INTRODUCTION TO COMPUTER ORGANIZATION AND ASSEMBLY LANGUAGE PROGRAMMING 3 sem hrs cr

This course will teach elementary computer architecture machine language concepts and Assembly Language Programming for the hardware in the Motlow College Computer Center. Data representation and elementary assembly language programming instructions are studied in detail and applied to numerous problems. Prerequisites: CST 120, MAT 131 or MAT 151 or higher MAT, and at least one of the following: CST 130, CST 135, CST 132, CST 221.

CST 299 TOPICS IN COMPUTER SCIENCE 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

COOPERATIVE EDUCATION

The Cooperative Education program provides students the opportunity to complete a portion of their academic program as employees in industry, business, government, or educational institutions where their work is directly related to their academic major. Additional information regarding the Cooperative Education program is available from the Coordinator of Career Planning, Placement, and Cooperative Education.

COP 201 COOPERATIVE PRACTICUM I 2 sem hrs cr

This course involves study-related, off-campus work experience with employers in real employment situations. At the beginning of the course, a minimum amount of work time is determined between the student and the Cooperative Education Coordinator. At the end of the course, student must prepare and submit to the Coordinator a written report summarizing educational/employment experiences. The course is graded on a pass/fail basis. Prerequisites: 12 or more semester hours earned, 2.5 or higher cumulative GPA, and permission of Cooperative Education Coordinator.

COP 202 COOPERATIVE PRACTICUM II 2 sem hrs cr

This course is a continuation of COP 201 with the same requirements and responsibilities for completion. The course is graded on a pass/fail basis. Prerequisites: COP 201 and permission of Cooperative Education Coordinator.

ECONOMICS

ECO 201 PRINCIPLES OF ECONOMICS I 3 sem hrs cr

This course is a study of basic economic concepts and macroeconomics. Topics to be covered will include basic economic theory, economic systems, national income accounting, unemployment and inflation, money and banking, fiscal and monetary policy.

ECO 202 PRINCIPLES OF ECONOMICS II 3 sem hrs cr

This course is a study of basic economic concepts and microeconomics. Topics covered include consumer and firm behavior, economic growth, market structures, price output determination, labor and unions, international trade and finance.

ECO 299 TOPICS IN ECONOMICS 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

EDUCATION

EDU 131 THE HUMAN LIFE SPAN. 3 sem hrs cr

This course explores the physical, mental, emotional, and moral development of individuals from birth to the end of life. Ten hours of field experience are spent observing or tutoring an individual in a school, home, or clinical setting.

EDU 131 THE HUMAN LIFE SPAN - HONORS 3 sem hrs cr
 This course explores the physical, mental, emotional, and moral development of individuals from birth to the end of life. Ten hours of field experience are spent observing or tutoring an individual in a school, home, or clinical setting. Prerequisite: See Honors Program entry requirements.

EDU 132 THE TEACHING PROFESSION 3 sem hrs cr
 This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students observe for 10 hours in multi-grade-level classrooms.

EDU 132 THE TEACHING PROFESSION - HONORS 3 sem hrs cr
 This course introduces prospective teachers to schools in American society. The history of schools is viewed in relationship to present problems, issues, and trends. Suitability for the teaching profession is recognized as students assist a teacher for ten hours in the public schools. Individual work and analytical thinking are emphasized. Prerequisite: See Honors Program entry requirement.

EDU 299 TOPICS IN EDUCATION 1-5 sem hrs cr
 Selected topics in education; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

EMERGENCY MEDICAL TECHNOLOGY

Upon successful completion of EMT 110 and EMT 111, the student will be eligible to take the examination given by the Tennessee Department of Public Health, Division of Emergency Medical Service, for certification as a Basic Emergency Medical Technician.

EMT 110 BASIC EMERGENCY MEDICAL TECHNOLOGY I . . . 5 sem hrs cr
 This course begins the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care as outlined by the Tennessee Department of Public Health, Division of Emergency Medical Service. Professional Liability Insurance may be required. (75 hours of classroom work)

EMT 111 BASIC EMERGENCY MEDICAL TECHNOLOGY II . . 6 sem hrs cr
 This course completes the presentation of the emergency medical techniques currently considered to be within the responsibilities of the Basic Emergency Medical Technician providing pre-hospital emergency care and includes the principles and techniques of intravenous therapy in the field. During clinical experience, five successful venipunctures must be accomplished by the student. Professional Liability Insurance may be required. (75 hours classroom work plus 15 hours clinical observation) Prerequisite: EMT 110.

EMT 299 TOPICS IN EMERGENCY MEDICAL TECHNOLOGY 1-5 sem hrs cr

Selected topics in emergency medical technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

**ENGINEERING TECHNOLOGY
PRE-ENGINEERING**

ERG 100 ENGINEERING DEVELOPMENT 1 sem hr cr

This course provides an introduction to the engineering profession, including: nature of engineering; the use of a calculator; the computer, its commands and methods of creating files and the impact of computers on society; techniques in the analysis, solution and presentation of engineering problems; lectures by engineers from industry; and field trips to local engineering projects. A written engineering report is required.

ERG 101 ENGINEERING GRAPHICS I 3 sem hrs cr

This course develops drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching and graphical presentation, fundamentals of perspective, and fundamentals of descriptive geometry.

ERG 102 ENGINEERING GRAPHICS II 3 sem hrs cr

This course applies drafting fundamentals to design, detail, and assembly drawings with each student completing an independent design project approved by the instructor. The course emphasizes more complex mechanical and electrical design problems; graphical analysis; and computer graphics, including computer-aided design and drafting. Prerequisite: ERG 101.

ERG 111 BASIC ENGINEERING I 4 sem hrs cr

This course is a study of forces, vector quantities and moments, resultants of force systems, simple static equilibrium, displacement vectors, particle kinematics and projectile motion kinetics of particles using Newton's Law. (3 hours lecture - 3 hours laboratory) Prerequisite or co-requisite: MAT 251.

ERG 112 BASIC ENGINEERING II 4 sem hrs cr

This course is a study of frictional forces, impulse-momentum, work and kinetic energy, temperature, heat, First Law of Thermodynamics and the Kinetic Theory of Gases. (3 hours lecture - 3 hours laboratory) Prerequisite: ERG 111. Prerequisite or co-requisite: MAT 252.

ERG 114 MANUFACTURING PROCESSES 3 sem hrs cr

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. Several field trips to local manufacturing industries will be included.

ERG 171 APPLIED PHYSICS I 4 sem hrs cr

This course is an applied physics study of the basic laws and principles of technical measurement, forces, vectors, equilibrium, velocity and acceleration, work, energy, and power, basic laws and principles of rotational motion, simple machines, and properties of solids and fluids. (3 hours lecture - 2 hours laboratory) Prerequisite or co-requisite: MAT 121 or its equivalent.

ERG 172 APPLIED PHYSICS II 4 sem hrs cr

This course is an applied physics study of temperature, heat transfer, heat, gas laws, and thermodynamic applications, basic laws and principles of electrostatics, direct current, magnetism, alternating current, sound, light and nuclear physics. (3 hours lecture - 2 hours laboratory) Prerequisite: ERG 171.

ERG 181 BASIC ELECTRONICS I 6 sem hrs cr

This course is a study of Ohm's Law, series circuits, parallel circuits, series-parallel circuits, voltage dividers, current dividers, direct-current meters, conductors, insulators, resistors, batteries, Kirchoff's Laws, and network theorems. This lecture-laboratory course includes a computer-assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite or co-requisite: MAT 121 or its equivalent.

ERG 182 BASIC ELECTRONICS II 6 sem hrs cr

This course is a study of magnetism, magnetic units, electromagnetic induction, alternating current and voltage, inductance and capacitance, inductive and capacitive circuits, time constants, resonance, and filters. This laboratory/lecture course includes a computer assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 181.

ERG 201 COMPUTER-AIDED DESIGN 3 sem hrs cr

This course develops skills in computer aided drafting, solid modeling, and system assemblies using a state-of-the-art CAD system. A design project with design requirements using data developed with the CAD system is required. Emphasis is placed on the operating system and peripheral equipment operation. Some prior computer experience is desirable. (2 hours lecture - 2 hours laboratory) Prerequisite: ERG 101.

ERG 211 CIRCUITS I 3 sem hrs cr

This course is a study of circuit variables; current, voltage, power, energy, resistance, capacitance and inductance; Kirchoff's Laws; writing circuit equilibrium equations using loop currents as well as node voltages; solution for resistive networks using matrix algebra; reduction by wye-delta transformation; network theorems; elementary transient analysis of circuits with one storage element and networks in sinusoidal steady-state. Co-requisite: MAT 252.

ERG 212 CIRCUITS II 4 sem hrs cr

This course is a study of the use of complex algebra, power and power factors, phasors, and transforms, concept of transform networks, complex

impedances, and resonance, polyphase networks considered as networks with more than one source, magnetically coupled circuits, one- and two-port networks, 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 laboratory) Prerequisite: ERG 211. Co-Requisite: MAT 253.

ERG 214 MICROCOMPUTER FUNDAMENTALS 3 sem hrs cr

This course is a study of microprocessors and microcomputers. A review of digital principles, logic, and circuits will be covered. A laboratory/lecture approach will be used to provide the student with hands-on experience of digital circuitry such as analog to digital interfacing, logic gates, flip-flops, binary counter, programming fundamentals and application overview of microprocessors. Prerequisites: CST 130 or CST 132.

ERG 231 MECHANICS OF MATERIALS 3 sem hrs cr

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. Energy methods for normal and shearing stresses will be studied. Prerequisites: (ERG 111 or ERG 252) and MAT 251.

ERG 252 STATICS 3 sem hrs cr

This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, moments of inertia, statics of particles, equilibrium of rigid bodies in two and three dimensions, and analysis of structures. Prerequisite: PHY 231. Prerequisite or co-requisite: MAT 252.

ERG 253 DYNAMICS 3 sem hrs cr

This course is a study of particle kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, impulse-momentum principle, systems of particles, kinematics of rigid bodies, and mechanical vibrations. Prerequisites: (ERG 252 or ERG 111) and MAT 252.

ERG 281 DIGITAL ELECTRONICS. 6 sem hrs cr

This course is a study of digital logic, number conversion, clock circuits, memory circuits, store and shift circuits, arithmetic counter circuits, and A/D - D/A conversion. This laboratory/lecture course includes a computer assisted instruction system utilizing an electronic trainer and a microcomputer with which the student interacts. Prerequisite: ERG 181 or its equivalent.

ERG 299 TOPICS IN ENGINEERING 1-5 sem hrs cr

Selected topics in engineering; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

ENGLISH

WRITING CENTER. The Writing Center provides help for any Motlow student needing individual instruction and/or practice in specific writing skills. The Center combines individual tutoring with the assignment of reading materials, exercises, audio-visuals, and microcomputer programs appropriate for each student. Students may be referred by any Motlow instructor or can request individual assistance any time during the semester. No fees are charged for tutorial service or assistance; however, students must be currently enrolled at Motlow. No academic credit is given.

ENG 101 ENGLISH COMPOSITION I 3 sem hrs cr

This course focuses on essay writing using a variety of expository patterns and emphasizes critical reading and logical thinking. Prerequisite: Documented eligibility for collegiate English.

ENG 101 ENGLISH COMPOSITION I - HONORS. 3 sem hrs cr

This course includes essay writing using a variety of expository and argumentative patterns, in-depth analysis of readings, and an in-depth extended research project. Prerequisite: See Honors Program entry requirements.

ENG 102 ENGLISH COMPOSITION II 3 sem hrs cr

This course emphasizes expository and argumentative essay writing and includes an in-depth extended research project. Prerequisite: ENG 101.

ENG 102 ENGLISH COMPOSITION II - HONORS 3 sem hrs cr

This course is an in-depth study of prose, poetry, and drama with emphasis on literary criticism and research, and the writing of analytical papers. Prerequisite: See Honors Program entry requirements.

**ENG 130 APPRECIATION OF TRADITIONAL
LITERATURE I 3 sem hrs cr**

**ENG 131 APPRECIATION OF TRADITIONAL
LITERATURE II. 3 sem hrs cr**

A non-sequential English elective for any interested student, this literature series focuses on enjoyment of traditional literature including application to today's world. The emphasis is on a casual study of a literary group, movement, theme, period, or form not usually covered in required general education courses. Literature subject will be described in the class schedule. Neither of these courses may be used in place of any required English course. Prerequisite: completion of or eligibility for ENG 101.

ENG 190 TECHNICAL WRITING 3 sem hrs cr

This course is a specialized composition course designed to teach the principles of technical writing, including giving directions, describing processes and mechanisms, dealing with specifications, abstracts, memoranda, and progress and field reports. This course may not be used in place of any other required ENG course. Prerequisite: ENG 102 or permission of the Associate Dean of Liberal Arts.

ENG 201 EXPERIENCING LITERATURE 3 sem hrs cr
 This course involves reading and analyzing a variety of fiction, poetry, and drama, researching literary topics, and writing analytical papers. Prerequisite: ENG 102.

ENG 202 AMERICAN LITERATURE 3 sem hrs cr
 This course is the study of representative works of American prose, poetry, and drama. Prerequisite: ENG 201.

ENG 202 AMERICAN LITERATURE - HONORS. 3 sem hrs cr
 This course is an in-depth study of representative works of American prose, poetry, and drama. Prerequisite: See Honors Program entry requirements.

ENG 203 BRITISH LITERATURE. 3 sem hrs cr
 This course is the study of representative works of British prose, poetry, and drama. Prerequisite: ENG 201.

ENG 203 BRITISH LITERATURE - HONORS. 3 sem hrs cr
 This course is an in-depth study of representative works of British prose, poetry, and drama. Prerequisite: ENG 202 Honors or permission of the Associate Dean of Liberal Arts.

ENG 299 TOPICS IN ENGLISH. 1-5 sem hrs cr
 Selected topics in English; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

FIRE SCIENCE

FSC 110 INTRODUCTION TO FIRE SCIENCE 2 sem hrs cr
 This course provides a basic understanding of fire protection terminology, concepts, and principles. A study in the history of public fire protection and philosophies undertaken in educating the public are included. The student will be able to demonstrate understanding of the progression of the fire service.

FSC 120 FIRE SAFETY CODES AND INSPECTIONS. 3 sem hrs cr
 This course explores the development and philosophy of fire inspection, techniques of inspection practices and the development of fire protection codes. A study of prior fire losses which have led to fire code developments will be undertaken, and each student will develop a report of such development.

FSC 130 BUILDING CONSTRUCTION FOR FIRE SERVICE . . 2 sem hrs cr
 This course concerns building construction as it relates to the fire service. The relationship of different building materials and building designs and the effects of fire on these materials will be studied.

**FSC 210 STRATEGY AND TACTICS FOR THE
FIRE SERVICE 3 sem hrs cr**

This course examines the procedures and development of fire fighting strategies and the respective tactics used to achieve the strategy. The development of fire ground operations will be stressed.

FSC 220 FIRE PROTECTION SYSTEMS AND EQUIPMENT . . . 3 sem hrs cr

This course provides an in-depth study of the development of fixed fire protection systems. A basic knowledge of fire hydraulics and the relationship of water flow and friction loss is desirable.

**FSC 240 LEGAL ASPECTS OF FIRE DEPARTMENT
ADMINISTRATION 2 sem hrs cr**

This course provides an in-depth study of public ordinances and the relationship of laws to the fire service. The study of fire department administration and government coordination will be addressed.

FSC 250 HAZARDOUS MATERIALS 2 sem hrs cr

This course provides a study and analysis of the various materials that present hazardous exposures to the public. The student will develop a hazardous material incident protocol program.

FSC 299 TOPICS IN FIRE SCIENCE 1-5 sem hrs cr

Selected topics in fire science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

FRENCH

FRE 111 BEGINNING FRENCH I 3 sem hrs cr

This course emphasizes the essentials of French grammar and develops reading, writing, and speaking skills in the language. Readings about French culture are included.

FRE 112 BEGINNING FRENCH II 3 sem hrs cr

This course continues to emphasize the essentials of French grammar and further develops reading, writing, and speaking skills. Introductory readings in French literature are included. Prerequisite: FRE 111.

FRE 211 INTERMEDIATE FRENCH I 3 sem hrs cr

This course continues grammar review with exercises for improving oral and written skills and includes readings in French literature and culture. Prerequisite: FRE 112 or high school equivalent with advanced placement examination.

FRE 212 INTERMEDIATE FRENCH II 3 sem hrs cr

This course continues grammar review and further develops oral and written skills. Readings in French literature are expanded. Prerequisite: FRE 211.

FRE 299 TOPICS IN FRENCH 1-5 sem hrs cr
 Selected topics in French; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOGRAPHY

GGY 101 CULTURAL GEOGRAPHY 3 sem hrs cr
 This course examines spatial variations in culture and analyzes how cultural elements vary or recur from place to place and influence change and economic development.

GGY 201 SURVEY OF REGIONAL GEOGRAPHY 3 sem hrs cr
 This course surveys world regions to indicate the general influence of the geographical environment.

GGY 299 TOPICS IN GEOGRAPHY 1-5 sem hrs cr
 Selected topics in geography; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

GEOLOGY

GEO 120 INTRODUCTION TO EARTH SCIENCE 4 sem hrs cr
 This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the face of the earth and its atmosphere. (3 hours lecture - 2 hours laboratory)

GEO 299 TOPICS IN GEOLOGY 1-5 sem hrs cr
 Selected topics in geology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HEALTH

HED 211 PERSONAL HEALTH 3 sem hrs cr
 This course is a study of contemporary, personal health issues and problems with a major emphasis placed on emotional health, drugs, tobacco, alcohol, and human sexuality.

HED 212 FIRST AID AND SAFETY 3 sem hrs cr
 This course focuses on first aid care and accident prevention, with emphasis on artificial respiration and cardiopulmonary resuscitation (CPR).

HED 215 COMMUNITY HEALTH 3 sem hrs cr

This course focuses upon health as applied to the family and community. Major emphasis is directed toward promotion of community health, environmental health, disease prevention, and sanitation.

HED 223 PRINCIPLES AND THERAPEUTICS OF NUTRITION 3 sem hrs cr

This course is designed to present the basic principles of nutrition and how those principles are applied to various disease processes. Food composition as a tool of diet therapy is emphasized.

HED 299 TOPICS IN HEALTH 1-5 sem hrs cr

Selected topics in health; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

HISTORY**HIS 111 WORLD CIVILIZATION I 3 sem hrs cr**

This course is the study of the history of mankind beginning with the ancient Near East. The course includes a study of leaders chosen to represent ancient Mesopotamia, Egypt, Israel, Greece, the Empire of Alexander, the Roman Empire, and the Empire of Charlemagne. Medieval conditions in Europe are examined; Francis of Assisi, Dante, and Eleanor of Aquitaine are used as representatives of the Medieval period. The course concludes with the beginnings of the Renaissance and Protestant Reformation. The continuity of ideas and values from past to present is emphasized.

HIS 112 WORLD CIVILIZATION II 3 sem hrs cr

This course is the study of the history of mankind beginning with the Renaissance and Protestant Reformation. The course includes a study of major leaders chosen to represent the Renaissance and Reformation period, the Enlightenment, the early modern period, and the modern period. In the early modern and modern periods, attention is given to developments in science and technology. The continuity of ideas and values from the past to present is emphasized. Recommended prerequisite: HIS 111.

HIS 211 UNITED STATES HISTORY I 3 sem hrs cr

This course covers the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876.

HIS 211 UNITED STATES HISTORY I - HONORS. 3 sem hrs cr

This course covers in depth the history of the United States from the beginning of English settlement in North America through the Revolution, early national period, disruption of the Union, Civil War and Reconstruction periods. This course ends with the events of 1876. Individual work and analytical thinking are emphasized. See Honors entry requirements.

HIS 212 UNITED STATES HISTORY II 3 sem hrs cr

This course traces the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Recommended Prerequisite: HIS 211.

HIS 212 UNITED STATES HISTORY II - HONORS 3 sem hrs cr

This course traces in depth the political, economic, diplomatic, and social development of the United States from the Reconstruction period to the present. Attention is given to contemporary problems and the place of the United States as a world power. Individual work and analytical thinking are emphasized. Recommended Prerequisite: HIS 211 Honors.

HIS 261 HISTORY OF TENNESSEE 3 sem hrs cr

This course is a study of Tennessee's political, economic, social, and intellectual development from the pre-colonial era to the present.

HIS 299 TOPICS IN HISTORY 1-5 sem hrs cr

Selected topics in history; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INDUSTRIAL MANAGEMENT**IMT 115 INTRODUCTION TO COMPUTER****INTEGRATED MANUFACTURING 3 sem hrs cr**

This course is a study of Computer Integrated Manufacturing (CIM) in industry. The course content includes the role of CIM components, the planning for CIM, the CIM implementation and management, and overcoming obstacles to implementation.

IMT 153 INDUSTRIAL SAFETY. 3 sem hrs cr

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. Additional topics to be covered include electrical safety, lifting, oxyacetylene welding, fire safety, chemical safety, grinding wheel safety, eye safety and enclosed vessel entry.

IMT 155 WASTE AND HAZARDOUS MATERIALS**MANAGEMENT. 3 sem hrs cr**

This course is a study of waste and hazardous materials and their effects on the environment. Emphasis will be placed on the handling of solid waste substances which are originally converted raw materials and, in most cases, can be re-converted. The difficulty and expense relative to monitoring adequately the adverse health effects caused by the increasing number and variety of these substances will also be addressed.

IMT 183 PRINCIPLES OF SUPERVISION 3 sem hrs cr

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. The main focus is on three major resources of good supervision: management-mindedness, leadership, and job knowledge. The learning tasks are reinforced with relevant applications.

IMT 223 QUALITY CONTROL. 3 sem hrs cr

This course examines product quality control and reliability using sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. The history of quality control is emphasized examining the impact of the methods of Squires, Deming, Juran, and Taguchi on competitive position.

IMT 225 QUALITY AND PRODUCTIVITY. 3 sem hrs cr

This course is designed to provide the student with an understanding of the relationship between quality and productivity. The student will study the effects of waste on the cost of manufacturing. The role of efficiency and quality in any organization will be emphasized as it relates to top management, quality control engineers, managers, statisticians, supervisors, and all others responsible. The Deming method for obtaining competitive position furnishes the basis for the course. Prerequisite: IMT 223 or permission of the Associate Dean of Career Education.

IMT 226 QUALITY CONTROL IN MANUFACTURING 3 sem hrs cr

This course, which explores quality control in actual situations, examines the design and organizational and technical aspects of a cost-effective quality program. Advanced concepts in sampling plans, control charts, tolerance specifications, vendor certification and rating, product liability, and quality audits are all examined. Statistical process control furnishes the basis for data collection and examination. Prerequisite: IMT 225 or permission of the Associate Dean of Career Education.

IMT 247 PRODUCTION AND INVENTORY CONTROL 3 sem hrs cr

This course is the study of production and inventory management, purchasing, work simplification, value analysis, forecasting and calculation, and value of economic order quantity. Master planning, material requirements planning, capacity requirements planning, and production activity control are also covered. Course correlates with the educational requirements for the American Production and Inventory Control Society examination.

IMT 299 TOPICS IN INDUSTRIAL MANAGEMENT 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INDUSTRIAL TECHNOLOGY**IAT 101 APPLIED BLUEPRINT READING****AND METALLURGY 3 sem hrs cr**

This course is designed to develop skills in blueprint reading and sketching skills 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. This course is also designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shop.

IAT 180 MACHINERY'S HANDBOOK 3 sem hrs cr

This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook, a standard reference book for the mechanical industry in use throughout the world.

IAT 190 CUTTING TOOLS AND BASIC MACHINE DESIGN**AND SELECTION 3 sem hrs cr**

This course is designed to develop skills for making cutting tools necessary in machine shop work. The course also covers the principles of designing and selecting machine elements. Formation of a machine concept and use of handbooks and manufacturers' catalogs for the selection of standard parts will be stressed.

IAT 204 COMPUTER NUMERICAL CONTROL (CNC) 3 sem hrs cr

This lecture/laboratory course is an introduction to computer machining. It explores creative ways to program, as well as the geometry of programming, and teaches the application of computers in industry.

IAT 208 NONTRADITIONAL MACHINING PROCESSES 3 sem hrs cr

This course examines the special characteristics that distinguish nontraditional machining processes from traditional machining processes. It is a study of those processes which apply to a wide variety of mechanical, electrical, thermal and chemical material removal.

IAT 210 ROBOTICS 3 sem hrs cr

This lecture/laboratory course presents the major categories of robots, how they are taught, and how to achieve a combination tool motion and orientation that is beyond human capability to execute but not to understand.

IAT 215 PROGRAMMABLE CONTROLLERS. 3 sem hrs cr

This lecture/laboratory course is a study of the electrical devices designed to control machines and industrial processes automatically. The content provides an overview of the central system or group of systems which can control, monitor and change basic manufacturing operations to provide maximum production flexibility.

IAT 230 BASIC HYDRAULICS. 3 sem hrs cr

This lecture/laboratory course covers hydraulics and fluid power and hydraulic systems and components. Along with these principles and operating characteristics, laboratory experiments are used to diagnose hydraulic system problems and to illustrate the proper installation of components.

IAT 240 BASIC PNEUMATICS 3 sem hrs cr

This laboratory/lecture course covers pneumatic principles and operating characteristics of compressed air systems and components. Along with these principles and operating characteristics, laboratory experiments are used to diagnose compressed air system problems and components properly.

IAT 299 TOPICS IN INDUSTRIAL TECHNOLOGY 1-5 sem hrs cr

Selected topics in industrial technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

INTERDISCIPLINARY STUDIES

IDS 101 THE HUMANITIES IN A TECHNOLOGICAL AGE . . . 2 sem hrs cr

This course links the methods and insights of humanities with technologies in examining problems facing persons in all types of occupations in contemporary society. The emphasis in the course stresses the perspectives and techniques of the humanities so as to humanize our necessary use and dependency on technology. The course examines the ways in which the humanities and technology have worked together and against each other historically and then analyzes the relationship of technology and the humanities and their impact on social, civic, and economic values in contemporary America.

IDS 299 TOPICS IN INTERDISCIPLINARY STUDIES 1-5 sem hrs cr

Selected topics in interdisciplinary studies; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MARKETING

MKT 281 PRINCIPLES OF MARKETING. 3 sem hrs cr

This course is a study of the fundamentals of marketing. Topics to be covered include the functions, principles, processes, institutions, and trends concerning the distribution of consumer and industrial goods and services. Case-study methodology will be used to stimulate inquiry and to emphasize the applicability of the material covered.

MKT 283 ADVERTISING AND PROMOTIONAL STRATEGY. . 3 sem hrs cr

This course is a study of advertising and the promotional aspects of a firm's marketing program. Topics include the promotional elements associated with advertising, personal selling, public relations, and sales promotion activities. Special emphasis is placed on the development of the advertising plan including strategies, objectives, budget, and media selections and scheduling. Recommended prerequisite: MKT 281.

MKT 285 SALESMANSHIP 3 sem hrs cr

This course is a study of the philosophy, principles, theory and techniques of the sales/exchange process relative to different types of sales activities and products. Topics include consumer buying motives, persuasive techniques, and sales force management. Actual sales demonstrations are performed by students. Recommended prerequisite: MKT 281.

MKT 299 TOPICS IN MARKETING. 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MATHEMATICS

Courses in the mathematics discipline are developed to encourage students to understand the methods of assimilating information using mathematical, quantitative, and information processing skills, to promote development of skills which may contribute to career opportunity and success; and to provide the basis and foundation upon which a major in a mathematics-related field may be built.

PLACEMENT IN MATHEMATICS COURSES

A student under 21 years of age whose ACT composite score and mathematics subscore are 16 or greater is eligible for immediate entry into collegiate mathematics. All freshman applicants who have an ACT composite score of 15 or below or who are 21 years of age or older at the time of admission are required to take an assessment exam as a condition of enrollment. Students under 21 years of age whose ACT composite scores are 16 or higher but whose sub-scores on the mathematics portion of the ACT are 15 or below must be assessed in mathematics. A returning, readmit, transient, or transfer student who wants to register for his first college mathematics course is also subject to the provisions for assessment in mathematics to determine the appropriate entry level mathematics course. Testing results will indicate whether a student will begin in RSM 070, DSM 080, DSM 081 or is eligible for immediate entry into a collegiate mathematics course. A collegiate mathematics course is a course denoted by the MAT discipline code and having a course number greater than 100.

Students may not register for remedial or developmental mathematics courses without testing except in the case that no high school credits have been earned in algebra. See item 1 below. Students who graduate from high school Spring 1989 and are admitted to Motlow College as first-time, degree-seeking students in the Fall 1989 in the University Parallel major are subject to Fall '89 admission requirements. See pages 27 and 28 for information concerning required mathematics units and provisions for removing deficiencies.

HIGH SCHOOL PREREQUISITES FOR COLLEGIATE MATHEMATICS

Mathematics courses which may be used to meet the general education requirement for mathematics in the university parallel major must have a minimum prerequisite of either one year of high school algebra and one year of geometry or two years of high school algebra. Specific prerequisites for each mathematics course are given with the course description.

If a student establishes eligibility for entry into collegiate mathematics as described above and has not earned the prerequisite high school credits, the following will apply.

1. A student who is eligible for entry into collegiate mathematics but has earned no credits in high school algebra will begin with DSM 080 except as Fall '89 admission requirements are applied to students graduating from high school Spring 1989 and thereafter. See pages 27 and 28 concerning removing deficiencies in high school mathematics units.
2. A student who is eligible for entry into collegiate mathematics but has earned only one credit in algebra and no credit in geometry will be tested to determine whether to begin with DSM 080 or DSM 081.

SELECTION OF MATHEMATICS COURSES TO MEET GENERAL EDUCATION REQUIREMENTS

Mathematics courses identified in each major and concentration are recommended by the mathematics faculty, but other courses may be appropriate to meet the general education requirement. Students choosing mathematics courses to meet the general education requirement in the University Parallel major should select courses appropriate for the baccalaureate granting institution and major which they intend to pursue after graduating and/or transferring from Motlow College. If there is doubt about the proper choice of courses, see a member of the mathematics faculty.

MATHEMATICS LABORATORY

The mathematics laboratory provides help for any Motlow student needing individual instruction and practice in developing specific mathematics skills and understanding mathematical concepts. No fees are charged for tutorial service or assistance in mathematics; however, students must be currently enrolled at Motlow. No academic credit is given for participation.

MATHEMATICS FOR ADMISSION DEFICIENCIES

MAT 099 is for students who must work off a geometry deficiency from high school. Hours earned in MAT 099 may not be used in a degree or certificate program. See page 27 for more information concerning 1989 admission requirements.

MAT 099 GEOMETRY 3 sem hrs cr

This course includes a study of two-dimensional and three-dimensional figures and their properties; symmetry, congruence, and similarity; the Pythagorean theorem and special right-triangle relationships; drawing geometrical figures; and writing proofs. Prerequisite: Documented competency in RSM 070, DSM 080 and DSM 081 skills.

COLLEGIATE MATHEMATICS

MAT 120 MATHEMATICS FOR HEALTH PROFESSIONS 1 sem hr cr

This course is a study of the metric, Apothecaries', and household systems of measurement; medical abbreviations; the mathematics of preparation and administration of oral and parenteral medications, intravenous medications, and solutions. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 121 APPLIED TECHNICAL MATHEMATICS 3 sem hrs cr

This course covers principles of algebra, geometry, and trigonometry as they apply to problems in the shop and tool room. Measurement of plane figures, problems in construction, mathematics principles of screw threads and gears, logarithms, and tool engineering are also covered. This course may not be used to meet the general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 122 APPLIED BUSINESS COMPUTATIONS 3 sem hrs cr

This course is a comprehensive study of the business applications of mathematical principles using touch method skills developed on office electronic calculators. Applications to be covered include: negotiable instruments, markup, simple and compound interest, installment credit, insurance, real estate and securities investments, earnings distributions, annuities, payroll and taxes, merchandising, valuation of assets, and financial statement analysis. This course may not be used to meet general education mathematics requirement in the University Parallel major. Prerequisite: Documented eligibility for collegiate mathematics.

MAT 123 MATHEMATICS FOR ELEMENTARY EDUCATION . 3 sem hrs cr

This course is a conceptual approach to the study of the properties of number sets within the real number system; fundamental operations on whole numbers, integers, rational numbers, and real numbers; elementary number theory; mathematics for the consumer; and an introduction to elementary geometry. This course may be used in only the Early Childhood Education and the Elementary Education options to meet the general education mathematics requirement. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit in algebra I and one high school credit in either geometry or algebra II.

MAT 126 CONTEMPORARY MATHEMATICS 3 sem hrs cr

This course is a study of problem solving techniques using sets and logic, equations, systems of equations, graphing, geometry, probability, and statistics. Additional topics from the history of mathematics and from consumer situations are included. A thorough study of primes and the number systems within the real number system forms an integral part of the course. Prerequisites: Documented eligibility for collegiate mathematics; one high school credit in algebra I and one high school credit in either algebra II or geometry.

MAT 131 FINITE MATHEMATICS 3 sem hrs cr

This course is a study of linear and quadratic equations and inequalities, applications of linear systems, functions, linear programming, determinants, matrices, probability, compound interest, and annuities. Prerequisites: Documented eligibility for collegiate mathematics; high school credit in algebra I and algebra II.

MAT 133 CALCULUS FOR BUSINESS APPLICATION. 3 sem hrs cr

This course is an intuitive approach to the concepts of limits and the differential and integral calculus with applications to business, economics, and related fields. Prerequisite: MAT 131.

MAT 151 COLLEGE ALGEBRA 4 sem hrs cr

As a survey of algebra topics, this course includes a study of the complex number system, polynomials, factoring, radical and exponential forms, systems of linear and quadratic equations, matrices, determinants, logarithms, first and second degree equations and inequalities, functions and graphs. Applications that relate to analytic geometry and calculus are given throughout the course, especially in the areas of equations of lines, partial fractions, conic sections, domain and range of functions, and other selected topics. Prerequisites: Documented eligibility for collegiate mathematics; high school credit in algebra I and algebra II.

MAT 152 PLANE TRIGONOMETRY 3 sem hrs cr

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 or MAT 151 or permission of the Associate Dean of Liberal Arts.

MAT 251 ANALYTIC GEOMETRY AND CALCULUS I 5 sem hrs cr

This course is a study of selected topics in advanced algebra and plane analytic geometry including conic sections; functions, including their limits and continuity; derivatives of algebraic expressions and their applications to graphing, maxima and minima, and related rates; integration of algebraic expressions and area between curves. Prerequisites: Documented eligibility for collegiate mathematics; at least four high school credits in college preparatory mathematics to include algebra I, algebra II, geometry, and trigonometry or MAT 151 and MAT 152.

MAT 252 CALCULUS II 5 sem hrs cr

This course is a study of a geometric approach to limits and continuity; differentiation and integration of trigonometric, inverse trigonometric, logarithmic, exponential and hyperbolic functions; integration techniques including substitution, parts and partial fractions; application of the integral; parametric equations; polar coordinates; and rotation and translation of the axes. Prerequisite: MAT 251.

MAT 253 CALCULUS III 5 sem hrs cr

This course is a study of limits and continuity by the epsilon-delta method; indeterminate forms; sequences and series; vectors in the plane; solid analytic geometry; partial derivatives; and multiple integrals. Prerequisite: MAT 252.

MAT 273 DIFFERENTIAL EQUATIONS 3 sem hrs cr

This course is a study of ordinary differential equations with applications, numerical solutions, power series, and LaPlace transforms. Prerequisite: MAT 253.

MAT 283 ELEMENTS OF LINEAR ALGEBRA 3 sem hrs cr

This course is a study of matrices, systems of linear equations, determinants, vectors, vector spaces, eigenvalues, eigenvectors, and other selected topics. Prerequisite: MAT 251.

MAT 299 TOPICS IN MATHEMATICS 1-5 sem hrs cr

Selected topics in mathematics; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

MUSIC

MUS 105 MUSIC APPRECIATION 3 sem hrs cr

This course is designed to develop the student's awareness of music from many historical style periods, as well as music from diverse cultures and modern streams of musical thought, including popular, rock, jazz, computer, and video music.

MUS 111 MUSIC THEORY I 4 sem hrs cr

MUS 112 MUSIC THEORY II 4 sem hrs cr

These courses develop written and aural music skills. Each course progressively develops the study of notation, scales, meters, intervals and chords, and the elements of melody and harmony. The courses must be taken sequentially. (3 hours lecture - 2 hours laboratory)

MUS 131 CLASS PIANO I 1 sem hr cr

MUS 132 CLASS PIANO II 1 sem hr cr

These courses provide group instruction in basic keyboard skills for students with no prior experience. Each course progressively develops keyboard skills. The courses must be taken sequentially.

MUS 141 ENSEMBLE: CHOIR I 1 sem hr cr

MUS 142 ENSEMBLE: CHOIR II 1 sem hr cr

MUS 151 ENSEMBLE: JAZZ-ROCK I 1 sem hr cr

MUS 152 ENSEMBLE: JAZZ-ROCK II 1 sem hr cr

MUS 161 ENSEMBLE: CHAMBER I 1 sem hr cr

MUS 162 ENSEMBLE: CHAMBER II 1 sem hr cr

These courses offer a variety of performance options: choir, jazz-rock, and chamber. Enrollment in these courses permits the student to perform in college productions. The choir and jazz-rock components are open to any student; the chamber component requires instructor's consent.

MUS 211 MUSIC THEORY III 3 sem hrs cr

MUS 212 MUSIC THEORY IV 3 sem hrs cr

These courses continue to develop written and aural skills. Each course progressively develops the following elements of music theory: melody, rhythm, counterpoint, and form, compositional styles, and development of analytical techniques. The courses must be taken sequentially. Prerequisite for MUS 211: MUS 112.

MUS 221 MUSIC LITERATURE I 2 sem hrs cr

This course surveys composers and compositional styles in the Medieval, Renaissance, and Baroque periods. Particular emphasis is given to the evolution of polyphony, the implications of counterpoint, and the beginnings of tonality. Prerequisite: MUS 112 or permission of the Associate Dean of Liberal Arts.

MUS 222 MUSIC LITERATURE II 2 sem hrs cr
 This course surveys composers and compositional styles in the Classic, Romantic, and Twentieth Century style periods. Attention is given to the evolution of tonality and its subsequent transformations and eventual disintegration into various harmonic alternatives. Prerequisite: MUS 221 or permission of the Associate Dean of Liberal Arts.

**MUS 252 FUNDAMENTALS OF MUSIC FOR SCHOOL
 AND COMMUNITY 3 sem hrs cr**
 This course is designed to develop basic music skills and understanding of elementary music concepts. Music fundamentals including scales, chords, meters, and rhythm will be applied to at least one of the following instruments or technique: guitar, piano, recorder, percussion, and singing. Specific emphasis will be given to using musical skills in elementary education and community participation.

MUS 299 TOPICS IN MUSIC. 1-5 sem hrs cr
 Selected topics in music; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

NURSING

NET 140 ROLE OF THE ASSOCIATE DEGREE NURSE 1 sem hr cr
 This course is designed to introduce the student to the role and competencies of the Associate Degree Nurse student and graduate; the philosophy and conceptual framework (Adaptation Model for Nursing) of the program; the use of the nursing process to provide patient care; and selected ethical, historical and legal aspects of the nursing profession. Licensed Practical Nurses or recent transfer students from diploma nursing programs who successfully challenge NET 141 are required to take this course in the appropriate sequence. Co-requisite: NET 141.

NET 141 NURSING CARE I 8 sem hrs cr
 Guided learning experiences introduce the student to health maintenance of the individual, the health care system, and the participation of the nurse within that system. Curriculum threads emphasized are stress adaptation, nursing process, communication and teaching/learning techniques of adults and children. Introductions to clinical laboratory objectives are designed to assist the student in learning basic nursing psychomotor skills; use of the nursing process to assess mental and physical health needs of adults and children; identification of nursing diagnoses; planning interventions for safety and hygiene; and the principles and techniques of barrier nursing and of administration of non-parenteral therapeutic agents. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 9 hours laboratory) Prerequisites: Acceptance into the nursing program; first level CPR certification; BIO 141. Co-requisite: NET 140.

NET 142 NURSING CARE II 9 sem hrs cr

Guided learning experiences focus on caring for the family unit through the normal reproductive process, child bearing, parenting, maintenance of the family process, normal growth and development, and immobility across the life span. Curriculum threads emphasized are nursing process, growth and development across the life span, stress adaptation, communication skills with adults and children, legal-ethical issues related to families, and cultural diversity. Classroom laboratories include the principles and techniques of surgical asepsis and of administering parenteral medications, care of the mother and newborn, and immobilization of adults and children. Clinical objectives focus on the student's ability to use the nursing process in planning nursing interventions, in implementation of interventions, and in beginning evaluation of the basic care given. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 12 hours laboratory) Prerequisites: BIO 271, EDU 131, MAT 120, NET 140, NET 141.

NET 213 SEMINAR IN NURSING 1 sem hr cr

This course focuses on ethical, legal, and professional trends and issues in nursing, and on selected aspects of leadership and management. Varying responsibilities and roles of nurses in hospitals and other agencies are explored, as are the needs of the graduate associate nurse for adaptation to the work setting. Curriculum threads emphasized are nursing process, stress adaptation, and self-vocational growth. Group discussions, student presentations, and guest speakers are included. Prerequisites: BIO 231, PSY 290, NET 241. Co-requisite: NET 242.

NET 241 NURSING CARE III. 8 sem hrs cr

Guided learning experiences focus on caring for adults and children with alterations in cardiac output, tissue perfusion, and ventilation; alterations in nutrition and bowel elimination; anticipatory grieving, powerlessness in effective coping, dysfunctional grief; potential for violence and potential for traumatic injuries. Curriculum threads emphasize stress adaptation, communication skills, legal-ethical issues, self-growth and the teaching-learning process. Classroom laboratories include principles and techniques of oxygenation therapy, intravenous therapy, hemodynamic monitoring, nasogastric lavage/gavage and suctioning, ostomy care, parenteral nutrition and crisis intervention. Clinical objectives focus on students' ability to use nursing process to organize care for multiple patient assignments. Clinical experience is provided in area hospitals and health care agencies. (5 hours lecture - 9 hours laboratory) Prerequisites: BIO 272, ENG 102, HED 223, NET 142, CST 105, PSY 131 and first level CPR recertification.

NET 242 NURSING CARE IV. 9 sem hrs cr

Guided learning experiences focus on caring for adults and children with chronic conditions resulting in altered thought process, urinary elimination, cellular growth, cellular metabolism, and sensory perception. Students apply the nursing process to multiple patients with chronic health problems requiring restorative and supportive care. Curriculum threads include stress adaptation, communication skills, the teaching/learning process and self growth. Classroom laboratories include principles and techniques of neurological assessment, venipuncture procedures, code/arrest therapy, renal irrigations/diversion and reality orientation. Clinical objectives focus on the students' ability to use the nursing process to perform the five competencies of the associate degree nurse identified by the NLN Associate Degree Council, 1978. Clinical experiences are provided in area hospitals and long-term care facilities. (5 hours lecture - 12 hours laboratory) Prerequisites: BIO 231, NET 241, PSY 290. Co-requisite: NET 213.

NET 260 REGISTERED NURSE REFRESHER COURSE 3 sem hrs cr

This course is designed per criteria of the Tennessee State Board of Nursing as a refresher course for Registered Nurses who have been out of practice for five years or more. The use of the nursing process for provisions of patient care is emphasized. Basic nursing theory and patient care skills are reviewed. Classroom laboratory and hospital laboratory learning experiences are provided. (2 hours lecture - 3 hours laboratory) Prerequisite: Previous licensure as a Registered Nurse.

NET 265 HEALTH ASSESSMENT FOR NURSES 3 sem hrs cr

This course is designed to aid the nurse in developing beginning skills in interviewing for a health history, in reporting health history, and in the principles and techniques of physical examination of all body systems of adults and children. A unit on geriatrics is included. Prerequisite: Licensure as a Registered Nurse or Licensed Practical Nurse.

NET 270 NURSING MANAGEMENT. 3 sem hrs cr

This course is designed to teach the principles and techniques of first line management for registered nurses preparing for the role of charge nurse or team leader. Prerequisite: Licensure as a Registered Nurse.

NET 299 TOPICS IN NURSING 1-5 sem hrs cr

Selected topics in nursing. Second-year nursing students may pursue an in-depth study in a specialized area of nursing under the advisement of a nursing faculty member. This course may be recommended for transfer or readmission students who need special assistance in selected areas. Approval of the Director of Nursing Education and the Associate Dean of Career Education is required. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

OFFICE SYSTEMS TECHNOLOGY

OST 101 COLLEGE TYPEWRITING I 3 sem hrs cr

This course includes the development of techniques for touch typewriting, keyboard, and machine parts with emphasis on speed building. Other topics include centering, rough draft material, personal and business letters, envelopes, simple manuscripts, and tabulations. Credit is not allowed after successfully completing OST 102 or OST 201. This course cannot be challenged if OST 102 is a degree requirement. If a student has had the equivalent of this course, an elective may be substituted for this course.

OST 102 COLLEGE TYPEWRITING II. 3 sem hrs cr

This course is continued development of typewriting techniques with emphasis on increasing speed and accuracy in the production of business correspondence, interoffice memos, administrative and employment communications, manuscripts, ruled tabulations, and business forms. Prerequisite: OST 101 or its equivalent.

OST 111 BEGINNING SHORTHAND. 3 sem hrs cr

This course includes the theory of Gregg Shorthand, Series 90, with emphasis on reading and writing shorthand from textbook, homework notes, and dictation. Transcription on the typewriter is introduced with emphasis on transcribing skills. Credit is not allowed for students who have successfully completed OST 112. This course cannot be challenged if OST 112 is a degree requirement. If the student has had the equivalent of this course, an elective may be substituted for this course. Prerequisite or co-requisite: OST 101 or its equivalent.

OST 112 INTERMEDIATE SHORTHAND 3 sem hrs cr

This course includes continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. Prerequisites: OST 111 or its equivalent and OST 101 or its equivalent.

OST 115 MACHINE TRANSCRIPTION 3 sem hrs cr

This course is designed to develop skill in machine transcription of business, legal, and medical dictation. The following topics will be emphasized: machine operation, listening, business and technical vocabulary, formatting, editing, proofreading, and development of speed and accuracy. Various types of documents will be transcribed as mailable copy. Additional lab may be required. Prerequisites: ENG 101 and (OST 102 or its equivalent).

OST 140 WORD PROCESSING SOFTWARE PACKAGES 3 sem hrs cr

This course is designed to introduce students to different word processing software packages used on microcomputers in business and industry. Students are required to produce letters, memoranda, reports, and tables in a mailable format using software packages presented and to evaluate each package. Prerequisite: CST 115 or higher and OST 101 or the equivalent or permission of the Associate Dean of Career Education.

OST 201 PRODUCTION TYPEWRITING 3 sem hrs cr

This course develops speed, accuracy, and production. Course content covers in-basket projects on selected departments of a modern business enterprise. Students will complete the administrative support services projects; then students may choose additional projects in the area of personnel, convention, medical, financial, and legal services. It is recommended that students complete one year of college typewriting before taking this course. Prerequisite: OST 102 or permission of the Associate Dean of Career Education.

OST 203 OFFICE MANAGEMENT 3 sem hrs cr

This course is a study of office management principles; leadership; motivation; job enrichment; organizational communication; interviewing techniques; office organization and functions; office layout and equipment; the selection, training and supervision of office personnel; planning, organizing and controlling office services. It is recommended that this course be taken in the spring semester prior to graduation.

OST 213 OFFICE PROCEDURES 3 sem hrs cr

This course is a study of the duties of the secretarial worker in the traditional office environment, while emphasizing professionalism in grooming, office etiquette, and human relations. Office procedures studied include mail processing, use of communication services, office equipment and supplies, travel and conference arrangements, and collection and presentation of business data. Students are required to work two hours per week on campus in an office environment.

OST 221 RECORDS MANAGEMENT. 3 sem hrs cr

This course emphasizes the importance of records storage, transmission, and retrieval; and includes rules for alphabetic, subject, numeric, and geographic records storage. Microrecords, card records, and automated records systems are also emphasized. Records equipment, supplies, and procedures are covered; and practical application is provided through a practice set.

OST 230 WORD PROCESSING CONCEPTS 3 sem hrs cr

This course is designed to focus on word processing history, terminology, equipment, and applications. Emphasis will be placed on the production of accurate copy from handwritten and rough draft material. Students will gain experience on electronic typewriters and on microcomputers with word processing software. Prerequisites: OST 101 and (CST 115 or its equivalent) or permission of the Associate Dean of Career Education.

OST 299 TOPICS IN OFFICE SYSTEMS TECHNOLOGY 1-5 sem hrs cr

Selected topics in office systems technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICAL EDUCATION**Activity Courses****PED 101 BADMINTON 1 sem hr cr**

This course is designed to develop basic skills and understanding of badminton. (2 hours per week)

PED 102 VOLLEYBALL 1 sem hr cr

This course is designed to develop basic skills and understanding of volleyball. (2 hours per week)

PED 103 AEROBIC WALKING 1 sem hr cr

This course is designed for individuals who want to begin a physical fitness program or further develop a walking program already in place. (2 hours per week)

PED 104 DANCE EXERCISE 1 sem hr cr

This course is designed for conditioning in which the student works vigorously on flexibility, muscle toning, and cardiovascular fitness through choreographed music routines. Special attention is given to proper nutrition and fitness principles. (2 hours per week)

PED 108 FOLK AND SQUARE DANCE 1 sem hr cr

The first half of this course provides an introduction to and instruction in folk dances from countries around the world. The second half of the course provides instruction and participation in beginning square dances. (2 hours per week)

PED 109 ARCHERY 1 sem hr cr

This beginning course provides instruction and practice in the basic fundamentals of archery. (2 hours per week)

PED 110 GOLF 1 sem hr cr

This beginning course provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the semester. (2 hours per week)

- PED 111 TENNIS 1 sem hr cr**
 This beginning course provides instruction and practice in the basic fundamentals of tennis. (2 hours per week)
- PED 113 BOWLING 1 sem hr cr**
 This course is designed to develop basic bowling skills and examines the history and scoring of recreational bowling. Student is responsible for transportation and lane fees. (2 hours per week)
- PED 114 SOCCER. 1 sem hr cr**
 This course is designed to develop an understanding of the rules of soccer and an acquisition of basic skills. (2 hours per week)
- PED 115 BODY BUILDING AND WEIGHT LIFTING 1 sem hr cr**
 This course is designed for body building and conditioning through the use of weights and a gym machine. (2 hours per week)
- PED 116 BEGINNING RACQUETBALL. 1 sem hr cr**
 This course provides beginning instruction in racquetball. Techniques emphasized include the forehand, the backhand, and serve. Aspects of safety will also receive attention. A fee for facility use will be assessed. (2 hours per week)
- PED 118 BICYCLING 1 sem hr cr**
 This course is designed to develop basic skills for cycling, including improved physical fitness and cardiovascular endurance. Short and long distance rides are required. Student is responsible for providing own bicycle. (2 hours per week)
- PED 119 BODY AEROBICS 1 sem hr cr**
 This course will focus on developing and accomplishing the objectives of an individual workout program. Activities include use of weights, jogging, jumping rope, aerobic exercise, minitramp, stationary bike, etc. Other fitness topics will include food value and stress control. (2 hours per week)
- PED 120 SNOW SKIING 1 sem hr cr**
 This course introduces the student to basic techniques in snow skiing. Students will participate in five sessions of skiing (four days, one night) at Appalachian Ski Mountain in conjunction with French-Swiss Ski College in Boone, North Carolina. An additional fee is required to cover the cost of housing, equipment, lift expenses, and professional instruction.
- PED 121 CONDITIONING EXERCISES 1 sem hr cr**
 This course focuses upon 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. (2 hours per week)
- PED 124 JOGGING FOR FITNESS 1 sem hr cr**
 This course is designed to help the student develop jogging as a technique of exercise and to improve physical fitness. (2 hours per week)
- PED 131 ADAPTIVE PHYSICAL EDUCATION I 1 sem hr cr**
 This course is designed to develop the handicapped student physically, mentally, and socially, through counseling and physical activities that will benefit the student in these areas. Verification of eligibility is required through the Associate Dean of Liberal Arts. (2 hours per week)

PED 132 ADAPTIVE PHYSICAL EDUCATION II 1 sem hr cr

This course is a continuation of PED 131. Verification of eligibility is required through the Associate Dean of Liberal Arts. (2 hours per week)

PED 141 VARSITY ATHLETICS I 1 sem hr cr

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.

PED 142 VARSITY ATHLETICS II 1 sem hr cr

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 requirement.

PED 151 BEGINNING SWIMMING 1 sem hr cr

This beginning course equips the individual with basic water safety skills and knowledge for activities in, on, or about the water and includes instructions in the basic skills of good swimming technique. Student is responsible for own transportation to site of class. (2 hours per week)

PED 152 INTERMEDIATE SWIMMING 1 sem hr cr

This intermediate course in swimming is designed to provide the student with the opportunity to learn the elements of good swimming technique. These elements include four individualized strokes and some emphasis on safety and rescue techniques. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. (2 hours per week)

PED 153 ADVANCED SWIMMING AND LIFE SAVING 1 sem hr cr

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. Certification by American Red Cross is possible. Student is responsible for own transportation to site of class. Prerequisite: PED 152 or permission of the Associate Dean of Liberal Arts. (2 hours per week)

Professional Courses

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

PED 200 FOUNDATIONS OF PHYSICAL EDUCATION 3 sem hrs cr

This course examines the history of physical education as a profession and introduces the student to developments and directions in careers related to health, physical education, and recreation. The biological, physiological, and psychological bases of physical education are studied.

- PED 205 COACHING BASKETBALL 2 sem hrs cr**
 This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.
- PED 206 COACHING BASEBALL 2 sem hrs cr**
 This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.
- PED 207 PREVENTION AND CARE OF ATHLETIC INJURIES. . 3 sem hrs cr**
 This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance. Prevention of injuries, rehabilitation, and general fitness are stressed.
- PED 208 OFFICIATING 3 sem hrs cr**
 This course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, volleyball, and soccer.
- PED 211 INTRODUCTION TO RECREATION 3 sem hrs cr**
 This course examines the development of recreation and parks, the inter-relationship of recreation with other fields, and recreation's changing role in society.
- PED 212 CAMPING AND OUTDOOR RECREATION. 3 sem hrs cr**
 This course involves the development of recreational camping skills, program planning, and leadership training for camp leaders and counselors.
- PED 241 GAMES, RELAYS, SELF-TESTING ACTIVITIES -
 ELEMENTARY CHILDREN 3 sem hrs cr**
 This course is a study of techniques and materials for teaching games, relays, and rhythmic activities suitable for the elementary school child.
- PED 299 TOPICS IN PHYSICAL EDUCATION 1-5 sem hrs cr**
 Selected topics in physical education; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PHYSICS

- PHY 101 INTRODUCTION TO PHYSICAL SCIENCE. 4 sem hrs cr**
 This course is a study of selected topics from general physics and general chemistry. Subject matter includes such topics as forces, laws of motion, light, heat, atoms, molecules, and reactions. This course is offered for non-science majors. (3 hours lecture - 2 hours laboratory)
- PHY 231 GENERAL PHYSICS I 4 sem hrs cr**
 This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, heat and thermodynamics, and waves. (3 hours lecture - 2 hours laboratory) Prerequisites: MAT 251 and concurrent enrollment in or completion of MAT 252.

PHY 232 GENERAL PHYSICS II. 4 sem hrs cr

This calculus-based course is intended for science and engineering students. Subjects covered include electricity and magnetism, light and optics, and selected topics from modern physics. (3 hours lecture - 2 hours laboratory) Prerequisite: PHY 231.

PHY 299 TOPICS IN PHYSICS 1-5 sem hrs cr

Selected topics in physics; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

POLITICAL SCIENCE**POL 111 AMERICAN GOVERNMENT. 3 sem hrs cr**

This course is a study of the basic features of American government with emphasis on constitutional principles and the structure and functions of the three branches of national government.

POL 112 STATE AND LOCAL GOVERNMENT. 3 sem hrs cr

This course 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 299 TOPICS IN POLITICAL SCIENCE 1-5 sem hrs cr

Selected topics in political science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

PSYCHOLOGY**PSY 110 PSYCHOLOGY OF HUMAN RELATIONS 3 sem hrs cr**

This course introduces the student to factors in human interaction that contribute to the understanding of self and others. Topics covered include self-concept, emotions, communication, work, and family relations.

PSY 131 GENERAL PSYCHOLOGY I 3 sem hrs cr

This course is a study of selected topics in general psychology. Subject matter includes research methods, biological foundations of behavior, learning, memory, thinking and language, sensation and perception, motivation, and emotion.

PSY 132 GENERAL PSYCHOLOGY II. 3 sem hrs cr
 This course is a study of selected topics in general psychology. Subject matter includes measurement, testing, theories of personality, human development, social psychology, psychological disorders, and therapy.

PSY 212 CHILD PSYCHOLOGY 3 sem hrs cr
 This course is the study of behavior in infancy and childhood. It includes a survey of language, emotional, physical, social, moral, and cognitive development. Prerequisite: Two courses in psychology or permission of the Associate Dean of Liberal Arts.

PSY 290 ABNORMAL PSYCHOLOGY. 3 sem hrs cr
 This course examines concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include adjustment disorder, personality disorders, anxiety-based disorders, and psychotic disorders. Prerequisite: Two courses in psychology or permission of the Associate Dean of Liberal Arts.

PSY 299 TOPICS IN PSYCHOLOGY 1-5 sem hrs cr
 Selected topics in psychology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

REAL ESTATE

RES 201 INTRODUCTION TO REAL ESTATE. 3 sem hrs cr
 This course covers the basic laws and principles of real estate, including finance, deceased ownership, brokerage appraisals, license law and real estate mathematics. This course is essential to persons interested in acquiring the real estate affiliate's license in Tennessee.

**RES 203 REAL ESTATE BASICS: AGENCY, BROKERAGE,
 CONTRACTS, FAIR HOUSING. 1 sem hr cr**
 This course is a study of the important phases of the beginning real estate agent's training. Emphasis will be given to agency relationships, brokerage, types of contracts, and fair housing.

**RES 205 STRATEGIC TECHNIQUES IN LISTING AND SELLING
 REAL ESTATE 2 sem hrs cr**
 This course is a study of the techniques of listing and selling real estate. Topics include prospecting, preparing and presenting a listing contract, presenting the offer and negotiating, and answering objections. Prerequisite: RES 201.

RES 206 TOOLS FOR SUCCESS IN REAL ESTATE 2 sem hrs cr
 This course emphasizes skills which the real estate salesperson needs to realize success in the real estate business. Topics include goal setting, communications skills, telephone techniques, understanding people, and time management.

RES 211 REAL ESTATE LAW 3 sem hrs cr

This course is a study of 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, with additional emphasis on Tennessee real estate law. This course applies toward the educational requirements for the Tennessee broker's examination.

RES 223 REAL ESTATE APPRAISAL 3 sem hrs cr

This course covers 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 2 sem hrs cr

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 roles of various financing institutions, both private and governmental.

**RES 245 SALES AND FINANCING STRATEGIES FOR THE
RESIDENTIAL SALESPERSON 2 sem hrs cr**

This course presents basic selling techniques and strategies and an in-depth study of government loans and how they can be used to increase the number of sales by the residential salesperson.

RES 299 TOPICS IN REAL ESTATE 1-5 sem hrs cr

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 and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

SOCIOLOGY**SOC 211 INTRODUCTION TO SOCIOLOGY 3 sem hrs cr**

This course identifies basic human relationships essential to survival in modern society and seeks to assist students in understanding and applying this knowledge in everyday life. Topics include interduction, culture, inequality and social class, political and economic orders, and the changing society.

SOC 212 SOCIAL PROBLEMS 3 sem hrs cr

The sociological perspective of the understanding of and solutions for some of the major current problems confronted in American society is examined. Included are such issues of social concern as poverty, social deviance, environment, energy, population, health, education, and medical care. Prerequisite: SOC 211 or permission of the Associate Dean of Liberal Arts.

SOC 220 MARRIAGE AND FAMILY 3 sem hrs cr

This course considers 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; social, cultural, and personal factors relating to mate selection and family life; and family organization, disorganization, and reorganization.

SOC 231 SOCIAL GERONTOLOGY 3 sem hrs cr

This course offers an introduction to understanding the dynamics of the aging process, where it fits into each individual's life and the implications associated with significant growth in the United States' aging population. Topics will include the myths and realities of how a person ages, role changes in later life, and societal response to the older population.

SOC 232 APPLIED GERONTOLOGY 3 sem hrs cr

This course provides an understanding of how knowledge of the aging process can be applied to everyday interactions with increased numbers of senior adults in family, work, and community environments. Topics will include increasing financial resources, older worker issues, relating to both adult children and elderly parents, coping with pension plan uncertainties, late life career changes, and intimacy in senior adulthood.

SOC 299 TOPICS IN SOCIOLOGY 1-5 sem hrs cr

Selected topics in sociology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Career Education. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.

SPANISH**SPA 101 BEGINNING SPANISH I 3 sem hrs cr**

This course emphasizes the essentials of Spanish grammar and develops reading, writing, and speaking skills in the language. Readings about Spanish cultures are included.

SPA 102 BEGINNING SPANISH II 3 sem hrs cr

This course continues to emphasize the essentials of Spanish grammar and further develops reading, writing, and speaking skills. Readings about Spanish and South American cultures are included; and the literature of important Spanish authors, such as Cervantes, Espronceda, and Gaballero, is introduced. Prerequisite: SPA 101.

SPA 201 INTERMEDIATE SPANISH I 3 sem hrs cr

This course combines grammar review with exercises for improving oral and written skills and includes readings in Spanish literature and culture. Prerequisite: SPA 102.

SPA 202 INTERMEDIATE SPANISH II 3 sem hrs cr

This course continues a grammar review and further develops oral and written skills. Readings from Spanish and Latin-American cultures and selections from Spanish authors are emphasized. Prerequisite: SPA 201.

SPA 299 TOPICS IN SPANISH 1-5 sem hrs cr

Selected topics in Spanish; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Associate Dean of Liberal Arts. No more than six semester hours in topics courses may be used in meeting minimum degree requirements.



COURSE DESCRIPTIONS**REMEDIAL AND DEVELOPMENTAL CURRICULUM**

Courses in the remedial and developmental curriculum are provided to aid students who demonstrate a need for additional academic preparation before enrolling in college level courses. Remedial studies is a program of instruction that leads to proficiency in the Basic Skills Competencies defined by the Tennessee State Department of Education as "Objectives for the Tennessee Proficiency Test." Developmental studies is a program of instruction, distinct from Remedial Studies, that leads to the level of proficiency in the "Basic Academic Competencies" defined in the Educational EQuality Project of the College Board as required for successful pursuit of college studies.

Remedial and developmental courses are open only to students whose assessment test performance indicates a need to improve skills in reading, writing, or mathematics. Hours earned in these courses are add-on hours and may not be used to complete any degree requirement. For more information about the Academic Assessment Placement Program, see pages 91-95.

WRITING CENTER AND MATHEMATICS LABORATORY. Help is provided in the Writing Center and in the Mathematics Laboratory for any Motlow student needing individual instruction and/or practice in developing specific writing or mathematics skills. No fees are charged for tutorial service or assistance; however, students must be currently enrolled at Motlow College. No academic credit is given for participation.

DEVELOPMENTAL STUDIES - ENGLISH

DSE 080 DEVELOPMENTAL WRITING. 3 sem hrs cr

This course develops skills in punctuation, sentence writing, paragraphing, and outlining. The course emphasizes proofreading skills, conceiving ideas for writing, and varying writing styles as paragraph development merges into essay writing. Prerequisite: Documented competency in RSE 070 skills.

DEVELOPMENTAL STUDIES - MATHEMATICS

DSM 080 ELEMENTARY ALGEBRA. 3 sem hrs cr

This course is a study of arithmetic operations with rational numbers; evaluation of formulas and order of operations; ratio, proportion, and linear equations and inequalities; graphing linear equations and inequalities, slope and slope-intercept form of a line; solving systems of equations; roots of signed numbers; and rational exponents. Prerequisite: Documented competency in RSM 070 skills.

DSM 081 INTERMEDIATE ALGEBRA 3 sem hrs cr

This course is a study of polynomial arithmetic; factoring; algebraic fractions, simplifying and performing basic operations on radicals, solving and graphing quadratic equations, and using the Pythagorean Theorem. Students who have only one credit in high school algebra must be tested to verify eligibility for DSM 081 without successful completion of DSM 080. Prerequisite: Documented competency in DSM 080 skills.

DEVELOPMENTAL STUDIES - READING

DSR 080 DEVELOPMENTAL READING 3 sem hrs cr

This course is designed to improve reading fluency. Identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, making inferences, understanding figurative language, and detecting tones and mood are skills that are developed. Vocabulary extension, critical thinking skills, and pleasure reading are stressed. Prerequisite: Documented competency in RSR 070 skills.

DEVELOPMENTAL STUDIES - STUDY SKILLS

DSS 080 DEVELOPMENTAL STUDY SKILLS 3 sem hrs cr

This course is designed to orient new students to college and to increase their success in college by teaching them the skills necessary to reach their educational goals. Topics such as time management, communication skills, study techniques, library use, note-taking, and exam taking are emphasized. The course also includes goal setting, study habits, attitude development, and current issues which college students face.

REMEDIAL STUDIES - ENGLISH

RSE 070 BASIC WRITING 3 sem hrs cr

This course includes a review of rudimentary skills in grammar, mechanics, punctuation, capitalization, and effective sentence writing. Additionally, students learn to use the dictionary and write business and friendly letters.

REMEDIAL STUDIES - MATHEMATICS

RSM 070 BASIC MATHEMATICS 3 sem hrs cr

This course places emphasis on the principles and applications of arithmetic including reading and writing numerals; fundamental operations on whole numbers and common and decimal fractions; percent, ratio and proportion; rounding off; evaluating perimeter, area and volume of rectangles, triangles, and the circumference and area of circles; determining arithmetic mean; interpreting graphs; the English and metric measuring systems; exploring steps necessary to solve word problems; and an introduction to signed number operations.

REMEDIAL STUDIES - READING

RSR 070 BASIC READING 3 sem hrs cr

This course concerns reading fundamentals--identifying main ideas with major and minor supporting details, sequencing, locating facts, using contextual clues, drawing conclusions, and making inferences. Increasing vocabulary is a major component of the course.



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 Jean Allan Account Clerk I

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Harlan Stockton Director, Media Services
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Amanda Parks Library Assistant I
Darlene Merryman Library Assistant I

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Gay Neal Account Clerk II
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Warren Patterson Maintenance Lead Worker
Vergie Baker Custodian
Harvey Bryant Custodian
J. L. George Custodian
Mary Hickerson Custodian
Nancy King Custodian
Hollis Reed Custodian
David Womble Custodian
Elizabeth Chamblee Custodian
Theodore Caldwell Watchkeeper
Ewin Cyree, Jr. Watchkeeper
Auburn Martin Utility Worker
Lawrence Moorehead Utility Worker
Roger Steele Utility Worker

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 Dee Mobley Switchboard Operator

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 Mike Russell Coordinator, Career Planning, Placement and Co-op
 Stanley Johnson Coordinator, Minority Enrollment
 Marian Crooks Technical Specialist, Academic Services, Title III
 Judy Pearson Secretary I
 Floy Allen College Nurse

JOB TRAINING

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 Coolidge Holt Job Development Officer
 Gary Morgan Coordinator I
 Peggy Jacocks Accountant
 Cindy McGehee Program Monitor
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 Mike Mason Technician
 Jim Parks Technician
 Bobbie Patterson Technician
 Joe Myers Technician
 Connie Crowder MIS Technician
 Lynn Hudson Office Supervisor
 Betty Carden Records Clerk
 Shirley Riddle Secretary I
 Sherry Hill Secretary I

- Adams, Phyllis D. Instructor, Communications
B.S., 1977, Tennessee State University; M.S., 1978, Tennessee State University; Additional Graduate Study, George Peabody College of Vanderbilt University; Motlow position, 1986.
- Bair, Charles A. Instructor, Engineering
B.S., 1965, Parks College of Aeronautical Technology, Saint Louis University; M.S., 1975, Air Force Institute of Technology; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1987.
- Baker, James D. Technology Coordinator
B.S., 1979, Southern Illinois University; B.S., 1984, Chapman College; M.B.A., 1987, Chapman College; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1986.
- Bartley, Randall B. Assistant Professor, Economics
B.S., 1973, University of Tampa; M.B.A., 1977, Northwest Missouri State University; Additional Graduate Study, Columbus College and Middle Tennessee State University; Motlow position, 1985.
- Bell, Daphne A. Instructor, Mathematics
A.A., 1970, Cumberland College of Tennessee; B.A.E., 1972, University of Mississippi; M.S.T., 1977, Middle Tennessee State University; Motlow position, 1985.
- Bradley, Michael R. 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; Mellon Regional Faculty Development Grant, 1982; Motlow position, 1970.
- Brandmeyer, Donna. Assistant Professor, Nursing
B.S.N., 1966, California State University; M.S.N., 1973, California State University; Ed.D., 1987, University of Georgia; Motlow position, 1987.
- Brooks, Vera R. Assistant Professor, Business
B.S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; CPS, 1985; Motlow position, 1980.
- Butler, Margaret S. 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.
- Campbell, Jessie Coordinator of Guidance and Testing
B.S., 1961, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University & George Peabody College of Vanderbilt 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; Additional Graduate Study, Middle Tennessee State University;
Motlow position, 1970.
- Clark, Stephen K. Associate Dean, Division of Liberal Arts
Assistant Professor, English
B.A., 1968, University of Alabama; M.A., 1972, West Georgia College; D.A.,
1985, Middle Tennessee State University; Motlow position, 1979.
- Coffey, Charle B. Director of Public Information
A.S., 1976, Walters State Community College; B.S., 1978, Middle Tennessee
State University; Graduate Study, Peabody College of Vanderbilt University;
Motlow position, 1983.
- Collins, S. Ruth. Associate Professor, Education
B.A., 1960, Wheaton College; M.A., 1974, University of Texas at Austin;
Ph.D., George Peabody College of Vanderbilt University, 1980; Motlow
position, 1977.
- Crooks, Marian A. Coordinator of Academic Services
B.A., 1977, LeMoyne-Owen; Graduate Study, Memphis State University and
Middle Tennessee State University; Motlow position, 1988.
- Crosslin, Bob C. Assistant Professor, Mathematics
B.S., 1968, Middle Tennessee State University; M.S.T., 1978, Middle Tennessee
State University; Additional Graduate Study, Middle Tennessee State
University and Memphis State University; Motlow position, 1980.
- Earles, Melanie J. Instructor, Accounting
B.S., 1978, Murray State University; M.S., 1985, Middle Tennessee State
University; CPA, Tennessee; Motlow position, 1984.
- Edwards, Doris S. Associate Professor, Mathematics
B.A., 1955, Huntingdon College; M.S.T., 1972, Middle Tennessee State University;
Additional Graduate Study, Middle Tennessee State University and
Memphis State University; Motlow position, 1979.
- Everett, Marcia Dean of Student Services and Institutional Advancement
B.S., 1971, Middle Tennessee State University; M.Ed., 1973, Middle Tennessee
State University; Ed.S., 1976, Middle Tennessee State University; Additional
Graduate Work, Middle Tennessee State University; Motlow position,
1978.
- Finch, Janet M. Dean of Academic Affairs
B.A., 1972, Tennessee State University; M.A., 1978, Tennessee State University;
Ed.D., 1985, Vanderbilt University; Motlow position, 1988.

- Gaskins, Joe D. Instructor, Health and Physical Education
Men's Basketball Coach
A.S., 1980, Motlow State Community College; B.S., 1982, David Lipscomb
College, M.Ed., 1983, Tennessee State University; Motlow position, 1985.
- Glass, A. Frank President
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. Associate Dean, Instructional Support Services
Instructor, Education
B.S., 1976, Tennessee Technological University; M.L.S., 1981, George Pea-
body College of Vanderbilt University; Additional Graduate Study, George
Peabody College of Vanderbilt University and Middle Tennessee State Univer-
sity; Motlow position, 1980.
- Graham, Rosalie B. Assistant Professor, Computer Science
B.A., 1967, Queens College; M.A.T., 1968, University of North Carolina;
Additional Study, IBM Corporation; Motlow position, 1983.
- 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, Colorado State University, Middle Tennessee State Univer-
sity, and Tennessee State University; Motlow position, 1977.
- Hale, Annette Instructor, English
B.A., 1976, Lee College; M.A., 1980, University of Central Florida; Addi-
tional Graduate Study, Middle Tennessee State University; Motlow position,
1986.
- Harder, Janice. Associate Professor, Office Systems Technology
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, Memphis State
University; Ed.D., 1984, Memphis State University; CPS, 1980; Motlow
position, 1978.
- Harder, Ward D. Associate Professor, Accounting
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see State University; CPA, Tennessee; Additional Graduate Study, University
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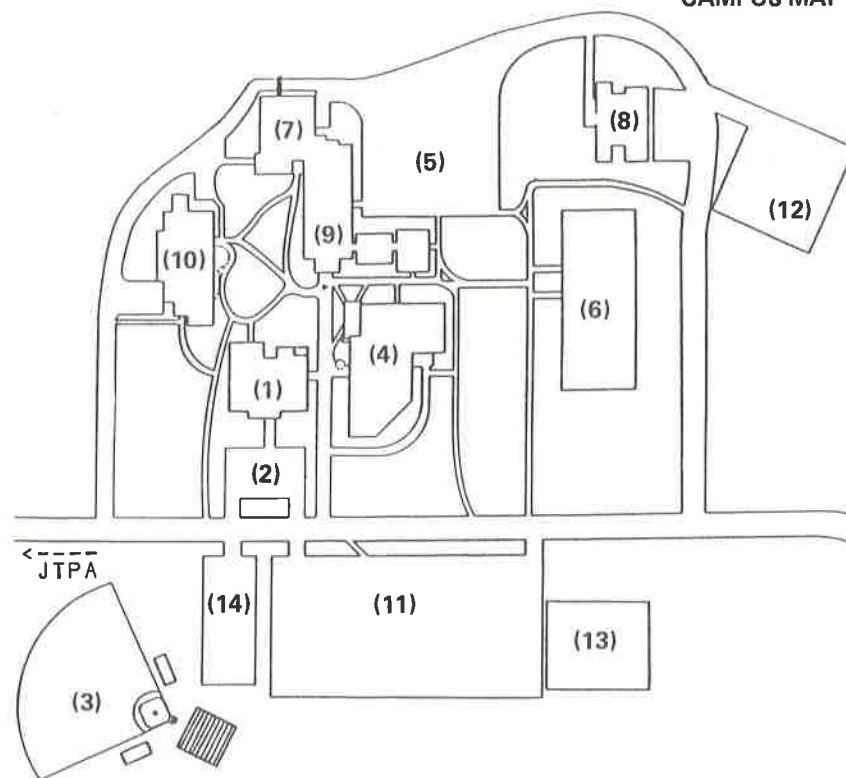
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CAMPUS MAP



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Admissions & Records
Business Office
Dean of Business & Management
Dean of Academic Affairs
Dean's Conference Room
Financial Aid
Public Information Office
Personnel
President
President's Conference Room</p> <p>(2) ADMINISTRATION BUILDING PARKING</p> <p>(3) BASEBALL FIELD</p> <p>(4) EOFF HALL
Auditorium
Career Education
Nursing Education</p> <p>(5) FACULTY/STAFF PARKING</p> <p>(6) FIELDHOUSE
Athletic Offices
Computer Labs
Gym</p> | <p>(7) LIBRARY/LEARNING CENTER
Computer Center</p> <p>(8) MAINTENANCE BUILDING</p> <p>(9) SIMON HALL
Continuing Education
Counseling
Health Services
Industrial & Business Institute
Liberal Arts
Remedial/Developmental Studies</p> <p>(10) FORRESTER STUDENT CENTER
Bookstore
Cafeteria
Faculty/Staff Dining Room
Gameroom
Student Government Association
Student Services</p> <p>(11) STUDENT PARKING I</p> <p>(12) STUDENT PARKING II</p> <p>(13) TENNIS COURTS</p> <p>(14) VISITOR PARKING</p> |
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