

**M
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**C
A
STUDENT
HANDBOOK**

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1977-1978

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MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE

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

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Southern Association of Colleges and Schools
 Southern Universities Student Government Association
 Tennessee College Association
 Tennessee Junior College Athletic Association

The programs, curricula, and fees as set forth in this catalog are subject to change at any time at the State Board of Reg-
 tected error, important should be confirmed
 by the appropriate colleg

Motlow State Commu
 welcomes applications for
 national origin, or religion.

This publication was printed at a cost of \$0.6263 per copy with funds appropriated by the State of Tennessee. The College urges judicious use of this Catalog and Student Handbook and intends to make careful distribution of the publication.

ACADEMIC CALENDAR

(Subject to change by quarter)

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Fall Quarter 1977

Faculty Orientation Sept. 20, 21, 22, 23
 Registration - Day Sept. 26, 27
 Registration - Evening Sept. 26
 Classes Begin Sept. 29
 Last Day to Register or Add Courses. Oct. 6
 Mid-term Examinations Oct. 31-Nov. 3
 Thanksgiving Holidays Nov. 24, 25
 Final Examinations - Day Dec. 7, 8, 9
 Final Examinations - Evening. Dec. 5, 6, 7, 8

Winter Quarter 1978

Registration - Day Jan. 4
 Registration - Evening Jan. 4
 Classes Begin Jan. 5
 Last Day to Register or Add Courses. Jan. 12
 Mid-term Examinations Feb. 6-9
 Final Examinations - Day Mar. 13, 14, 15
 Final Examinations - Evening. Mar. 9, 13, 14, 15

Spring Quarter 1978

Registration - Day Mar. 22
 Registration - Evening Mar. 22
 Classes Begin Mar. 23
 Last Day to Register or Add Courses. Mar. 30
 Mid-term Examinations Apr. 24-27
 Final Examinations - Day May 29, 30, 31
 Final Examinations - Evening. May 25, 29, 30, 31
 Graduation. June 2

Summer Quarter 1978

Registration - Day June 12
 Registration - Evening June 12
 Classes Begin June 13
 1st concentrated session June 13-July 6
 2nd concentrated session July 7-July 31
 3rd concentrated session. Aug. 1-Aug. 22
 1st half session June 13-July 18
 2nd half session. July 19-Aug. 22
 Independence Day Holiday July 4
 Quarter Ends Aug. 22

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PHONE DIRECTORY

Main Switchboard Regular Hours 7:45 a.m.-5:00 p.m.
Tullahoma 455-8511 or Lynchburg 759-7322

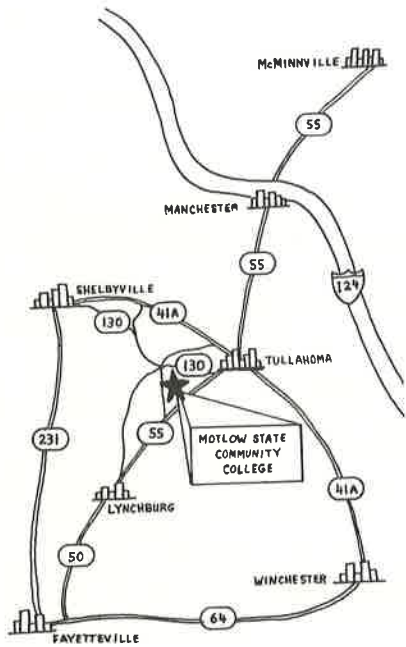
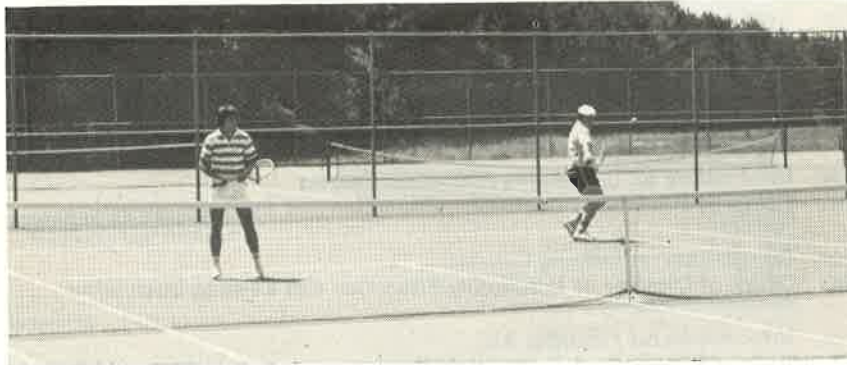
For specific information, make inquiries as directed below:

- Academic Programs Dean of Instruction
455-8511 Ext. 211, 212
- Admissions and Records Director of Admissions and Records
455-8511 Ext. 231, 232
- Bookstore Bookstore Manager
455-8511 Ext. 217
- Community Education-Work Council Director
455-8511 Ext. 251
- Continuing Education & Evening Instruction Director
455-8511 Ext. 223, 224
- Finances Business Manager
455-8511 Ext. 221, 222
- Library Director, Library-Learning Resources Center
455-8511 Ext. 226, 227
- Scholarships and Student Aid Director of Financial Aid
455-8511 Ext. 205, 206
- South Central Development Office Director
455-8511 Ext. 260, 261
- South Central Human Resources Agency Director
455-8511 Ext. 218, 234, 235, 236
- Student Affairs Dean of Student Personnel Services
455-8511 Ext. 207, 208
- Evening Numbers Monday through Thursday 5:30-9:00
- Evening School 455-8511 or 455-9936
- President 455-8332
- Admissions 455-1403
- Dean of Students 455-1404
- Dean of Instruction 455-4823
- Library 455-6009
- Gymnasium 455-0886
- Maintenance 759-7322
(Lynchburg number)

CORRESPONDENCE DIRECTORY

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

- For: Applications, Admissions, and Enrollment
To: Office of Director of Admissions and Records
- For: Information on Athletics
To: Office of Director of Athletics
- For: Catalogs
To: Office of Director of Admissions and Records
- For: Information on Computer Services
To: Office of Director of Computer Center
- For: Information on Continuing Education Courses
To: Office of Director of Continuing Education and Evening Instruction
- For: Information on Evening Courses
To: Office of Director of Continuing Education and Evening Instruction
- For: Information on Financial Aid
To: Office of Director of Financial Aid
- For: Information on Veterans' Affairs
To: Office of Director of Admissions and Records
- For: Special Health Problems
To: Office of Health Services
- For: New Student Information and Advisement
To: Counseling Office
- For: Information on Nursing
To: Office of Director of Division of Career Education
- For: Information on Off-Campus Housing
To: Office of Dean of Student Personnel Services
- For: Information on Pre-Freshman Program
To: Counseling Office
- For: Information on Testing
To: Counseling Office
- For: Information on Workshops, Institutes, Seminars
To: Office of Director of Continuing Education and Evening Instruction



AN INTRODUCTION
TO
MOTLOW
STATE
COMMUNITY
COLLEGE

Location
History
Purpose
Objectives



MOTLOW STATE COMMUNITY COLLEGE

LOCATION

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

HISTORY

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

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

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

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

Other buildings on the campus were completed soon thereafter; and the college opened in September, 1969, with approximately 500 students and 25 faculty members. At that time the college offered the two-year university parallel Associate of Arts and Associate of Science degrees and four two-year career programs. Over the years, a number of career programs and certificate curricula have been added along with a very active program of continuing education, measurably increasing the institution's service to students and to the community.

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

The institution began the 1976-1977 academic year with almost 1900 students and more than 75 full-time and part-time faculty.

PURPOSE

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

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

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

OBJECTIVES

The objectives of Motlow State Community College shall be:

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

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

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

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

A NOTE TO VISITORS

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



STUDENT AFFAIRS

Admissions
and
Records

Counseling Services
and
Financial Aid

Student Services
and
Activities

General Codes
of
Conduct



STUDENT AFFAIRS

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

ADMISSIONS AND RECORDS

ADMISSION TO THE COLLEGE

Motlow State Community College subscribes to the open door policy for admission. Prospective students seeking admission to the college must meet the admission requirements listed below for the category under which they wish to enter the college.

DEGREE OR CERTIFICATE SEEKING STUDENTS

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

1. File an application for admission and pay a \$5.00 non-refundable application fee.
2. Provide evidence of graduation from an accredited high school (high school transcript) or evidence of satisfactorily completing the G.E.D. examination with a comprehensive score of 45 or more. All high school transcripts should be mailed directly to the Office of Admissions and Records from the high school.
3. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.
4. Take the American College Testing Program Battery (ACT) and have the official scores forwarded to the Office of Admissions. This requirement may be waived for evening-only students and/or those students who have been out of high school for five years or more. A transfer student will not be required to take the ACT if he has successfully completed 15 hours of college credit including English and mathematics.
5. Provide the Office of Admissions and Records with an official transcript from each institution previously attended for credit. All transcripts must be mailed directly from the institutions.

Student Affairs

Certain instructional programs of the college are subject to special admission requirements which are in addition to the general admission requirements. These programs, which are shown below, necessitate special admission requirements and are subject to change due to the availability of institutional resources. Students wishing to enter one of these programs of study should check with the appropriate division offering the program in order to become familiar with these special requirements.

NURSING

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

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

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

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

SPECIAL STUDENTS

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

- I. **SPECIAL STUDENT FOR CREDIT.** A special student for credit is defined as a student who is taking one or more courses for credit but not pursuing a degree or certificate at Motlow. A special student for credit must meet the following admission requirements:

Student Affairs

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

II. TRANSIENT STUDENT. A transient student is a student enrolled at another college or university who is taking credit courses at Motlow to transfer to the institution where he is regularly enrolled. Transient students must meet the following requirements:

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

III. PRE-FRESHMAN STUDENTS. High school students who have completed their junior year may enroll for regular courses under the following conditions:

1. File an application for admission and pay a \$5.00 non-refundable application fee.
2. Complete a student medical history form. A complete physical examination by a qualified physician may be required for some students at the discretion of the college.

Student Affairs

3. They must have a cumulative B average or better for their sophomore and junior years.
4. They must be approved by their high school principal and/or counselor.

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

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

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

1. File an application for admission as an audit-only student and pay a \$5.00 non-refundable application fee.
2. Complete a student medical history form.
3. Students should be at least 14 years of age prior to the quarter in which they wish to audit a course.
4. Students over age 60 may audit courses free of charge provided space is available. Students desiring to do so must provide evidence of their age in addition to the above requirements.

A student who has audited a course may take it for credit at a later time. However, a student will neither be allowed to change from audit to credit nor credit to audit after the drop-add period designated each quarter.

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

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

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

Student Affairs

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

READMISSION OF FORMER STUDENTS

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

TRANSFER STUDENTS

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

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

FOREIGN STUDENT ADMISSION

Foreign students desiring to take courses for credit at Motlow State Community College must supply proof of financial responsibility and satisfactorily complete the Test of English as a Foreign Language exam (score 500 or above). The TOEFL exam is not administered at Motlow. It is the student's responsibility to make arrangements to take the examination and have the scores mailed to the Office of Admissions. The TOEFL exam may be waived if there is a demonstrated proficiency in English by the student.

NON-RESIDENTS

The admission requirements for non-residents of Tennessee are the same as those for Tennessee residents. For the purpose of paying fees and tuition all

Student Affairs

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

FINAL ACCEPTANCE

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

REGISTRATION FOR COURSES

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

CHANGE OF REGISTRATION

If a student finds it necessary to add a course, he or she may do so during the first six (6) school days of each quarter including the first day that classes meet. The following procedures are to be followed in adding or dropping courses:

1. Secure a Change of Registration (drop-add) Form from the Office of Admissions and Records.
2. Complete the drop-add form with the assistance of the advisor.
3. Obtain the instructor's initials for any course dropped.
4. Secure a course card from the appropriate division office for each course being added. NOTE: Course cards will be available in the Division of Continuing Education and Evening Instruction during evening hours.
5. Return with the completed form to the Office of Admissions and Records for checking.

Student Affairs

6. Present the form in the Business Office, pay appropriate fees, and secure a copy of the form as a permit to attend class.

Failure to follow the described procedures for adding or dropping courses will result in an "F" in the course.

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

WITHDRAWALS

Students finding it necessary to withdraw from the college should do so officially to maintain good standing and to assure readmission or honorable dismissal. A student may withdraw from the college and have his name deleted from all class rolls until the last day to register or add a course. A student who withdraws from the college no later than one week prior to mid-term examinations will receive a grade of "W". A student who withdraws from the college no later than ten (10) calendar days prior to the first day of final examinations will receive a grade of "WP" or "WF". Anyone withdrawing from the college after this time will receive a "WF", except for unavoidable circumstances as determined by the Dean of Student Personnel Services.

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

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

COURSE REPEATS

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

Student Affairs

TRANSCRIPT OF RECORDS

Records of each student's grades are kept on permanent file in the Office of Admissions and Records. Since these records are permanent and are frequently referred to for the purpose of supplying information to legitimate inquiries, each student should be acutely conscious that he is building his future and that his good attitude and diligent study will represent him after graduation. All transcript requests must be in writing and will not be taken by telephone. In all cases, obligations to the college must be fulfilled before a transcript will be issued.

STUDENT EXPENSES

TUITION AND FEES

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

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

Full-time students (12 or more hours)	
Residents of Tennessee	\$ 84.00 per quarter
Non-residents	
Maintenance fee	\$ 84.00 per quarter
Tuition	\$312.00 per quarter
Total	\$396.00 per quarter
Part-time students	
Residents of Tennessee	\$ 7.00 per quarter hour
Non-residents	\$33.00 per quarter hour

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

Student Affairs

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

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

OTHER FEES

Annual Campus Auto Registration	\$ 1.00
Laboratory fee per quarter	\$ 2.50
Lab fees will be charged for all physics courses (with the exception of Physics 101, 102, and 103), all biology courses, and all chemistry courses.	
Late Registration Fee, first day	\$ 4.00
Each additional day	\$ 1.00
Graduation Fee.	\$ 10.00
Change of Registration	\$ 3.00
Late Examination Fee	\$ 5.00
Replacement of Lost ID Card	\$ 1.00
Private Music Instruction (per quarter hour).	\$ 22.00
Flight Fee for AVI 201 or AVI 202	\$200.00
Flight Fee for AVI 203.	\$230.00
Flight simulator fee (not AVI course connected) (per hour).	\$ 3.00
Nursing Entrance Exam Fee	\$ 10.00

REFUNDS

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

Student Affairs

FINANCIAL OBLIGATIONS

Students are expected to pay all college bills and accounts when due. Failure to meet college financial responsibilities may result in not being allowed to register, to graduate, or to receive a transcript of credits until all accounts are settled. A student will not be admitted to class until all fees are paid and registration cards are approved.

BOOKS AND SUPPLIES

The Motlow State Community College Bookstore is located in the Student Center and operated by the college for the convenience of the students. The bookstore carries all required textbooks and student supplies. These are selected and officially approved by the teaching staff. Since the cost of books and supplies varies from one program of study to another and from quarter to quarter, only the average costs can be included in the catalog. The average cost of books and supplies is approximately \$40.00 to \$45.00 per quarter. In courses requiring special equipment and supplies, additional cost must be added to the average quarter cost. Students should be aware of the additional costs for the fall quarter since many textbooks may be used for an entire year sequence. Books and supplies can be purchased from the college bookstore on a cash basis.

The college bookstore will buy back most used textbooks that are currently being used on campus. Regular buyback dates are the last two days of finals and during evening registration for evening students.

FOOD SERVICE

A cafeteria is operated by a private vendor for students and college personnel. The cafeteria provides quick, efficient service to a large number of people. Complete breakfasts and lunches are served as well as short order snacks. The cafeteria is located in the Student Center. Drink and snack vending machines are located elsewhere on the campus.

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

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.

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 Affairs

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

ADVANCED PLACEMENT

Motlow State Community College offers opportunities for earning advanced placement. To qualify for advanced placement a student must have an usually high academic achievement record or sufficient training and experience. Students may be exempt from courses or may be given credit for courses. The maximum amount of advanced credit allowed is one-fourth of the total number of credit hours required for graduation.

ARMED SERVICES CREDIT

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

CHALLENGE FOR CREDIT

In special circumstances, credit for certain Motlow State Community College courses may be obtained through challenge examinations. Currently enrolled students, who feel they have developed a certain competency level may challenge certain courses by attempting a proficiency examination. Courses which may be challenged will be determined by each division.

Arrangements may be made by contacting the appropriate Division Director who will coordinate arrangements with the appropriate faculty member who will develop and administer the examination.

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COLLEGE LEVEL EXAMINATION PROGRAM

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

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

CLEP Area	Credit Hours	Motlow Courses
American Government	6	POL 111, 112
Biology	12	BIO 141, 142, 143
College Algebra	5	MAT 111
Calculus	5	MAT 211
Statistics	3	MAT 221
Trigonometry	5	MAT 112
English Composition	9	ENG 101, 102, 103
American Literature		
or		
English Literature	9	ENG 205, 206, 207
Chemistry	12	CHE 101, 102, 103
Educational Psychology	3	EDU 211
General Psychology	6	PSY 122, 123
Human Growth & Development	3	EDU 110
Intro. to Business Mgmt.	3	BUS 271
Introductory Accounting	9	ACT 231, 232, 233
Introductory Business Law	3	BUS 261
Introductory Marketing	3	MKT 281
Introductory Economics	9	ECO 201, 202, 203
Introductory Sociology	6	SOC 211, 212
Western Civilization	9	HIS 111, 112, 113
Computers and Data Processing	3	CST 121

Contact the Counseling Office for additional information.

CORRESPONDENCE COURSES

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

1. The credits earned must be from a college which is a member of the National University Extension Association or the Teachers College Association for Extension and Field Services.
2. Students in residence carrying a full load may not register for such courses.
3. English composition must be taken in residence.

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.

COUNSELING SERVICES AND FINANCIAL AID

COUNSELING

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

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

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

Students are encouraged to utilize the vocational information available through the counseling services as well as the college Library-Learning Resources Center.

STUDENT FINANCIAL AID

POLICIES

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

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

If a student desires to apply for any of the financial aid programs, that student must complete the Motlow Application for Aid Form and the Family Financial Statement of the American College Testing Program or either the Parent's Confidential Statement or the Financial Aid Form of the College Scholarship Service. These forms are available in the Financial Aid and Counseling Office. The student must apply for the Basic Educational Opportunity Grant and the Tennessee Student Assistance Award before being considered for any of the other aid programs that are based on need. Normally, any assistance needed beyond the Basic Educational Opportunity Grant and the Tennessee Student Assistance Award will be through College Work-Study Program employment.

Other private scholarships may be available. The student should check with the offices of Career Education and Liberal Arts as well as Financial Aid for information.

A small loan fund has been made available for short term loans, interest free, for students who encounter sudden financial distress.

EMPLOYMENT PROGRAMS

The College Work-Study Program is a federal program and provides up to 20 hours a week work on campus. It is based on financial need. Amounts of wages are subject to change. Contact the Financial Aid Officer for current information.

GRANT PROGRAMS

1. The Basic Educational Opportunity Grant is a federal program. It is based on financial need and requires its own application form.
2. The Supplemental Educational Opportunity Grant is a federal program which is available to a limited number of students with exceptional need. It does not require an additional application form.
3. The Tennessee Student Assistance Award is a state program. It is based on financial need and requires its own application form.

Amounts of grants are subject to change. Contact the Financial Aid Officer for current information.

LOAN PROGRAMS

1. The National Direct Student Loan Program provides loans up to a total of \$2,500 for the first two years of college. There are no interest charges while the student is in school. It is based on financial need and is arranged between Motlow and the student.
2. The Federally Insured Student Loan Program helps a student borrow from a bank or other non-college financial institutions. It is also based on financial need.

TESTING SERVICES

The Counseling Office offers a variety of tests to students. The results of the tests are used in consultation with the student in helping with his educational decisions. Ability tests, personality inventories, and vocational interest surveys are given to the students upon request.

Other scheduled tests given by the Counseling Office include the General Educational Development Test, the American College Testing Program, and the College Level Examination Program. There are fees for each of these exams. These tests are scheduled monthly. Anyone wishing to take these exams must contact the Counseling Office prior to the test date.

STUDENT SERVICES AND ACTIVITIES

SERVICES

ATHLETICS

Motlow State Community College encourages all students to take an active part in some form of health and physical development. Physical fitness is a matter of great importance to the individual and to society. Life is conditioned in no small degree by bodily habits and conditions. The college sponsors a three-phase athletic program--intramural, extramural, and intercollegiate--under the supervision of the faculty in health, physical education, and recreation.

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

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

HEALTH SERVICES

Students are required to complete a student medical history form upon entering Motlow. However, the college reserves the right to require any student to have an examination completed and the examination report signed by a licensed physician.

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

HOUSING

Motlow State Community College has no housing facilities for its students. Most students reside with members of their immediate families or relatives.

Student Affairs

A limited number of housing accommodations are available in private homes and private housing. Any student interested in obtaining a place to live should review the listings in the office of the Dean of Student Personnel Services.

ID CARD

Student identification cards are issued to all students. These cards are used for cashing checks and bookstore transactions, admission and identification for athletic events, social functions, library check-outs, and other college activities. Students are required to carry a current, validated ID card with them while on campus.

STUDENT CENTER

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

VEHICLE REGISTRATION AND PARKING

All privately owned or operated vehicles for use on campus must be registered in the Office of the Business Manager and must bear an official registration decal for which there is an annual charge of \$1.00. Cars so registered must be parked as directed. There are three parking lots on campus: student, faculty, and administration. Students should park in the designated lot and park each car so that it is headed into the parking place with the decal on the rear bumper exposed to the traffic lanes. In special cases students will be permitted to use the administration lot. Do not park in the road or on the shoulders of the road.

In an extreme emergency where a non-registered car is necessary for a limited time, the student must secure a temporary parking permit from the Dean of Student Personnel Services in order not to be subject to a fine. This means even for one day.

The first and second parking violation will result in a \$5.00 fine for each violation. The fine for the third violation will be \$10.00 and a warning of disciplinary action.

Student Affairs

Speed limits shall be 15 m.p.h. on campus. Pedestrians are entitled to right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic.

VETERANS AFFAIRS

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

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.

ACTIVITIES

SOCIAL EVENTS

A variety of worthwhile, culturally and intellectually stimulating assemblies are held for students, staff, and interested area citizens. Students are encouraged to attend on such occasions.

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

All social events must have at least three and preferably four college-approved chaperones for each activity or event. These chaperones must be present throughout the entire event.

STUDENT GOVERNMENT

Motlow State Community College has adopted student government because of the democratic and creative implications. The cooperation of the

administration and the students in personal and general activities is significant in challenging students in their preparation for the future. Every student becomes a member of the student government when he enrolls. Student-faculty committees provide close liaison between the student government and the college administration.

Information regarding election dates and a copy of the Constitution of the Student Government Association of Motlow State Community College may be obtained from the Student Government Association President or the Dean of Student Personnel Services. The constitution outlines the duties of each student government official, gives procedures and regulations for elections, and includes by-laws.

STUDENT ORGANIZATIONS

A well-rounded, integrated program of student activities is provided through student organizations. Students may choose from a variety of organizations depending upon their individual interests. These organizations include scholastic honoraries, departmental groups, service organizations, and special interest groups. All student organizations are required to register and receive approval from the Dean of Student Personnel Services.

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

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

The college shall require an annual written report of each officially recognized student organization evaluating its activities. Continued recognition of the organization will depend on the receipt and approval of such an annual report in addition to compliance with college rules and regulations affecting student organizations. Application forms may be secured from the Dean of Student Personnel Services.

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

Art Club
Baptist Student Union
Cheerleaders
Choral Ensemble
Entertainment Council

Gamma Beta Phi Society
Phi Rho Pi
Student Government Association
Student Publications

STUDENT PUBLICATIONS

"The Antler," the school newspaper, is published by a student staff under the direction of the Office of Public Information and Field Services. If a student is interested in working on student publications, he or she should contact the Director of Public Information and Field Services. Any student is welcome to submit an entry to be published in the newspaper.

GENERAL CODES OF CONDUCT

The code of conduct of Motlow State Community College is the code of ladies and gentlemen. A Motlow State Community College student is expected to show respect for order, morality, and the rights of others and to exhibit in his or her daily living a sense of personal honor and integrity. However, should the operation of the college be disrupted by campus disorder, such as the occupation of buildings, disruption of property, or interference with access or egress of students, faculty, or administrators to carry out their proper function; the following codes or resolutions will prevail:

1. Section 39-1214 Tennessee Code Annotated
2. Section 39-1215 Tennessee Code Annotated
3. Section 39-1216 Tennessee Code Annotated
4. Section 39-1217 Tennessee Code Annotated

DISCIPLINE

Students, upon registration at Motlow State Community College, agree to conform to its regulations and policies and are subject to disciplinary action by the college upon violation. Students who are penalized for the violation of public laws are not exempt from further action. A student involved in a violation of these policies will be allowed a formal hearing by the Student Affairs Committee which may recommend to the Dean of Student Personnel Services discipline of the following degrees:

1. Reprimand—A reprimand is given by a letter from the Dean of Student Personnel Services.
2. Probation—Probation is for a stated period of time during which a student may be deprived of the right to hold office in any campus organization, to play on any college athletic team, or to participate in any social activity.

Student Affairs

3. Suspension--Suspension excludes the student from the college for a stated period. During this suspension the student will not be allowed to take any courses at this institution, nor will credit be given for work taken at other institutions.
4. Expulsion--Expulsion is permanent dismissal from the college.

DUE PROCESS IN STUDENT DISCIPLINE

The principle of due process is assured through the proper functioning of the Student Affairs Committee and the appeal system. As one of the college's standing committees, the Student Affairs Committee is composed of the President of the Student Government Association, faculty members appointed by the President, and an additional student recommended by the Student Government Association. The Dean of Student Personnel Services is an advisor to the Student Affairs Committee.

Should a hearing be necessary, the following procedures will be observed:

1. The student shall be advised of the time and place of the hearing.
2. The student shall be advised of the breach of regulations of which he or she is charged.
3. The student shall be advised of the following rights:
 - a. The right to present his or her case
 - b. The right to be accompanied by an advisor
 - c. The right to call witnesses in his or her behalf
 - d. The right to confront witnesses against him or her
4. The student shall be advised of the method for appeal.

Any student brought before the Student Affairs Committee is encouraged to speak freely and present his or her side of any situation. Committee decisions are recommendations to the Dean of Student Personnel Services, which he may accept, modify, or reject. If the student wishes, following committee action, he or she may appeal to the President. An appeal should be submitted in writing within 48 hours of the action taken by the Dean of Student Personnel Services.

When appropriate, an informative letter is sent to the parents by the Dean of Student Personnel Services. Furthermore, informative discussions with parents are encouraged. If the student is over 18 or married, letters are usually not sent to parents.

Every effort is made to give a positive and wholesome approach to every disciplinary situation. Part of the philosophy of Motlow is to accept each student as a worthy individual and to provide the leadership which will enable each student to develop and mature toward the realization of his or her potentialities.

Student Affairs

GENERAL CONDUCT

1. Dress at Motlow State Community College is in general that which is appropriate to the occasion. Faculty or staff members have the prerogative for determining the appropriate dress consistent with the conventional modes of dress for a class or administrative unit of the campus.
2. The consumption, possession, or use of any alcoholic beverage is prohibited on the campus. Disorderly conduct as a result of having consumed any alcoholic beverage will make the student subject to disciplinary action.
3. Possession by any student of stimulant, depressant, narcotic, or hallucinogenic drugs and other agents having potential for abuse, except on a physician's or dentist's prescription, violates state and Federal laws and is prohibited. Violators of the foregoing are subject to suspension from the college.
4. Students are not permitted to have firearms or weapons of any description in their possession or in their vehicles while in the campus area. Possession or use of fireworks or explosives is likewise prohibited.
5. Gambling in any form is prohibited on campus.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY

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

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

- a. It is the policy of Motlow State Community College that a qualified individual will be assigned overall responsibility for equal employment

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opportunity and affirmative action and that accurate and efficient reporting and monitoring procedures are the responsibility of this person. This responsibility is assigned to the Director of Institutional Research.

- b. All decisions to recruit, hire, train, and promote persons in all job classifications will be made without regard to race, color, religion, sex, or national origin.
- c. All decisions on employment will be based upon a policy to further the principle of equal employment opportunity.
- d. Only valid requirements will be imposed for promotional opportunities to insure that promotion decisions are in accord with principles of equal employment opportunity.
- e. All personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, institution sponsored training, education, tuition assistance, social and recreation programs, will be administered without regard to race, color, religion, sex, or national origin.
- f. All educational and admissions programs of the College will be administered without regard to sex, race, color, religion, or national origin.

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



ACADEMIC AFFAIRS

Educational Programs in Cooperation
with Other Institutions

Graduation Requirements

Certificate Completion Requirements

Academic Policies

Division Structures
and
Course Descriptions

ACADEMIC AFFAIRS

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

ACADEMIC 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. The following chart is an inventory of programs available.

Division	Major	Emphasis	Degree
Liberal Arts	University Parallel	Accounting	Associate of Science (A.S.)
Liberal Arts	University Parallel	Aerospace Administration	Associate of Science (A.S.)
Liberal Arts	University Parallel	Aerospace Technology	Associate of Science (A.S.)
Liberal Arts	University Parallel	Agriculture	Associate of Science (A.S.)
Liberal Arts	University Parallel	Art	Associate of Arts (A.A.) 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 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 Business	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.)
Liberal Arts	University Parallel	Industrial Management	Associate of Science (A.S.)
Liberal Arts	University Parallel	Mathematics	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	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.)

Academic Affairs

Division	Major	Emphasis	Degree
Liberal Arts	University Parallel	Political Science	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Dental	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Law	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Medical	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Optometry	Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Pharmacy	Associate of Science (A.S.)
Liberal Arts	University Parallel	Pre-Veterinary Medicine	Associate of Science (A.S.)
Liberal Arts	University Parallel	Psychology	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Recreation	Associate of Science (A.S.)
Liberal Arts	University Parallel	Secondary Education	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Social Science	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Social Work	Associate of Science (A.S.)
Liberal Arts	University Parallel	Sociology	Associate of Arts (A.A.) Associate of Science (A.S.)
Liberal Arts	University Parallel	Undeclared	Associate of Arts (A.A.) Associate of Science (A.S.)

Division	Major	Emphasis	Degree
Career Education	Engineering	---	Associate of Science (A.S.)
Career Education	Aerospace Technology	---	Associate of Science (A.S.)
Career Education	Business Technology	Accounting	Associate of Science (A.S.)
Career Education	Business Technology	Banking & Finance	Associate of Science (A.S.)
Career Education	Business Technology	General Business	Associate of Science (A.S.)
Career Education	Business Technology	Insurance	Associate of Science (A.S.)
Career Education	Business Technology	Marketing	Associate of Science (A.S.)
Career Education	Business Technology	Real Estate	Associate of Science (A.S.)
Career Education	Computer Science Technology	Business	Associate of Science (A.S.)
Career Education	Computer Science Technology	Scientific	Associate of Science (A.S.)
Career Education	Engineering Technology	Architectural	Associate of Science (A.S.)
Career Education	Engineering Technology	General	Associate of Science (A.S.)
Career Education	Engineering Technology	Industrial	Associate of Science (A.S.)
Career Education	Nursing	---	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	Secretarial	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	General Clerical	Associate of Science (A.S.)

Academic Affairs

Division	Major	Emphasis	Certificate
Career Education	Accounting Technology	---	One-Year Certificate
Career Education	General Clerical Technology	---	One-Year Certificate
Career Education	Industrial Management Technology	---	One-Year Certificate
Career Education	Marketing Technology	---	One-Year Certificate
Career Education	Salesmanship Technology	---	One-Year Certificate
Career Education	Secretarial Science Technology	---	One-Year Certificate
Career Education	Wholesaling and Retailing Technology	---	One-Year Certificate

UNIVERSITY PARALLEL MAJOR

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

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

Academic Affairs

ENGINEERING MAJOR

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

CAREER EDUCATION MAJORS

A student whose career plans do not include a baccalaureate degree from a four-year institution may complete the Associate of Science Degree with a two-year program. Specific areas of emphasis within some of these degree programs provide additional direction toward career goals. These majors with their areas of emphasis are:

aerospace technology	
business technology	- accounting emphasis banking and finance emphasis general business emphasis insurance emphasis marketing emphasis real estate emphasis
computer science technology	- business emphasis scientific emphasis
engineering technology	- architectural emphasis general emphasis industrial emphasis
nursing	
secretarial science technology	- general clerical emphasis secretarial emphasis

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

accounting technology
general clerical technology
industrial management technology
marketing technology
salesmanship technology
secretarial science technology
wholesaling and retailing technology

COOPERATIVE PROGRAMS WITH OTHER INSTITUTIONS

Cooperative programs between Motlow State Community College and near-by four-year institutions provide structure for certain programs beyond the first two years of study. Subsequent pages outline specific programs with Middle Tennessee State University.

DEGREES DESIGNED FOR TRANSFER PURPOSES
MINIMUM REQUIREMENTS

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

1. All associate degrees shall require a minimum of 96 quarter credit hours.
2. All associate degrees designed for transfer purposes shall require completion of not less than 45 quarter credit hours as described below:
 - a. English composition9 quarter credit hours
 - b. Humanities.12 quarter credit hours, including at least 6 quarter credit hours in literature
 - c. American History9 quarter credit hours
 - d. Natural/physical sciences/mathematics.12 quarter credit hours to include one year of science and at least one course in mathematics
 - e. Physical education activities . . .3 quarter credit hours to be taken as three 1 quarter courses (Institutions may substitute satisfactory participation in ROTC or armed forces experience.)
3. Credit hours earned in developmental or remedial courses cannot be used to satisfy the 45 quarter credit hour requirement.
4. Students studying for an associate of arts degree designed for transfer purposes shall be required to demonstrate proficiency in a foreign language equivalent to completion of one year of college level work.

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

MISCELLANEOUS INFORMATION

Graduation requirements, certificate completion requirements, academic policies, division structures, and course descriptions are given on the following pages to complete this section on academic programs.

UNIVERSITY PARALLEL MAJOR

The university parallel major may be completed for the associate degree. It is designed to meet the needs of students who plan to transfer to a four-year institution. The typical program is structured so that a student will secure a broad education during the first two years of study and will later specialize in a particular field of interest. Under normal circumstances a student should be able to transfer to a four-year institution with junior status after completing an associate degree at Motlow.

ACCOUNTING EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
COM 101.	3
HIS 211, 212, 213	9
One Year sequence in BIO, CHE, or PHY	9-12
MAT Electives.	6-10
(Excluding MAT 106 and 110)	
PED Activities.	6
ACT 231, 232, 233.	9
BUS 121, 251.	6
CST 121	3
ECO 201, 202, 203.	9
SST 101	3
General Electives	8-15
	96 hrs.

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

Academic Affairs

AEROSPACE ADMINISTRATION EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
ERG 153.	3
HIS 211, 212, 213	9
PHY 101, 102, 103.	9
MAT 111, 112.	10
PED Activities.	6
AVI 111, 112, 113	9
AVI 123, 201, 202	9
ECO 201, 202, 203 or ACT 231, 232, 233	9
ERG 101.	3
ERG 110.	3
PSY 121	3
General Electives	5
<hr/>	
	96 hrs.

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

AEROSPACE TECHNOLOGY EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
ERG 153.	3
HIS 211, 212, 213	9
CHE 101, 102, 103.	12
PHY 201, 202, 203.	12
MAT 109, 113.	10
PED Activities.	6
AVI 111, 112, 113, 123, 201, 202	18
ERG 101, 110.	6
General Electives	2
<hr/>	
	96 hrs.

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

Academic Affairs

AGRICULTURE EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
COM 201.	3
HIS 211, 212, 213	9
BIO 141, 142, 143	12
CHE 101, 102, 103.	12
MAT 101, 102, 103.	9
PED Activities.	6
AGR 111, 112, 113.	12
ECO 201, 202.	6
General Electives	9
<hr/>	
	96 hrs.

ART EMPHASIS
University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.	9	ENG 101, 102, 103.	9
ENG 205, 206, 207.	9	ENG 205, 206, 207.	9
ART 111, 112, 113.	9	ART 111, 112, 113.	9
ART 121, 231, 232.	9	ART 121, 231, 232.	9
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY.	9-12	One year sequence in BIO, CHE, or PHY.	9-12
MAT Electives.	6-10	MAT Electives.	6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities.	6	PED Activities.	6
One year sequence in a Foreign Language.	9	One year sequence from one of the following: AGR, BIO, CHE, MAT, PHY, ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC	9-15
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC	9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.	9
General Electives	5-12	General Electives	0-12
<hr/>		<hr/>	
	96 hrs.		96-97 hrs.

Academic Affairs

BIOLOGY EMPHASIS University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 205, 206, 207	9	ENG 205, 206, 207	9
Electives from ART, COM, or MUS.	9	Elective(s) from ANT, ART, COM, or MUS	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
BIO 141, 142, 143	12	BIO 141, 142, 143	12
CHE 101, 102, 103	12	BIO 271, 272, 273	9
MAT 109, 113	10	BIO 231	4
PED Activities	6	CHE 101, 102, 103	12
One year sequence in a Foreign Language	9	MAT 109, 113	10
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC.	9	PED Activities	6
General Electives	2	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES or SST	9
		General Electives	4
	96 hrs.		96 hrs.

BUSINESS EDUCATION/OFFICE MANAGEMENT EMPHASIS University Parallel Major

Associate of Science Degree	
Courses	Credit hrs.
ENG 101, 102, 103	9
ENG 205, 206, 207	9
COM 101	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives (Excluding MAT 106 and 110)	6-10
PED Activities	6
ACT 231, 232, 233	9
BUS 121, 251	6
ECO 201, 202, 203	9
SST 101, 102, 103	9
General Electives	5-12
	96 hrs.

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

Academic Affairs

CHEMISTRY EMPHASIS University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 205, 206, 207	9	ENG 205, 206, 207	9
Electives from ART, COM, or MUS.	9	Elective(s) from ANT, ART, COM, or MUS	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
CHE 101, 102, 103	12	CHE 101, 102, 103	12
MAT 109, 113, 211, 212	20	CHE 231, 232, 233	12
PED Activities	6	MAT 109, 113, 211	15
One year sequence in a Foreign Language	9	MAT 212, 213	10
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC.	9	PED Activities	6
General Electives	4	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST	9
		General Electives	2
	96 hrs.		96 hrs.

COMMUNICATIONS EMPHASIS University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 205, 206, 207	9	ENG 205, 206, 207	9
COM 101, 103	6	COM 101, 103	6
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12	One year sequence in BIO, CHE, PHY	9-12
MAT Electives (Excluding MAT 106 and 110)	6-10	MAT Electives (MAT Electives 106 and 110)	6-10
PED Activities	6	PED Activities	6
One year sequence in a Foreign Language	9	COM 111, 112, 113	9
COM 111, 112, 113	9	COM 201, 204	6
COM 201, 204	6	SST 101, 102	6
SST 101, 102	6	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST	9
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC	9	General Electives	5-12
General Electives	0-3		
	96-100 hrs.		96 hrs.

Academic Affairs

COMPUTER SCIENCE EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103	9
ENG 205, 206, 207	9
ERG 153	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT 111, 112	10
MAT 221	3
PED Activities	6
ACT 231, 232, 233	9
BUS 121	3
CST 121, 132	7
ECO 201, 202, 203	9
ERG 110	3
General Electives	4-7
<hr/>	
96 hrs.	

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

EARLY CHILDHOOD EDUCATION EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103	9
ENG 205, 206, 207	9
ART 101, 103	6
MUS 242, 131, 132	7
COM 101	3
HIS 211, 212, 213	9
BIO 101, 102, 103	9
PHY 101, 102, 103	9
MAT 106	5
PED Activities	3
EDU 101, 110, PSY 211	9
GGY 101, 102, 103	9
HED 201, 221	7
PED 241, 242	6
<hr/>	
100 hrs.	

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

Academic Affairs

ECONOMICS EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103	9
ENG 205, 206, 207	9
Electives from ART, COM, or MUS	9
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives	6-10
(Excluding MAT 106 and 110)	
PED Activities	6
One year sequence in a Foreign Language	9
COM 101	3
ECO 201, 202, 203	9
General Electives	11-18
<hr/>	
96 hrs.	

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103	9
ENG 205, 206, 207	9
COM 101	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives	6-10
(Excluding MAT 106 and 110)	
PED Activities	6
ECO 201, 202, 203	9
POL 111, 112, 113	9
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.	9
General Electives	11-18
<hr/>	
96 hrs.	

ELEMENTARY EDUCATION EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103	9
ENG 205, 206, 207	9
COM 101	3
HIS 211, 212, 213	9
BIO 101, 102, 103	9
PHY 101, 102, 103	9
MAT 106	5
PED Activities	3
ART 101, 103	6
EDU 101, 110, PSY 211	9
ENG 262	3
GGY 101, 102, 103	9
HED 201	3
MUS 242, 131, 132	7
General Electives	3
<hr/>	
96 hrs.	

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

Academic Affairs

ENGLISH EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 1039	ENG 101, 102, 1039
ENG 205, 206, 2079	ENG 205, 206, 2079
ART 101, COM 101, MUS 2419	ART 101, COM 101, MUS 2419
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY9-12	One year sequence in BIO, CHE, or PHY9-12
MAT Electives6-10	MAT Electives6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities6	PED Activities6
One year sequence in a Foreign Language9	EDU 101, 110, PSY 2119
EDU 101, 110, PSY 2119	HED 202, 2036
HED 202, 2036	SOC 2113
SOC 2113	One year sequence from one of the following: AGR, BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC9-15
General Electives5-12	General Electives0-12
	<hr/>		<hr/>
	96 hrs.		96-97 hrs.

GENERAL BUSINESS EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 1039
ENG 205, 206, 2079
COM 1013
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY9-12
MAT Electives6-10
(Excluding MAT 106 and 110)	
PED Activities6
ACT 231, 232, 2339
BUS 121, 271, 2729
CST 2114
ECO 201, 202, 2039
SST 1013
General Electives4-11
	<hr/>
	96 hrs.

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

Academic Affairs

GEOGRAPHY EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 1039	ENG 101, 102, 1039
ENG 205, 206, 2079	ENG 205, 206, 2079
Electives from ART, COM, or MUS.9	Elective(s) from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY9-12	One year sequence in BIO, CHE, or PHY9-12
MAT Electives6-10	MAT Electives6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities6	PED Activities6
One year sequence in a Foreign Language9	GGY 101, 102, 1039
GGY 101, 102, 1039	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.9
General Electives	14-21	General Electives	20-27
	<hr/>		<hr/>
	96 hrs.		96 hrs.

HEALTH AND PHYSICAL EDUCATION EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 1039
ENG 205, 206, 2079
Elective(s) from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
BIO 141, 142, 14312
MAT Electives6-10
(Excluding MAT 106 and 110)	
PED Activities6
COM 1013
HED 201, 202, 2039
Physical Education Professional Courses9
PSY 121, 122, 1239
General Electives8-12
	<hr/>
	96 hrs.

Academic Affairs

HISTORY EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
Electives from any of the following: ART, COM, or MUS9	Elective(s) from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY9-12	One year sequence in BIO, CHE, or PHY9-12
MAT Electives.6-10	MAT Electives.6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities.6	PED Activities.6
One year sequence in a Foreign Language.9	HIS 111, 112, 113, or HIS 191, 192, 1939
HIS 111, 112, 113, or HIS 191, 192, 1939	POL 111, 112, 113.9
General Electives	14-21	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.9
		General Electives	11-18
	<hr/> 96 hrs.		<hr/> 96 hrs.

INDUSTRIAL MANAGEMENT EMPHASIS
University Parallel Major

Associate of Science Degree	
Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
ERG 153.3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY9-12
MAT Electives.6-10
(Excluding MAT 106 and 110)	
PED Activities.6
CST 1213
ECO 201, 202, 203.9
ERG 101, 102, 110.9
IMT 101, 153, 1839
MAT 221.3
General Electives	5-12
	<hr/> 96 hrs.

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

Academic Affairs

MATHEMATICS EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
Electives from ART, COM, MUS9	Elective(s) from ANT, ART, COM or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
12-hour one-year sequence in BIO, CHE, or PHY	12	12-hour one-year sequence in BIO, CHE, or PHY	12
MAT 109, 113, 211, 212, 213.	25	MAT 109, 113, 211, 212, 213, 273.	28
PED Activities.6	PED Activities.6
One year sequence in a Foreign Language.9	CST 1213
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.9
		General Electives8
	<hr/> 97 hrs.		<hr/> 96 hrs.

MUSIC EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
MUS 101, 102, 103, 201, 202, 203.	18	MUS 101, 102, 103, 201, 202, 203.	18
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY9-12	One year sequence in BIO, CHE, or PHY9-12
MAT Electives.6-10	MAT Electives.6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities.6	PED Activities.6
One year sequence in a Foreign Language.9	MUS 111, 112, 113, or MUS 115, 116, 117.6
MUS 111, 112, 113 or MUS 115, 116, 117.6	MUS 221, 222, 223, or MUS 231, 232, 233.6
MUS 221, 222, 223, or MUS 231, 232, 233.6	(Proficiency in Piano Required)	
(Proficiency in Piano Required)		One year sequence from one of the following: AGR, BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC9-15
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC9	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.9
	<hr/> *96-193 hrs.		<hr/> *96-109 hrs.

*An additional 6 hours in MUS 211, 212, 213, or MUS 215, 216, 217 is recommended.

Academic Affairs

PHYSICS EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Elective(s) from ART, COM, or MUS.3
HIS 211, 212, 2139
CHE 101, 102, 103.	12
MAT 109, 113, 211, 212.	20
PED Activities.6
One year sequence in a Foreign Language.9
PHY 201, 202, 203.	12
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, or SOC.6
General Electives1

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Elective(s) from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139
CHE 101, 102, 103.	12
MAT 109, 113, 211.	15
MAT 212, 213, 273.	13
PED Activities.6
PHY 201, 202, 203.	12
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.6
General Electives2

96 hrs.

POLITICAL SCIENCE EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Electives from ART, COM, or MUS.9
HIS 211, 212, 2139
One year sequence in BIO, CHE or PHY9-12
MAT Electives. (Excluding MAT 106 and 110)	.6-10
PED Activities.6
One year sequence in a Foreign Language.9
POL 111, 112, 113, 290	12
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC9
General Electives	2-9

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Elective(s) from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139
One year sequence in BIO, CHE or PHY9-12
MAT Electives. (Excluding MAT 106 and 110)	.6-10
PED Activities.6
HIS 111, 112, 1139
POL 111, 112, 113, 290	12
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.9
General Electives8-15

96 hrs.

Academic Affairs

PRE-DENTAL EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
COM 101.3
HIS 211, 212, 2139
BIO 141, 142, 143	12
MAT 109, 113.	10
PED Activities.3
One year sequence in a Foreign Language.9
CHE 101, 102, 103.	12
CHE 231, 232, 233.	12
PHY 201, 202, 203.	12

100 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
COM 101.3
HIS 211, 212, 2139
BIO 141, 142, 143	12
MAT 109, 113.	10
PED Activities.3
CHE 101, 102, 103.	12
CHE 231, 232, 233.	12
PHY 201, 202, 203.	12
General Electives5

96 hrs.

PRE-LAW EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Electives from ART, COM, or MUS.9
HIS 211, 212, 2139
BIO 141, 142, 143, or CHE 101, 102, 103.	12
MAT Electives. (Excluding MAT 106 and 110)	.6
PED Activities.6
One year sequence in a Foreign Language.9
ACT 231, 232, 233.9
ECO 201, 202, 203.9
POL 111, 112, 1139

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Elective(s) from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139
BIO 141, 142, 143, or CHE 101, 102, 103.	12
MAT Electives. (Excluding MAT 106 and 110)	.6-10
PED Activities.6
ECO 201, 202, 2039
POL 111, 112, 113.9
PSY and/or SOC Electives9
General Electives	11-15

96 hrs.

Academic Affairs

PHYSICS EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
Elective(s) from ART, COM, or MUS.	.3
HIS 211, 212, 213	.9
CHE 101, 102, 103.	.12
MAT 109, 113, 211, 212.	.20
PED Activities.	.6
One year sequence in a Foreign Language.	.9
PHY 201, 202, 203.	.12
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, or SOC.	.6
General Electives	.1
<hr/>	
	96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
Elective(s) from ANT, ART, COM, or MUS.	.3
HIS 211, 212, 213	.9
CHE 101, 102, 103.	.12
MAT 109, 113, 211.	.15
MAT 212, 213, 273.	.13
PED Activities.	.6
PHY 201, 202, 203.	.12
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.	.6
General Electives	.2
<hr/>	
	96 hrs.

POLITICAL SCIENCE EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
Electives from ART, COM, or MUS.	.9
HIS 211, 212, 213	.9
One year sequence in BIO, CHE or PHY.	.9-12
MAT Electives. (Excluding MAT 106 and 110)	.6-10
PED Activities.	.6
One year sequence in a Foreign Language.	.9
POL 111, 112, 113, 290.	.12
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC.	.9
General Electives	2-9
<hr/>	
	96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
Elective(s) from ANT, ART, COM, or MUS.	.3
HIS 211, 212, 213	.9
One year sequence in BIO, CHE or PHY.	.9-12
MAT Electives. (Excluding MAT 106 and 110)	.6-10
PED Activities.	.6
HIS 111, 112, 113	.9
POL 111, 112, 113, 290.	.12
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, or SST.	.9
General Electives	.8-15
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	96 hrs.

Academic Affairs

PRE-DENTAL EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
COM 101.	.3
HIS 211, 212, 213	.9
BIO 141, 142, 143	.12
MAT 109, 113.	.10
PED Activities.	.3
One year sequence in a Foreign Language.	.9
CHE 101, 102, 103.	.12
CHE 231, 232, 233.	.12
PHY 201, 202, 203.	.12
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	100 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
COM 101.	.3
HIS 211, 212, 213	.9
BIO 141, 142, 143	.12
MAT 109, 113.	.10
PED Activities.	.3
CHE 101, 102, 103.	.12
CHE 231, 232, 233.	.12
PHY 201, 202, 203.	.12
General Electives	.5
<hr/>	
	96 hrs.

PRE-LAW EMPHASIS
University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
Electives from ART, COM, or MUS.	.9
HIS 211, 212, 213	.9
BIO 141, 142, 143, or CHE 101, 102, 103.	.12
MAT Electives. (Excluding MAT 106 and 110)	.6
PED Activities.	.6
One year sequence in a Foreign Language.	.9
ACT 231, 232, 233.	.9
ECO 201, 202, 203.	.9
POL 111, 112, 113.	.9
<hr/>	
	96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	.9
ENG 205, 206, 207.	.9
Elective(s) from ANT, ART, COM, or MUS.	.3
HIS 211, 212, 213	.9
BIO 141, 142, 143, or CHE 101, 102, 103.	.12
MAT Electives. (Excluding MAT 106 and 110)	.6-10
PED Activities.	.6
ECO 201, 202, 203	.9
POL 111, 112, 113.	.9
PSY and/or SOC Electives	.9
General Electives	11-15
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	96 hrs.

Academic Affairs

PRE-MEDICAL EMPHASIS University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
COM 101.3	COM 101.3
HIS 211, 212, 2139	HIS 211, 212, 2139
BIO 141, 142, 143	12	BIO 141, 142, 143	12
MAT 109, 113.	10	MAT 109, 113.	10
PED Activities.3	PED Activities.3
One year sequence in a Foreign Language.9	CHE 101, 102, 103.	12
CHE 101, 102, 103.	12	CHE 231, 232, 233.	12
CHE 231, 232, 233.	12	PHY 201, 202, 203.	12
PHY 201, 202, 203.	12	General Electives5
	100 hrs.		96 hrs.

PRE-OPTOMETRY EMPHASIS University Parallel Major

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Elective(s) from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
BIO 141, 142, 143	12
MAT 111, 112, 113.	15
PED Activities.3
BIO 2314
CHE 101, 102, 103.	12
PHY 201, 202, 203.	12
PSY 121, 1226
General Electives2
	96 hrs.

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

Academic Affairs

PRE-PHARMACY EMPHASIS University Parallel Major

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
COM 101.3
HIS 211, 212, 2139
BIO 141, 142, 143	12
MAT 109, 113.	10
PED Activities.3
ACT 2313
CHE 101, 102, 103.	12
CHE 231, 232, 233.	12
PHY 201, 202.8
PSY 1213
General Electives3
	96 hrs.

PRE-VETERINARY MEDICINE EMPHASIS University Parallel Major

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
COM 2013
HIS 211, 212, 2139
BIO 141, 142, 143	12
MAT 101, 102, 103.9
PED Activities.3
AGR 111, 112.8
CHE 101, 102, 103.	12
CHE 231, 232, 233.	12
ECO 201, 202.6
General Electives4
	96 hrs.

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

Academic Affairs

PSYCHOLOGY EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
Electives from ART, COM, or MUS.9	Elective(s) from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY.9-12	One year sequence in BIO, CHE, or PHY.9-12
MAT Electives.6-10	MAT Electives.6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities.6	PED Activities.6
One year sequence in a Foreign Language.9	PSY 121, 122, 1239
PSY 121, 122, 1239	PSY 211, 212, 2219
PSY 211, 212, 2219	General Electives	20-27
General Electives5-12		
	<hr/>		<hr/>
	96 hrs.		96 hrs.

RECREATION EMPHASIS
University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.9
ENG 205, 206, 207.9
Elective(s) from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
BIO 141, 142, 14312
MAT Electives.6-10
(Excluding MAT 106 and 110)	
PED Activities.6
One year sequence from one of the following: AGR, BIO, CHE, MAT, PHY, ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC9-15
HED 201, 202, 203.9
PED 211, 212, 2219
PSY 121, 122, 1239
General Electives0-6
	<hr/>
	96-100 hrs.

Academic Affairs

SECONDARY EDUCATION EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
ART 101, COM 101, MUS 2419	ART 101, COM 101, MUS 2419
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY.9-12	One year sequence in BIO, CHE, or PHY.9-12
MAT Electives.6-10	MAT Electives.6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities.6	PED Activities.6
One year sequence in a Foreign Language.9	EDU 101, 110, PSY 211.9
EDU 101, 110, PSY 211.9	HED 201.3
HED 201.3	Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BNK, BUS, CST, COP, ECO, ERG, IMT, INS, MKT, MST, RES, SST6
General Electives	11-18	General Electives	14-21
	<hr/>		<hr/>
	96 hrs.		96 hrs.

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

SOCIAL SCIENCE EMPHASIS
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 205, 206, 207.9	ENG 205, 206, 207.9
Electives from ART, COM, or MUS.3	Elective(s) from ANT, ART, COM or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY.9-12	One year sequence in BIO, CHE, or PHY.9-12
MAT Electives.6-10	MAT Electives.6-10
(Excluding MAT 106 and 110)		(Excluding MAT 106 and 110)	
PED Activities.6	PED Activities.6
One year sequence in a Foreign Language.9	One year sequence from one of the following: AGR, BIO, CHE, MAT, PHY, ANT, EDU, GGY, HIS, HED, PED, POL, PSY, or SOC9-15
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC27	Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC18
General Electives	0-3	General Electives5-18
	<hr/>		<hr/>
	96-100 hrs.		96 hrs.

Academic Affairs

SOCIAL WORK EMPHASIS University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
Elective(s) from ANT, ART, COM, or MUS.	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives.	6-10
(Excluding MAT 106 and 110)	
PED Activities.	6
HED 202.	3
PSY 121, 122, 123	9
PSY 212, 221	6
SOC 211, 212, 213	9
SOC 220	3
SOC 257	4
General Electives	4-11

96 hrs.

SOCIOLOGY EMPHASIS University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
Electives from ART, COM, or MUS.	9
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives.	6-10
(Excluding MAT 106 and 110)	
PED Activities.	6
One year sequence in a Foreign Language	9
PSY 121, 122, 123	9
SOC 211, 212, 213, 220	12
General Electives	2-9

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
Elective(s) from ANT, ART, COM or MUS.	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives.	6-10
(Excluding MAT 106 and 110)	
PED Activities.	6
PSY 121, 122, 123	9
SOC 211, 212, 213, 220	12
General Electives	17-24

96 hrs.

Academic Affairs

UNDECLARED EMPHASIS University Parallel Major

Associate of Arts Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
Electives from ART, COM, or MUS.	9
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives.	6-10
(Excluding MAT 106 and 110)	
PED Activities.	6
One year sequence in a Foreign Language	9
Electives from ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC	9
General Electives	14-21

96 hrs.

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
Elective(s) from ANT, ART, COM, or MUS.	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	9-12
MAT Electives.	6-10
(Excluding MAT 106 and 110)	
PED Activities.	6
One year sequence from one of the following: BIO, CHE, MAT, PHY, ANT, EDU, GGY, HED, HIS, PED, POL, PSY, or SOC	9-15
Electives from any of the following: ANT, EDU, GGY, HED, HIS, PED, POL, PSY, SOC, ACT, AVI, BUS, BNK, CST, COP, ECO, ERG, IMT, MKT, MST, or SST	9
General Electives	14-17

96 hrs.



Academic Affairs

ENGINEERING MAJOR

Motlow State Community College offers an engineering major in a program leading to the Associate of Science Degree. The first two years of an engineering program vary considerably depending upon the specific discipline and institution involved. Because of the variation, it is not practical to present one lower division curriculum that will fully articulate in each discipline or institution. Accordingly, an alternative curriculum showing two "tracks" to major receiving universities is presented as possible programs of study.

Track 1 is basically designed to articulate with the "2 plus 2" engineering curriculum at Tennessee Technological University. Track 2 will articulate with the University of Tennessee at Knoxville and Martin as well as with the General Engineering programs at UT Nashville and Tennessee State University.

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

ENGINEERING MAJOR
Associate of Science Degree

Freshman Year

Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 103.9	ENG 101, 102, 103.9
CHE 101, 102, 103.	12	CHE 101, 102, 103.	12
MAT 113, 211, 212.	15	MAT 113, 211, 212.	15
PED Activities.3	ERG 111, 112, 113.	12
CST 1324	ERG 123.2
ERG 101, 102.6		
ERG 153.3		
	<hr/>		<hr/>
	52 hrs.		50 hrs.

Academic Affairs

Sophomore Year

Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 205, 206, 207.9	ENG 205, 206, 207.9
HIS 211, 212, 2139	MAT 213, 273.8
MAT 213, 273.8	MAT 283.4
PHY 201, 202, 203.	12	PHY 202, 203.8
PED Activities.3	ERG 101, 102.6
ERG 252.3	ERG 153.3
ERG 253.3	ERG 231.4
		*Departmental Requirements.9
	<hr/>		<hr/>
	47 hrs.		51 hrs.

GRAND TOTALS: Track 1--99 Credit hrs. Track 2--101 Credit hrs.

*The "departmental requirements" sequence is reserved in Track 2 to accommodate sophomore level engineering sequences or discreet courses required by different engineering departments. Students interested in electrical engineering would take ERG 211, 212, and 213. Mechanical engineering students would take ERG 253, ECO 201, and CST 132. Engineering science and mechanics majors would take ERG 253, ERG 232, and ERG 273. Other departmental sequences and requirements can be arranged.

Provisions will be made in the college schedule to provide a buffer quarter for students who wish to enter the engineering program but who lack sufficient preparation in mathematics to undertake the calculus series immediately. The buffer quarter will consist of MAT 109, ENG 101, CHE 101, and ERG 101. The buffer quarter total of 15 credit hours would enable the student to start with a comparatively light load and would free time in the subsequent quarters to lighten the quarter or to repeat courses. The buffer quarter will be available to all engineering students whether in the transfer or career program.



AEROSPACE TECHNOLOGY MAJOR

The two-year program outlined below is for the student who does not intend to transfer to a four-year institution. Only the Associate of Science Degree is awarded. The course content is designed to prepare the student for careers in aerospace development, aerospace manufacturing, engineering aides, airport management, airlines operations, flight attendant operations, and other related areas.

Aerospace Technology Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102.	6
HED 203.	3
MAT 111, 112, 113.	15
PHY 201, 202, 203.	12
ACT 231, 232, 233.	9
AVI 111, 112.	6
AVI 113, 123.	6
AVI 201, 202.	6
BUS 271.	3
ERG 101.	3
ERG 102.	3
ERG 110.	3
IMT 183.	3
MKT 103.	3
Approved Electives.	15
	96 hrs.

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

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

BUSINESS TECHNOLOGY MAJOR

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

**ACCOUNTING EMPHASIS
Business Technology Major**

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
ACT 241, 242.	6
ACT 251, 252, 253.	9
ACT 261.	3
ACT 281.	3
ACT 293.	3
BUS 121.	3
BUS 124, 125.	6
BUS 251, 253.	6
BUS 261.	3
BUS 271.	3
CST 121.	3
CST 211, 212.	8
CST 223.	3
ECO 201, 202.	6
SST 110.	1
Approved Electives.	9
	96 hrs.

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

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

Academic Affairs

BANKING AND FINANCE EMPHASIS
Business Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
ECO 201.	3
PSY 121	3
BUS 124	3
BUS 261	3
BUS 271, 272	6
ACT 231, 232, 233, 241	12
CST 121	3
BNK 111, 112, 113, 122, 123, 132, 133, 211, 212, 222, 232, 242	36
Electives from the following: BNK 213, 243, 263, 273, 283, or BUS 121, 251, 253, or IMT 183, or SST 213, 221	12
Electives from the following: AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, FRE, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, SOC, SPA	6
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96 hrs.	

GENERAL BUSINESS EMPHASIS
Business Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
BUS 121, 124, 125, 222	12
BUS 251	3

Academic Affairs

BUS 261	3
BUS 271, 272	6
BUS 281, 282	6
CST 121	3
CST 211, 212	8
ECO 201, 202, 203.	9
ERG 101.	3
IMT 183	3
MKT 102.	3
SST 101	3
Approved Electives	20

96 hrs.

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

INSURANCE EMPHASIS
Business Technology Major

Associate of Science Degree

The Insurance program is designed to meet the following objectives: (1) assist the student in becoming knowledgeable in the total operation of the insurance business, (2) assist the student in preparing for the various insurance license examinations. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
BNK 122.	3
BUS 121	3
BUS 124, 125	6
BUS 222	3
BUS 261	3
ECO 201, 202, 203.	9
INS 101, 102, 103	9
INS 211, 212, 213	9
MKT 102.	3
MKT 231.	3
SST 101	3
Approved Electives	21

96 hrs.

Academic Affairs

MARKETING EMPHASIS
Business Technology Major

Associate of Science Degree

This program is designed to prepare the student upon graduation for positions in buying, selling, transportation, and storage.

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
BUS 121, 124, 125.	9
BUS 251, 271, 281, 282.	12
CST 121.	3
ECO 201, 202, 203.	9
IMT 183.	3
MKT 102, 103.	6
MKT 202, 223, 231, 232, 233, 243.	18
Approved Electives.	15
	96 hrs.

A one-year concentrated program leading to a certificate is also available in this area. Refer to the marketing technology certificate program.

REAL ESTATE EMPHASIS
Business Technology Major

Associate of Science Degree

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

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

Academic Affairs

COMPUTER SCIENCE TECHNOLOGY MAJOR

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

BUSINESS EMPHASIS
Computer Science Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
MAT 101, 102, 103.	9
MAT 221.	3
ACT 231, 232, 233.	9
BUS 121.	3
BUS 251.	3
BUS 271, 272.	6
CST 121.	3
CST 131.	3
CST 132.	4
CST 133.	4
CST 211, 212.	8
CST 223.	3
ECO 201, 202, 203.	9
ERG 153.	3
SST 110.	1
SST 221.	3
Approved Electives.	16
	96 hrs.

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

Academic Affairs

SCIENTIFIC EMPHASIS Computer Science Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
MAT 111, 112, 113.	15
MAT 211, 212, 213.	15
MAT 221.	3
PHY 201, 202, 203.	12
CST 121	3
CST 131	3
CST 132	4
CST 133	4
CST 211, 212	8
CST 233	3
ERG 110.	3
ERG 153.	3
SST 110	1
Approved Electives	13

96 hrs.

CHE 101 is recommended as an elective.

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



Academic Affairs

ENGINEERING TECHNOLOGY MAJOR

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

ARCHITECTURAL EMPHASIS Engineering Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102, 103.	9
MAT 111, 112, 113.	15
PED Activities.	6
One year sequence from ENG, HIS, PSY, SOC	9
Electives from any of the following:	
AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, FRE, GGY, HED, HIS, MAT, MUS, PED, PHY, PSY, SOC, SPA	9
ERG 101.	3
ERG 110.	3
ERG 111.	4
ERG 123.	2
ERG 131.	3
ERG 132.	3
ERG 153.	3
ERG 231.	4
ERG 242, 243.	6
ERG 251.	3
ERG 261.	3
ERG 262.	3
ERG 263.	3
ERG 282.	3
ERG 283.	3

97 hrs.

Academic Affairs

GENERAL ENGINEERING EMPHASIS
Engineering Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102, 103.	9
MAT 111, 112, 113.	15
PED Activities	6
PHY 101, 102, 103.	9
One year sequence from one of the following:	
ENG, HIS, PSY, SOC.	9
BUS 121	3
BUS 251	3
CST 121	3
ERG 101, 102.	6
ERG 111.	4
ERG 110.	3
ERG 123.	2
ERG 153.	3
ERG 231.	4
ERG 261.	3
Approved Electives	15

97 hrs.



Academic Affairs

INDUSTRIAL EMPHASIS
Engineering Technology Major

Associate of Science Degree

The student in industrial technology is trained primarily for entry level supervisory and management positions in factory planning and operations and manufacturing process planning and operations. However, the broad scope of this program will enable the graduate to compete for a variety of other positions ranging from technical sales and direct factory representatives to staff positions with many types of industrial enterprises including utility companies. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102, 103.	9
MAT 111, 112, 113.	15
MAT 221.	3
PED Electives	6
Electives from any of the following:	
AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, FRE, GGY, HED, HIS, MAT, MUS, PED, PHY, PSY, SOC, SPA.	15
CST 121	3
ERG 101, 102.	6
ERG 111.	4
ERG 110.	3
ERG 123.	2
ERG 141.	3
ERG 153.	3
ERG 292.	3
IMT 101	3
IMT 153	3
IMT 211	3
IMT 223	3
IMT 231, 232	6
IMT 243	3

96 hrs.

NURSING MAJOR

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

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

Admission requirements are the same as any other program of study at the college. In addition, a Nursing Entrance Examination is required. Acceptance of each applicant will depend upon test scores, previous grades, health conditions, and letters of recommendation. If a student transfers into the nursing program, courses in nursing, biology and nutrition must have been completed within the five years prior to admission to the program. Acceptance to Motlow State Community College does not guarantee admittance to the nursing program--nor does rejection from the nursing program nullify acceptance to the college.

A Nursing Application must be on file in the department of nursing by April 15 each year. One class is admitted annually in the fall quarter.

The student must submit evidence of good physical and mental health. A physical examination must be completed at the beginning of each school year. The cost of the uniforms, which must be purchased prior to the fall quarter, will be approximately \$72.00. Student nurse liability insurance will cost \$15.00 per year. Nursing Entrance Examination fee is \$10.00.



An over-all 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, biology, or nutrition course attempted; and satisfactory performance in the clinical laboratory is required to be eligible for the succeeding nursing course. A nursing course may be repeated a maximum of one time. A failure in any subsequent nursing course will result in the student being ineligible to re-enter the nursing program.

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

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

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

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

NURSING MAJOR

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102, 103	9
BIO 231	4
BIO 271, 272, 273	9
CHE 101	4
EDU 110	3
HED 221	4
MAT 171	1
POL 113	3
PSY 122, 123	6
SOC 211	3
SOC 212, 213, 220 (Choose any two.)	6
NET 101, 102	11
NET 103, 104	14
NET 201	9
NET 202, 203	12
PED Activities	3
Approved Electives	6

Academic Affairs

SECRETARIAL SCIENCE TECHNOLOGY MAJOR

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

GENERAL CLERICAL EMPHASIS
Secretarial Science Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102, 103	9
COM 101	3
ACT 231, 232, 233	9
BUS 121	3
BUS 124, 125	6
BUS 222	3
BUS 251	3
BUS 261	3
BUS 271	3
CST 121	3
ECO 201, 202	6
PSY 121	3
*SST 101, 102, 103	9
SST 110	1
SST 201	3
SST 213, 214, 215	9
SST 220	3
SST 221	3
Approved Electives	14

96 hrs.

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

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

Academic Affairs

SECRETARIAL EMPHASIS
Secretarial Science Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102, 103	9
COM 101	3
ACT 231, 232	6
BUS 121	3
BUS 124, 125	6
BUS 222	3
BUS 251	3
BUS 261	3
CST 121	3
ECO 201, 202	6
*SST 101, 102, 103	9
SST 110	1
*SST 111, 112, 113	9
SST 211, 212	6
SST 213, 214, 215	9
SST 221	3
Approved Electives	14

96 hrs.

SST 201 and SST 220 are recommended as electives.

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

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

AEROSPACE TECHNOLOGY MAJOR

The two-year program outlined below is for the student who does not intend to transfer to a four-year institution. Only the Associate of Science Degree is awarded. The course content is designed to prepare the student for careers in aerospace development, aerospace manufacturing, engineering aides, airport management, airlines operations, flight attendant operations, and other related areas.

Aerospace Technology Major

Associate of Science Degree

Courses	Credit hrs.
ENG 101, 102.	6
HED 203.	3
MAT 111, 112, 113.	15
PHY 201, 202, 203.	12
ACT 231, 232, 233.	9
AVI 111, 112.	6
AVI 113, 123.	6
AVI 201, 202.	6
BUS 271.	3
ERG 101.	3
ERG 102.	3
ERG 110.	3
IMT 183.	3
MKT 103.	3
Approved Electives.	15
	96 hrs.

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

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

BUSINESS TECHNOLOGY MAJOR

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

**ACCOUNTING EMPHASIS
Business Technology Major**

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
ACT 241, 242.	6
ACT 251, 252, 253.	9
ACT 261.	3
ACT 281.	3
ACT 293.	3
BUS 121.	3
BUS 124, 125.	6
BUS 251, 253.	6
BUS 261.	3
BUS 271.	3
CST 121.	3
CST 211, 212.	8
CST 223.	3
ECO 201, 202.	6
SST 110.	1
Approved Electives.	9
	96 hrs.

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

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

Academic Affairs

CERTIFICATE PROGRAMS

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

ACCOUNTING TECHNOLOGY
Certificate

Courses	Credit hrs.
ACT 231, 232, 233	9
ACT 241, 242	6
ACT 251, 252, 253	9
ACT 261	3
ACT 271	3
ACT 281	3
BUS 121	3
BUS 124, 125	6
BUS 253	3
CST 121	3
CST 211	4
	52 hrs.

GENERAL CLERICAL TECHNOLOGY
Certificate

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

Academic Affairs

INDUSTRIAL MANAGEMENT TECHNOLOGY
Certificate

Courses	Credit hrs.
MAT 102, 103	6
MAT 221	3
ACT 231	3
CST 121	3
ECO 201	3
ERG 101	3
IMT 101	3
IMT 153	3
IMT 183	3
IMT 211	3
IMT 223	3
IMT 231, 232	6
IMT 243	3
IMT 272	3
	48 hrs.

MARKETING TECHNOLOGY
Certificate

Courses	Credit hrs.
MAT 221	3
ACT 231, 232, 233	9
BUS 121	3
BUS 124, 125	6
BUS 281, 282	6
CST 121	3
ECO 201, 202, 203	9
MKT 232, 233	6
Approved Electives	6
	51 hrs.

Academic Affairs

SALESMANSHIP TECHNOLOGY
Certificate

Courses	Credit hrs.
COM 101.	3
ACT 231, 232.	6
BUS 121.	3
BUS 124, 125.	6
BUS 281, 282.	6
MKT 102.	3
MKT 103.	3
MKT 223.	3
MKT 231.	3
Approved Electives	12
	48 hrs.

SECRETARIAL SCIENCE TECHNOLOGY
Certificate

Courses	Credit hrs.
ENG 101, 102.	6
ACT 231.	3
BUS 121.	3
BUS 124.	3
BUS 222.	3
BUS 251.	3
SST 101, 102, 103	9
SST 111, 112, 113	9
SST 213, 214, 215	9
	48 hrs.

WHOLESALE & RETAILING TECHNOLOGY
Certificate

Courses	Credit hrs.
ACT 231, 232, 233.	9
BUS 121.	3
BUS 124, 125.	6
BUS 281, 282.	6
ECO 201, 202, 203.	9
MKT 202.	3
MKT 231.	3
MKT 243.	3
Approved Electives	6
	48 hrs.

Academic Affairs

EDUCATIONAL PROGRAMS
IN COOPERATION WITH OTHER INSTITUTIONS

In a further effort to meet the needs of the citizens of its service area, Motlow State Community College is participating in cooperative programs with near-by four-year institutions. This coordinated effort between Motlow and the four-year institution will provide structure for certain programs beyond the first two years of study. Middle Tennessee State University is working with Motlow to provide a Bachelor of Science Degree in Elementary Education and an Associate of Arts Degree in Law Enforcement.

ELEMENTARY EDUCATION PROGRAM

Bachelor of Science

Middle Tennessee State University

Middle Tennessee State University and Motlow State Community College have cooperated in designing a program of study for students who wish to complete a Bachelor of Science Degree in Elementary Education. Students wishing to complete a baccalaureate degree in elementary education may earn an Associate of Science Degree with a university parallel major at Motlow by taking the following courses:

Courses	Credit hrs.
ENG 101, 102, 103.	9
ENG 205, 206, 207.	9
COM 101.	3
HIS 211, 212, 213	9
BIO 101, 102, 103	9
PHY 101, 102, 103.	9
MAT 106.	5
PED Activities.	3
ART 101, 103.	6
EDU 101, 110, PSY 211.	9
ENG 262.	3
GGY 101, 102, 103.	9
HED 201, 203.	6
MUS 242, 131, 132.	7
	96 hrs.

Middle Tennessee State University will deliver the core education courses and other complimentary courses to Motlow on a regular and systematic basis. Additional courses in several areas of concentration will be offered with some regularity so that students in elementary education may take most third and fourth year courses at Motlow.

Academic Affairs

LAW ENFORCEMENT PROGRAM

Associate of Arts

Middle Tennessee State University

Middle Tennessee State University and Motlow State Community College have cooperated in designing a program of study for students who wish to complete an Associate of Arts Degree in Law Enforcement. The degree will be awarded by Middle Tennessee State University, but those wishing to pursue the law enforcement program may take most of the supporting courses from Motlow. The remaining courses will be brought to the Motlow campus by Middle Tennessee State University. The following courses offered at Motlow may be applied to the Associate of Arts in Law Enforcement.

Courses	Credit hrs.
ENG 101, 102, 103	9
BIO 101, 102, 103 or PHY 101, 102, 103	9
PED Activities	6
POL 111, 112, 113	9
POL 290	3
SOC 211 and either SOC 212, 213, or 220	6
PSY 121, 122, 123, 221, 290	15

57 hrs.

Middle Tennessee State University will bring to Motlow on a regular and systematic basis the remaining courses, SOC 430, 454, PSY 412, and a sufficient number of criminal justice administration courses to complete the program.



Academic Affairs

GRADUATION REQUIREMENTS

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

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

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

CERTIFICATE COMPLETION REQUIREMENTS

Motlow State Community College awards a certificate in accounting technology, general clerical technology, industrial management technology, marketing technology, salesmanship technology, secretarial science technology, and wholesaling and retailing technology.

A student must complete the specific curriculum requirements for the certificate program selected and file a Program of Study with the advisor no later than February 15 if the program is to be completed in June or August of that year. A cumulative grade point average of not less than 2.00 ("C" average) is required.

Anyone following a certificate program does not file an Intent to Graduate, does not pay a graduation fee, and does not participate in graduation exercises. For complete information, contact the Director of the Division of Career Education.

Academic Affairs

ACADEMIC POLICIES

ACADEMIC SERVICES

ACADEMIC ADVISEMENT

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

ACADEMIC PROGRAM OF STUDY

The student's Program of Study should be initiated during the Fall quarter before anticipated graduation in June or August. The academic advisor will assist in preparing this form. The program will indicate the actual courses needed for graduation.

ACADEMIC STANDARDS

STUDENT LOAD

For administrative purposes, an individual is considered to be a full-time student when enrolled for a minimum of 12 quarter hours credit. Sixteen to seventeen quarter hours credit is the normal load of a student per quarter. Eighteen quarter hours is the maximum load without permission of the appropriate Division Director.

CLASSIFICATION

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

ATTENDANCE REGULATIONS

Attendance at classes and other official appointments is required. A student's schedule is considered a contract and constitutes a series of obligated appointments. An explanation of the cause of all absences should be given instructors. This should be presented in advance if possible.

Academic Affairs

GRADING SYSTEM

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

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

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

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

The grade "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 grade "I" unless extenuating circumstances noted above exist. An incomplete must be removed during the succeeding quarter, excluding summer; otherwise, a grade of "F" is automatically entered.

The "WP" grade is not included in computing the grade point average. However, the "WF" grade is computed in the grade point average in the same manner as an "F."

The grade "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.

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

The academic standing of a student is expressed in terms of a grade point average, GPA. 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.

Academic Affairs

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

Example:

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

 16 hours attempted

 37 grade points earned

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

$$\text{GPA} = (\text{total grade points earned}) \div (\text{hours attempted minus hours repeated})$$

In the above example: $\text{GPA} = 37 \div 16 = 2.31$ (no hours repeated)

REPEATING A COURSE

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

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

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

Academic Affairs

RETENTION STANDARDS

The minimum standard of achievement expected is 2.00 ("C" average). A cumulative grade point average of not less than 2.00 is required to achieve the associate degree. Any student on probation may be required to reduce his or her load, repeat certain courses, or change programs. Retention standards shall be in effect for all students who have attempted at least 10 quarter hours.

The table below is based on minimum standards and is designed to serve as a guide to students who fall below the 2.00 cumulative grade point average.

Cumulative Hours Attempted	Probationary Range	Suspension
10 -- 18	.500--1.499	.499 or less
18.1 -- 34	.650--1.499	.649 or less
34.1 -- 50	1.000--1.499	.999 or less
50.1 -- 67	1.300--1.599	1.299 or less
67.1 -- 84	1.600--1.799	1.599 or less
84.1 -- 94	1.800--1.899	1.799 or less
94.1 -- 100 or over	1.900--1.999	1.899 or less

Explanation of Table: The first column represents cumulative hours (total hours attempted less repeats) at Motlow or elsewhere. It excludes military service credit and non-credit courses. The second column represents the minimum grade point average range which results in the student being placed on probation. Probation automatically limits a student to 12 quarter hours for the succeeding quarter. The third column represents the grade point average below which a student will be suspended.

A full-time student will not be suspended at the end of any quarter during which he or she earns at least a 2.00 grade point average. Academic suspension prevents college attendance the succeeding quarter, excluding summers.

APPEAL OF ACADEMIC SUSPENSION

A student who is suspended for academic reasons may appeal his or her suspension to the Student Affairs Committee. An appeal must be presented in duplicate to the Dean of Student Personnel Services prior to the first day of classes as indicated in the official college calendar for the quarter during which the student's suspension is to be in effect. Appeals will be heard by the Committee on the first day of classes of each quarter at 3:00 p.m., excluding summer. The student should report to the office of the Dean of Student Personnel Services in the Administration Building.

The Dean of Student Personnel Services has the authority to remove retention standards for a student when recommended by the Student Affairs Committee or when satisfactory progress is clearly indicated.

Academic Affairs

MID-QUARTER DEFICIENCY REPORTS

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

AWARDS AND HONORS

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

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

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

HONORS PROGRAM

Motlow State Community College has an honors program in selected disciplines to serve academically talented and highly motivated students. This program enables eligible students to pursue more extensive and/or intensive study in particular courses under the direction and guidance of a highly qualified member of the Motlow faculty.

A student must make application by letter to the appropriate division director indicating the discipline in which he or she wishes to work. Initial acceptance of a student into an honors program is made in writing to the student.

ACADEMIC SCHEDULE

CLASS SCHEDULE

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

Academic Affairs

Shortly before the beginning of each quarter, a class schedule is published. Courses in the schedule are listed by a discipline code, a course number, course title, room number, days of the week the class meets, period or time of day, the credit for each course, and the instructor assigned to the course. Attention to their symbols and abbreviations below may help in understanding class schedules as well as the catalog.

Discipline Codes

ACT	Accounting	GGY	Geography
AGR	Agriculture	HED	Health
ANT	Anthropology	HIS	History
ART	Art	IMT	Industrial Management
AVI	Aerospace	INS	Insurance
BIO	Biology	MAT	Mathematics
BNK	Banking	MKT	Marketing
BUS	Business	MST	Military Science
CHE	Chemistry	MUS	Music
COM	Communications	NET	Nursing
COP	Cooperative Education	PED	Physical Education
CST	Computer Science	PHY	Physics
ECO	Economics	POL	Political Science
EDU	Education	PSY	Psychology
ENG	English	RES	Real Estate
ERG	Engineering	SOC	Sociology
FRE	French	SPA	Spanish
		SST	Secretarial Science

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

CLASSROOMS

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

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

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

Academic Affairs

BANKING AND FINANCE EMPHASIS
Business Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
ECO 201.	3
PSY 121	3
BUS 124	3
BUS 261	3
BUS 271, 272	6
ACT 231, 232, 233, 241	12
CST 121	3
BNK 111, 112, 113, 122, 123, 132, 133, 211, 212, 222, 232, 242	36
Electives from the following: BNK 213, 243, 263, 273, 283, or BUS 121, 251, 253, or IMT 183, or SST 213, 221	12
Electives from the following: AGR, ANT, ART, BIO, CHE, COM, EDU, ENG, FRE, GGY, HED, HIS, MAT, MUS, PED, PHY, POL, PSY, SOC, SPA	6
<hr/>	
96 hrs.	

GENERAL BUSINESS EMPHASIS
Business Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
BUS 121, 124, 125, 222	12
BUS 251	3

Academic Affairs

BUS 261	3
BUS 271, 272	6
BUS 281, 282	6
CST 121	3
CST 211, 212	8
ECO 201, 202, 203.	9
ERG 101.	3
IMT 183	3
MKT 102.	3
SST 101	3
Approved Electives	20

96 hrs.

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

INSURANCE EMPHASIS
Business Technology Major

Associate of Science Degree

The Insurance program is designed to meet the following objectives: (1) assist the student in becoming knowledgeable in the total operation of the insurance business, (2) assist the student in preparing for the various insurance license examinations. This program is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
ENG 101, 102.	6
COM 101.	3
MAT 221.	3
ACT 231, 232, 233.	9
BNK 122.	3
BUS 121	3
BUS 124, 125	6
BUS 222	3
BUS 261	3
ECO 201, 202, 203.	9
INS 101, 102, 103	9
INS 211, 212, 213	9
MKT 102.	3
MKT 231.	3
SST 101	3
Approved Electives	21

96 hrs.

Academic Affairs

CLASS MEETING DAYS

The days on which a class meets may be determined by the following symbols:

M	Monday
T	Tuesday
W	Wednesday
Th	Thursday
F	Friday
MW	Monday, Wednesday
MF	Monday, Friday
WF	Wednesday, Friday
MWF	Monday, Wednesday, Friday
MTThF	Monday, Tuesday, Thursday, Friday
TTh	Tuesday, Thursday
M-F	Monday through Friday
M-Th	Monday through Thursday
TBA	To Be Arranged

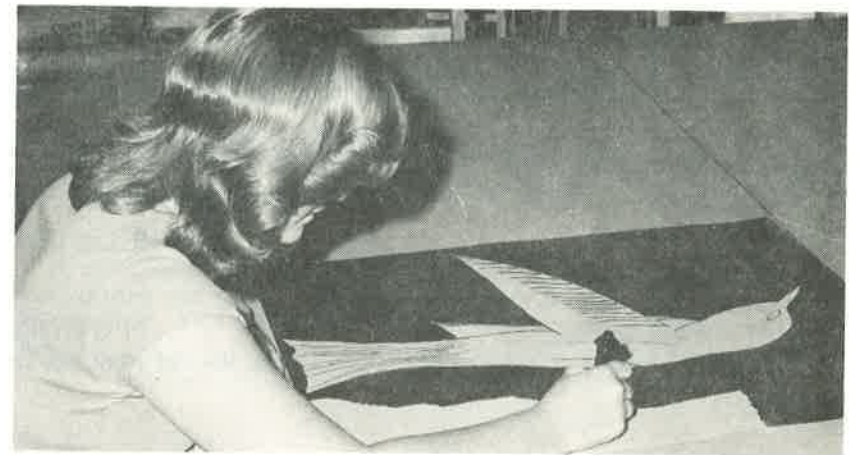
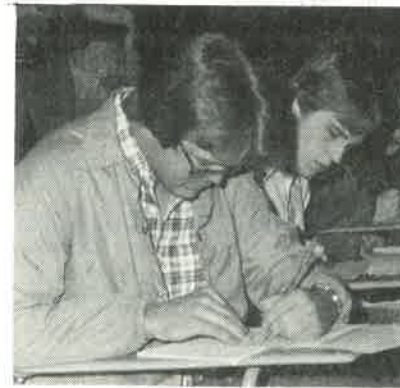
CLASS CANCELLATION

Any class listed in the schedule may be discontinued by the college. The right is reserved to cancel any class when the number enrolled is considered insufficient.



DIVISION OF LIBERAL ARTS

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



Liberal Arts

AGRICULTURE

AGR 111 Introduction to Social Sciences for Agriculture. 4 Credits
Social sciences as they relate to agriculture--agriculture in the economy; tools of social science analysis applied to agricultural problems; agriculture, its development, relation to man, industry and government.

AGR 112 Animal Science for Agriculture 4 Credits
Animals in agriculture: body systems and development, principles of inheritance, fundamentals of feeding, and function of farm animals. Animal sanitation, animal products, and the relationship to public health.

AGR 113 Plant Science for Agriculture. 4 Credits
Plant structure, physiology, heredity, and environment in relation to growth, adaptation, and management of crops.

ANTHROPOLOGY

ANT 201 Physical Anthropology. 3 Credits
This course is an introductory one designed to examine man's place in nature. Study will be made of human origins, the fossil record from archaeological excavations, and the biological aspects of race, variation, and heredity.

ANT 202 Cultural Anthropology. 3 Credits
Study of man and his cultures. Survey will be made of cultural patterns of "Pre-literate" societies, focusing upon such topics as cultural ecology, social evolution, social organization, religious behavior, etc.

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

ART

ART 101 Art Appreciation. 3 Credits
A survey of painting, drawing, and sculpture from the old stone age to contemporary times.

Liberal Arts

ART 103 School Art. 3 Credits
Experience with two and three dimensional materials used in present-day elementary school art programs.

ART 111 Basic Design. 3 Credits
A studio introduction to two dimensional techniques and principles. A laboratory course. (6 hours per week)

ART 112 Color and Design. 3 Credits
A continuation of two dimensional techniques and principles with emphasis on color theory. A laboratory course. (6 hours per week) Prerequisite: ART 111 or permission of the Director of Division of Liberal Arts.

ART 113 Structure and Design 3 Credits
A study of the principles and techniques of three dimensional design. A laboratory course. (6 hours per week) Prerequisite: ART 112 or permission of the Director of Division of Liberal Arts.

ART 121 Drawing 3 Credits
Introduces the procedures of freehand drawing. It is a course designed to teach visual perception and conception.

ART 231 Introduction to Painting. 3 Credits
An introduction to the techniques and principles of oil painting. A laboratory course. (6 hours per week)

ART 232 Painting. 3 Credits
A continuation of oil painting with emphasis on contemporary painting concepts. A laboratory course. (6 hours per week) Prerequisite: ART 231 or permission of the Director of Division of Liberal Arts.

ART 233 Painting. 3 Credits
A continuation of oil painting with emphasis on personal exploration. A laboratory course. (6 hours per week) Prerequisite: ART 231 and ART 232 or permission of the Director of Division of Liberal Arts.

ART 241 Introduction to Ceramics 3 Credits
An introduction to the techniques of making hand built pottery, glazing and firing. A laboratory course. (6 hours per week)

ART 242 Ceramics 3 Credits
A continuation of ART 241 with added emphasis on wheel thrown pottery, glazing and firing of kiln. A laboratory course. (6 hours per week) Prerequisite: ART 241 or permission of the Director of Division of Liberal Arts.

Liberal Arts

- ART 243 Ceramics3 Credits**
A continuation of ART 242 with emphasis on creative design of pottery and clay sculpture. A laboratory course. (6 hours per week) Prerequisite: ART 242 or permission of the Director of Division of Liberal Arts.

BIOLOGY

- BIO 101 Biological Science.3 Credits**
An introductory course to the biological sciences with emphasis on: objectives of biology, the scientific method, principles of chemistry, basic concepts of the cell, functions of cellular organelles, cellular respiration, syntheses, cellular reproduction, and biological topics of contemporary interest such as pollution, population explosion, etc. This course, 102 and 103 are designed for non-science majors. Credit in these courses is not acceptable for the biology major or in the related pre-professional curricula. Credit not allowed for those successfully completing the general biology sequences.
- BIO 102 Biological Science.3 Credits**
A course with emphasis on the animal kingdom. The material begins with the simplest organisms, single-celled protozoans, and proceeds through the complex vertebrates. Special emphasis is placed on systems of man.
- BIO 103 Biological Science.3 Credits**
A course with emphasis on the plant kingdom. The material begins with the simplest organisms, bacteria, and proceeds through the complex angiosperms.
- BIO 141 General Biology: Principles4 Credits**
A principles course in biology dealing with the physical and chemical basis of life, with emphasis on cell processes, reproduction, and inheritance. (3 hours lecture-2 hours laboratory)
- BIO 142 General Biology: The Animal Kingdom4 Credits**
The course emphasizes the major groups of the animal kingdom (Protozoa through Mammals) and their relationships. Additional emphasis is placed upon selected human organ systems and their functions. (3 hours lecture-2 hours laboratory)
- BIO 143 General Biology: The Plant Kingdom4 Credits**
A survey of the plant kingdom emphasizing diversity, growth, and reproduction. The latter part of this course deals with evolution and environmental factors. (3 hours lecture-2 hours laboratory)

Liberal Arts

- BIO 231 Microbiology.4 Credits**
An introduction to the biology of microorganisms, especially the bacteria, with emphasis on taxonomy, morphology, physiology, and cultural methods. Laboratory experiments are designed to familiarize the student with microbiological techniques, cultivation, isolation, and identification of molds, yeast and bacteria. (3 hours lecture-3 hours laboratory) Prerequisite: 8 hours of biology.
- BIO 271 Anatomy and Physiology.3 Credits**
An introduction to cellular biology with emphasis on cell structure and function, cell reproduction and cellular metabolism. Skeletal, articular and muscular systems are studied, utilizing the cat as the laboratory animal. (2 hours lecture-2 hours laboratory) Prerequisite: 8 hours of biology or admission to the Nursing Program or permission of the Director of Division of Liberal Arts.
- BIO 272 Anatomy and Physiology.3 Credits**
Structure and function of the human body emphasizing endocrine, nervous, and circulatory systems. (2 hours lecture-2 hours laboratory) Prerequisite: BIO 271.
- BIO 273 Anatomy and Physiology.3 Credits**
A continuation of BIO 272 with emphasis on the respiratory, digestive, and excretory and reproductive systems. (2 hours lecture-2 hours laboratory) Prerequisite: BIO 272.

CHEMISTRY

- CHE 101 General Chemistry.4 Credits**
A study of fundamental concepts of atoms and molecules, formula, and equation writing, quantitative relationships from formulas and equations, and the kinetic molecular theory. (3 hours lecture-2 hours laboratory)
- CHE 102 General Chemistry.4 Credits**
A study of the preparation and properties of selected elements and compounds, relationship of the periodic classification to the properties of the elements and solutions. (3 hours lecture-2 hours laboratory) Prerequisite: CHE 101.

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- CHE 103 General Chemistry4 Credits**
A brief introduction to electrochemistry, nuclear chemistry, organic chemistry, and biochemistry. The laboratory period will be devoted to qualitative analysis. (3 hours lecture-2 hours laboratory) Prerequisite: CHE 102.
- CHE 231 Organic Chemistry.4 Credits**
A study of the preparations and properties of aliphatic compounds, their nomenclature, and their reactions. (3 hours lecture-3 hours laboratory) Prerequisite: CHE 103.
- CHE 232 Organic Chemistry.4 Credits**
A study of the preparations and properties of aromatic compounds, their nomenclature, and their reactions. (3 hours lecture-3 hours laboratory) Prerequisite: CHE 231.
- CHE 233 Organic Chemistry.4 Credits**
A study of types of reactions and their mechanisms. A brief introduction to heterocyclic, steroid, and polymer chemistry. (3 hours lecture-3 hours laboratory) Prerequisite: CHE 232.

COMMUNICATIONS

- COM 101 Fundamentals of Speech3 Credits**
A study of speech as an act of communication. The confidence and poise of the student before an audience and the ability to select, research, organize, write and present a subject orally are stressed. (formerly ENG 231)
- COM 103 Oral Reading3 Credits**
An introduction to the analysis of literature and the speech skills necessary in preparing and orally communicating literature to an audience. Prerequisite: COM 101 or permission of the Director of Division of Liberal Arts. (Formerly ENG 242)
- COM 111 Survey of Mass Communications.3 Credits**
Introduction to various media of mass communications: their historical developments, standard printed media, radio, television, and films; their roles and responsibilities; their impact on society and their possibilities for the future.
- COM 112 Writing for Mass Media.3 Credits**
Principles and practices of writing for major types of mass communication media. Emphasis on news. Prerequisites: ENG 101, ENG 102, SST 101, SST 102.

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- COM 113 Introduction to Broadcasting3 Credits**
A survey of and introductory course to the field of broadcasting, including broadcasting history, development, organization, operations, and careers. Provides practical experience through laboratory study to tape recording, microphone techniques, and speaking for broadcasting. Prerequisite: COM 101.
- COM 201 Public Speaking3 Credits**
Methods of practical application in the organization and presentation of classroom speeches with emphasis on special types of speaking: informative, persuasive, after-dinner, humorous, and acceptance. Analysis and criticism of speech structure and delivery are stressed. Prerequisite: COM 101 or permission of the Director of Division of Liberal Arts. (Formerly ENG 241)
- COM 202 Children's Drama and Speech3 Credits**
A speech and drama program for children: story-telling creative dramatics, chord speaking, puppetry, children's theater, classroom reports, and speeches. Especially recommended for elementary education majors. (Formerly ENG 261)
- COM 203 Fundamentals of Play Production3 Credits**
A survey of and practice in all phases of play production including play choice, casting, directing, staging, make-up, costuming, lighting, and scenic design.
- COM 204 Practicum in Mass Communications3 Credits**
Practical experience in a communications media selected according to the student's career goal. Student will perform various duties under the supervision of both media personnel and the college instructor. Prerequisites: COM 101, COM 111, COM 112.

EDUCATION

- EDU 101 Introduction to Education3 Credits**
An introduction to education as an institution in American society. This course briefly traces the history of education to present philosophies and major problems. This course will also stress the function and responsibilities of teachers based on a general understanding of the school in society.
- EDU 103 Educational Media.3 Credits**
This course is designed to assist teacher aides and the paraprofessionals to develop competencies in operating the most frequently used pieces of

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instructional hardware in the classroom. This will include hardware such as the tape recorder, motion picture projector, filmstrip projector, overhead projector, and other popular audio-visual equipment. The proper care and cleaning techniques will also be stressed.

EDU 110 Human Growth and Development3 Credits
A course designed to explore the physical, psychological, and socio-cultural factors that influence the development of the individual. (Formerly PSY 103)

ENGLISH

ENG 101 English Composition3 Credits
A review of grammar and a study of the smaller units of writing. Word usage and sentence structure are stressed leading to outlining, paragraphing, and theme writing.

ENG 102 English Composition3 Credits
A continuation of ENG 101 with emphasis on expository writing skills and the documented paper. Prerequisite: ENG 101.

ENG 103 English Composition3 Credits
A continuation of ENG 102. Several types of literature are read and analyzed and short critical papers are written. Prerequisites: ENG 101, ENG 102.

ENG 110 Reading Improvement2 Credits
A survey which provides reading sources for instruction, practice in locating needed information, and increasing the use of the skills needed in reading. (3 hours per week)

ENG 111 Reading Improvement2 Credits
A continuation of ENG 110. Provides additional practice in application of reading skills. (3 hours per week)

ENG 112 Reading Improvement2 Credits
A continuation of ENG 110 and 111. Provides additional practice in application of reading skills. (3 hours per week)

ENG 205 Sophomore Literature I3 Credits
The literary heritage of the western world: Greek and Roman drama, epic, and poetry. Prerequisite: ENG 103.

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ENG 206 Sophomore Literature II.3 Credits
Representative works of the prose, poetry, and drama of England. Prerequisite: ENG 103.

ENG 207 Sophomore Literature III3 Credits
Representative works of the prose, poetry, and drama of America since 1800. Prerequisite: ENG 103.

ENG 208 Bible as Literature.3 Credits
Representative selections of the prose, poetry, and drama of the Bible. (This course does not satisfy the requirements for literature for the associate degrees.)

ENG 209 Ethnic Literature3 Credits
Reading and discussion of the literary forms and themes of various American ethnic writers. (This course does not satisfy the requirements for literature for the associate degrees.)

ENG 262 Children's Literature3 Credits
A survey of literature for children that considers history, important works and types, and criteria for assessing children's books. (This course does not satisfy the requirements for literature for the associate degrees.)

FRENCH

FRE 101 Beginning French3 Credits
Elementary grammar, pronunciation, reading of graded texts. (Those students having French in high school may have advanced placement by examination and division approval.)

FRE 102 Beginning French3 Credits
Continued study of elementary grammar, pronunciation, and graded reading texts. Introduction to elementary composition.

FRE 103 Beginning French3 Credits
Continued study of elementary grammar and graded reading texts, with increasing emphasis on pronunciation and composition.

FRE 201 Intermediate French3 Credits
Reading of intermediate texts, magazines, newspapers, and short stories, with grammar review and oral practice. Prerequisite: FRE 103 or equivalent. (Laboratory sessions are arranged individually for all students.)

Liberal Arts

FRE 202 Intermediate French3 Credits
Grammar review, intermediate composition and conversation. Introduction to literary forms. A brief study of the French culture.

FRE 203 Intermediate French3 Credits
Further development in speaking, reading, and writing skills. Continued orientation to literature, with emphasis on selected novels.

GEOGRAPHY

GGY 101 Elements of Physical Geography3 Credits
This course is an introduction to the field of geography by surveying the regions of the world, land and water formations, and configuration of the earth.

GGY 102 Elements of Physical Geography3 Credits
A continuation of GGY 101, this course places emphasis on the patterns of climate and weather as related to human affairs. This course also surveys regional variation in the soils and flora and fauna of the world. Prerequisite: GGY 101 or permission of the Director of Division of Liberal Arts.

GGY 103 Elements of Physical Geography3 Credits
A continuation of GGY 101 and 102, this course places special emphasis on understanding man's natural environment and its effect on the cultural development. Prerequisite: GGY 102 or permission of the Director of Division of Liberal Arts.

HEALTH

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

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

HED 203 First Aid and Safety3 Credits
A course dealing with the prevention of accidents, the acquisition of sufficient knowledge to determine the nature and extent of injury, and the training of the first aider to do the proper thing at the proper time.

Liberal Arts

HED 221 Principles of Nutrition4 Credits
Fundamental principles of nutrition with implications for and application to food selection for individuals of all ages.

HISTORY

HIS 111 World Civilization.3 Credits
This basic course in the study of the history of mankind begins by briefly tracing the ancient background of western civilization. The main emphasis centers on developments in the western world, Islam, Byzantium, and other non-western civilizations from the fall of Rome to the Reformation. (Formerly HIS 101)

HIS 112 World Civilization.3 Credits
A continuation of HIS 111, this course stresses the political, economic, diplomatic, and social developments in the world from the Reformation to the middle of the 19th century. Recommended Prerequisite: HIS 111. (Formerly HIS 102)

HIS 113 World Civilization.3 Credits
A continuation of HIS 112, this course traces the political, economic, diplomatic, and social development in the world from the middle of the 19th century to the present with special emphasis on those aspects that contribute to the problems of the contemporary world. Recommended Prerequisite: HIS 112. (Formerly HIS 103)

HIS 191 Blacks in America.3 Credits
This course covers the period from 1620 to 1850 and includes the development of slavery as an institution and explores the social attitudes behind this development.

HIS 192 Blacks in America.3 Credits
This course covers the period 1850 to 1917 and considers the conditions presented by the end of slavery and the growth of segregation as a reaction to freedom for Negroes.

HIS 193 Blacks in America.3 Credits
This course covers the period 1917 to the present and emphasizes the creation and spread of Civil Rights groups, the non-violence movement, and the Civil Rights Revolution. The importance of Martin Luther King, Jr., as a national leader is dealt with.

Liberal Arts

HIS 211 United States History3 Credits
This is a survey of the history of the United States from the beginning of English settlement in North America through the Revolution and early national period to the disruption of the Union in the nineteenth century. (Formerly HIS 201)

HIS 212 United States History3 Credits
A continuation of HIS 211, this course traces the political, economic, diplomatic, and social development from the disruption of the Union to the Progressive Period. Recommended Prerequisite: HIS 211. (Formerly HIS 202)

HIS 213 United States History3 Credits
A continuation of HIS 211 and 212, this course traces the development from The Progressive Period to the present. Emphasis is placed on the rise of contemporary problems and the relations of the United States with the rest of the world. Recommended Prerequisite: HIS 212. (Formerly HIS 203)

MATHEMATICS

MAT 101 General Mathematics3 Credits
Fundamental notions of logic, proof, sets, and set operations, the number systems, elementary study of relations and functions and their graphs, systems of linear equations, determinants, arithmetic and geometric progressions, compound interest and annuities. (Not permitted after MAT 111)

MAT 102 General Mathematics3 Credits
Quadratic equations, linear and quadratic inequalities, linear programming, matrices, logarithms, statistical measures, permutations, combinations, and probability.

MAT 103 General Mathematics3 Credits
Further study of algebraic relations and functions, trigonometric functions, right triangle, polar coordinates, introductory concepts of analytic geometry, introduction to limiting process, introduction to derivatives and integrals and their applications. (Not permitted after MAT 113)

MAT 106 Fundamentals of Mathematics5 Credits
Principles and applications of arithmetic, including fundamental operations on whole numbers, common and decimal fractions, signed numbers, radicals, per cent, ratio, sets, exponential forms, and introduction to solving linear equations. Required for the Associate Degree with Early Childhood Education Emphasis or Elementary Education Emphasis; does not satisfy

Liberal Arts

other Associate Degree requirements. Recommended for other students with deficient mathematics background. (4 hours lecture-2 hours laboratory)

MAT 109 Pre-Calculus Mathematics5 Credits
A survey of algebra and trigonometry including equations, inequalities, relations, functions, systems of equations, logarithms, trigonometric functions of angles, right and oblique triangles, expansion and reduction formulas, trigonometric equations and identities.

MAT 110 Intermediate Algebra5 Credits
Emphasis on the fundamentals of elementary algebra. Fundamental operations, factoring, fractions, linear equations, functions and graphs, simultaneous linear equations, exponents and radicals, elements of quadratic equations. Recommended for students deficient in elementary algebra. Does not generally satisfy mathematics requirements for any associate degree. (4 hours lecture-2 hours laboratory)

MAT 111 College Algebra5 Credits
Complex number system, fundamental operations with polynomials, radical expressions and exponential forms, systems of linear, quadratic, and higher degree equations and inequalities, functions, relations, graphs, logarithms, and other selected topics. Not open to students who have completed Mathematics 101 and 102.

MAT 112 Plane Trigonometry5 Credits
Study of trigonometric functions and their applications to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, complex numbers, polar coordinates, and logarithms.

MAT 113 Analytic Geometry and Calculus5 Credits
Elements of analytic geometry, including the conic sections, introduction to calculus with emphasis on concepts of limits, continuity, and the derivatives with simple applications.

MAT 171 Mathematics of Pharmacological Weights and Measures . . 1 Credit
The metric and Apothecaries' systems of weights and measures; abbreviations, symbols, conversions. Calculations involved in preparing solutions from powdered drugs and tablets, dilutions of concentrated stock solutions, dosages from stock solutions. Differentiation between dosages for adults and dosages for children.

Liberal Arts

- MAT 211 Calculus5 Credits**
Anti-derivatives and the definite integral, with applications in computations of area, volume, arclength, work, and center of mass. Also logarithmic, exponential, trigonometric, and inverse trigonometric functions. Prerequisite: MAT 113.
- MAT 212 Calculus5 Credits**
Hyperbolic functions, formal integration, indeterminate forms, improper integrals, and Taylor's formula, infinite series. Prerequisite: MAT 211.
- MAT 213 Calculus5 Credits**
Partial derivatives, multiple integrals, and infinite series. Prerequisite: MAT 212.
- MAT 221 Elementary Mathematical Statistics3 Credits**
A study of elementary methods of techniques in collecting, presenting, and interpreting data, including combinations, permutations, and probability. Prerequisite: MAT 101 or equivalent.
- MAT 273 Differential Equations3 Credits**
Ordinary differential equations with applications, numerical solutions, power series, and Laplace transforms. Prerequisite: MAT 213.
- MAT 283 Matrix Algebra4 Credits**
Vectors, matrices, systems of equations, determinants, inverses of matrices, eigenvalues and eigenvectors. Prerequisite: MAT 213.

MUSIC

- MUS 101 Music Theory and Harmony3 Credits**
Required for all music majors and suggested for anyone interested in how music is put together. Included are: ear training, sight-reading, major and minor fundamental structural harmony, keyboard experience, and elementary composition.
- MUS 102 Music Theory and Harmony3 Credits**
A continuation and extension of skills introduced in MUS 101. Prerequisite: MUS 101.
- MUS 103 Music Theory and Harmony3 Credits**
A continuation and extension of skills introduced in MUS 101 and 102. Prerequisite: MUS 102.
- MUS 201 Advanced Theory and Harmony3 Credits**
Continues the study of melody and harmony through composition and analysis. Secondary dominants and modulation are included with melodic period and phrase grouping. Prerequisite: MUS 103.

Liberal Arts

- MUS 202 Advanced Theory and Harmony3 Credits**
Involves chromatic and altered chords with two and three part forms. Ear training, sight-reading, analysis, and composition are continued. Prerequisite: MUS 201.
- MUS 203 Advanced Theory and Harmony3 Credits**
Extends harmony to modern techniques and melody to contemporary practices. Aural, compositional, and keyboard skills are continued. Prerequisite: MUS 202.
- MUS 241 Understanding Music3 Credits**
Understanding Music is a general appreciation course for music majors, designed to develop more sensitivity to what happens in all music. Recorded music, scores, and independent study are utilized to expose students to all styles of music from the Renaissance through Contemporary.
- MUS 242 Fundamentals of Elementary School Music3 Credits**
Fundamentals of Elementary School Music is designed for elementary teachers certification renewal and elementary pre-teaching requirements. Music fundamentals, notation, tonality, rhythm, intervals, form, music aesthetics in song materials, beginning skills in sight singing, classroom instruments and teaching skills for grades K-6 are studied from the viewpoint of the classroom teacher.
- MUS 243 Music in Contemporary Culture3 Credits**
Music in Contemporary Culture is the study of 20th century music and how it reflects the total cultural life of Americans. The evaluation of jazz, avant garde style, electronics, and the most current aspects of music are discussed. Listening, discussion films, articles, live concerts, and recording sessions are employed to maintain current relevance.
- MUS 244 Church Music3 Credits**
This course is designed for the church song leader, choir director, or minister of music. Music fundamentals, conducting, organizations of church music, and music materials are stressed. The student will study for the special needs of his church music program.

Applied Music

- Chorus2 Credits Each**
Chorus is a lab-choral-activity group, singing a cappella and accompanied mixed voice selections from the Renaissance through the Contemporary

Liberal Arts

periods. Membership is based on interest and dependability, for credit or non-credit. (Non-sequential)

MUS 111	2 Hours
MUS 112	2 Hours
MUS 113	2 Hours
MUS 211	2 Hours
MUS 212	2 Hours
MUS 213	2 Hours

Instrumental Ensemble. 2 Credits Each

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

MUS 115	2 Hours
MUS 116	2 Hours
MUS 117	2 Hours
MUS 215	2 Hours
MUS 216	2 Hours
MUS 217	2 Hours

Piano 2 Credits Each

Class piano is designed to begin at the level of each individual student and meet his needs. With facilities of the electronic piano lab, students may work on church music, classical music, pop music, or gain keyboard experience as an elementary education major. Learning to read music, playing by ear, reading chord symbols, improvising, and playing in ensemble are stressed. (No fee)

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

(These are to be taken in sequence.)

Individual Piano 1-2 Credits Each

Individual Piano is private piano instruction adapted to individual needs and interests. It is required of all music majors. (Fee) One lesson weekly, regular fee; two lessons weekly, double fee, two credits.

MUS 231	1-2 Hours
MUS 232	1-2 Hours
MUS 233	1-2 Hours

(These are to be taken in sequence.)

Liberal Arts

Voice 2 Credits Each

Class voice includes small vocal instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English. (No fee)

MUS 121	2 Hours
MUS 122	2 Hours
MUS 123	2 Hours

(These are to be taken in sequence.)

Individual Voice 1-2 Credits Each

Individual Voice includes private voice instruction and is designed to the need and goals of the student. Art songs, folk songs, oratorio and operatic arias, lieder, including Italian, French, German and English. (Fee) One lesson weekly, regular fee; two lessons weekly, double fee, two credits.

MUS 221	1-2 Hours
MUS 222	1-2 Hours
MUS 223	1-2 Hours

(These are to be taken in sequence.)

PHYSICAL EDUCATION AND RECREATION

All students in a university parallel, or transfer, program are required to take six nonrepeated quarters of physical education activity courses or any equivalent combination of physical education activity courses and military science. For equivalency purposes, one quarter of military science, regardless of the number of credits, is equivalent to one quarter of physical education activity. Activity courses are designed to meet the physical needs and interests of students related to their health, sex, and organic fitness. Activities include archery, badminton, basketball, golf, softball, tumbling, and volleyball. Adaptive physical education courses provide a program to fit the needs of individuals who are physically handicapped.

Activities

Each full-time student (12 hours or more) in a university parallel program must be enrolled in a physical education activity course or a military science course until he has successfully completed six nonrepeated quarters of any combination of these. Exceptions to this requirement may be made for active military service of at least one year.

Liberal Arts

- PED 101 Badminton 1 Credit
A course designed to develop basic skills and understanding of badminton.
- PED 102 Volleyball 1 Credit
A course designed to develop basic skills and understanding of volleyball rules.
- PED 103 Social Dance. 1 Credit
Instruction and practice in the basic fundamentals of social dance. Special emphasis is on ballroom dancing with some instruction provided in current dancing.
- PED 104 Football. 1 Credit
A course designed to develop an understanding of the basic fundamental rules of touch football and flag football.
- PED 106 Basketball 1 Credit
Instruction and practice in the basic fundamentals of basketball.
- PED 107 Stunts and Tumbling 1 Credit
Instruction and practice in the basic fundamentals of stunts and tumbling on the mats, trampoline, and balance beam.
- PED 108 Folk and Square Dance 1 Credit
First half of course provides for instruction and participation in folk dances of various countries. The last half of the course provides for instruction and participation in beginning square dancing.
- PED 109 Archery 1 Credit
A beginning course which provides instruction and practice in the basic fundamentals of archery shooting.
- PED 110 Golf 1 Credit
A beginning course that provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the quarter.
- PED 111 Tennis 1 Credit
A beginning course that provides instruction and practice in the basic fundamentals of tennis.

Liberal Arts

- PED 112 Softball 1 Credit
A course designed to develop basic physical skills and understanding of softball rules.
- PED 113 Bowling 1 Credit
A course designed to develop basic bowling skills and knowledge of how to participate in bowling activity. Student is responsible for transportation and lane fees.
- PED 114 Soccer 1 Credit
A course designed to develop an understanding of basic rules and skills of soccer.
- PED 115 Body Building and Weight Lifting 1 Credit
A course designed for body building and conditioning through the use of weights and a gym machine. No prerequisite.
- PED 118 Bicycling 1 Credit
A course designed to develop basic skills and knowledge of bicycling. Short and long distance rides required each quarter. Student is responsible for own bicycle.
- PED 121 Conditioning Exercises 1 Credit
This is a course of physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns, and skill in performing sports.
- PED 122 Conditioning Exercises 1 Credit
A continuation of PED 121.
- PED 123 Conditioning Exercises 1 Credit
A continuation of PED 122.
- PED 131 Adaptive Physical Education 1 Credit
To develop the physically handicapped student physically, mentally and socially, through counseling and physical activities that will benefit the student in these areas.
- PED 132 Adaptive Physical Education 1 Credit
A continuation of PED 131.
- PED 133 Adaptive Physical Education 1 Credit
A continuation of PED 132.

Liberal Arts

- PED 134 Adaptive Physical Education 1 Credit
A continuation of PED 133.
- PED 135 Adaptive Physical Education 1 Credit
A continuation of PED 134.
- PED 136 Adaptive Physical Education 1 Credit
A continuation of PED 135.
- PED 141 Varsity Athletics 1 Credit
Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach.
- PED 142 Varsity Athletics 1 Credit
A continuation of PED 141.
- PED 143 Advanced Bowling 1 Credit
A course designed to go beyond basic skills and knowledge taught in PED 113. The emphasis is on preparing the student for team and local participation in a community league. Prerequisite: PED 113 or permission of the Director of Division of Liberal Arts.
- PED 151 Beginning Swimming 1 Credit
The beginning course is to equip the individual with basic water safety skills and knowledge in order to make him or her reasonably safe while in, on, or about the water.
- PED 152 Intermediate Swimming 1 Credit
The intermediate course in swimming is to provide the student with the opportunity to learn the elements of good swimming. These elements include four individualized strokes and some emphasis on safety and rescue techniques.
- PED 153 Life Saving and Water Safety 1 Credit
This course is designed to provide the student with the knowledge and skills to save his 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 swimming ability.
- PED 154 Intermediate Tennis 1 Credit
An intermediate course designed to advance the students' skill level and broaden instruction in court tactics and strategy in the game of tennis.

Liberal Arts

Professional

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

- PED 200 Introduction to Physical Education3 Credits
A course dealing with the early history and principles of physical education including basic concepts of physical education in modern society.
- PED 205 Physical Education--Coaching Basketball3 Credits
This course emphasizes theories and practices of coaching basketball, with attention to team play, rules, and the coaching of individual performance.
- PED 206 Physical Education--Coaching Baseball3 Credits
This course emphasizes theories and practices of coaching baseball, with attention to team play, rules, and the coaching of individual performance.
- PED 211 Recreational Leadership and Administration3 Credits
A course dealing with planning and administering various recreational programs.
- PED 212 Outdoor Recreation Activities3 Credits
A course concentrating on activities appropriate for recreational areas and camps.
- PED 221 Camping and Outdoor Living3 Credits
A course dealing with recreational camping and outdoor living. Two camping trips are required per quarter.
- PED 241 Games, Relays, Self-Testing Activities--Elem. Children . . .3 Credits
Techniques and materials for teaching games, relays and self-testing activities suitable for the needs, abilities and interests of elementary children. No prerequisites.
- PED 242 Rhythmic Activities for Elementary Children3 Credits
Techniques and materials for teaching fundamental movement; creative rhythms, singing games and folk dances suitable for elementary children. No prerequisites.

Liberal Arts

PHYSICS

PHY 101 Physical Science3 Credits

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

PHY 102 Physical Science3 Credits

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

PHY 103 Physical Science3 Credits

An introductory course dealing with selected topics from ecology, meteorology and geology. This course is offered for college credit for non-science majors. (Formerly PHY 107)

PHY 201 General Physics.4 Credits

Introductory vector analysis, including the dot and cross vector products with numerous applications, the kinematic and dynamic treatment of translational and rotational motion for a particle, system of particles, and a rigid body, frames of reference, the basic conditions for rigid body static and dynamics, conservation theorems for energy and momentum of a particle and a system of particles interacting, introductory simple harmonic motion. (3 hours lecture-3 hours laboratory) Prerequisites: MAT 113 and concurrent enrollment in or completion of MAT 211 or permission of the Director of Division of Liberal Arts.

PHY 202 General Physics.4 Credits

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

PHY 203 General Physics.4 Credits

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

Liberal Arts

POLITICAL SCIENCE

POL 111 Introduction to American Government3 Credits

This is an introduction to the basic concepts and theories of government and a comparison of governments in the modern world with special emphasis on constitutional principles of the government of the United States.

POL 112 United States National Government3 Credits

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

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

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

POL 290 Public Administration.3 Credits

An introduction to the principles of public administration as they apply to all levels of government. Of value to students interested in government service, pre-law, economics, business, teaching, or a general education. Prerequisite: Nine hours of political science or permission of the Director of Division of Liberal Arts.

PSYCHOLOGY

PSY 121 General Psychology3 Credits

A course designed to introduce the student to factors in human interactions which contribute to, and inhibit understanding of self and others.

PSY 122 General Psychology3 Credits

This is an introductory course in psychology emphasizing methods of research findings and interpretation. Included will be behavioral inheritance, principles of learning, physiological and perceptual processes, and thinking. (Formerly PSY 101)

PSY 123 General Psychology3 Credits

A continuation of PSY 122 this course emphasizes measurement and testing, personality and behavior disorders, social psychology, motivation and emotion, and human development. Prerequisite: PSY 122 or permission of the Director of Division of Liberal Arts. (Formerly PSY 102)

Liberal Arts

PSY 211 Educational Psychology3 Credits
An examination and application of psychological principles in classroom learning and teaching.

PSY 212 Child Psychology3 Credits
A study of the development of behavior in infancy and childhood, including a survey of the factors which influence various kinds of behavior; physical, intellectual, social, emotional, and language development in the normal child. Prerequisites: PSY 122 and 123 or permission of the Director of Division of Liberal Arts.

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

PSY 290 Abnormal Psychology3 Credits
A study of the concepts related to psychopathology and behavior disorders with emphasis on maladaptive social behavior. Topics include neurosis, psychosis, personality disorders, and psychotherapy. Prerequisite: nine hours of psychology or permission of the Director of Division of Liberal Arts.

SOCIOLOGY

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

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

SOC 213 Social Problems3 Credits
The master trends in our social organization will be explored and the problems arising from these trends will be studied from a sociological point of view. Included will be such factors as the trend of our society toward

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complex urbanization and its accompanying problems of slums, ghettos, pollution, and urban management. Prerequisite: SOC 212 or permission of the Director of Division of Liberal Arts. (Formerly SOC 202)

SOC 220 Courtship, Marriage, and the Modern Family.3 Credits
This course surveys the customs and patterns of courtship and the problems of the modern family. Emphasis is placed on the problems of the family in an era of rapid social change, the family and personality, and family organization, disorganization, and reorganization.

SOC 257 Introduction to Social Welfare4 Credits
A survey of social welfare with emphasis on the profession of social work. Focuses on the history, philosophy, organization, and methodology of social work, and includes a study of societal/social work values and the breadth of services offered. Students will also be expected to do a minimum of 20 hours voluntary work with approved social welfare agencies. Prerequisite: SOC 211.

SPANISH

SPA 101 Beginning Spanish3 Credits
An elementary course in the essentials of Spanish, with special emphasis on oral and aural training in the language. (Those students having Spanish in high school may have advanced placement by examination and approval.)

SPA 102 Beginning Spanish3 Credits
This is a continuation of the essentials of Spanish grammar with extension of oral and aural skills and reading concerning the culture of Mexico.

SPA 103 Beginning Spanish3 Credits
Study of Spanish grammar continued with more intensive reading concerning the culture of Spain.

SPA 201 Intermediate Spanish3 Credits
An intermediate grammar course with readings in Spanish civilization. (Laboratory sessions arranged individually for all students.)

SPA 202 Intermediate Spanish3 Credits
The course continues grammar review and reading with exercises for oral and writing skills combined with cultural material.

SPA 203 Intermediate Spanish3 Credits
Emphasis is placed on readings of Spanish and Latin-American cultures with special selections from Spanish authors.



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 aerospace technology, business technology, computer science technology, engineering technology, nursing, and secretarial science technology for the person who does not plan to obtain a degree from a four-year institution. Specific areas of emphasis within some of these degree programs provide additional direction toward career goals. In addition, there are seven one-year certificate programs for the student who desires to develop marketable skills in a shorter period of time. The division also offers many courses for the student who plans to follow the university parallel major and continue his or her training at a four-year university. Under this latter major, areas of emphasis can provide for a smoother transition to most higher level institutions. All of these programs have been presented earlier in this catalog, and on the following pages are the complete course descriptions.



Career Education

ACCOUNTING

- ACT 231 Principles of Accounting.3 Credits
Basic principles of accounting, journals and ledgers, completion of the accounting cycle, summarizing and reporting, inventories, deferrals, and accruals.
- ACT 232 Principles of Accounting.3 Credits
Accounting systems, payroll system, data processing, and special processes for partnerships and corporations involving organization and operation. Pre-requisite: ACT 231.
- ACT 233 Principles of Accounting.3 Credits
Control accounting, manufacturing cost systems, job order cost system, budgetary control, income tax accounting, and the preparation and analysis of financial statements. Prerequisite: ACT 232.
- ACT 241 Income Tax Accounting--Personal.3 Credits
Federal income tax laws with emphasis on the preparation of returns for individuals.
- ACT 242 Income Tax Accounting--Business.3 Credits
Federal income tax laws with emphasis on the preparation of returns for small businesses.
- ACT 251 Intermediate Accounting3 Credits
A review of fundamentals of accounting including cash-flow and funds-flow analysis, temporary investments, receivables, inventory cost, and valuation procedures. Prerequisite: ACT 233.
- ACT 252 Intermediate Accounting3 Credits
Continuation of review of fundamental processes in income tax allocation procedures, working capital forecasts, long-term investments, present-value concepts in asset, liability valuation. Prerequisite: ACT 251.
- ACT 253 Intermediate Accounting3 Credits
Financial statement analysis, use of comparative data, special ratios and measurements, financial statements adjusted for price-level changes, and latest CPA problems. Prerequisite: ACT 252.
- ACT 261 Cost Accounting3 Credits
Study of the job-cost system and the flow of costs in accounting for

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materials, labor and overhead expenses, the control process, break-even analysis, comparative cost analysis, and other internal profit measurements. Pre-requisite: ACT 233.

ACT 281 Auditing3 Credits
Auditing procedures with emphasis on areas of deviation from acceptable accounting principles and problems that an auditor encounters in preparing an audit report.

ACT 293 Computer Augmented Accounting3 Credits
This course is designed to introduce the accounting student to the use of the computer in the solution of traditional accounting problems. The course will prepare the accountant to interface two of the functions of a business, accounting and computer processing. The course will help the non-accounting businessman to become more aware of the source and the reliability of his accounting data. Prerequisites: ACT 231, ACT 232, CST 121.

AEROSPACE TECHNOLOGY

AVI 101 General Aeronautics3 Credits
A survey course concerning the history, dynamics, and future of aviation. Specific areas of interest include man in space, flight physiology, weather, navigation, flight theory and the rules of flight. This course is open to all students who desire a basic practical knowledge of aviation and is an excellent preparatory study for the private pilot written exam, flight check, or biennial flight review.

AVI 111 Flight Theory3 Credits
Aeronautics and the basic principles of flight. Analysis of the physics of flight including the application of basic aerodynamics to the wing and other airfoils. The analysis of lift, weight, drag, and thrust components relative to aircraft performance.

AVI 112 Navigation3 Credits
A fundamental study of the techniques of aviation navigation with particular emphasis on D/R and Radio Navigation techniques.

AVI 113 Aviation Regulations3 Credits
A study of Federal and International laws that govern aviation operations. Source of those laws, enforcement, and purpose. The study places emphasis on laws or regulations concerning airmen, aircraft, air agencies, air operation, air traffic control, and flying safety.

Career Education

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

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

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

AVI 203 Flight Instruction III3 Credits
A continuation of Flight Instruction II with emphasis on instrument flight techniques and procedures. Prerequisite: AVI 202.

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

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

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

BANKING AND FINANCE

BNK 111 Principles of Bank Operation.3 Credits
This course presents the fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his chosen profession in a

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broad (and operational) perspective. The descriptive orientation is intentional. Banking is increasingly dependent upon personnel who have the broad perspective so necessary for career advancement.

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

BNK 113 Trust Functions and Services.3 Credits
This course presents a complete picture of the services rendered by institutions engaged in trust business. It endeavors to keep clear the distinction between business and legal aspects of trust functions.

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

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

BNK 132 Bank Investments3 Credits
Because the bank's needs for primary reserves and loanable funds limit the funds available for investment, this course describes the nature of such funds and how their uses are determined. It also analyzes the primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. This analysis is followed by a study of yield changes as they affect a bank's long-term holdings.

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BNK 133 Savings and Time Deposit Banking3 Credits

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

BNK 211 Federal Reserve System3 Credits

The fiscal operations system of the United States is the focal point of this course. The Federal Reserve System, its history and changes, are explored. The position of this system within the overall financial structure of the nation is observed.

BNK 212 Bank Public Relations and Marketing3 Credits

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

BNK 213 Installment Credit3 Credits

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

BNK 222 Analyzing Financial Statements3 Credits

This course is organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. The first section serves as a useful review of basic accounting principles for those students who have studied accounting. For those who have not, this section provides the minimum accounting background necessary for profitable study of financial statement analysis.

BNK 232 Credit Administration3 Credits

This course, directed toward the executive level, concerns itself partly with

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a statement and a discussion of factors influencing and determining loan policy. Methods of credit investigation and analysis, credit techniques, specific credit problems and regular as well as unusual types of loans are discussed.

BNK 242 Home Mortgage Lending3 Credits

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

BNK 243 International Banking3 Credits

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

BNK 263 Management of Commercial Bank Funds3 Credits

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

BNK 273 Financial Management3 Credits

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

BNK 283 Law and Banking3 Credits

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

Career Education

BUSINESS

BUS 121 Introduction to Business3 Credits

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

BUS 124 Business Mathematics3 Credits

An intensive review of the fundamental operations of math as applied to business, including fractions, decimals, basic algebra, percentages, valuation of assets, simple interest, discounts, markup, and depreciation.

BUS 125 Business Mathematics3 Credits

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

BUS 222 Business Communications3 Credits

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

BUS 251 Business Machines3 Credits

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

BUS 253 Business Finance3 Credits

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

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BUS 261 Introduction to Business Law3 Credits

A course to provide a better understanding of law, the judicial system, and knowledge of contracts, agency, partnerships, property, sales, crimes, and torts.

BUS 271 Business Organization and Management3 Credits

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

BUS 272 Business Organization and Management3 Credits

A continuation of BUS 271 with emphasis on case-study. Analysis of cases to determine a resolution of management problems. Prerequisite: BUS 271 or permission of the Director of Division of Career Education.

BUS 281 Marketing3 Credits

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

BUS 282 Principles of Marketing3 Credits

A study of marketing channels, price policies and practices, non-price competition, the marketing of industrial goods, and marketing research as they relate to the distribution of goods.

COMPUTER SCIENCE

CST 121 Introduction to Electronic Data Processing3 Credits

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

CST 131 Flowcharting and Programming Logic3 Credits

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

CST 132 FORTRAN Programming4 Credits

A basic course in scientifically oriented FORTRAN (formula translation) programming language. (3 hours lecture-3 hours laboratory)

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CST 133 Symbolic Language Programming4 Credits
A basic course in programming techniques. Introduction to assembly language, involving lab work in the programming of business applications. (3 hours lecture-3 hours laboratory)

CST 211 COBOL Programming I4 Credits
A study of commerical oriented language (COBOL) to enable the student to gain programming proficiency through lectures and labs with "hands-on" computer experience. (3 hours lecture-3 hours laboratory)

CST 212 COBOL Programming II4 Credits
Emphasis is on the use of COBOL for processing tape and disk as sequential, index sequential, or direct access files. The study will also include mastery of more complex procedural verbs. Prerequisite: CST 211.

CST 223 Commercial Applications3 Credits
The student will develop, code, test, and debug computer programs necessary to implement a computerized solution relative to the student's field of interest. (2 hours lecture-3 hours laboratory)

CST 233 Scientific Applications3 Credits
Designed to give the science oriented student a basic understanding of the numerical solution of problems. Emphasis is on carefully selected and highly practical methods for handling a variety of numerical problems. (2 hours lecture-3 hours laboratory) Prerequisites: CST 123 and MAT 211.

COOPERATIVE EDUCATION

COP 201 Cooperative Practicum2 Credits
Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

COP 202 Cooperative Practicum2 Credits
Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

COP 203 Cooperative Practicum2 Credits
Off campus work assignments in area of academic major with industry, government, educational institutions, or business organizations.

Career Education

ECONOMICS

ECO 201 Principles of Economics3 Credits
An introduction to mixed-capitalistic economic systems. Emphasis will be placed on laying a firm foundation of economic principles. Areas covered are demand and supply, production possibilities, various cost concepts, economic rule of government, aggregate problems of recession and inflation, and some market structure analysis. The approach will use relevant and stimulating contemporary problems to provide a real-world foundation to enhance motivation and retention.

ECO 202 Principles of Economics3 Credits
Emphasis will be placed on examining aggregate economics performance, theories, and problems. The areas covered will be national income accounting, income determination, the money and banking system, monetary and fiscal policy, aggregate economic problems, international trade and economic development. Prerequisite: ECO 201 or permission of the Director of Division of Career Education.

ECO 203 Principles of Economics3 Credits
A continuation of economic principles with emphasis on micro-economics. Analysis will be made of major types of market structures, including the production costs and pricing problems of the firm. The course will also include the distribution of income among the factors of production. Prerequisite: ECO 202 or permission of the Director of Division of Career Education.

ENGINEERING

ERG 101 Engineering Graphics I3 Credits
Introduction to drafting fundamentals, use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching, graphical presentation. (1 hour lecture-4 hours laboratory)

ERG 102 Engineering Graphics II3 Credits
Continuation of Graphics I into design, detail and assembly drawings, fundamentals of perspective, fundamentals of descriptive geometry, graphical analysis. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 101 or 2 years high school drafting and permission of the Director of Division of Career Education.

Career Education

- ERG 110 Introduction to Engineering3 Credits**
Introduction to: careers in science, engineering, and technology; the creative aspects of engineering, the ethical and professional aspects of engineering, the problems challenging the engineer today, and approaches in problem solving.
- ERG 111 Basic Engineering4 Credits**
Forces, vector quantities and moments; resultants of force systems; simple static equilibrium with applications to structures; friction; center of gravity; second moments. (3 hour lecture-3 hours laboratory) Co-requisite: MAT 113.
- ERG 112 Basic Engineering II.4 Credits**
Displacement vectors; particle kinematics and projectile motion; kinetics of particles using Newton's Law; frictional forces and impulse-momentum. Prerequisite: ERG 111. Co-requisite: MAT 211.
- ERG 113 Basic Engineering III4 Credits**
Work and kinetic energy; temperature, heat, First Law of Thermodynamics; Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 112. Co-requisite: MAT 212.
- ERG 123 Engineering Computations2 Credits**
Introduction to basic computer language, presentation of data, problem solving, treatment of error, empirical methods, use of computer. (2 hours lecture-3 hours laboratory)
- ERG 131 Architectural History.3 Credits**
A survey of the history of architecture from the period of Romanesque architecture through modern engineered buildings.
- ERG 132 Shade, Shadow, and Perspective.3 Credits**
Basic principles of intersection of lines and planes with emphasis on building structures. Principles of descriptive geometry will be shown by casting shadows on architectural elevations. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 101.
- ERG 141 Manufacturing Processes.3 Credits**
An introduction to the field of metal work and industrial manufacturing. Processes are covered from a technical viewpoint, and correct terms are used to enable the student to use the language of the engineer.
- ERG 152 Blueprint Reading.3 Credits**
This course includes fundamental blueprint reading as related to architecture and building construction.

Career Education

- ERG 153 Technical Reporting3 Credits**
A specialized composition course designed to teach the principles of technical writing and oral presentation for informal and formal reports, mechanism descriptions, process analyses, proposals and research projects. This course is open to students of any major or emphasis. Students other than engineering students may choose subjects for research projects and other papers from their area of emphasis. (Formerly ENG 104)
- ERG 211 Circuits I.3 Credits**
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 Y- Δ transformation. Network theorems. (3 hours including biweekly laboratory) Co-requisite: MAT 213.
- ERG 212 Circuits II3 Credits**
Elementary transient analysis of circuits with one storage element. Networks in sinusoidal steady-state. Use of complex algebra. Power and power factor. Phasors and transforms. Concept of transform networks, and complex impedances. Resonance. (3 hours including biweekly laboratory) Prerequisite: ERG 211, MAT 273 concurrently.
- ERG 213 Circuits III.3 Credits**
Polyphase networks considered as networks with more than one source. Magnetically coupled circuits. Transient analysis of circuits containing more than one storage element using classical methods. Steady-state analysis of networks containing sinusoidal sources of more than one frequency. (3 hours including biweekly laboratory) Prerequisite: ERG 212, MAT 283 concurrently.
- ERG 231 Mechanics of Materials.4 Credits**
Concepts of stress and strain, stress-strain relations and Mohr's Circle. Static analysis of members, area moments of inertia, analysis of axially loaded members; torsion; bending. Prerequisite: ERG 111 or ERG 252.
- ERG 232 Fluid Mechanics3 Credits**
Basic Laws of fluids; effects of viscosity and compressibility, empirical analysis, Navier-Stokes equations. (3 hours lecture) Prerequisite: MAT 213.
- ERG 242 Architectural Design and Drafting3 Credits**
An introductory course in the design of small structures including residential. Compliance with Federal and local building codes, material quantity estimates, and cost estimates. Course stresses architectural standards of

Career Education

-drafting and detail design. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 101 or permission of the Director of Division of Career Education.

ERG 243 Architectural Design and Drafting3 Credits
A continuation of ERG 242. Emphasis on the application of design and drafting procedures and techniques to practical architectural problems. Students will complete working plans for a residential structure and make material, quantity, and cost estimates. (1 hour lecture-4 hours laboratory) Prerequisite: ERG 242.

ERG 251 Architectural Design and Drafting3 Credits
Continuation of ERG 243 with emphasis on more complex structures; electrical and mechanical design and specifications. Prerequisite: ERG 242, MAT 103.

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

ERG 253 Dynamics3 Credits
Absolute and relative kinematics, kinetics of particles and rigid bodies using Newton's laws, work-energy, and impulse-momentum. Prerequisite: ERG 252.

ERG 261 Elementary Surveying3 Credits
The theory and use of basic surveying instruments, accuracy, probability of error, computation and drafting techniques. Prerequisites: ERG 101, MAT 112 or MAT 103 or permission of the Director of Division of Career Education.

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

ERG 263 Architectural Specifications3 Credits
A study of the methods of specification writing using the Institute of Construction Specifications Outline. Students will complete a specification for their individual design project.

Career Education

ERG 273 Electrical Engineering3 Credits
An introductory course in AC-DC circuits and fields. (2 hours lecture-2 hours laboratory)

ERG 282 Engineering Properties of Soils.3 Credits
Origin and composition of soils; subsurface exploration, routine testing and classification, load bearing properties.

ERG 283 Steel and Concrete Design.3 Credits
A study of reinforced concrete structures and determination of member sizes and required reinforcing using ACI design codes. (3 hours lecture)

ERG 292 Engineering Economy3 Credits
Output and life of equipment, operating costs, depreciation, economic selection of equipment. (3 hours lecture)

INDUSTRIAL MANAGEMENT

IMT 101 Elements of Industrial Management.3 Credits
A foundation course introducing the organization and basic principles of management as found in modern industry. The course will include trips to industries, practical problems, and the introduction to modern management.

IMT 153 Industrial Safety3 Credits
Control of industrial hazards through safe-guarding machinery and processes; mechanical guards, remote controls, nature and analysis of accidents, and control of accidents. Emphasis on latest Federal laws.

IMT 183 Principles of Supervision3 Credits
Managing yourself, management of people at work, the planning, direction, and control of human resources in industrial plants.

IMT 211 Motion and Time Study3 Credits
Methods and techniques in motion and time study analysis, efficiency, labor saving devices, and work simplification.

IMT 223 Quality Control.3 Credits
A simplified but valid coverage of product quality control and reliability which covers sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability. MAT 221 is recommended.

Career Education

- IMT 231 Production and Cost Control I3 Credits
Production control fundamentals, emphasizing job lot or order control methods. Includes planning, routing, scheduling, dispatching, and follow-up.
- IMT 232 Production and Cost Control II.3 Credits
A continuation of IMT 231 to study production control in continuous manufacturing or flow control, and the planning and control of large production or engineering projects.
- IMT 243 Plant Layout.3 Credits
Principles of plant layout, process, charts, aids for effective layout, and includes lab project to utilize knowledge of all IMT courses studied. Prerequisite: ERG 101.
- IMT 272 Labor Relations.3 Credits
An analysis of the major problems in labor relations, labor union history and operation, industrial and labor legislations, collective bargaining, the rights and responsibilities of employers and employees.

INSURANCE

- INS 101 Principles of Insurance.3 Credits
This introductory course presents the economic, social and historical background of insurance. Discussed are types, scope, and organization of insurance companies, general consideration of insurance contracts, and basic forms of annuities, property insurance, liability insurance, and life insurance.
- INS 102 Basic Property Insurance3 Credits
A detailed study of coverages, policy provisions, and concepts common to the standard fire policy and related forms, allied fire lines and inland marine coverages. Additional study will include: burglary, theft, robbery, casualty-property insurance, multiple peril coverages, homeowners policies, business interest, underwriting and regulation. Prerequisite: INS 101.
- INS 103 Basic Casualty Insurance3 Credits
A detailed study of casualty hazard sources, development, and legal characteristics. Contracts studied include automobile types, inland and ocean marine, employer's and owner's liability, multiple line, and other general personal liability contract forms. Prerequisite: INS 101.

Career Education

- INS 211 Basic Life and Health Insurance.3 Credits
A basic study of the financial instruments used in personal, group, and social insurance. Students are introduced to the analysis of risks of economic loss and policyholder protection through utilization of various policy types, riders, contract provision, and state regulations. Prerequisite: INS 101.
- INS 212 Advanced Property Insurance3 Credits
A continuation of INS 102 with emphasis on underwriting agency-company relationship, loss apportionment to include Fire Rating Analysis, CPC coverage, Manufacturer's Output PIP, rating principles, and multiple location coverage composite HPR. Prerequisite: INS 102.
- INS 213 Advanced Life and Health Insurance3 Credits
A continuation of INS 211 with emphasis on estate and tax planning, trusts, wills, and business uses of life and health insurance. Materials covered include: social insurance, public assistance and personal risks. Topics under personal risks include: premature death, excessive longevity, disability, and group underwriting. Types of individual and group insurance plans, industry structure, organization, and management and their applicability in employee benefits plans are discussed in detail. Prerequisite: INS 211.

MARKETING

- MKT 102 Salesmanship3 Credits
A presentation of salesmanship in its broad sense including the basic principles necessary for selling. Course will include actual projects in selling.
- MKT 103 Public Relations3 Credits
A study of the role of public relations in business, an analysis of public opinion including the techniques of planning, research, and communication to earn acceptance and support of employees, customers, stockholders, and the community.
- MKT 202 Principles of Wholesaling and Retailing3 Credits
A study of the principles and functions of wholesaling and retailing from the manufacturer to the consumer. The movement of consumer goods from source to user is related to the marketing functions involved. Prerequisite: BUS 281.
- MKT 222 Sales Training.3 Credits
A course designed to acquaint the student with the attitudes and philosophies of sales management. Course includes planning, performance, and evaluation of sales people and the sales organization.

Career Education

- MKT 223 Sales Management** 3 Credits
A presentation of principles, policies and organization structure of sales management. Course includes planning, performance, and evaluation of sales people and the sales organization.
- MKT 231 Principles of Advertising** 3 Credits
A study of the techniques and methods of advertising, its planning, creation, and use in the retail field.
- MKT 232 Marketing Management** 3 Credits
Concerns the role of the marketing manager with respect to policy decisions on product development, merchandising, distribution, and promotion. Prerequisite: BUS 281.
- MKT 233 Marketing Research** 3 Credits
To develop an understanding of information systems techniques, and their application to marketing. Study of problem definitions, research, data evaluation, estimation, and solution techniques. Prerequisites: BUS 281, MAT 221.
- MKT 243 Purchasing** 3 Credits
An up-to-date study of the principles and methods of merchandise selection, what to buy, when to buy, where to buy, and how to buy.

MILITARY SCIENCE

- MST 101 Military Science** 1 Credit
American Military History: Historical growth and development of the Army through the Civil War; principles of war, and evolution of warfare. Leadership development: Significance of military courtesy and discipline and practical exercises in leadership development and rifle marksmanship. Average one hour of classwork and one hour of leadership laboratory per week.
- MST 102 Military Science** 1 Credit
American Military History: Historical growth and development of the Army from the Civil War to the present, principles of war, and evolution of warfare. Leadership Development: Significance of military courtesy and discipline, customs and traditions of the service, military as a profession, and practical exercises in leadership development. Average one hour of class work and one hour of leadership laboratory per week. Prerequisite: None.

Career Education

- MST 103 Military Science** 1 Credit
American Military History: Historical growth and development of the Army from World War II to the present, principles of war, and evolution of warfare. Leadership Development: Practical exercises in leadership development with the emphasis on individual skills.
- MST 201 Military Science** 2 Credits
U.S. Defense Establishment: Organization of the Army and R.O.T.C. national security, and development of American military thought. Leadership Development: Functions, duties, and responsibilities of junior leaders, and the development of leadership potential and confidence through practical exercises. Average two hours of class work and one hour of leadership laboratory per week. Prerequisites: MST 101 and 102 or permission of the Director of Division of Career Education.
- MST 202 Military Science** 2 Credits
Introduction to Tactics and Operations: Mission, organization, and composition of basic military teams, principles of offensive and defensive combat stressing firepower, movement and communications at the squad level, introduction to troop leading procedures, and application of basic principles of map and aerial photograph reading. Leadership Development: functions, duties, and responsibilities of junior leaders and the development of leadership potential through practical exercise, and discussion of the R.O.T.C. Advanced Course. Average two hours of class work and one hour of leadership laboratory per week. Prerequisites: MST 101 and 102 or permission of the Director of Division of Career Education. (MST 201 is not a prerequisite.)
- MST 203 Military Science** 2 Credits
Introduction to troop leading procedures at company level and application of basic principles of map and aerial photograph reading. Leadership Development: Same as MST 201. Prerequisites: 101, 102, and 103 or permission of the Director of Division of Career Education.

NURSING

- NET 101 Fundamentals of Nursing I** 5 Credits
Emphasis is placed on medical asepsis, body mechanics, and daily hygienic care. The course includes socioeconomic factors, diet, and pharmacology concepts as applied to patient care. Basic community health resources are considered. Appropriate clinical facilities will be utilized for laboratory experiences. (3 hours lecture-6 hours laboratory)

Career Education

NET 102 Fundamentals of Nursing II6 Credits
A continuation of NET 101. Study and guided learning experience in the basic nursing principles and skills. (3 hours lecture-9 hours laboratory) Prerequisite: NET 101.

NET 103 Medical-Surgical Nursing I6 Credits
Theory and clinical practice emphasize the patient-centered problem-solving approach in assisting the individual to attain and/or maintain homeostasis. Concepts of emergency and disaster nursing, civil defense, community services, and legal aspects of nursing care are further developed. Sequence of content based on material covered the previous quarters in anatomy and physiology. (3 hours lecture-9 hours laboratory) Prerequisite: NET 102.

NET 104 Medical-Surgical Nursing II8 Credits
Advanced theory with a sequence of planned experiences designed to further develop knowledge and skills in the nursing care of patients with a complexity of problems. Emphasis is given to the recognition of psychosocial needs. (4 hours lecture-12 hours laboratory) Prerequisite: NET 103.

NET 201 Psychiatric Nursing9 Credits
Designed to give the student a better understanding of self, the behavior of the normal individual, and the deviations which may occur in mental illness. Emphasis is placed on the principles and techniques of psychiatric nursing as well as the therapeutic use of groups. Psychological aspects of emergency nursing and legal implications in the care of the emotionally ill are integrated. Carefully selected experiences in a psychiatric setting are planned to provide increased skill in the problem-solving approach to patient-family-community centered nursing. (5 hours lecture-12 hours laboratory) Prerequisite: NET 104.

NET 202 Maternal-Child Nursing I6 Credits
A course in the principles of care for the mother and the newborn in relation to the total family unit. The physiological and psychological concepts are covered from the time of conception through the antepartal, intrapartal, and postpartal periods. The concepts in the development of the fetus and the immediate care of the newborn are incorporated. (3 hours lecture-9 hours laboratory) Prerequisite: NET 201.

NET 203 Maternal-Child Nursing II6 Credits
A course in the principles of care for the child as part of a family unit and as a member of the community. Concepts of normal growth and development are incorporated as they affect the common health problems of the

Career Education

child from infancy through adolescence. Experiences are provided in the nursery school, in classes for handicapped children and in the hospital pediatric unit. (3 hours lecture-9 hours laboratory) Prerequisite: NET 202.

REAL ESTATE

RES 201 Real Estate Principles I3 Credits
This course covers the basic laws and principles of Tennessee Real Estate, giving understanding, background, and terminology necessary for advanced study in specialized courses. Will be of assistance to those preparing for the real estate salesman license examination.

RES 202 Real Estate Principles II3 Credits
A continuation of RES 201 with additional emphasis on basic laws and principles of Tennessee Real Estate. Will be of assistance to those preparing for the real estate salesman license examination.

RES 211 Legal Aspects of Real Estate I3 Credits
This course is a study of Tennessee Real Estate Law, including rights incident to property ownerships and management, agency, contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of a broker's examination.

RES 212 Legal Aspects of Real Estate II3 Credits
A continuation of RES 211 with additional emphasis on Tennessee Real Estate Law. Applies toward educational requirement of a broker's examination.

RES 223 Real Estate Appraisal3 Credits
This is an introductory course covering the purpose of appraisals, the appraisals process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property.

RES 243 Real Estate Finance3 Credits
This course is an examination and analysis of the principles and methods of financing real estate; sources of funds (including FHA and VA types); types and contents of financing instruments, and role of various financing institutions, both private and governmental.

SECRETARIAL SCIENCE

- SST 101 Beginning Typewriting3 Credits**
 Development of techniques in touch typewriting and the introduction of keyboard and machine parts. Emphasis on speed building and the typing of memos, personal and business letters, centering, and simple tabulations. (5 hours per week-lecture and laboratory)
- SST 102 Intermediate Typewriting3 Credits**
 Continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing tabulations, manuscripts, and business correspondence. (5 hours per week-lecture and laboratory) Prerequisite: SST 101 or equivalent.
- SST 103 Advanced Typewriting3 Credits**
 Continued emphasis on speed and accuracy building along with production speed building. All kinds of typed correspondence studied will be reviewed and business forms will be introduced. (5 hours per week-lecture and laboratory) Prerequisite: SST 102 or equivalent.
- SST 110 Introduction to Punched Card Machines1 Credit**
 A course to introduce the student to machines used to manipulate the 80 column punched card. The student will receive instruction and practice on the Key punch, Sorter, and Verifier. One hour class plus one laboratory period. (Formerly CST 101)
- SST 111 Beginning Shorthand.3 Credits**
 Theory of Gregg Shorthand, Diamond Jubilee Series; emphasis on reading and writing shorthand from textbook, homework notes, and dictation. Development of dictation and longhand transcription abilities. (5 hours per week)
- SST 112 Intermediate Shorthand.3 Credits**
 Further application of principles of Gregg Shorthand, DJS, in the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. Prerequisite: SST 111 or equivalent.
- SST 113 Advanced Shorthand.3 Credits**
 Continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. Prerequisite: SST 112 or equivalent.

- SST 201 Technical Typewriting.3 Credits**
 Continuation of speed building, accuracy building, and production speed building with emphasis on more complex manuscripts, business correspondence, tables, business forms, executive, and legal typing. It is recommended that students complete one year of college typewriting before taking this course. (5 hours per week-lecture and laboratory)
- SST 211 Advanced Shorthand and Transcription3 Credits**
 Improvement of ability to take dictation and transcribe mailable copy with emphasis on the development of job competency. Prerequisite: SST 113.
- SST 212 Advanced Shorthand and Transcription3 Credits**
 Continued emphasis on dictation and transcription skills necessary to meet occupational standards. Prerequisite: SST 211.
- SST 213 Office Procedures.3 Credits**
 Introduction to the duties of the clerical and secretarial worker. General areas are emphasized: Appearance, grooming, office etiquette, and human relations. Office procedures studied include mailing procedures, telephone techniques, use of communication services, office equipment and supplies, and other frequently performed office duties.
- SST 214 Office Procedures.3 Credits**
 Includes units of special areas of office work such as filing, legal and financial aspects, travel and conference arrangements, collection and presentation of business data, job application and interviews.
- SST 215 Office Procedures.3 Credits**
 Emphasis on development of skill in using proportional spacing typewriter, spirit duplicator, mimeograph, mimeoscope, transcribing machines, and the preparation of masters for duplication.
- SST 220 Office Simulation.3 Credits**
 Course provides a realistic office-like situation for training students to become office personnel, using previously acquired office skills. Students assume various office positions and activities include the normal day-by-day business activities with emphasis on decision making and supervisory skills, job priorities, time management, and accuracy in work. (5 hours per week) Prerequisites: BUS 251, SST 102 (or equivalent), SST 213 and 214. Sophomores only or by permission of the Director of Division of Career Education.
- SST 221 Records Management3 Credits**
 Course emphasizes the importance of records control and includes rules for alphabetic, geographic, numeric, and subject filing. Course also analyzes the records management field, equipment, supplies, procedures, and systems. Practical application provided through practice set.

DIVISION OF CONTINUING EDUCATION AND EVENING INSTRUCTION

Motlow State Community College is dedicated to the philosophy that education should not terminate with adulthood but should continue throughout all phases of life. To this end, the Division of Continuing Education and Evening Instruction offers a wide variety of courses and special programs at locations and at times convenient for students, both on and off campus, day and evening. Individuals or groups who desire a course or special program should make their interest known to the Office of Continuing Education and Evening Instruction.

Regular academic credit is awarded for many classes that are offered by this division. In addition, the Continuing Education Unit (CEU) is awarded upon successful completion of certain special interest courses. The CEU is defined as "ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction and qualified instruction." Many organizations and professions are now requiring adults to continue their education, and the CEU is an effort to provide a standard unit of measurement so that organizations and professions may grant the proper recognition to their constituents for having participated in continuing education programs. These units are recorded on a permanent record. A transcript of a student's CEU record may be obtained by contacting the Office of Admissions and Records.



CREDIT COURSES

Each quarter numerous credit courses are offered at night in cooperation with the divisions of Career Education and Liberal Arts. These courses, which are described in other sections of this catalog, are available to full-time and part-time students both on campus and at several off-campus locations for the convenience of the student.

NON-CREDIT GENERAL INTEREST COURSES

A wide variety of general interest non-credit courses are offered each quarter for persons who wish to meet requirements for job improvement, improve their personal efficiency, enrich their cultural lives, or enhance their enjoyment of recreational and leisure time. The Continuing Education Unit is usually awarded upon successful completion. The following are some selected titles and course descriptions:

College Survival

A course designed to help the student improve competency in study skills, including preparation for exams, use of the library, and taking notes on lectures and reading assignments.

FCC Test Preparation

This course will present the necessary information and regulations required to pass the FCC Third Class Radiotelephone License Test, plus the broadcast endorsement.

Genealogy I

An introduction to the approved research methods and acceptable source materials used in genealogical and family history research. The searcher will get the background needed to conduct a search in private and public records.

Physical Assessment

An introductory course in history-taking and physical assessment skills for practicing registered nurses.

Pragmatic Landscape Design

A course in landscape design for the homeowner and small homesteader. Emphasis on the craft of planting trees and shrubs as well as on design and placement.

INDUSTRIAL AND BUSINESS IMPROVEMENT PROGRAM

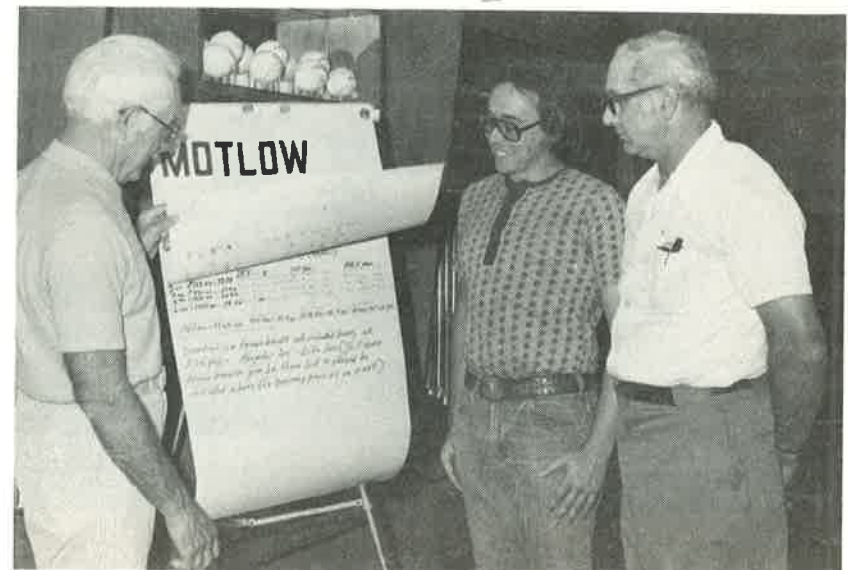
The college recognizes needs of business and industrial organizations for special types of training for their employees. The opportunity to meet with representatives of these organizations to provide courses, seminars, institutes, or workshops to meet the needs of their personnel is welcomed.

In some situations, non-credit courses are developed to meet the specific needs of one industry or a group of industries facing an unusual problem. In other situations, courses are already developed and available for presentation at a company location. For example, 25 businesses and industries in the Motlow service area have already participated in the course, Basic Supervision. In each instance, Continuing Education Units have been given for successful completion.

A variety of non-credit seminars, institutes, and workshops have also been offered to business and industrial personnel. These have included: Communication Problems; Cost Accounting Standards; Labor Management Conference on Employee Relations; Management by Objectives; Product Liability; and Professional Selling Skills.

COMMUNITY SERVICE PROGRAMS

The college also provides programs to interested groups on almost every topic. One area of special emphasis has been consumer education. The college has delivered a variety of consumer education programs including pre-retirement, money management, energy conservation, law and the consumer, nutrition, and rights and responsibilities of the consumer.





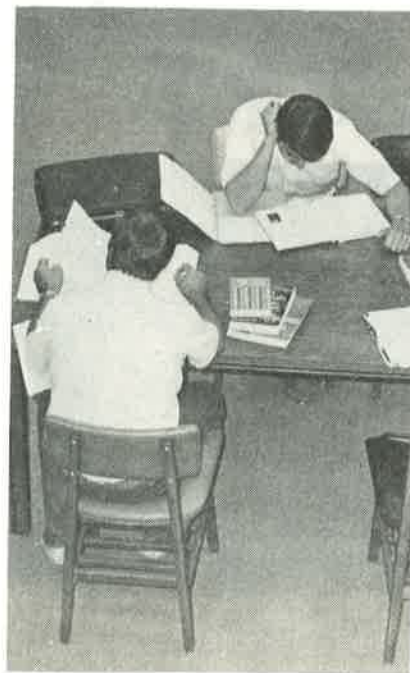
DIVISION OF LIBRARY-LEARNING RESOURCES

The area is more than a Library, so it is called the Library-Learning Resources Center. Located in the north wing of the classroom building, it serves the students, faculty and staff of the college. Members of the surrounding communities are welcome to use the books and materials within the Center. With its collection of books, periodicals, microfilm, audio/visual materials and equipment, the L-LRC makes available resources to support the curriculum and to encourage the student to develop wider, deeper interests beyond specific course requirements.

The L-LRC is open Monday through Thursday, 7:30 a.m. to 8:30 p.m., and on Friday, from 7:30 a.m. to 4:30 p.m. Special additional hours will be posted. Members of the library staff are available whenever assistance is needed.

The Library of Congress classification system is used and books are shelved in open stacks for self-service. Books may be checked out for a two-week period with renewal privilege for another two weeks. Borrowers are responsible for replacement of lost or badly damaged books.

Interlibrary loan service is available to borrowers so that books and materials not owned by the Motlow State Community College Library-Learning Resources Center may be borrowed from another library. The Librarian welcomes recommendations on the purchase of new material from both faculty and students.





THE
COLLEGE
ADMINISTRATION

THE FACULTY

AND

ADVISORY GROUPS





State Board of Regents--Seated, left to right: Miss Ella V. Ross, Mrs. Johnella Martin, James H. Jones Jr., Dr. Roy S. Nicks, Dale Glover, and J. Howard Warf, Second row, left to right: Dr. C. C. Bond, Dr. Sam P. Ingram, Anthony A. Seaton, J. C. Eoff Jr., David White, J. Frank Taylor, Dr. Kenneth Ezell, and Charles J. (Buddy) Liner.

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Mr. J. C. Eoff, Jr	Tullahoma
Mr. Anthony A. Seaton (Student Member)	Johnson City

THE COMMUNITY ADVISORY GROUPS

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

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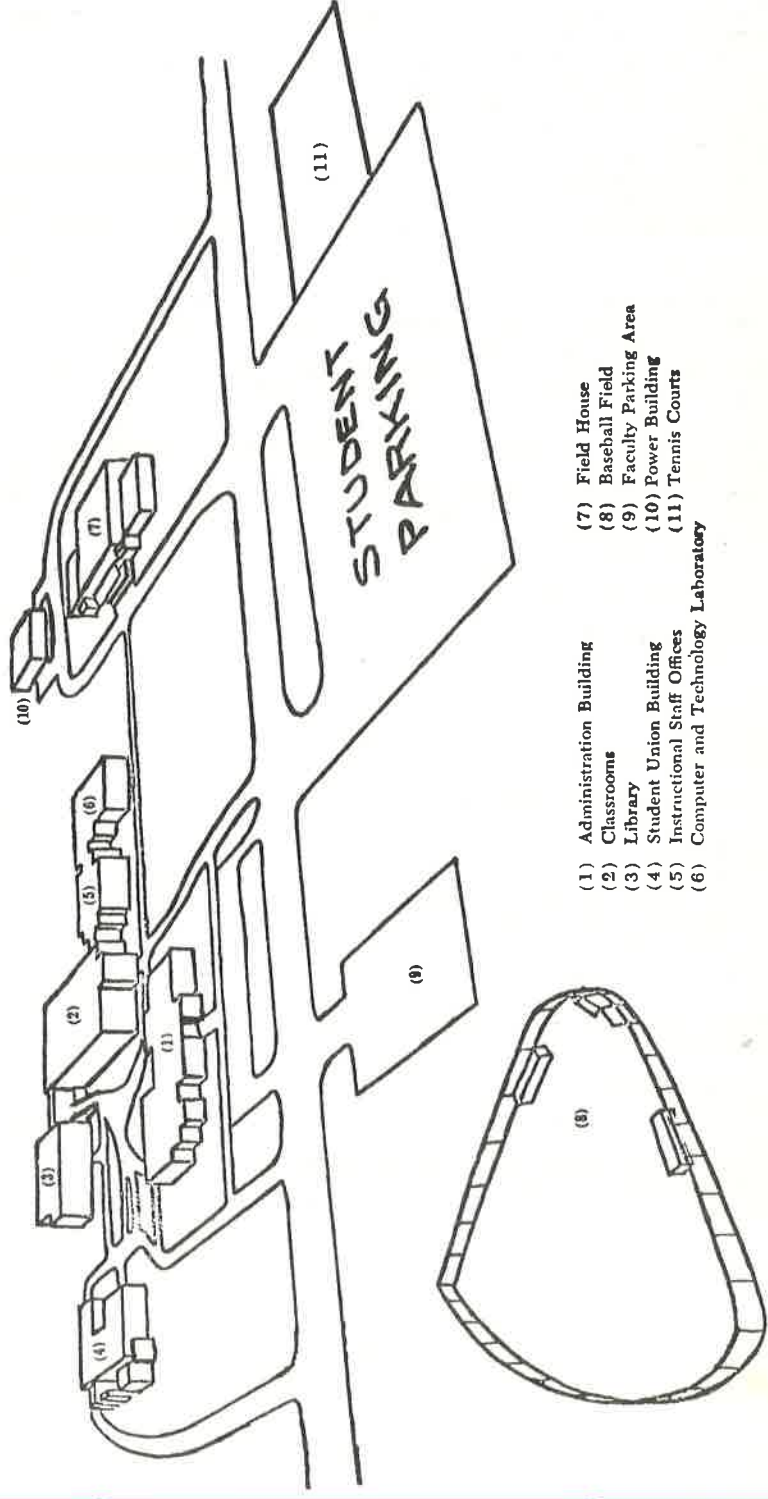
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MOTLOW STATE COMMUNITY COLLEGE



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

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