

1984-86



**MOTLOW STATE
COMMUNITY COLLEGE
CATALOG - STUDENT HANDBOOK**

INFORMATION DIRECTORY

PHONE: TULLAHOMA 455-8511 LYNCHBURG 759-7322
 Switchboard is open Monday through Thursday 7:45 a.m.-5:30 p.m.
 and Friday 7:45 a.m.-4:30 p.m.

ADDRESS: Motlow State Community College
 Tullahoma, TN 37388

Requests for information and assistance are welcome, and a prompt response will be made to each request. If information about any item listed below is desired, please direct your call or address your request to the office of the Director or Coordinator as described.

- Academic Advisement Director of Student Services, EXT 207
- Academic Programs Dean of the College, EXT 210
- Administrative Services Dean of Business and Management, EXT 247
- ACT Testing Coordinator of Guidance and Testing, EXT 206
- Applications, Admissions, and Records Director of Admissions and Records, EXT 215
- Athletic Program Director of Athletics, EXT 300
- Bookstore Director of Auxiliary Enterprises, EXT 257
- Business Office Comptroller, EXT 220
- Career Education Courses/Programs Director of Career Education, EXT 241
- Carpooling Director of Student Services, EXT 207
- Catalog and Student Handbook Director of Admissions and Records, EXT 215
- Computer Services Director of Computer Center, EXT 316
- Continuing Education, Courses Director of Continuing Education, EXT 227
- Cooperative Education Coordinator of Cooperative Education, EXT 202
- Counseling and Guidance Coordinator of Guidance and Testing, EXT 206
- Evening Classes Director of Continuing Education, EXT 227
- Fees and Expenses Comptroller, EXT 220
- Financial Aid Director of Financial Aid, EXT 204
- GED Testing Coordinator of Guidance and Testing, EXT 206
- Handicapped Student Support Services College Nurse, EXT 209
- Health Services College Nurse, EXT 209
- Industrial and Business Institute Coordinator of IBI, EXT 251
- Information & Public Relations Director, Public Information & Field Services, EXT 213
- Job Placement Services Coordinator of Job Placement, EXT 319
- Job Training Partnership Act Director, Job Training, 455-9596
- Learning Center (Library) Director of the Learning Center, EXT 225
- Liberal Arts Courses/Programs Director of Liberal Arts, EXT 252
- Maintenance and Security Director of Maintenance, EXT 255
- Nursing Program Director of Nursing, EXT 242
- Off-Campus Classes Director of Continuing Education, EXT 227
- Off-Campus Housing Director of Student Services, EXT 207
- Out-of-State Students Director of Admissions and Records, EXT 215
- Personnel and Payroll Director of Personnel, Planning, and Research, EXT 248
- Placement Assessment (Testing) Director of Student Services, EXT 207
- Pre-Freshman Program Director of Admissions and Records, EXT 215
- Schedule of Classes Director of Admissions and Records, EXT 207
- Scholarships Director of Financial Aid, EXT 204
- Student Activities and Services Director of Student Services, EXT 207
- Testing Services Coordinator of Guidance and Testing, EXT 206
- Transfer Students Director of Admissions and Records, EXT 215
- Workshops, Institutes, Seminars-Business Coordinator of IBI, EXT 251
- Workshops, Courses, Seminars-General Coordinator, General Interest Courses, EXT 228

MOTLOW STATE COMMUNITY COLLEGE

TULLAHOMA, TENNESSEE



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

ACCREDITATIONS

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

MEMBERSHIPS

American Association for Community and Junior Colleges
American Association for Higher Education
Center Associates
National Association for College Stores
National Association of Student Financial Aid Administrators
National Collegiate Honors Council
National Junior College Athletic Association
National League for Nursing
Southern Association of Colleges and Schools
Southern Association of College and University Business Officers
Southern Association of Community and Junior Colleges
Southern Association of Student Financial Aid Administrators
Tennessee Association for College Stores
Tennessee Association for Continuing Higher Education
Tennessee Association of College Records and Admissions Officers
Tennessee Association of Student Financial Aid Administrators
Tennessee College Association
Tennessee College Public Relations Association
Tennessee Junior College Athletic Association

MOTLOW STATE COMMUNITY COLLEGE IS AN EQUAL OPPORTU-
NITY INSTITUTION AND WELCOMES APPLICATIONS FOR EMPLOY-
MENT OR ADMISSION REGARDLESS OF AGE, HANDICAP, NATIONAL
ORIGIN, RACE, RELIGION, OR SEX.

CONTENTS

Academic Calendars	4-5
Introduction to Motlow State Community College	7-12
Student Affairs	13-58
Admission to the College	14
Enrollment and Student Records	23
General Codes of Conduct	35
Expenses and Business Regulations	40
Student Financial Aid	45
Student Services	49
Student Activities	55
Academic Affairs	59-188
Academic Organization	60
Academic Policies and Standards	66
Graduation Requirements	67
Academic Inventory	82
Programs of Study	89
Course Descriptions	134
Administration, Faculty and Advisory Groups	189-201
Administrative Staff	190
State Board of Regents	190
Faculty and Administration	193
Advisory Groups	200
Index	202

A NOTE TO VISITORS

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

ACADEMIC CALENDAR FOR 1984-85

	FALL 84	WINTER 85	SPRING 85	SUMMER TERMS 1985			
				FULL TERM	1st CON	2nd CON	3rd CON
Registration	Sept 17, 18	Jan 3	Mar 26	June 17	June 17	June 17	June 17
Classes Begin	Sept 20	Jan 7	Mar 28	June 18	June 18	July 11	Aug 5
Last Day to Register or Add Courses	Oct 3	Jan 18	Apr 10	July 1	June 19	July 15	Aug 6
Last Day to Drop Classes and be Deleted from Roll	Oct 3	Jan 18	Apr 10	July 1	June 19	July 15	Aug 6
Last Day to Drop Classes and Receive a "W"	Oct 11	Jan 28	Apr 18	July 9	June 25	July 18	Aug 12
Mid-Term Examinations	Oct 18-24	Feb 4-8	Apr 25-May 1	July 16-22	June 27	July 23	Aug 14
Last Day to Drop Classes with "WP" or "WF" Option	Nov 1	Feb 18	May 9	July 30	July 2	July 25	Aug 19
Final Examinations, Day	Dec 5,6,7	Mar 13-15	June 4,5,6	Aug 19-22	July 10	Aug 1	Aug 22
Final Examinations, Evening	Dec 3,4,5,6	Mar 11-14	June 3-6	Aug 19-21			
Faculty Orientation	Sept 10-14						
Thanksgiving Holidays	Nov 22,23						
Intent to Graduate Forms Due		Feb 15					
Competency Testing			May 29,30				
Commencement			June 8	July 4	July 4		
Independence Day Holiday							

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

ACADEMIC CALENDAR FOR 1985-86

	FALL 85	WINTER 86	SPRING 86	SUMMER TERMS 1986			
				FULL TERM	1st CON	2nd CON	3rd CON
Registration	Sept 16, 17	Jan 3	Mar 25	June 16	June 16	June 16	June 16
Classes Begin	Sept 19	Jan 6	Mar 27	June 17	June 17	July 10	Aug 4
Last Day to Register or Add Courses	Oct 2	Jan 17	Apr 9	June 30	June 18	July 14	Aug 5
Last Day to Drop Classes and be Deleted from Roll	Oct 2	Jan 17	Apr 9	June 30	June 18	July 14	Aug 5
Last Day to Drop Classes and Receive a "W"	Oct 10	Jan 27	Apr 17	July 8	June 24	July 17	Aug 11
Mid-Term Examinations	Oct 17-23	Feb 3-7	Apr 24-30	July 15-21	June 26	July 22	Aug 13
Last Day to Drop Classes with "WP" or "WF" Option	Oct 31	Feb 17	May 8	July 29	July 1	July 24	Aug 18
Final Examinations, Day	Dec 4,5,6	Mar 12-14	June 3,4,5	Aug 18-21	July 9	July 31	Aug 21
Final Examinations, Evening	Dec 2,3,4,5	Mar 10-13	June 2-5	Aug 18-20			
Faculty Orientation	Sept 9-13						
Thanksgiving Holidays	Nov 28,29						
Intent to Graduate Forms Due		Feb 15	May 28,29				
Competency Testing			June 7	July 4	July 4		
Commencement							
Independence Day Holiday							

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

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

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

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

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

A CATALOG UPDATE FOR 1985-86 WILL BE PUBLISHED PRIOR TO THE OPENING OF THE 1985-86 ACADEMIC YEAR REFLECTING REVISIONS WHICH APPLY TO INFORMATION IN THIS CATALOG. CONTACT THE OFFICE OF ADMISSIONS AND RECORDS FOR INFORMATION CONCERNING THE 1985-86 CATALOG UPDATE.



AN INTRODUCTION TO
MOTLOW STATE
COMMUNITY
COLLEGE

Location

History

Mission

Lead Institution

Job Training Program

Affirmative
Action Policy

LOCATION

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

HISTORY

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

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

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

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

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

In 1984 Motlow's service area was expanded from seven to eleven counties, and Motlow assumed the lead institution role for identifying the educational and training needs of its area.

MISSION

Motlow State Community College, a two-year, open-door institution, embraces a comprehensive concept. In addition to offering credit and non-credit courses in liberal arts and career education, the College also serves as lead institution for three area vocational-technical schools and is the administrative entity for the Job Training Partnership Act in Service Delivery Area Number 10. The College's Industrial and Business Institute provides educational and training needs for the community work force.

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

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

- * to offer an extensive general education core curriculum that encompasses required liberal arts and career education courses for all students;
- * to respond to the educational needs of non-traditional students, i.e., older and minority students, through on-and-off campus credit and non-credit course offerings and scheduling;
- * to strengthen retention standards by requiring basic skills assessment, and for academically deficient students, placement in developmental courses;
- * to require demonstrated mastery of basic academic skills and competency in the major field of study for all graduates; and
- * to develop innovative and creative curricula.

Motlow State Community College

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

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

The College's leadership seeks diversity in the decision-making process. An Administrative Council, Faculty Council, and Student Government Association influence the governance of the institution; and advisory groups composed of community and industrial representatives participate in the planning process. The combined expertise and effort of College and community contribute to the positive and vital impact of Motlow State Community College on the growth of its service area.

THE ROLE OF THE LEAD INSTITUTION

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



Motlow State Community College

JOB TRAINING PROGRAM

The Job Training Partnership Act (JTPA) was established in October, 1982, for the purpose of providing training and employment for economically disadvantaged and unemployed persons. Motlow College was designated as the administrative entity and grant recipient in July, 1983 for Service Delivery Area 10. The area includes Bedford, Coffee, Franklin, Lincoln, Moore and Rutherford counties. A significant shift in former federal manpower programs, the Job Training Program stresses quality training without stipends and placement in the private sector.

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

BASIC EMPLOYABILITY TRAINING PROGRAM (including Basic Skills)

The Basic Employability Training Program is the first phase of participant activity in the program. Through one-to-one vocational counseling, Employment Development Plans are created for each participant. During this time each enrollee is able to assess personal skills and begin to plan for the skills training that is necessary to meet career goals. Training activities include orientation and assessment, basic skills, job acquisition and retention skills, and placement for job-ready individuals.

CLASSROOM TRAINING

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

ON-THE-JOB TRAINING

On-The-Job Training provides vocational training for individuals who have the potential to master the required job skills. Participants usually start at entry-level and learn the job fundamentals. This can mean a fair opportunity to gain the valuable work experience record required by most employers. The advantages of on-the-job training are realized when fifty percent of the worker's wages are paid during training, there is a minimum of contract and reporting red tape, the employee is trained to the specifications of the job, the employer selects the trainee(s), and Federal tax credits are realized.

Motlow State Community College

Specific On-The-Job Training will be developed and monitored through the OJT Coordinator. Counseling and additional assistance may be provided as they are needed. When the training period is over the contractor will have a fully operational employee who has competently mastered a skill. Thus, the primary purpose of OJT is to provide the expertise and the means to help willing individuals become skilled productive workers.

YOUTH PROGRAMS

The Youth program is composed of three primary components: in-school, dropout, and summer. The in-school youth enhancement program is a joint effort between JTPA staff and area high school counselors to provide intensified career counseling and employability training for economically disadvantaged students. The drop-out component focuses upon identifying and enrolling recent high school drop-outs in a GED preparation program. The drop-out youth are also offered classroom and on-the-job training opportunities. The final part of the youth program is the summer youth program. This unit provides economically disadvantaged youth an opportunity to receive a combination of classroom and work experience during a seven to eight week period in the summer. The component focuses upon basic skills, career exploration, job acquisition and retention skills, and exposure to the world of work.

All services provided under the JTPA are free to certified eligible participants. The first step for enrollment in the program is to be certified eligible to participate through local Job Service Offices located in Tullahoma, Winchester, Fayetteville, Shelbyville, Murfreesboro, and Smyrna. After certification, eligible participants will be referred to one of six training sites for assessment and counseling. Once it is determined that an individual can benefit from the program, he or she will be officially enrolled and referred to one of the training programs. The emphasis of the program is on quality training. Hourly stipends will not be paid. Participants may, however, qualify for transportation, child care assistance, or limited work experience.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

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



STUDENT AFFAIRS

Admission to the College

Enrollment
and
Student Records

General Codes
of
Conduct

Expenses
and
Business Regulations

Student Financial Aid

Student Services

Student Activities

STUDENT AFFAIRS

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

ADMISSION TO THE COLLEGE

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

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

FINAL ACCEPTANCE

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

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

NON-RESIDENT STUDENTS

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

NON-CREDIT COMMUNITY SERVICE STUDENTS

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

Student Affairs

REQUIREMENTS FOR SPECIAL PROGRAMS

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

NURSING PROGRAM REQUIREMENTS

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

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

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

DEGREE SEEKING STUDENTS

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

STUDENT TYPES FOR ADMISSION

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

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

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

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

NEW FRESHMAN STUDENT

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

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school from which the applicant graduated forward to the Office of Admissions and Records at Motlow an official transcript indicating the receipt of a regular high school diploma as specified by the Tennessee State Department of Education. A student who received a high school certificate or a diploma of special education or who has graduated from a non-accredited or non-approved high school may be admitted on the basis of GED scores. If the General Education Development (GED) examination was taken, request that the testing center at which the test was taken forward to the Office of Admissions and Records at Motlow evidence of satisfactory completion of the examination with a comprehensive score of 45 or more. The high school transcript or GED examination results must be sent directly to Motlow from the high school or testing center.
3. Provide an official American College Testing Program (ACT) report if the applicant is under 21 years of age. (This ACT report is not required of applicants who are 21 years old or older.) ACT scores on the high school transcript are acceptable. If the scores were not requested at the time of testing, an official ACT report can be requested by writing to the American College Testing Program, Box 414, Iowa City, Iowa 52240 and including a \$3.50 fee. The score report is to be sent directly to the Office of Admissions and Records at Motlow.
4. Request that an official transcript be forwarded directly to the Office of Admissions and Records from each college or university previously attended.

TRANSFER STUDENT

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

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

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

All work taken for credit at an approved institution will be accepted at Motlow State Community College. Each degree seeking, transfer student's previous work will be evaluated and included on his/her transcript. All transfer grades will be used in computing the cumulative grade point average. A copy of Motlow's evaluation will be mailed to the student as soon as the evaluation is complete.

A transfer student who is not eligible to re-enter the institution from which he/she is transferring may appeal the suspension to the Student Affairs Committee at Motlow if he/she feels there are unusual circumstances which have contributed to the suspension from the previous institution. A transfer student who is allowed to enter Motlow through this appeal process may be advised to reduce his or her load, repeat certain courses, or change program of study. The student will enter on probation.

An appeal must be presented in writing and in duplicate to the Director of Student Services prior to the first day of classes as indicated in the official college calendar for the quarter which the student wishes to enter. Appeals will be heard by the Committee on the first day of classes of each quarter at 2:00 p.m., including summer. The student should report to the office of the Director of Student Services in the Administration Building. The Student Affairs Committee reserves the right to alter the date for appeals based upon the number of appeals to be heard.

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

READMIT STUDENT

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

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

AUDIT-ONLY STUDENT

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

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

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

SPECIAL STUDENT FOR CREDIT

A special student for credit is a student who is taking one or more courses for credit at Motlow but is not pursuing a degree program. To be admitted as a special student for credit, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education, or
 - b. an official report of a comprehensive GED score of 45 or more, or
 - c. evidence of graduation from a college or university

TRANSIENT STUDENT (summer quarter only)

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

to the home institution at the end of the summer term. To be admitted as a transient student, a person must do the following.

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

SIXTY-YEAR-OLD OR OLDER AUDIT STUDENT

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

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

SIXTY-FIVE-YEAR-OLD OR OLDER CREDIT STUDENT

This student type is a student who is sixty-five (65) years old or older and is domiciled in Tennessee who is enrolled for credit. This student type may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of \$6.50 per quarter credit hour up to a maximum of \$30.00 per quarter. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a sixty-five-year-old student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit proof of age.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript or other proof of graduation from high school, or
 - b. an official report of a comprehensive GED score of 45 or more, or
 - c. evidence of graduation from a college or university.

TOTALLY DISABLED STUDENT

This student type is a person who is domiciled in Tennessee and is totally disabled, as defined by the State Board of Regents. This student type may audit credit courses without payment of a maintenance fee and may enroll for credit courses without payment of the full maintenance fee but will be assessed a service fee of \$6.50 per quarter hour up to a maximum of \$30.00 per quarter. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. To be admitted as a totally disabled student, a person must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Submit certification of disability, as defined by the State Board of Regents.
3. Request any one of the following be forwarded directly to the Office of Admissions and Records:
 - a. an official high school transcript indicating receipt of a regular high school diploma as specified by the Tennessee State Department of Education, or
 - b. an official report of a comprehensive GED score of 45 or more, or
 - c. evidence of graduation from a college or university.

FOREIGN STUDENT

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

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that an official TOEFL (Test of English as a Foreign Language) report with a score of at least 500 be forwarded to the Office of Admissions and Records at Motlow. (The TOEFL is not administered at Motlow.)
3. Submit a completed financial statement form.
4. Request that transcripts be forwarded to the Office of Admissions and Records from each educational institution previously attended.
5. Submit copies of appropriate examination certificates to the Office of Admissions and Records.
6. All foreign students applying for admission pursuant to a student visa shall submit a certificate from a licensed physician or other qualified medical authority verifying freedom from tuberculosis within thirty days from the first day of classes, and failure to submit such certificate shall result in denial of further enrollment or admission. In the event that a student either has tuberculosis or has potential tuberculosis requiring medical treatment, continued enrollment will be conditioned upon the determination by a licensed physician that further enrollment does not present a risk to others and upon the student's compliance with any prescribed medical treatment program.

EARLY ADMISSION

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

PRE-FRESHMAN STUDENT

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

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

When the above conditions have been met, the prospective pre-freshman student must do the following.

1. Submit a completed Application for Admission Form and a \$5.00 non-refundable application fee to the Office of Admissions and Records.
2. Request that the high school send an official transcript directly to the Office of Admissions and Records at MSCC. If a letter of approval and recommendation from the principal has not been previously submitted, such a letter should accompany the transcript at this time.

Courses taken must be chosen by the student in consultation with his/her high school counselor and a Motlow advisor in order to supplement, and not overlap, the total high school program. Such courses will not necessarily count toward the high school diploma, and they will not count as part of entrance requirements for regular admission to MSCC.

ACADEMICALLY TALENTED/GIFTED STUDENTS

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

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

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

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

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

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

ENROLLMENT AND STUDENT RECORDS

REGISTRATION FOR COURSES

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

Students who were in attendance the previous quarter, readmit students, and new students whose applications for admission or readmission have been processed by the Office of Admissions and Records will receive notification of registration time. Students not receiving a registration time should check the time in the current quarter schedule of classes or contact the Office of Admissions and Records for information. Each student will be assigned an academic advisor who will provide academic advisement prior to registration and who will continue to assist the student in completing his/her educational program at Motlow.

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

CHANGE OF REGISTRATION

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

ADDING A CLASS

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

Student Affairs

The following procedures are followed in adding a class:

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

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

DROPPING A CLASS

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

The following procedures are followed in dropping a class:

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

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

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

Student Affairs

1. Dropping a class during the time up to, and including, the last day to be deleted from the class roll (indicated in the official college calendar for that quarter) will result in no indication on the permanent record that the student was enrolled in the class that quarter.
2. Dropping a class after the last day to be deleted from the class roll and no later than one week prior to midterm examinations will result in a "W" on the permanent record for the class(es) dropped. The "W" which indicates "withdrew" is not used in computing the grade point average.
3. Dropping a class within the three weeks following the last day to receive a "W" will result in a "WP" or "WF" for the class(es) dropped. The "WP" indicating "withdrew passing" is not included in computing the grade point average; however, the "WF" indicating "withdrew failing" is computed in the grade point average in the same manner as an "F."
4. Dropping a class after the last day to have the "WP" or "WF" option will result in a "WF" for the class(es) dropped, except for unavoidable circumstances, which should be appealed to the Dean of the College through the Director of Student Services as described on page 27.

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

CHANGING TO OR FROM AUDIT ENROLLMENT

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

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

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

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

WITHDRAWAL FROM THE COLLEGE

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

The following procedures are followed in withdrawing from the college:

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

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

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

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

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

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

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

APPEAL OF THE MANDATORY "WF" GRADE

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

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

CREDIT IN RESIDENCE

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

TRANSFER CREDIT

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

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

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

Student Affairs

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

CONCURRENT ENROLLMENT

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

ALTERNATIVE SOURCES OF CREDIT

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

- Advanced Placement Examination Program
- Armed Services Credit
- Certified Professional Secretary Rating
- Challenge Examination Program
- College Level Examination Program
- Correspondence Courses

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

ADVANCED PLACEMENT EXAMINATION PROGRAM CREDIT

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

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

Student Affairs

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

ARMED SERVICES CREDIT

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

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

CERTIFIED PROFESSIONAL SECRETARY RATING CREDIT

After successfully completing 12 quarter hours at Motlow State Community College, a Certified Professional Secretary (CPS) may receive a maximum of 24 quarter hours credit from the following courses for which college credit has not already been received:

ACT 231	Principles of Accounting I3 credits
BUS 121	Introduction to Business3 credits
BUS 261	Business Law I3 credits
*SST 103	Advanced Typewriting3 credits
*SST 113	Advanced Shorthand4 credits
SST 203	Office Management3 credits
SST 213	Office Procedures I3 credits
SST 214	Office Procedures II3 credits
SST 220	Office Simulation3 credits

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

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

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

Student Affairs

CHALLENGE EXAMINATION PROGRAM CREDIT

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

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

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

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

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

COLLEGE LEVEL EXAMINATION PROGRAM CREDIT

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

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

Student Affairs

CLEP SUBJECT AREA	Credit Hours	Motlow Courses
Introductory Accounting	9	ACT 231, 232, 233
Biology	12	BIO 141, 142, 143
Introductory Business Law	3	BUS 261
Intro. to Business Management	3	BUS 271
Chemistry	12	CHE 101, 102, 103
Computers and Data Processing	4	CST 120
Micro/Macro Economics	9	ECO 201, 202, 203
Human Growth and Development	3	EDU 124
English Composition	9	ENG 101, 102, 103
American Literature		
or		
English Literature	9	ENG 201, 202, 203
Western Civilization	9	HIS 111, 112, 113
American History	9	HIS 211, 212, 213
College Algebra	5	MAT 151
Trigonometry	5	MAT 152
Calculus	5	MAT 206
Introductory Marketing	3	MKT 281
American Government	6	POL 111, 112
General Psychology	6	PSY 131, 132
Educational Psychology	3	PSY 211
Introductory Sociology	6	SOC 211, 212

CORRESPONDENCE COURSE CREDIT

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

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

TRANSCRIPT OF ACADEMIC RECORDS

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

CHANGE OF NAME OR ADDRESS

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

PRIVACY RIGHTS OF STUDENTS

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

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

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

1. Financial records of the parents of the student or any information contained therein;

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

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

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

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

Student Affairs

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

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

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

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

IDENTIFICATION CARDS

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

Student Affairs

GENERAL REGULATIONS ON STUDENT CONDUCT AND DISCIPLINARY SANCTIONS

College students are citizens of the state, local and national governments, and of the academic community, and are, therefore, expected to conduct themselves as law-abiding members of each community at all times. Admission to an institution of higher education carries with it special privileges and imposes special responsibilities apart from those rights and duties enjoyed by non-students. In recognition of the special relationship that exists between the institution and the academic community which it seeks to serve, the State Board of Regents has authorized the Presidents of the institutions under its jurisdiction to take such action as may be necessary to maintain campus conditions and preserve the integrity of the institution and its educational environment.

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

DISCIPLINARY OFFENSES

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

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

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

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

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

ACADEMIC AND CLASSROOM MISCONDUCT

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

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

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

DISCIPLINARY SANCTIONS

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

DEFINITION OF SANCTIONS

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

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

DUE PROCESS AND DISCIPLINARY APPEAL

The principle of due process in student discipline is assured at Motlow. Any student accused of a disciplinary offense or academic misconduct may appeal the case. All appeals should be initiated through and coordinated with the Director of Student Services.

There are basically three appeal routes the student may choose. One appeal process is outlined in accordance with the Administrative Procedures Act. All suspension cases will automatically follow this process. Another process involves the use of the Student Affairs Committee as the appeal body. The facts will be presented to the committee and a decision rendered. The final option allows the Director of Student Services to investigate the facts of the case and arrange a disposition of the case in which all parties agree. A full explanation of the above appeal options is available upon request from the Director of Student Services.

Student Affairs

EXPENSES AND BUSINESS REGULATIONS

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

MAINTENANCE AND TUITION FEES*

Full-time students (12 or more hours)	
Residents of Tennessee	\$154.00 per quarter
Non-residents	
Maintenance fee	\$154.00 per quarter
Tuition	\$586.00 per quarter
Total	\$740.00 per quarter
Part-time students	
Residents of Tennessee	\$13.00 per quarter hour
Non-residents	
Maintenance fee	\$13.00 per quarter hour
Tuition	\$51.00 per quarter hour
Total	\$64.00 per quarter hour
Age 65 or totally disabled - Residents of Tennessee (for credit enrollment)	
Part-time	\$6.50 per quarter hour
Maximum	\$30.00 per quarter
Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.	

Persons who are domiciled in Tennessee and are 60 years of age or older and persons domiciled in Tennessee who are totally disabled, as defined by the State Board of Regents, may audit credit courses and/or enroll in non-credit continuing education courses without payment of a maintenance fee. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. Other applicable fees and any supply expenses are payable at the time of registration.

Registration and tuition fees for the summer 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. Enrollment for audit may be subject to space available.

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

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

*There is a projected 12% increase in maintenance fees for fall quarter, 1984.

Student Affairs

OTHER FEES

Application Fee, one-time nonrefundable	\$5.00
Campus Access Fee, quarterly, nonrefundable	\$1.00
Change of Registration Fee (drop-add), per form, nonrefundable	\$5.00
Computer Lab Fee, per course, nonrefundable	\$5.00
A computer lab fee will be assessed each student who enrolls in any class which requires use of Motlow computer facilities.	
Graduation Fee, one-time, nonrefundable	\$25.00
This fee covers the cost of the diploma, cap and gown, and other graduation expense. This fee must be paid by February 15 before an application for graduation will be processed by the Office of Admissions and Records.	
Late Registration Fee, nonrefundable	\$10.00
This fee will be charged during the entire period of late registration as indicated in the official calendar for each term published in the class schedule.	
Library Fee	
Overdue Books, per book	\$.10 per day to a maximum \$5.00
Overdue Reserve Books, per book.	\$.25 per hour to a maximum \$5.00
Nursing Entrance Examination Fee, nonrefundable	\$15.00
Returned Check Fee, per returned check, nonrefundable	\$10.00
Student Activity Fee, quarterly, nonrefundable	\$1.00
The activity fee is to be paid by students taking six or more credit hours on campus.	
Traffic Violation Fee	
First and second violation, each	\$5.00
Each violation thereafter.	\$10.00

MOTLOW STATE COMMUNITY COLLEGE

Addendum to 1984-86 College Catalog

MAINTENANCE AND TUITION FEES

Approved June 1984

The fee schedule below replaces the fee schedule appearing on page 40 of the 1984-86 college catalog.

Full-time students (12 or more hours)	
Residents of Tennessee	\$172.00 per quarter
Non-residents	
Maintenance fee	\$172.00 per quarter
Tuition	\$656.00 per quarter
Total	\$828.00 per quarter
Part-time students	
Residents of Tennessee	\$15.00 per quarter hour
Non-residents	
Maintenance fee	\$15.00 per quarter hour
Tuition	\$57.00 per quarter hour
Total	\$72.00 per quarter hour
Age 65 or totally disabled - Residents of Tennessee (for credit enrollment)	
Part-time	\$6.50 per quarter hour
Maximum	\$30.00 per quarter

Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested.

Persons who are domiciled in Tennessee and are 60 years of age or older and persons domiciled in Tennessee who are totally disabled, as defined by the State Board of Regents, may audit credit courses and/or enroll in non-credit continuing education courses without payment of a maintenance fee. Enrollment without payment of the full maintenance fee will be subject to the availability of space in the class being requested. Other applicable fees and any supply expenses are payable at the time of registration.

Registration and tuition fees for the summer 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. Enrollment for audit may be subject to space available.

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

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

PREREQUISITE FOR MAT 131 COLLEGE MATHEMATICS I

The course description for MAT 131 College Mathematics I in the 1984-86 college catalog (page 170) is revised to include the following prerequisite: two years of high school algebra or MAT 110 or the equivalent.

Student Affairs

RETURNED CHECKS

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

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

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

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

REFUNDS

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

CREDIT CLASSES

1. Seventy-five percent (75%) of fees will be refunded for drops or withdrawals for a period of 14 calendar days beginning with and inclusive of the first official day of classes or within an equivalent period for a short term course. Twenty-five percent (25%) of fees will be refunded following expiration of the seventy-five percent (75%) period, for a period of time extending twenty-five percent (25%) of the time period covered by the term. No refunds will be made beyond the twenty-five percent (25%) period.

Student Affairs

2. One hundred percent (100%) of fees will be refunded for classes cancelled by the institution.
3. One hundred percent (100%) of fees will be refunded for drops or withdrawals prior to official registration for the regular academic term and prior to the beginning of summer terms.
4. One hundred percent (100%) of fees will be refunded in case of death of the student.

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

NON-CREDIT CLASSES

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

BOOKS AND SUPPLIES

The Motlow 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 \$200-\$300 per year, depending upon the program of study. If courses requiring special equipment and supplies are taken, additional cost must be added to the average yearly cost. The majority of book and supply costs will be incurred during the fall quarter because many textbooks are used for an entire year's sequence of courses. Books and supplies can be purchased from the college bookstore by cash, check, Master Charge or Visa.

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

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

VEHICLE REGISTRATION AND PARKING

All privately owned or operated vehicles for use on campus by regular students must be registered each quarter in the Business Office, and must bear an official registration decal. The campus access fee (\$1.00 per term) includes the cost of decals and processing. All parking decals must be placed on the rear left bumper. Vehicles so registered must be parked as directed. Students should park in the designated lot and park each vehicle so that it is headed into the parking place with the decal on the rear bumper exposed to the traffic lanes. No vehicles are to be parked in the road or on the shoulders of the road. Any vehicle parked on the lawn or sidewalk will be towed away at the owner's expense. Speed limits shall be 15 m.p.h. on campus. Pedestrians are entitled to right of way but should exercise caution and courtesy so as not to impede the orderly flow of traffic.

Special parking areas are provided for handicapped students. A special parking decal for handicapped students is available from the College Nurse upon the recommendation of a physician or based on an evaluation of the handicapping condition by the Nurse.

During the Fall, Winter, and Spring Quarters, the front row of the Student Parking lot has been designated for students in carpools. A carpool, for special parking privileges, consists of at least three students. All carpools are required to register with the Director of Student Services at the beginning of the Fall or subsequent quarter. A special permit will be issued to all registered carpools. Any car parked in the designated carpool area without a special permit and an official registration decal will receive a parking violation ticket.

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

The first and second parking violation will result in a \$5.00 charge for each violation. The charge for the third violation will be \$10.00 and a warning of disciplinary action. Failure to resolve parking violations by payment or appeal will result in an official hold being placed on all student records. Students, therefore, will neither be able to receive their grades for the current quarter nor register for subsequent quarters.

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

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

STUDENT FINANCIAL AID

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

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

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

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

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

Student Affairs

EMPLOYMENT

COLLEGE WORK-STUDY PROGRAM

The College Work-Study Program provides jobs on campus for students who need financial assistance as determined from information on the ACT Family Financial Statement. This program gives students a chance to work up to 15 hours per week and earn a part of their educational expenses. The hourly pay rate is the current Federal minimum wage. Students are paid monthly by check.

CAMPUS WORK PROGRAM

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

GRANTS

PELL GRANTS

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

SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT

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

MINORITY GRANTS

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

Student Affairs

TENNESSEE STUDENT ASSISTANCE AWARD

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

ATHLETIC GRANT-IN-AID

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

LOANS

NATIONAL DIRECT STUDENT LOANS

The National Direct Student Loan Program provides long-term, low-interest loans up to a total of \$3,000 for the first two years of college. There are no interest charges while the student is in school. Repayment of principal and interest begins six months after the student ceases to be at least a half-time student. The loans bear interest at the rate of 5% per year. This loan is based on financial need and is arranged between Motlow and the student. Interest rates and other provisions are subject to change by legislative action.

GUARANTEED STUDENT LOANS

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

Student Affairs

NURSING STUDENT LOANS

This Federally-funded program is available to assist students who need financial aid in order to complete their course of study in nursing. The maximum loan a student may receive is \$2,500 per academic year, not to exceed the amount of the student's financial need. These loans bear interest at the rate of 6% per year on the unpaid balance. However, there are no interest charges while the student is enrolled in the nursing program. Repayment of principal and interest begins nine months after the student ceases to be at least a half-time student in the nursing program. Interest rates and other provisions are subject to change by legislative action.

EMERGENCY LOANS

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

PLUS LOANS

PLUS loans provide additional funds for educational expenses. Parents may borrow up to \$3,000 per year for each child who is a dependent undergraduate student enrolled at least half-time. Independent undergraduates may borrow up to \$2,500 per year. Graduate students may borrow up to \$3,000 per year. The interest rate for these loans is currently 12 percent. A borrower must begin repaying a PLUS loan within 60 days. For specific details on the program, contact your local banks, credit union or other eligible lenders, and the Financial Aid Office.

SCHOLARSHIPS

VALEDICTORIAN/SALUTATORIAN WORKSHIPS

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

LEADERSHIP WORKSHIPS

Ten outstanding area high school students are also offered the Motlow Leadership Award. This award covers maintenance fees plus a book allowance and includes a work obligation on the part of the student. Nominations are submitted by area high school counselors using the following criteria: 3.0 GPA, leadership, and character.

SPECIAL SCHOLARSHIPS

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

Student Affairs

STUDENT SERVICES

COUNSELING

Guidance and counseling services are available for enrolled and prospective students through the Office of Guidance and Testing and the Office of Career Counseling and Placement. The staff is committed to serving all Motlow students as an integral part of the college program, and the ultimate aim is to provide necessary academic advisement, career counseling, and personal guidance to help each student make a successful adjustment. Peer counselors are selected and trained to help fellow students with their academic or college-related social problems. They work very closely with the freshmen students during orientation and continue to work with them during the fall quarter.

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

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

FRESHMEN ORIENTATION

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

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

PLACEMENT ASSESSMENT (TESTING)

All students enrolling for credit classes at Motlow for the first time in the fall, 1984, and first-time Motlow students enrolling each quarter thereafter must be assessed (tested) for placement in English composition, reading, and mathematics. In addition, any returning student who is registering for the first time for English composition or mathematics courses will be required to complete the applicable placement test. Exempted from placement assessment are persons who hold associate, bachelor, master, or doctoral degree(s). Any exception to this policy must be approved by the appropriate Division Director.

Student Affairs

Performance on the placement tests in no way affects admittance to Motlow; the scores are to be used solely for advisement and assistance in selecting the appropriate entry level courses. Additional information is given in this Catalog and Student Handbook under "Developmental Studies and Placement Assessment" and in course descriptions for ENG 100, MAT 100, MAT 109, and RDG 100.

ADVISEMENT LAB

This Advisement Lab is located in the Guidance Office in the Library. It contains applications, catalogs, brochures, and course equivalent sheets from many of the Tennessee colleges and universities. The Advisement Lab materials are vital to students planning to transfer to a four-year university.

TUTORIAL STUDY CENTERS

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

Qualified students are recommended by faculty members to assist other students that need help in areas that professional tutoring is not available. This service is coordinated by the guidance personnel.

TESTING

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

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

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

Student Affairs

AMERICAN COLLEGE TESTING PROGRAM (ACT)

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

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

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

GENERAL EDUCATION DEVELOPMENT TEST (GED)

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

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

GENERAL INTEREST TESTS

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

Student Affairs

CAREER PLANNING AND JOB PLACEMENT

Motlow offers career development and job placement services to all students and alumni. The Coordinator of Career Planning and Placement assists the student in career planning, including employment interviewing and preparation of resumes'. The primary objective is to assist the student in effective planning for the eventual securing of employment which will develop into a satisfying career. The students have access to the Guidance Information System, a computer-based system, to help in career planning and preparation. Students may contact any member of the Student Services staff to initiate a computer occupational search. Students who are interested in part-time, full-time, or seasonal employment should complete a job request application available in the Office of Career Planning and Placement.

COOPERATIVE EDUCATION

Motlow College provides a cooperative education program as an integral part of its efforts to link education-related jobs to the student's educational program. Students who satisfactorily complete one quarter as a full-time student (12 or more quarter credit hours) with a GPA of 2.0 may enroll in COP 201, 202, and 203 and earn two quarter credit hours in each for their study-related cooperative work experiences with employers. Additional information is available from the Coordinator of Career Planning, Placement and Cooperative Education.

DISCOVER

DISCOVER is a complete career information and guidance system--a unique, computer-assisted program designed to meet the needs of today's students. DISCOVER provides content in self-information, strategies for identifying occupations, occupational information, and educational information.

HEALTH SERVICES

Health information, first aid, and health counseling are available to students, faculty, and staff at no charge in the Student Health Center located in room C129 in the Classroom Building. A registered nurse is available for assistance during posted office hours.

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

Student Affairs

VETERANS AFFAIRS

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

To start receiving veteran's benefits, the appropriate forms must be completed. These are available in the Office of Admissions and Records. A certified copy of the DD 214 may have to be submitted, as well as marriage certificate, divorce papers and birth certificates of dependent children.

The veteran will be certified to the Veterans Administration only for courses included in the major program of study selected by the student. Elective hours cannot exceed the number indicated by the program of study. A change of program is subject to VA approval. A form available in the Office of Admissions and Records should be completed and submitted for program change approval.

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

A veteran who wishes to contact the VA Central Office may do so at the following address:

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

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

PROJECT AHEAD

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

Student Affairs

HOUSING ASSISTANCE

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

TRANSPORTATION AND CARPOOLING ASSISTANCE

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

STUDENT MESSAGE SERVICE

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

LOST AND FOUND

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

STUDENT CENTER FACILITIES

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

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

Student Affairs

STUDENT ACTIVITIES

ATHLETICS

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

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

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

SOCIAL EVENTS AND ACTIVITIES

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

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

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

STUDENT GOVERNMENT

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

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

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

STUDENT ORGANIZATIONS

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

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

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

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

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

Art Club
Baptist Student Union
Cheerleaders
Gamma Beta Phi Society
Law and Government
Motlow Student Nursing Association
National Collegiate Association for Secretaries
National Society of Professional Engineers-Delta Chapter
Outdoor and Science Club
Phi Rho Pi - Communication Club
Photography Club
Society for Creative Anachronism
Student Government Association
Student Tennessee Education Association
United Student Association

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

- Student Affairs

USE OF COMPUTER FACILITIES

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

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

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

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

TJCAA Champions 1983-84



ACADEMIC AFFAIRS

Academic Organization

Academic Policies
and
Standards

Graduation
Requirements

Academic Inventory

Programs of Study

Course Descriptions



ACADEMIC AFFAIRS

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

ACADEMIC ORGANIZATION

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

THE DIVISION OF CAREER EDUCATION

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

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

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

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

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

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

Academic Affairs

THE DIVISION OF CONTINUING EDUCATION AND EVENING INSTRUCTION

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

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

CREDIT COURSES

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

NON-CREDIT GENERAL INTEREST COURSES

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

Academic Affairs

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

ACT Preparation	Interior Decorating
Ballroom Dance	Introduction To Microcomputers
Baseball	Jazz Exercise
Basket Weaving	Karate
Beekeeping	Landscaping
Bridge	Office Qualities & Skills Review
Cake Decorating	Oh My Aching Back
Clay Sculpture	Photography
Conversational French	Picture Framing
Conversational German	Religion Courses
Crocheting	Shorthand Review
Draft Horse and Mule Training	Soccer Camp
Drawing	Soft Sculpture Doll Making
English Smocking	Softball Camp
Flower Arranging	Stained Glass
Fundamentals of Investing	Taxidermy
GED Preparation	Tennessee Deaf Sign Language
Genealogy	Tennis
Growing and Using Herbs	Tole & Decorative Painting
Guitar	Typewriting Review
Health Assessment	Yoga

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

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

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

THE CONTINUING EDUCATION UNIT (CEU)

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

Academic Affairs

PUBLIC SERVICE ACTIVITIES

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

THE DIVISION OF THE INDUSTRIAL AND BUSINESS INSTITUTE

The Industrial and Business Institute is actively involved in supporting the training needs of business and industry within the eleven-county service area of Motlow College. The Institute has provided continuing education opportunities for thousands since its inception in 1976 with unique seminars, courses, and workshops conducted on campus and with inhouse presentations.

The Institute functions as a liaison between business, industry, and education; and current training needs are continually being assessed through the input of advisory boards, interested industrial leaders, and program participants. The common objective of business, industry and education is to provide quality training so individual performance will reflect the highest possible productivity.

The Institute makes a variety of offerings available through its program which addresses four primary areas—technical, banking, medical, and management and supervisory development. Current training needs dictate the program design; and courses, seminars, and workshops are conducted at convenient locations, making them accessible to any interested persons. Flexibility is maintained to assist area organizations with custom-designed, in-house programs, thus reducing the cost of sending people outside the area for training.

A major commitment of the Institute is to provide quality instruction. Seminar and course leaders are specialists in their respective fields; both educators and practitioner are used in leadership roles. Participants receive continuing education units and a certificate; each participant is provided the opportunity to evaluate training received and to offer suggestions for future programs.

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

THE DIVISION OF LIBERAL ARTS

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

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

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

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



THE LEARNING CENTER

The Learning Center provides a number of services for Motlow students, faculty, and the service area. Included in it are the library, educational media services, and a microcomputer and learning laboratory. The Center extends its services to students and faculty at Motlow's off campus locations. Most of the staff, resources, and facilities of the Learning Center are located on two floors of the north wing of the classroom building. The heart of the Learning Center is its staff of trained librarians, media specialists, and technical personnel, whose aim is to create an inviting and supportive environment for learning.

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

LIBRARY

Services available in the library are reference assistance (including on-line database searching), bibliographic instruction, circulation, and in-house use of a collection of print and nonprint materials. The Learning Center's collections include 40,000 print volumes and 600 periodical titles with appropriate indexes and backfiles of periodicals in print and microfilm to support research by students. The collection is especially strong in the areas of computer science, history and the social sciences, literature, and nursing. A browsing collection of local newspapers, current periodicals, new books, and paperbacks is provided.

EDUCATIONAL MEDIA SERVICES

Educational media, equipment, and assistance in their use are provided in the Learning Center for individuals for class assignments or personal enrichment. The Learning Center has a collection of over 3,000 nonprint titles in a variety of formats, including: video cassettes and discs, 16 mm films, slides and filmstrips, audio cassettes and phonodiscs.

On the second floor of the Learning Center, there is a well-equipped television studio. In addition, the staff of this unit operates a campus-wide closed circuit television system and supports use of nonprint resources in classrooms on campus and at off-campus locations as well.

MICROCOMPUTER AND LEARNING LABORATORY

The Learning Center provides a microcomputer laboratory for computer literacy courses and computer-based laboratory assignments in several subject areas. An extensive collection of computer software is available. In addition, the library has a strong collection of books and current periodicals on computer-related topics.

HOURS

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

ACADEMIC POLICIES AND STANDARDS

ACADEMIC ADVISEMENT

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

ACADEMIC PROGRAM OF STUDY

Each student is responsible for selecting an academic program of study at Motlow. Programs are defined in terms of a degree, Associate of Arts or Associate of Science, with a major and an option, as applicable. The curriculum requirements for each of the programs of study which are available are outlined on pages 89 through 133. The student who plans to follow an option in the university parallel major should secure a copy of the catalog of the institution to which he/she plans to transfer and use it in planning a program of study at Motlow. The selection early in a student's academic career of a curriculum designed to meet educational objectives will increase the satisfaction that student will realize from his educational experiences. Faculty advisors and counselors are prepared to assist students in program planning and course selection.

INTENT TO GRADUATE

An Intent to Graduate Form must be completed by a student by February 15 in the winter quarter before anticipated graduation in June or August. A student may obtain the form in the Office of Admissions and Records or in any division office. The completed form will indicate the degree to be received, the major and option selected, the effective catalog year, and the projected date for completion of all program requirements. The student should verify the required information with the academic advisor and confirm with the advisor that all repeat forms and course waiver and substitution forms have been completed and submitted to the Office of Admissions and Records and that all graduation requirements will be met by the projected date of graduation. The completed form with the signature of the advisor is to be submitted to the Office of Admissions and Records by February 15 of the graduation year. A Cap and Gown Form will then be completed by the student in the Office of the Director of Student Services, and the \$25.00 graduation fee will be paid in the Business Office. If a student does not finish the degree requirements during spring or summer quarter of the year that he files his Intent to Graduate form, he should contact the Office of Admissions and Records during the quarter that requirements will be completed.

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 option, if applicable) selected. No course or courses may be used to meet more than one requirement in a given program. These items apply to all programs completed for a degree:
 - a. Not less than 96 quarter hours of credit.
 - b. A minimum of the final 36 quarter hours of course work completed in residence at Motlow State Community College.
 - c. A cumulative grade point average of not less than 2.00 ("C" average) for the degree program.
2. An Intent to Graduate Form should be filed with the Office of Admissions and Records no later than February 15 by anyone who plans to receive a degree in June or August of that year.
3. A Cap and Gown Form should be completed, and the \$25.00 graduation fee should be paid.
4. All students who plan to receive a degree are expected to participate in graduation exercises held in June of each year. Students who complete requirements by August should plan to participate in graduation the preceding June.

STUDENT ASSESSMENT AND PROGRAM EVALUATION

Any or all students may be required to take one or more tests designed to measure general education achievement and/or achievement in selected major areas as a prerequisite to graduation, for the purpose of evaluation of academic programs. Unless otherwise provided for any individual program, no minimum score or level of achievement is required for graduation. Participation in testing may be required for all students, for students in selected programs, and for students selected on a sample basis.

CATALOG SELECTION

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.

AWARDING OF DEGREES

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

COURSE REQUIREMENT WAIVER AND SUBSTITUTION

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

INCOMPLETE COURSE WORK

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

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

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

REPEATING A COURSE

A student may repeat a course which he or she has previously taken and received a final grade of C or lower. Students may be permitted to repeat a course in which a grade of B or higher was earned only with the approval of the Dean of the College as an exception to the policy. A request for approval to repeat a course in which a B or higher was made should be submitted in writing to the Dean of the College prior to the term during which the course is to be repeated. A request must include the reasons for the request. A written response to the request will be sent to the student.

The grade received in repeating a course (other than "NC", or "W", or "WP") is credited in the quarter in which the course was repeated. To be effective in the cumulative grade point average (GPA) for the current term, a Repeat Form for all courses being repeated must be filed in the Office of Admissions and Records no later than three weeks prior to the end of the 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 in repeating a course will be used in computing the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the grade received in the third attempt and all subsequent attempts will be used in computing the cumulative grade point average.
2. The hours attempted in repeating a course will be subtracted from the total hours attempted before dividing to compute the cumulative grade point average provided that the number of repeats of any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice, the hours attempted in the third attempt and all subsequent attempts will be included in the total hours attempted before dividing to compute the cumulative grade point average.
3. The credit hours earned for a course will be included only one time in the cumulative hours earned no matter how many times the course is completed.
4. All grades received for a course will remain on a student's transcript. A notation is added to indicate that the course has been repeated. The information showing the grade received when the course was repeated is given in the report for the quarter during which the course was repeated.

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

Academic Affairs

STUDENT LOAD

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

STUDENT CLASSIFICATION

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

CLASS ATTENDANCE

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

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

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

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:

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

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

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

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

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

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

The "W" is used when a student drops a class or withdraws from the college no later than one week prior to mid-term examinations. The "W" is not used in computing the grade point average. There is no affect on hours attempted, hours earned or quality points earned.

Academic Affairs

The "WP" or "WF" is used when a student drops a class or withdraws from the college within the three weeks following the last day to receive a "W". Anyone dropping a class or withdrawing from the college after this time will receive "WF", except for unavoidable circumstances as determined by the Dean of the College. Specific dates for the above are posted quarterly in the Office of Admissions and Records. The "WP" is not included in computing the grade point average; however, the "WF" is computed in the grade point average in the same manner as an "F".

APPEAL OF A GRADE

A student may appeal a grade decision if there are circumstances which the student feels should warrant the appeal. All appeals should be submitted in writing to the Director of Student Services. After an investigation of the circumstances surrounding the appeal, the appeal will be submitted to the Dean of the College. The Dean will reserve the right to question the student who has appealed. The Dean will review the merits of the case, and the student will be notified in writing of the response to the appeal.

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

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

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

Example:

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

Academic Affairs

The grade point average, GPA, is determined by the use of the following formula: (total grade points earned) divided by (total hours attempted minus the following: a. hours attempted in courses from which the student withdraws in good standing (W or WP); b. hours attempted in repeating a course, provided the number of repeats does not exceed two; c. hours attempted in courses for which the grade I is in effect).

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

In computing the grade point average of a student who has repeated one or more courses, only the last grade received in the repeated course(s) will be used provided that the number of repeats in any single course does not exceed two (three attempts). Hours attempted in repeating a course will be subtracted from the cumulative hours attempted provided that the number of repeats in any single course does not exceed two (three attempts). In the event that a student repeats a course more than twice (attempts the course more than three times), the hours attempted and grade received in the third attempt and all subsequent attempts shall be used in determining the cumulative grade point average.

ACADEMIC FRESH START

Any person who has not been enrolled in a college or university for a period of four years and who, upon re-enrolling at Motlow or transferring to Motlow, maintains a 2.0 GPA and completes 45 quarter hours of course work at Motlow, may petition to have grades on all prior course work disregarded in calculating his/her cumulative grade point average. Removal of grades means removal of all credits. Upon the completion of 45 quarter hours at Motlow with a 2.0 cumulative GPA, the student should send a written request and transcript to the Director of Admissions and Records to be submitted for approval to the Dean of the College. If the request is granted, the earlier course work will not count toward meeting requirements for graduation but would appear on the student's transcript.

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

Academic Affairs

RETENTION STANDARDS

The minimum cumulative grade point average required to achieve the associate degree is 2.0.

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

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

Quarter Hours Attempted	Minimum Cumulative GPA
00.1 - 21.0	1.0
21.1 - 39.0	1.4
39.1 - 60.0	1.7
60.1 - 72.0	1.8
72.1 - 84.0	1.9
84.1 - and above	2.0

ACADEMIC PROBATION AND SUSPENSION

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

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

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

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

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

Academic Affairs

APPEAL OF ACADEMIC SUSPENSION

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

An appeal must be presented in writing and in duplicate to the Director of Student Services prior to the first day of classes as indicated in the official college calendar for the quarter during which the student's suspension is to be in effect. Appeals will be heard by the Committee on the first day of classes of each quarter at 2:00 p.m., including summer. The student should report to the office of the Director of Student Services. The Student Affairs Committee reserves the right to alter date for appeals based upon the number of appeals to be heard.

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

AWARDS AND HONORS

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

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

DEAN'S LIST

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

HONOR ROLL

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

HONORS PROGRAM

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

Students who complete at least 21 hours of honors courses are recognized at Awards Day and in the Commencement announcement. Completion of 18 quarter hours in honors courses at Motlow will qualify a graduate for entry into upper division honors programs at some four-year institutions.

Academic Affairs

Students are selected on the basis of past performance as measured by ACT scores, high school record, diagnostic writing sample, and/or college instructor recommendations. Prime candidates are entering students who achieved a minimum ACT composite score of 25 or who ranked in the upper 10 percent of their high school class. Sophomores must have a minimum grade-point average of 3.0 with 3.5 in the specific Honors area to be eligible for Honors courses. Students may request an honors designation in any course that does not have an honors section scheduled. Additional information about the Honors program is available in the Offices of the Directors of the Divisions of Career Education and Liberal Arts.

ACADEMIC SCHEDULE

CLASS SCHEDULE

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

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

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

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

DISCIPLINE CODES—DIVISION OF CAREER EDUCATION

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

DISCIPLINE CODES—DIVISION OF LIBERAL ARTS

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

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

Academic Affairs

CLASSROOMS

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

C	Classroom Building
L	Library, a wing attached to the main Classroom Building
G	Gymnasium
S	Student Center

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

CLASS MEETING DAY CODES

The following are abbreviations for each day of the week:

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

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

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

CLASS CANCELLATION

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

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

**DEVELOPMENTAL STUDIES
AND
PLACEMENT ASSESSMENT**

Each student admitted to Motlow State Community College has a regular high school diploma or its equivalent; however, since Motlow subscribes to the open door admission policy, it is sometimes necessary for a student to overcome deficiencies resulting from a lack of experience and/or training in those skills necessary for success at the postsecondary level. In an effort to create the environment, support system, and reinforcement activities needed for the satisfactory academic achievement of each student, Motlow requires participation in a placement assessment (test) program to measure entry level proficiency in reading, writing, and mathematics; provides developmental instruction in each of the assessment areas to remediate deficiencies; and provides tutorial assistance in a writing center and mathematics lab for the continued support of the student.

The goals of the placement assessment/developmental studies program at Motlow are (1) to increase the potential for student persistence to the college program of study by identifying the appropriate entry level course requirements and (2) to assist the student in successfully completing the curriculum requirements for an associate degree by developing the necessary prerequisite skills.

Performance on the placement tests in no way affects admittance to Motlow; the scores are to be used solely for advisement and assistance in selecting the appropriate entry level courses.

DEVELOPMENTAL COURSES

The developmental studies curriculum at Motlow provides remediation for deficiencies in English composition, mathematics, and reading. Enrollment in developmental courses is required for students assessed deficient in writing, mathematics, or reading skills. Other students seeking to improve their basic skills in these areas may also elect to enroll in the developmental courses. Credit hours earned in developmental courses are add-on hours and cannot be used to meet any requirement in any program of study. (See "Restricted Use of Credit: Add-On Hours" on page 80.)

ENG 100 Fundamentals of English is designed to meet developmental needs in writing and focuses on development of basic skills in grammar, mechanics, and spelling. A student will earn 3 quarter hours add-on credit by successfully completing this course.

MAT 100 Fundamentals of Mathematics is designed to meet developmental needs in mathematics beginning with and focusing on development of arithmetic skills. A student will earn 5 quarter hours add-on credit by successfully completing this course.

MAT 109 Beginning Algebra is designed to meet developmental needs in mathematics beginning with and focusing on basic algebra skills. A student will earn 3 quarter hours add-on credit by successfully completing this course.

RDG 100 Fundamentals of Reading is designed to meet developmental needs in reading, focusing on developing vocabulary and comprehension skills. A student will earn 3 quarter hours add-on credit by successfully completing this course.

TESTING

All students (except as exempted below) enrolling for credit classes at Motlow for the first time in the fall, 1984, and first-time Motlow students (except as exempted below) enrolling each quarter thereafter must be assessed (tested) for entry-level placement in English composition, reading and mathematics. In addition, any returning student (except as exempted below) who is registering for the first time for English composition or mathematics courses will be required to complete the applicable placement test. Exempted from placement assessment are persons who hold associate, bachelor, master, or doctoral degree(s). Any exception to this policy must be approved by the appropriate Division Director.

The placement assessment program is administered by the Student Services unit as a part of the Freshman Orientation program. Supplemental testing will be completed on registration day and at other times during the year for walk-on students. Students who know they are subject to the placement assessment requirement should take steps to complete all testing prior to their first registration at Motlow in order to assure a smooth flow of registration procedures.

PLACEMENT

READING: Students deficient in reading (reading below 10.0 grade level as measured by the Nelson-Danny scale) will be required to take RDG 100 Fundamentals of Reading during the first term of enrollment following placement assessment and be strongly encouraged to take RDG 111 College Study Skills at that time. In the event of failure of RDG 100, the student will repeat the course during the next term and for consecutive terms until the student demonstrates a reading level of tenth (10.0) grade or above.

WRITING: Students deficient in composition skills will be required to take and successfully complete ENG 100 Fundamentals of English prior to enrollment in ENG 101 English Composition I. This student will also be strongly encouraged to RDG 111 College Study Skills

MATHEMATICS: Students deficient in mathematics will be required to take and successfully complete MAT 100 Fundamentals of Mathematics or MAT 109 Beginning Algebra (as indicated by assessment performance) prior to enrollment in a higher number mathematics course and be strongly encouraged to take RDG 111 College Study Skills. Students whose assessment performance places them in MAT 100 will then be required to successfully complete MAT 109 before enrolling in a higher numbered mathematics course.

Students deficient in all three assessment areas will be urged to register for RDG 100, ENG 100 and MAT 100 or MAT 109, as well as RDG 111 with an optional physical education activity course during the first quarter of attendance.

Students who fail, drop, or withdraw from a required developmental course will be subject to the same registration restrictions at each subsequent registration until the deficiency is removed.

Academic Affairs

RESTRICTED USE OF CREDIT: ADD-ON HOURS

Credits earned in RDG 100 Fundamentals of Reading (3 credits), ENG 100 Fundamentals of English (3 credits), MAT 100 Fundamentals of Mathematics (5 credits), and MAT 109 Beginning Algebra (3 credits) are institutional credits only and cannot be used to meet any graduation requirement for any associate degree. These hours become add-on hours increasing the required credit hour total by the total of the developmental hours earned. For example, if the selected degree program requires 96 credit hours and 9 developmental credit hours are earned, the student will have a total of at least 105 hours when graduating.

The grades made in the above listed courses will be used in determining quarterly GPA and cumulative GPA for retention, probation, and suspension purposes but will not be used when determining eligibility for the honor roll, dean's list and graduation honors.

APPEAL OF PLACEMENT RECOMMENDATIONS

A student who contests the initial results in any of the three assessment areas may request one reassessment in each of the three areas. The individual should submit the request for reassessment in writing to the Director of Student Services indicating specific information which could be relevant to review of the assessment evaluation and placement results. The individual will be notified in writing whether a reassessment is to be scheduled and, when appropriate, the time and place for the reassessment.

GENERAL EDUCATION

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

- * read, write, listen, and speak effectively;
- * recognize the value of aesthetics and the contributions of the arts to cultural development;
- * clarify personal strengths, values, and goals in relation to culture, and evaluate attitudes, values, and ideas in a rational manner;
- * develop the knowledge and skills necessary for effective, responsible citizenship along with the desire to make a positive contribution to society;
- * think critically and make reasoned choices by acquiring, analyzing, synthesizing, and evaluating knowledge;
- * understand and use mathematical and quantitative information successfully;
- * possess skills, understanding, and knowledge of information processing in a computer-literate society; and
- * acquire an awareness and sensitivity to the effects of science and technology in society.

Academic Affairs

PROGRAMS OF STUDY - CORE CURRICULA

The programs of study leading to the associate degree at Motlow State Community College are outlined on pages 89-133. Courses listed first in each program correspond to the general education core curriculum for either the transfer programs or for the career programs.

Because the general education requirements in the programs of study are very similar, students can change from one program to another without undue penalty and hardship. The university parallel (transfer) general education core described here is for students planning to transfer to senior institutions following graduation from Motlow State Community College.

UNIVERSITY PARALLEL (TRANSFER) CORE CURRICULUM

General Education

Area of Study	Minimum Quarter Hours Required
English Composition	9
English Literature	9
Humanities	3
American History	9
Natural/physical sciences	12
Mathematics	5-6
Physical Education Activities	6
Computer Science	3-4
Interdisciplinary Studies	3

The career technology (non-transfer) core curriculum below is for students planning immediate employment upon graduation.

CAREER TECHNOLOGY (NON-TRANSFER) CORE CURRICULUM

General Education

Area of Study	Minimum Quarter Hours Required
English Composition	9
Humanities/Social Science	3-12
Science/Mathematics	3-6
Computer Science	3-4
Interdisciplinary Studies	3

Following the general education course listing are the courses selected to support skill and competency development appropriate to the major and option. Some programs of study are completed by general elective hours, giving the student the initiative in choosing additional courses to complete the program. All programs of study leading to the associate degree at Motlow State Community College require a minimum of 96 quarter hours.

Academic Affairs

ACADEMIC INVENTORY

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

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

Academic Affairs

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

Academic Affairs

Division	Major	Option	Degree
Career Education	Business Technology	General Business	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	General Technology	-----	Associate of Science (A.S.)
Career Education	Nursing	-----	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	General Clerical	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	Information Processing	Associate of Science (A.S.)
Career Education	Secretarial Science Technology	Secretarial	Associate of Science (A.S.)
Career Education	Biomedical Equipment Technician	-----	Associate of Science (A.S.)
Career Education	Emergency Medical Technician	-----	Associate of Science (A.S.)
Career Education	Medical Assistant	-----	Associate of Science (A.S.)
Career Education	Medical Laboratory Technician	-----	Associate of Science (A.S.)
Career Education	Medical Record Technician	-----	Associate of Science (A.S.)
Career Education	Multiple Competency Clinical Technician	-----	Associate of Science (A.S.)
Career Education	Occupational Therapy Assistant	-----	Associate of Science (A.S.)
Career Education	Physical Therapist Assistant	-----	Associate of Science (A.S.)
Career Education	Radiologic Technologist	-----	Associate of Science (A.S.)
Career Education	Respiratory Therapist	-----	Associate of Science (A.S.)

Academic Affairs

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 option. The General Studies option provides students an opportunity to complete general education requirements before moving into specialized study. The specific options in the university parallel major are:

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

BUSINESS TECHNOLOGY MAJOR

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

COMPUTER SCIENCE TECHNOLOGY MAJOR

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

GENERAL TECHNOLOGY MAJOR

Motlow State Community College offers a general technology major with the opportunity to specialize in the electrical or mechanical areas through technical electives. This two-year program is for the student who does not intend to transfer to a four-year institution. However, a transfer program in engineering technology can be arranged with Memphis State University, leading to a B.S. degree in Engineering Technology. The Associate of Science Degree is awarded.

SECRETARIAL SCIENCE TECHNOLOGY MAJOR

Motlow State Community College offers a secretarial science technology major with a secretarial option, an information processing option, and a general clerical option. 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, typists and data entry operators. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Science Degree is awarded.

NURSING MAJOR

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

ALLIED HEALTH LINKAGE PROGRAM

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

BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR
EMERGENCY MEDICAL TECHNICIAN MAJOR
MEDICAL ASSISTANT MAJOR
MEDICAL LABORATORY TECHNICIAN MAJOR
MEDICAL RECORD TECHNICIAN MAJOR
MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR
OCCUPATIONAL THERAPY ASSISTANT MAJOR
PHYSICAL THERAPIST ASSISTANT MAJOR
RADIOGRAPHY (RADIOLOGIC TECHNOLOGY) MAJOR
RESPIRATORY THERAPIST MAJOR

INTERINSTITUTIONAL ARTICULATION

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

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

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

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

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

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

Academic Affairs

DEGREES DESIGNED FOR TRANSFER PURPOSES
MINIMUM REQUIREMENTS

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

1. All associate degrees shall require a minimum of 96 quarter credit hours.
2. All associate degrees designed for transfer purposes shall require completion of not less than 45 quarter credit hours of level-one coursework as described below:
 - a. English composition.9 quarter credit hours
 - b. Humanities*12 quarter credit hours, including at least 6 quarter credit hours in literature
 - c. American History9 quarter credit hours (A student may substitute 3 quarter hours of Tennessee history for 3 quarter hours of American history required.)
 - d. Natural/physical sciences/mathematics.12 quarter credit hours to include one year of science and at least one course in mathematics
 - e. Physical education activities** . .3 quarter credit hours to be taken as three 1-quarter courses (Institutions may substitute satisfactory participation in ROTC, marching band, 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.

*All courses in the disciplines of anthropology, art, and music, and selected courses in communications (COM 101, COM 102, COM 103, COM 202, and COM 203) have been identified at Motlow State Community College to meet the Humanities requirement established by the State Board of Regents.

**Veterans can receive two quarter hours of physical education activity credit for each eight months of active military service. An official request for credit accompanied by a certified copy of the DD 214 must be submitted to the Office of Admissions and Records.

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

Academic Affairs

UNIVERSITY PARALLEL MAJOR

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

ACCOUNTING OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
COM 101.	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12
MAT 131 and 132 or MAT 151 (or higher)	5-6
PED Activities.	6
CST 120	4
IDS 101	3

OPTION REQUIREMENTS

ACT 231, 232, 233	9
BUS 121	3
BUS 241, 242	6
BUS 251	3
CST 130	3
CST 221, 222	6
ECO 201, 202, 203	9

99-100 hrs.

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

Academic Affairs

AGRICULTURE OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103	9
ENG 201, 202, 203	9
COM 101	3
HIS 211, 212, 213	9
BIO 141, 142, 143	12
MAT 131, 132, 133	9
PED Activities	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
AGR 101, 102, 103, 234	15
CHE 101, 102, 103	12
ECO 201, 202	6
<hr/>	
96 hrs.	

ART OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 201, 202, 203	9	ENG 201, 202, 203	9
ART 111	3	ART 111	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6	MAT Electives	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities	6	PED Activities	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
ART 104, 105, 106	9	ART 104, 105, 106	9
ART 121, 231, 261	9	ART 121, 231, 261	9
ART 241, 242, 243	9	ART 241, 242, 243	9
ERG 101	3	ERG 101	3
General Electives	3-4	General Electives	6-7
One year sequence in a foreign language	9		
<hr/>		<hr/>	
98-99 hrs.		96 hrs.	

Academic Affairs

BIOLOGY OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 201, 202, 203	9	ENG 201, 202, 203	9
Humanities Elective from ART, COM, or MUS	3	Humanities elective 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
MAT 190 or (MAT 151 and 152)	5-10	MAT 190 or (MAT 151 and 152)	5-10
PED Activities	6	PED Activities	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
CHE 101, 102, 103	12	BIO 231, 271, 272, 273	16
MAT 205	5	CHE 101, 102, 103	12
Electives from COM, ART, MUS	6	MAT 205	5
General Electives	3-8	General Electives	0-4
One year sequence in a foreign language	9		
<hr/>		<hr/>	
96 hrs.		96-97 hrs.	

BUSINESS ADMINISTRATION OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103	9
ENG 201, 202, 203	9
COM 101	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12
MAT 131 and 132 or MAT 151 (or higher)	5-6
PED Activities	6
CST 120	4
IDS 101	3
OPTION REQUIREMENTS	
ACT 231, 232, 233	9
BUS 121, BUS 241, 242	9
CST 130, 221, 222	9
ECO 201, 202, 203	9
<hr/>	
96-97 hrs.	

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

Academic Affairs

BUSINESS EDUCATION/OFFICE MANAGEMENT OPTION

University Parallel Major

Associate of Science Degree		Credit hrs.
Courses		
GENERAL EDUCATION		
ENG 101, 102, 103.		9
ENG 201, 202, 203.		9
COM 101.		3
HIS 211, 212, 213		9
One year sequence in BIO, CHE, or PHY		12
MAT 131 and 132 or MAT 151 (or higher)		5-6
(Excluding MAT 100 and 109)		
PED Activities.		6
CST 110 or CST 120		3-4
IDS 101		3
OPTION REQUIREMENTS		
ACT 231, 232, 233		9
BUS 121, BUS 241, 242, BUS 251		12
ECO 201, 202, 203.		9
SST 101, 102, 103		9
	<hr/>	98-100 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 or equivalent may be permitted to substitute elective hours for SST 102 and begin with SST 103.

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

CHEMISTRY OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
Humanities elective from ART, COM, or MUS3	Humanities elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139	HIS 211, 212, 2139
CHE 101, 102, 103.	12	CHE 101, 102, 103.	12
MAT 190 or (MAT 151 and 152)	5-10	MAT 190 or (MAT 151 and 152)	5-10
PED Activities.6	PED Activities.6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
MAT 205, 206, 207.	15	CHE 231, 232, 233.	12
Electives from ART, COM, MUS6	MAT 205, 206, 207, 208.	20
General Electives	2-7	General Electives	0-5
One year sequence in a foreign language.9		
	<hr/>		<hr/>
	96 hrs.		96 hrs.

Academic Affairs

COMMUNICATIONS OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
COM 101.3	COM 101.3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT Electives.	5-6	MAT Electives.	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities.6	PED Activities.6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
COM 102, 111, 112, 113.	12	COM 102, 111, 112, 113.	12
COM 204, 212, 221, 231.	12	COM 204, 212, 221, 231.	12
SST 101, 1026	SST 101, 1026
One year sequence in a foreign language.9	General Electives6-7
	<hr/>		<hr/>
	98-99 hrs.		96 hrs.

NOTE: Students planning to major in speech-theatre upon transfer should: (1) Substitute COM 103, 202, 203 for COM 113, 221, 231. (2) Substitute Music 251 for SST 102.

COMPUTER SCIENCE OPTION*

University Parallel Major

Associate of Science Degree		Credit hrs.
Courses		
GENERAL EDUCATION		
ENG 101, 102, 103.9
ENG 201, 202, 203.9
ART 101 or COM 101 or MUS 251.3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY		12
**MAT 2055
PED Activities.6
CST 1204
IDS 1013
OPTION REQUIREMENTS		
CST 130, 132, 232		11
MAT 206, 207, 208.		15
General Electives		10
	<hr/>	96 hrs.

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

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

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.

Academic Affairs

EARLY CHILDHOOD EDUCATION OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
COM 101.	3
HIS 211, 212, 213	9
BIO 101, 102, 103 or BIO 141, 142, 143	12
MAT 110 or (MAT 131 and 132)	5-6
PED Activities.	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
*(ART 101, 104) and/or (MUS 251, 252, 253)	6-15
COM 102.	3
EDU 123, 124, 125.	9
GEO 120.	4
HED 201, 203.	6
PHY 101, 102.	6
General Electives	0-3

96-103 hrs.

*All of the listed art and music classes are required for Tennessee teacher certification but either the art group or the music group will meet graduation requirements at Motlow.

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

ECONOMICS OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.	9	ENG 101, 102, 103.	9
ENG 201, 202, 203.	9	ENG 201, 202, 203.	9
Humanities Elective from ART, COM, MUS.	3	COM 101.	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY.	12	One year sequence in BIO, CHE, or PHY.	12
MAT (131 and 132) or 151 (or higher)	5-6	MAT (131 and 132) or 151 (or higher)	5-6
PED Activities.	6	PED Activities.	6
CST 110 or 120.	3-4	CST 110 or 120.	3-4
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
COM 101.	3	ACT 231, 232, 233	9
ECO 201, 202, 203.	9	ECO 201, 202, 203	9
Electives from ART, COM, MUS	6	POL 111, 112, 113	9
General Electives	8-10	General Electives	8-10
One year sequence in a foreign language.	9		

96 hrs.

96 hrs.

Academic Affairs

ELEMENTARY EDUCATION OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
COM 101.	3
HIS 211, 212, 213	9
BIO 101, 102, 103 or BIO 141, 142, 143	12
MAT 110 or (MAT 131 and 132)	5-6
PED Activities.	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
*(ART 101, 104) and/or (MUS 251, 252, 253)	6-15
COM 102.	3
EDU 123, 124, 125.	9
GEO 120.	4
HED 201, 203.	6
PED 241	3
PHY 101, 102.	6

96-106 hrs.

*All of the listed art and music classes are required for Tennessee teacher certification but either the art group or the music group will meet graduation requirements at Motlow.

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

ENGLISH OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.	9	ENG 101, 102, 103.	9
ENG 201, 202, 203.	9	ENG 201, 202, 203.	9
ART 101.	3	ART 101.	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY.	12	One year sequence in BIO, CHE, or PHY.	12
MAT Electives.	5-6	MAT Electives.	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities.	6	PED Activities.	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
COM 101.	3	COM 101.	3
EDU 123, 124, 125.	9	EDU 123, 124, 125.	9
HED 201, 203.	6	HED 201.	3
MUS 251.	3	MUS 251.	3
General Electives	6-7	General Electives	18-19
One year sequence in a foreign language.	9		

96 hrs.

96 hrs.

Academic Affairs

GENERAL STUDIES OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ART, COM, or MUS3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

Electives from ART, COM, MUS6
General Electives	21-22
One year sequence in a foreign language9

96 hrs.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

One year sequence from any discipline	9-15
General Electives	21-28

96 hrs.

GEOGRAPHY OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ART, COM, or MUS3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

GGY 101, 102, 1039
Electives from ART, COM, or MUS6
General Electives	12-13
One year sequence in a foreign language9

96 hrs.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

GGY 101, 102, 1039
General Electives	27-28

96 hrs.

Academic Affairs

HEALTH AND PHYSICAL EDUCATION OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
BIO 141, 142, 143	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

COM 1013
HED 201, 202, 2039
PED Activities6
Physical Education Professional Courses9
PSY 131, 132, 1339
General Electives	0-1

96 hrs.

HISTORY OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ART, COM, or MUS3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

HIS 111, 112, 1139
Electives from ART, COM, MUS6
General Electives	12-13
One year sequence in a foreign language9

96 hrs.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 1039
ENG 201, 202, 2039
Humanities Elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities6
CST 1103
IDS 1013

OPTION REQUIREMENTS

HIS 111, 112, 1139
POL 111, 112, 1139
General Electives	18-19

96 hrs.

Academic Affairs

INDUSTRIAL MANAGEMENT EMPHASIS

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
COM 101.	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12
MAT 131 and 132 or MAT 151 (or higher)	5-6
PED Activities.	6
CST 110 or CST 120	3-4
IDS 101	3
OPTION REQUIREMENTS	
BUS 241, 242	6
ECO 201, 202, 203.	9
ERG 101, 102.	6
IMT 101, 153, 183	9
General Electives	5-7
	96 hrs.

INFORMATION SYSTEMS OPTION*

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
ART 101 or COM 101 or MUS 251.	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12
**MAT 131, 132, 133, or (MAT 151, 152) or (MAT 205, 206)	9-10
PED Activities.	6
CST 120	4
IDS 101	3
OPTION REQUIREMENTS	
ACT 231, 232, 233.	9
BUS 241, 242	6
CST 130, 221, 222	9
ECO 201, 202, 203.	9
	97-98 hrs.

*A related option in Computer Science is available in the University Parallel Major.

**Consult advisor concerning mathematics requirements at transferring institution.

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.

Academic Affairs

MATHEMATICS OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.	9	ENG 101, 102, 103.	9
ENG 201, 202, 203.	9	ENG 201, 202, 203.	9
Humanities Elective from ART, COM, MUS	3	Humanities Elective from ANT, ART, COM, MUS	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT 190 or (MAT 151 and 152)	5-10	MAT 190 or (MAT 151 and 152)	5-10
PED Activities.	6	PED Activities.	6
CST 110 or CST 120	3-4	CST 110 or CST 120	3-4
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
MAT 205, 206, 207, 208.	20	MAT 205, 206, 207, 208, 273.	25
Electives from ART, COM, or MUS.	6	General Electives	6-12
General Electives	0-2		
One year sequence in a foreign language.	9		
	96-98 hrs.		96 hrs.

PHYSICS OPTION

University Parallel Major

Associate of Arts Degree

Associate of Science Degree

Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.	9	ENG 101, 102, 103.	9
ENG 201, 202, 203.	9	ENG 201, 202, 203.	9
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
CHE 101, 102, 103.	12	CHE 101, 102, 103.	12
MAT 190 or (MAT 151 and 152)	5-10	MAT 190 or (MAT 151 and 152)	5-10
PED Activities.	6	PED Activities.	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
MAT 205, 206, 207, 208.	20	MAT 205, 206, 207, 208, 273.	25
PHY 231, 232, 233.	12	PHY 231, 232, 233.	12
One year sequence in a foreign language.	9		
	100-105 hrs.		96-101 hrs.

Academic Affairs

POLITICAL SCIENCE OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION			
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
Humanities Elective from ART, COM, or MUS3	Humanities Elective from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY.	12	One year sequence in BIO, CHE, or PHY.	12
MAT Electives.	5-6	MAT Electives.	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities.6	PED Activities.6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS			
POL 111, 112, 113.9	HIS 111, 112, 1139
Electives from ART, COM, or MUS.6	POL 111, 112, 113.9
General Electives	12-13	General Electives	18-19
One year sequence in a foreign language.9		
	96 hrs.		96 hrs.

PRE-DENTAL OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION			
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
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 190 or (MAT 151 and 152)	5-10	MAT 190 or (MAT 151 and 152)	5-10
PED Activities.6	PED Activities.6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS			
CHE 101, 102, 103.	12	CHE 101, 102, 103.	12
MAT 205.5	CHE 231, 232, 233.	12
PHY 211, 212, 213.	12	MAT 205.5
One year sequence in a foreign language.9	PHY 211, 212, 213.	12
	97-102 hrs.		100-105 hrs.

Academic Affairs

PRE-ENGINEERING OPTION

University Parallel Major

The first two years of an engineering program vary considerably depending upon the specific discipline and institution involved; therefore, two different curricula called "tracks" are offered that fully articulate with all major universities within the state as well as with several out-of-state institutions. Specific discipline requirements are satisfied with "departmental requirements" courses that can be arranged through the engineering faculty advisor.

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

Associate of Science Degree

Track 1 Board of Regents System		Track 2 UT System	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION			
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
ART 101 or MUS 2513	ART 101 or MUS 2513
HIS 211, 212, 2139	CHE 101, 102, 103.	12
CHE 101, 102, 103.	12	*MAT 205.5
*MAT 105.5	*CST 1324
PED Activities.6		
*CST 1324		
OPTION REQUIREMENTS			
ERG 101, 102, 252, 253.	12	ERG 111, 112, 113.	12
MAT 206, 207, 208.	15	ERG 101, 102, 231.	10
MAT 273, 283.9	MAT 206, 207, 208.	15
**PHY 231, 232, 233	12	MAT 273, 283.9
		**PHY 232, 2338
		***Departmental Requirements9
	105 hrs.		105 hrs.

*MAT 190 or (MAT 151 and 152) are required for courses for students lacking the background to start with MAT 205. This requirement will be verified by the mathematics department and the individual advisor. CST 120 is required for students lacking the background to start with CST 132.

**ERG 111 and ERG 112 meet the requirements of PHY 231 as prerequisite for PHY 232 only in Track 2.

***The "departmental requirements" sequence in Track 2 specifies courses required by different engineering departments of the receiving institutions. Electrical engineering students take at least 9 hours from ERG 211, ERG 212, ERG 213, or ERG 253. Mechanical engineering students take ECO 201, ERG 253, and ERG 273. Engineering science and mechanics students take ERG 232, ERG 253, and ERG 273. Chemical engineering students take at least 9 hours from ERG 253, ERG 273, CHE 231, CHE 232, or CHE 233. Civil engineering students take ERG 232, ERG 253, and ERG 273.

Academic Affairs

PRE-LAW OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION			
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
Humanities Elective from ART, COM, or MUS3	Humanities Elective from ANT, ART, COM, or MUS.3
HIS 211, 212, 2139	HIS 211, 212, 2139
BIO 141, 142, 143, or CHE 101, 102, 103.	12	BIO 141, 142, 143, or CHE 101, 102, 103.	12
MAT Electives.	5-6	MAT Electives.	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities.6	PED Activities.6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS			
ACT 231, 232, 233.9	ECO 201, 202, 203.9
ECO 201, 202, 203.9	POL 111, 112, 1139
POL 111, 112, 1139	PSY and/or SOC Electives9
Electives from ART, COM, or MUS.6	General Electives	9-10
One year sequence in a foreign language.9		
	<hr/> 101-102 hrs.		<hr/> 96 hrs.

PRE-MEDICAL OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION			
ENG 101, 102, 103.9	ENG 101, 102, 103.9
ENG 201, 202, 203.9	ENG 201, 202, 203.9
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 190 or (MAT 151 and 152)	5-10	MAT 190 or (MAT 151 and 152)	5-10
PED Activities.6	PED Activities.6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS			
CHE 101, 102, 103.	12	CHE 101, 102, 103.	12
MAT 205.5	CHE 231, 232, 233.	12
PHY 211, 212, 213.	12	MAT 205.5
One year sequence in a foreign language.9	PHY 211, 212, 213.	12
	<hr/> 97-102 hrs.		<hr/> 100-105 hrs.

Academic Affairs

PRE-NURSING OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.9
ENG 201, 202, 203.9
Humanities Elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139
(BIO 141, 142, 143, and CHE 101) or (CHE 101, 102, 103, and BIO 141).	16
MAT 151.5
PED Activities.6
CST 1103
IDS 1013
OPTION REQUIREMENTS	
BIO 231, 271, 272, 273	16
BUS 2413
PSY 131, 132 and (PSY 133 or PSY 212)9
SOC 211, 212, 2139
	<hr/> 100 hrs.

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

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



Academic Affairs

PRE-OPTOMETRY OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212, 213	9
BIO 141, 142, 143	12
MAT 190 or (MAT 151 and 152).	5-10
PED Activities.	6
CST 110	3
IDS	3
OPTION REQUIREMENTS	
BIO 231	4
CHE 101, 102, 103, 212, 232.	20
PHY 211, 212, 213.	12
PSY 131	3

98-103 hrs.

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

PRE-PHARMACY OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
COM 101.	3
HIS 211, 212, 213	9
BIO 141, 142, 143	12
MAT 151, 152, 205, or (MAT 190, 205).	10-15
PED Activities.	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
ACT 231.	3
CHE 101, 102, 103, 231, 232, 233.	24
PHY 211, 212.	8
PSY 131	3

102-107 hrs.

Academic Affairs

PRE-VETERINARY MEDICINE OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ENG 201, 202, 203.	9
COM 102.	3
HIS 211, 212, 213	9
BIO 141, 142, 143	12
MAT 131, 132, 133.	9
PED Activities.	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
AGR 101, 103.	8
CHE 101, 102, 103.	12
ECO 201, 202.	6

101 hrs.

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

PSYCHOLOGY OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103.	9	ENG 101, 102, 103.	9
ENG 201, 202, 203.	9	ENG 201, 202, 203.	9
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS.	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT 131 and 132 or MAT 151 (or higher)	5-6	MAT 131 and 132 or MAT 151 (or higher)	5-6
PED Activities.	6	PED Activities.	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
PSY 131, 132, 133	9	PSY 131, 132, 133	9
PSY 211, 212, 213	9	PSY 211, 212, 213	9
Electives from ART, COM, or MUS.	6	General Electives	18-19
General Electives	3-4		
One year sequence in a foreign language	9		

Academic Affairs

RECREATION OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103	9
ENG 201, 202, 203	9
Elective from ANT, ART, COM, or MUS	3
HIS 211, 212, 213	9
BIO 141, 142, 143	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
HED 201, 202, 203	9
PED 211, 212, 221	9
PSY 131, 132, 133	9
General Electives	9-10
<hr/>	
96 hrs.	

SECONDARY EDUCATION OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 201, 202, 203	9	ENG 201, 202, 203	9
ART 101	3	ART 101	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6	MAT Electives	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities	6	PED Activities	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
COM 101	3	COM 101	3
EDU 123, 124, 125	9	EDU 123, 124, 125	9
GEO 120	4	GEO 120	4
HED 201	3	HED 201	3
MUS 251	3	MUS 251	3
General Electives	5-6	General Electives	14-15
One year sequence in a foreign language	9		
<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 option at Motlow should not be interpreted to mean that all teacher-training institutions require all of the above for certification. Students pursuing the secondary education option should select one or more teaching fields. The student is, therefore, advised to check the option that correspond with his teaching interests.

Academic Affairs

SOCIAL SCIENCE OPTION

University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 103	9	ENG 101, 102, 103	9
ENG 201, 202, 203	9	ENG 201, 202, 203	9
Humanities Elective from ART, COM, or MUS	3	Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212, 213	9	HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6	MAT Electives	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities	6	PED Activities	6
CST 110	3	CST 110	3
IDS 101	3	IDS 101	3
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
Three of the following 9-hour sequences	27	Three of the following 9-hour sequences	27
ECO 201, 202, 203		ECO 201, 202, 203	
POL 111, 112, 113		POL 111, 112, 113	
PSY 131, 132, 133		PSY 131, 132, 133	
SOC 211, 212, 213		SOC 211, 212, 213	
Electives from ART, COM, or MUS	6	General Electives	9-10
One year sequence in a foreign language	9		
<hr/>		<hr/>	
101-102 hrs.		96 hrs.	

SOCIAL WORK OPTION

University Parallel Major

Associate of Science Degree

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103	9
ENG 201, 202, 203	9
Humanities Elective from ANT, ART, COM, or MUS	3
HIS 211, 212, 213	9
One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6
(Excluding MAT 100, 109)	
PED Activities	6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
HED 202	3
PSY 131, 132, 133, 212, 213	15
SOC 211, 212, 213, 220, 257	16
General Electives	2-3

96 hrs.

Academic Affairs

SOCIOLOGY OPTION
University Parallel Major

Associate of Arts Degree		Associate of Science Degree	
Courses	Credit hrs.	Courses	Credit hrs.
GENERAL EDUCATION		GENERAL EDUCATION	
ENG 101, 102, 1039	ENG 101, 102, 1039
ENG 201, 202, 2039	ENG 201, 202, 2039
Humanities Elective from ART, COM, or MUS3	Humanities Elective from ANT, ART, COM, or MUS3
HIS 211, 212, 2139	HIS 211, 212, 2139
One year sequence in BIO, CHE, or PHY	12	One year sequence in BIO, CHE, or PHY	12
MAT Electives	5-6	MAT Electives	5-6
(Excluding MAT 100, 109)		(Excluding MAT 100, 109)	
PED Activities6	PED Activities6
CST 1103	CST 1103
IDS 1013	IDS 1013
OPTION REQUIREMENTS		OPTION REQUIREMENTS	
PSY 131, 132, 1339	PSY 131, 132, 1339
SOC 211, 212, 213, 220	12	SOC 211, 212, 213, 220	12
Electives from ART, COM, or MUS6	General Electives	15-16
One year sequence in a foreign language9		
General Electives0-1		
	<hr/> 96 hrs.		<hr/> 96 hrs.



Academic Affairs

BUSINESS TECHNOLOGY MAJOR

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

ACCOUNTING OPTION
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.
GENERAL EDUCATION	
ENG 101, 102, 1039
COM 1013
ECO 201, 202, 2039
MAT 110 or MAT 131 and 132 (or higher)	5-6
CST 1204
IDS 1013
OPTION REQUIREMENTS	
ACT 231, 232, 233	9
ACT 241, 242	6
ACT 251, 252, 253	9
ACT 261, 281	6
BUS 121, 125	6
BUS 251	3
BUS 261, 262	6
BUS 271, 272	6
BUS 291	3
CST 125	3
CST 221, 222, 223	9
	<hr/> 99-100 hrs.

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

Academic Affairs

BANKING AND FINANCE OPTION

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.
GENERAL EDUCATION	
ENG 101, 102, 103	9
COM 101	3
ECO 201, 202, 203	9
MAT 110 or MAT 131 and 132 (or higher)	5-6
CST 110	3
IDS 101	3
OPTION REQUIREMENTS	
ACT 231, 232, 233	9
ACT 241	3
BNK 111	3
BNK 112	3
BNK 122	3
BNK 222	3
BNK 232	3
BNK 251	3
BUS 121, 241	6
BUS 221, 251	6
BUS 261, 262	6
BUS 271, 272	6
Electives from the following:	
BNK 113, 120, 123, 132, 133, 211, 212, 213, 242, 243, 253, 263, 273, 283, or BUS 125, 130, or IMT 183, or SST 213, 221	9
General Electives	3
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 98-99 hrs.	

Academic Affairs

GENERAL BUSINESS OPTION

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.
GENERAL EDUCATION	
ENG 101, 102, 103	9
COM 101	3
ECO 201, 202, 203	9
MAT 110 or MAT 131 and 132 (or higher)	5-6
CST 120	4
IDS 101	3
OPTION REQUIREMENTS	
ACT 231, 232, 233	9
BUS 121, 125	6
BUS 221, 222	6
BUS 251	3
BUS 261, 262	6
BUS 271, 272, 275	9
BUS 291	3
CST 221, 222	6
MKT 102	3
MKT 281, 282	6
General Electives	5-6
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/> 96 hrs.	

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

Academic Affairs

REAL ESTATE OPTION

Business Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.9
COM 101.3
ECO 201, 202, 203.9
MAT 110 or MAT 131, 132 (or higher)	5-6
CST 1103
IDS 1013
OPTION REQUIREMENTS	
ACT 231, 232, 233.9
ACT 241.3
BNK 122.3
BUS 121, 1256
BUS 221, 2226
BUS 2513
BUS 2613
BUS 2913
MKT 102.3
MKT 231.3
RES 201, 211, 223, 24314
General Electives	7-8
	96 hrs.

Academic Affairs

COMPUTER SCIENCE TECHNOLOGY MAJOR

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

BUSINESS EMPHASIS

Computer Science Technology Major

Associate of Science Degree

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

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.9
ERG 153.3
ECO 201, 202, 203.9
MAT 131, 132, 133 or MAT 151, 152 (or higher)	9-10
CST 1204
IDS 1013
OPTION REQUIREMENTS	
ACT 231, 232, 233.9
BUS 1213
BUS 241, 2426
BUS 271, 2726
CST 1253
CST 1303
CST 133, 1357
CST 1413
CST 221, 222, 2239
CST 2303
General Electives	6-7
	96 hrs.

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

Academic Affairs

SCIENTIFIC OPTION

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 option 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.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ERG 153.	3
MAT 190 or MAT 151, 152	5-10
CST 120	4
IDS 101	3
OPTION REQUIREMENTS	
BUS 241, 242	6
CHE 101	4
CST 130, 135	6
CST 132, 232	8
CST 133	4
ERG 101.	3
ERG 111, 112.	8
ERG 214.	4
MAT 205, 206.	10
PHY 211, 212, 213.	12
General Electives	2-7
	96 hrs.

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

Academic Affairs

GENERAL TECHNOLOGY MAJOR

Associate of Science Degree

Motlow State Community College offers the general technology major with the opportunity to specialize in the electrical or mechanical areas through technical electives. This program is designed specifically for the student who is interested in a position as engineers' aide, technician, or draftsman with engineering firms, industrial firms, or government agencies. The curriculum is designed to give the student a broad understanding of basic engineering practices, drafting, and computational skills, including the use of digital computers for problem solving and analysis. In addition, the student is introduced to microcomputer fundamentals and hardware to create awareness of the rapid growth of this technology and its application. Engineering technology courses emphasize "hands-on" experience to prepare the student in his/her role of technician. The Associate of Science Degree is awarded.

This two-year program is designed for the student who does not intend to transfer to a four-year institution; however, a transfer program in engineering technology can be arranged with Memphis State University, leading to a B.S. degree in Engineering Technology.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103.	9
ERG 153.	3
MAT 190 or (MAT 151 and 152)	5-10
CST 120	4
IDS 101	3
OPTION REQUIREMENTS	
CHE 101	4
CST 132	4
ERG 101, 102, 103.	9
ERG 111, 112, 113.	12
ERG 114.	3
ERG 161, 162, 163.	9
ERG 214.	4
ERG 234.	2
MAT 205, 206.	10
PHY 211, 212, 213.	12
*Technical Electives	6-10
	103 hrs.

*The "technical electives" are selected to increase the application of the general technology major to the electrical or mechanical areas. Students interested in the electrical engineering application will take ERG 164 Electronics Technology IV and ERG 165 Electronics Technology V as technical electives. Students interested in the mechanical engineering application will take ERG 231 Mechanics of Materials, ERG 232 Fluid Mechanics, and ERG 233 Machine Design as technical electives. The technical electives are to be approved by the engineering advisor.

Academic Affairs

SECRETARIAL SCIENCE TECHNOLOGY MAJOR

Motlow State Community College offers a secretarial science technology major with a secretarial option, information processing option, and a general clerical option. 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, typists, and data entry operators. These two-year programs are for the student who does not intend to transfer to a four-year institution. The Associate of Science Degree is awarded.

GENERAL CLERICAL OPTION

Secretarial Science Technology Major

Associate of Science Degree

The general clerical option 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.
GENERAL EDUCATION	
ENG 101, 102, 103	9
COM 101	3
ECO 201, 202, 203	9
MAT 110 or MAT 131 (or higher)	3-5
CST 110 or CST 120	3-4
IDS 101	3
OPTION REQUIREMENTS	
ACT 231, 232, 233	9
BUS 121, 125	6
BUS 221, 222	6
BUS 251	3
BUS 261	3
CST 123	2
*SST 101, 102, 103	9
SST 201, 203	6
SST 213, 214	6
SST 220	3
SST 221	3
SST 230, 231	6
General Electives	4-7

99 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.

Academic Affairs

INFORMATION PROCESSING OPTION

Secretarial Science Technology Major

Associate of Science Degree

The information processing option is designed to develop the skills necessary to function primarily as a data entry operator in the modern, computerized office. Proficiency should be developed in the areas of typewriting, office machines, computers, and word processing. This option is designed for the student who does not intend to transfer to a four-year institution.

Courses	Credit hrs.
GENERAL EDUCATION	
ENG 101, 102, 103	9
COM 101	3
ECO 201, 202	6
MAT 110 or MAT 131, 132 (or higher)	5-6
CST 120	4
IDS 101	3

OPTION REQUIREMENTS

ACT 231, 232, 233	9
BUS 121, 125	6
BUS 221, 222	6
BUS 251	3
CST 123	2
CST 125	3
CST Electives (Excluding CST 110, 120, 123, 125)	9
*SST 101, 102, 103	9
SST 201, 203	6
SST 213, 214	6
SST 230, 231	6
General Electives	3-4

99 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.

Academic Affairs

SECRETARIAL OPTION

Secretarial Science Technology Major

Associate of Science Degree

The secretarial option 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.
GENERAL EDUCATION	
ENG 101, 102, 1039
COM 1013
ECO 201, 2026
MAT 110 or MAT 131 (or higher)	3-5
CST 110 or CST 120	3-4
IDS 1013
OPTION REQUIREMENTS	
ACT 231, 232, 2339
BUS 121, 1256
BUS 221, 2226
BUS 2513
BUS 2613
*SST 101, 102, 1039
*SST 111, 112, 112	12
SST 2033
SST 213, 2146
SST 2203
SST 2213
SST 230, 2316
General Elective	0-3
<hr style="width: 20%; margin-left: auto; margin-right: 0;"/>	
99 hrs.	

BUS 291 and SST 201 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.

Academic Affairs

NURSING MAJOR

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

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

Prospective applicants must meet admission requirements to the college, have a nursing department application on file by March 15 of each year, and write the Psychological Testing Corporation Pre-Nursing Entrance Examination in April. If the Track A quota is not filled following the April Entrance Examination, a second examination will be scheduled in August. Two tracks are available--Track A and the Extended Study Track. Final acceptance of applicants depends upon Entrance Exam scores, status of prerequisite courses and first-level CPR certification, cumulative grade point average, and satisfactory health status. One class is admitted to Track A annually in the fall quarter.

Transfer students from other Registered Nurse programs must meet Motlow transfer requirements and readmission criteria for the nursing program as stated on the next page. Each year prior to fall quarter registration, nursing faculty will test Licensed Practical Nurses and students with recent Registered Nurse education who wish to demonstrate procedural proficiency in beginning nursing skills. Successful completion of the written examination and the clinical performance examination will exempt the applicant from selected classroom and clinical laboratory sessions of NET 111 Fundamentals of Nursing.

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

Academic Affairs

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

Entrance Exam Fee	\$ 15.00
Uniforms (purchased before fall quarter)	\$ 65.00 – \$85.00
Liability Insurance (per year)	\$ 15.00
NCLES-RN fees (last quarter)	\$ 65.00
Nursing Pin (last quarter)	\$ 60.00 – \$150.00
Textbooks: (minimum)	
1st quarter	\$150.00
Each quarter thereafter	\$ 50.00

A cumulative grade point average of 2.00 (C) must be achieved in all courses attempted. In addition, the student must make no grade less than "C" in any nursing or core course (Anatomy and Physiology, Microbiology, Pharmacological Weights and Measures, Nutrition). Satisfactory performance in each clinical area is required for the student to be eligible for succeeding nursing courses. The prescribed pattern of nursing courses must be followed in the sequence outlined by the curriculum. Students who withdraw from the Track A sequence may apply for readmission if desired. Eligibility for readmission will be based on space available in clinical laboratory groups, cumulative grade point average at time of readmission, rationale for withdrawal, and the amount of time elapsed since withdrawal. Students failing any nursing course twice or two separate nursing courses are ineligible for readmission for a period of two years. Students requesting readmission at that time will be screened by the full nursing faculty and officials of the college. Students desiring transfer to the Motlow nursing program from other nursing schools will be subject to these same readmission criteria.

Students are required to take the National League for Nursing achievement tests at selected points in the nursing sequence. Upon completion of the program, graduates who meet criteria of the Tennessee Board of Nursing may write the National Council Licensing Examination (NCLES-RN) for licensure of registered nurses.

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

Academic Affairs

NURSING MAJOR

Track A

Associate of Science Degree

Track A admission requirements: Proof of first-level CPR certification and completion of a credit course in chemistry, biology, and algebra or college mathematics within the past 5 years or by September 1 or current year with a grade of "C" or better. High school credits may be accepted if nursing entrance examination scores demonstrate adequate proficiency in these areas.

First Year (4 quarters)		Second Year (3 quarters)	
Courses	Credit hrs.	Courses	Credit hrs.
ENG 101, 102, 1039	BIO 231	4
MAT 120.	1	HED 222.2
BIO 271, 272, 273	12	NET 213, 231, 232, 233	26
HED 221.2	CST 110	3
NET 110.1	IDS 101 or SOC 212	3
NET 111, 112, 123, 130.	29		
PSY 132, 2136		
SOC 2203		
	63 hrs.		38 hrs.

Extended Study Track
Associate of Science Degree

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

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

ALLIED HEALTH LINKAGE PROGRAM

Motlow State Community College is involved in a cooperative Linkage program with the Regional Technical Institute for Health Occupations (RTI), a division of the School of Community and Allied Health (SCAH) at The University of Alabama in Birmingham (UAB). The first year of general education and prerequisite courses is completed at Motlow State Community College. Upon application to and acceptance by the RTI, students transfer to the RTI at the program starting date to complete the technical study and clinical experience in one of twelve (12) programs jointly offered through this arrangement:

Major	Start-up Quarter(s) Enrollment at RTI	Approximate Length of Study at RTI
Biomedical Equipment Technician	Fall	4 quarters
Emergency Medical Technician	Each quarter	4 quarters
Medical Assistant	Fall	3 quarters
Medical Laboratory Technician	Summer	4 quarters
Medical Record Technician	Fall	4 quarters
Multiple Competency Clinical Technician	Fall	4 quarters
Occupational Therapy Assistant	Fall	5 quarters
Physical Therapist Assistant	Fall	4 quarters
Radiography (Radiologic Technology)	Fall	8 quarters
Respiratory Therapist	Fall	5 quarters

Students interested in pursuing a Linkage program should contact the Linkage Coordinator at Motlow State Community College at the earliest possible opportunity, preferably during the first term that the student is enrolled. This is important so that students can plan the appropriate course of study and obtain application materials for the RTI. Students must have completed a minimum of 15 quarter (10 semester) hours of transferable credit with an academic grade average of "C" or better prior to making application to the Regional Technical Institute. RTI application packets should be received by the RTI Admissions Office by the following priority deadline dates:

- Programs beginning Summer quarter at the RTI February 1
- Programs beginning Fall quarter at the RTI April 1
- Programs beginning Winter quarter at the RTI. September 1
- Programs beginning Spring quarter at the RTI. November 1

Applications from qualified candidates will be considered after these dates for any positions still available. Prior to enrollment in the RTI, a minimum of 48 quarter (32 semester) hours, including residence requirements and program prerequisites, must be completed with a grade of "C" or better. Since admission and course prerequisites are subject to change in January of each year, students should contact the Linkage Coordinator on this campus for a list of current requirements for each program. Students who successfully complete the joint program are awarded the associate degree by Motlow State Community College and a professional certificate by the RTI.

While attending the RTI, students pay tuition at rates consistent with those of Alabama's state junior colleges. Additionally, a Student Health Service fee, a Technical Health Professions Fee, and a student activity fee are required by the RTI. Hospitalization insurance is required for RTI students and is available from the UAB Student Health Services if the student is not otherwise insured.

Information concerning financial aid and housing at UAB may be obtained by contacting the UAB Office of Student Financial Aid or the UAB Housing Office, The University of Alabama in Birmingham, University Station, Birmingham, Alabama 35294.

Additional information on the Linkage may be obtained by contacting the RTI Admissions Office, Regional Technical Institute, The University of Alabama in Birmingham, University Station, Birmingham, Alabama 35294 (Phone: 205/934-4194).



BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR

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

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

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

BIOMEDICAL EQUIPMENT TECHNICIAN MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
PSY 131	3
BIO 141	4
CHE 101	4
PHY 211, 212	8
MAT 151, 152.	10
CST 110	3
*General Electives	4
Total Quarter Hours	48

*Recommended Elective: NET 110

Second year - RTI

4 Quarters 66 Semester Hours

EMERGENCY MEDICAL TECHNICIAN MAJOR

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

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

Successful completion of the Basic Course and a passing score on the EMT Proficiency Test is prerequisite for the Intermediate Course. The Intermediate Course is one quarter and consists of 71 contact hours of classroom lecture/lab and 128 contact hours of clinical hospital rotation. Ancillary courses in Pharmacology and Electrocardiography are offered in conjunction with the Intermediate course of study.

Successful completion of the Intermediate Course and a passing score on the Alabama State Entrance Test for Paramedic training are required to advance to the Paramedic level. The Paramedic course is 2 quarters (approximately 20 weeks) and combines 112 hours of classroom lecture and lab with 322 hours of clinical hospital rotation and provides education in the area of care and management of the emergency patient. Graduates of the Intermediate and Paramedic levels will be qualified to work in the emergency department of a medical facility. Other areas of employment include ambulance services, fire and police departments, industries, and many others where "emergency knowledge" is needed.

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

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

EMERGENCY MEDICAL TECHNICIAN MAJOR

Associate of Science Degree

First year-MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
PSY 131, 132.	6
BIO 141, 271	8
CHE 101, 102.	8
MAT 151.	5
HED 201 or 202 or 203	3
CST 110	3
*General Electives	3
Total Quarter Hours	48

*Recommended Electives: CHE 103, NET 110

Second year-RTI

3 Quarters 35 Semester Hours

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

MEDICAL ASSISTANT MAJOR

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

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

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

Both administrative and clinical duties involve purchasing and maintaining supplies and equipment. Competence in the field requires effective communication, strict adherence to ethical and legal standards of medical practice, effective recognition and response to emergencies and demonstration of appropriate professional characteristics. A medical assistant who is sufficiently qualified by education and/or experience may be responsible for personnel and office management.

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

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

MEDICAL ASSISTANT MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit	hrs.
ENG 101, 102, 103.	9	
IDS 101	3	
PSY 131, 132	6	
BIO 141	4	
MAT 110 or 151	5	
*SST 101, 102	6	
CHE 101.	4	
CST 110	3	
**General Electives.	8	
Total Quarter Hours		48

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

**Recommended Electives: ACT 231, BUS 251, COM 101, MAT 120, NET 110, SST 213, 214

Second year - RTI

MEDICAL LABORATORY TECHNICIAN MAJOR

The Medical Laboratory Technician performs laboratory procedures used by physicians to assist them in the diagnosis and treatment of disease. Graduates of the program are capable of performing a variety of chemical and biological assays on blood and other specimens. Using established procedures and standards, they are skilled in manual techniques such as pipetting, colorimetry and microscopy. They also monitor electronic and automated analytical systems. Medical Laboratory Technicians are employed in hospital laboratories and physicians' offices. The program is accredited by the Committee on Allied Health Education and Accreditation of the American Medical Association in collaboration with the National Accrediting Agency for Clinical Laboratory Sciences.

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

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

MEDICAL LABORATORY TECHNICIAN MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit	hrs.
ENG 101, 102, 103.	9	
IDS 101	3	
BIO 141, 142	8	
CHE 101, 102, 103.	12	
MAT 131, 132, or MAT 151.	6 or 5	
CST 110	3	
*General Electives	7-8	
Total Quarter Hours		48

*Recommended Electives: BIO 231, 271, 272, NET 110

Note Special Medical Laboratory Technician Admission Requirements:

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

Second year - RTI

4 Quarters 63 Semester Hours

MEDICAL RECORD TECHNICIAN MAJOR

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

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

The technical training at the Regional Technical Institute (RTI) begins in September (Fall Quarter) and is four academic quarters in length. Graduates are eligible to write the national examination for the Accredited Record Technician (ART given by the American Medical Record Association. The technical phase of the Medical Record Technician Program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in collaboration with the American Medical Record Association.

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

MEDICAL RECORD TECHNICIAN MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
COM 101, 102.	6
PSY 131, 132	6
BIO 141, 271, 272, 273	16
MAT 151.	5
CST 110	3
*SST 101, 102	6
Total Quarter Hours	54

*Waived in lieu of 40 net wpm typing proficiency for a 5-minuted timed writing with a maximum of 5 errors (to be tested at the RTI).

Second year - RTI

4 Quarters 58 Semester Hours

MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR

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

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

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

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

MULTIPLE COMPETENCY CLINICAL TECHNICIAN MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
PSY 131, 132	6
BIO 141	4
CHE 101.	4
MAT 110 or 151	5
*SST 101, 102	6
CST 110	3
**General Electives.	8
Total Quarter Hours	48

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

**Recommended Electives: ACT 231, BUS 251, COM 101, MAT 120, NET 110, SST 213, 214

Second year - RTI

4 Quarters 52 Semester Hours

OCCUPATIONAL THERAPY ASSISTANT MAJOR

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

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

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

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

OCCUPATIONAL THERAPY ASSISTANT MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103	9
IDS 101	3
PSY 131, 132, 133	9
BIO 141, 142, 271, 272, 273	20
MAT 110.	5
CST 110	3
Total Quarter Hours	49

Second year - RTI

5 Quarters 61 Semester Hours

PHYSICAL THERAPIST ASSISTANT MAJOR

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

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

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

PHYSICAL THERAPIST ASSISTANT MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
PSY 131, 132	6
SOC 211	3
BIO 141, 271, 272, 273	16
MAT 110.	5
CST 110	3
*General Electives	3
Total Quarter Hours	48

*Recommended Electives: EDU 124, NET 110, PHY 101, PSY 212, SOC 212

Second year - RTI

4 Quarters 49 Semester Hours

Academic Affairs

RADIOGRAPHY (RADIOLOGIC TECHNOLOGY) MAJOR

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

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

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

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

RADIOGRAPHY (RADIOLOGIC TECHNOLOGY) MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
BIO 141, 271, 272, 273	16
MAT 151.	5
CST 110	3
*General Electives	12
Total Quarter Hours	48

*Recommended Electives: BIO 142, COM 101, MAT 152, NET 110, PHY 101, 102, PHY 211, 212, PSY 131, 132

Second and Third years - RTI

8 Quarters 76 Semester Hours

Academic Affairs

RESPIRATORY THERAPY MAJOR

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

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

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

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

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

RESPIRATORY THERAPY MAJOR

Associate of Science Degree

First year - MSCC

Courses	Credit hrs.
ENG 101, 102, 103.	9
IDS 101	3
PSY 131	3
BIO 141, 142, 271, 272, 273	20
CHE 101, 102.	8
MAT 151.	5
CST 110	3
Total Quarter Hours	51

Second year - RTI

4 Quarters 61 Semester Hours

COURSE DESCRIPTIONS

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

ACCOUNTING

ACT 231 PRINCIPLES OF ACCOUNTING I 3 credits

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

ACT 232 PRINCIPLES OF ACCOUNTING II 3 credits

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

ACT 233 PRINCIPLES OF ACCOUNTING III 3 credits

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

ACT 241 INCOME TAX ACCOUNTING--PERSONAL 3 credits

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

ACT 242 INCOME TAX ACCOUNTING--BUSINESS 3 credits

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

ACT 251 INTERMEDIATE ACCOUNTING I 3 credits

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

ACT 252 INTERMEDIATE ACCOUNTING II 3 credits

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

ACT 253 INTERMEDIATE ACCOUNTING III 3 credits

This course includes financial statement analysis, use of comparative data, special ratios and measurements, financial statements adjusted for price-level changes, and latest CPA problems. Prerequisite: ACT 252.

ACT 261 COST ACCOUNTING 3 credits

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

ACT 281 AUDITING 3 credits

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

ACT 299 TOPICS IN ACCOUNTING 1-5 credits

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

AGRICULTURE

AGR 101 ANIMAL SCIENCE FOR AGRICULTURE 4 credits

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

AGR 102 PLANT SCIENCE FOR AGRICULTURE 4 credits

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

AGR 103 INTRODUCTION TO SOCIAL SCIENCES

FOR AGRICULTURE 4 credits

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

AGR 234 FARM ANIMAL DISEASES 3 credits

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

AGR 254 SOIL STUDIES AND PLANT NUTRITION 3 credits

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

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

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

AGR 256 PROPAGATION OF LANDSCAPE PLANTS 4 credits

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

AGR 299 TOPICS IN AGRICULTURE 1-5 credits

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

ANTHROPOLOGY

ANT 201 PHYSICAL ANTHROPOLOGY 3 credits

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

ANT 202 CULTURAL ANTHROPOLOGY 3 credits

This course is a study of man and his cultures focusing on cultural ecology, social evolution, social organization, religious behavior and other cultural patterns of "preliterate" societies.

ANT 203 INTRODUCTION TO ARCHAEOLOGY 3 credits

This course examines the methods of collection and interpretation of archaeological materials emphasizing interrelationships of cultural, biological, and ecological data. Selected prehistoric societies of the new world are reviewed. Prerequisite: ANT 202 or permission of the Director of the Division of Liberal Arts.

ANT 299 TOPICS IN ANTHROPOLOGY 1-5 credits

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

ART

ART 101 ART APPRECIATION 3 credits

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

ART 104 ARTS AND CRAFTS I 3 credits

This course provides experiences with arts and crafts materials, such as paints, crayons, clay, papier mache', wood, fibers, and wire. (Replaces ART 103)

ART 105 ARTS AND CRAFTS II 3 credits

This course provides step-by-step experiences in the preparation and completion of arts and crafts objects, such as macrame', lettering, dolls, wood and metal projects, and clay sculpture.

ART 106 ARTS AND CRAFTS III 3 credits

This course provides opportunities for making pioneer and contemporary arts and crafts objects, such as hog-troughs, candles, corn-shuck dolls, enamel jewelry, what-not shelves, artificial flowers, and kites.

ART 111 BASIC DESIGN 3 credits

This studio course uses a contemporary approach to the elements and principles of two-dimensional art. Students paint designs for personal display. (6 hours per week)

ART 112 COLOR AND DESIGN 3 credits

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

Academic Affairs

ART 113 STRUCTURE AND DESIGN 3 credits

This studio course examines the elements and principles of three dimensional design. (6 hours per week) Prerequisite: ART 111 or permission of the Director of the Division of Liberal Arts.

ART 121 DRAWING I 3 credits

This studio course provides the beginner with methods of basic free-hand drawing. Students are taught to draw what is observed. (6 hours per week)

ART 122 DRAWING II 3 credits

This studio course is a continuation of ART 121 with added emphasis on the expressive processes. (6 hours per week) Prerequisite: ART 121 or permission of the Director of the Division of Liberal Arts.

ART 123 DRAWING III 3 credits

This studio course is a continuation of ART 122 with added emphasis on the surrealist concepts. (6 hours per week) Prerequisite: ART 122 or permission of the Director of the Division of Liberal Arts.

ART 231 INTRODUCTION TO PAINTING I 3 credits

This studio course covers the basic techniques of oil painting. Students learn to mix colors and create canvas paintings. (6 hours per week)

ART 232 PAINTING II 3 credits

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

ART 233 PAINTING III 3 credits

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

ART 241 CLAY ART I 3 credits

This studio course focuses upon the techniques of making hand-built pottery and sculpture. Decorating the art objects and firing the kiln are emphasized. (6 hours per week) (Formerly Introduction to Ceramics I)

ART 242 CLAY ART II 3 credits

This studio course is a continuation of ART 241 with added emphasis on wheel-thrown pottery. Prerequisite: ART 241 or permission of the Director of the Division of Liberal Arts. (Formerly Ceramics II)

ART 243 CLAY ART III 3 credits

This studio course is a continuation of ART 242 with added emphasis on creative design of pottery and clay sculpture. Prerequisite: ART 242 or permission of the Director of the Division of Liberal Arts. (Formerly Ceramics III)

Academic Affairs

ART 261 COMMERCIAL ART 3 credits

This course is designed to teach lettering, layout, overlay, and methods of composition and visual communication used in advertising design.

ART 299 TOPICS IN ART 1-5 credits

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

BANKING AND FINANCE

BNK 111 PRINCIPLES OF BANK OPERATION 3 credits

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

BNK 112 BANK LETTERS AND COMMUNICATIONS 3 credits

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

BNK 113 TRUST FUNCTIONS AND SERVICES 3 credits

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

BNK 120 NEGOTIABLE INSTRUMENTS 3 credits

This course explores the legal implications of normal activities and transactions in bank operations. The course is designed to add knowledge of legal principles.

BNK 122 MONEY AND BANKING 3 credits

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

BNK 123 BANK MANAGEMENT 3 credits

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

BNK 132 BANK INVESTMENTS 3 credits

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

BNK 133 SAVINGS AND TIME DEPOSIT BANKING 3 credits

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

BNK 211 FEDERAL RESERVE SYSTEM. 3 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 MARKETING 3 credits

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

BNK 213 INSTALLMENT CREDIT 3 credits

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

BNK 222 ANALYZING FINANCIAL STATEMENTS I 3 credits

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

BNK 232 CREDIT ADMINISTRATION 3 credits

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

BNK 242 HOME MORTGAGE LENDING 3 credits

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

BNK 243 INTERNATIONAL BANKING 3 credits

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

BNK 251 SUPERVISION AND PERSONNEL ADMINISTRATION 3 credits

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

BNK 253 INTRODUCTION TO COMMERCIAL LENDING 3 credits

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

BNK 263 MANAGEMENT OF COMMERCIAL BANK FUNDS 3 credits

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

BNK 273 FINANCIAL MANAGEMENT 3 credits

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

BNK 283 LAW AND BANKING 3 credits

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

BNK 299 TOPICS IN BANKING 1-5 credits

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

BIOLOGY

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

BIO 101 PRINCIPLES OF BIOLOGICAL SCIENCE 4 credits

This course focuses upon scientific methodology, objectives of biology, levels of organization, basic concepts of cell and molecular biology, classical genetics, and evolution. (3 hours lecture-2 hours laboratory)

BIO 102 ENVIRONMENTAL BIOLOGY 4 credits

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

BIO 103 SURVEY OF THE LIVING WORLD 4 credits

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

BIO 141 GENERAL BIOLOGY: PRINCIPLES 4 credits

This course examines the physical and chemical basis of life with emphasis on cell processes, reproduction, and inheritance. (3 hours lecture-2 hours laboratory)

BIO 142 GENERAL BIOLOGY: THE ANIMAL KINGDOM 4 credits

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

BIO 143 GENERAL BIOLOGY: THE PLANT KINGDOM 4 credits

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

BIO 231 MICROBIOLOGY 4 credits

This course is a study 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 bacteria and other microorganisms. (3 hours lecture-3 hours laboratory) Prerequisite: 8 hours of biology.

BIO 271 ANATOMY AND PHYSIOLOGY I 4 credits

This course is a study of cellular biology with emphasis on cell structure and function, cell reproduction and protein synthesis. Histology, skeletal, articular and muscular systems are studied, utilizing the cat as the laboratory animal. (3 hours lecture-2 hours laboratory) Prerequisite: 8 hours of biology or permission of the Director of the Division of Liberal Arts.

BIO 272 ANATOMY AND PHYSIOLOGY II 4 credits

This course is a study of the structure and function of the human body emphasizing the nervous system, the sense organs, circulatory and lymphatic systems. (3 hours lecture-2 hours laboratory) Prerequisite: BIO 271.

BIO 273 ANATOMY AND PHYSIOLOGY III 4 credits

This course is a study of the structure and function of the human body emphasizing the respiratory, digestive, excretory, and reproductive systems. Cellular metabolism and acid-base balance of the body are also studied. (3 hours lecture-2 hours laboratory) Prerequisite: BIO 272.

BIO 299 TOPICS IN BIOLOGY 1-5 credits

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

BUSINESS

BUS 121 INTRODUCTION TO BUSINESS 3 credits

This is a course designed to provide the student with an understanding of areas of business which include business ownership and organization and the major business activities of management, marketing, personnel, production, and finance.

BUS 125 BUSINESS MATHEMATICS 3 credits

This course is a comprehensive study of the business applications of mathematical principles in relationship to standard business practices. Applications to be covered include: valuation of assets, simple and compound interest, markup, depreciation, taxation, real estate and securities investments, annuities, insurance, and financial statement analysis. Prerequisite: MAT 110 or MAT 131 or equivalent or permission of the Director of the Division of Career Education.

BUS 130 PERSONAL FINANCE 3 credits

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

BUS 221 BUSINESS ENGLISH 3 credits

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

BUS 222 BUSINESS COMMUNICATIONS 3 credits

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

BUS 241 BUSINESS STATISTICS I 3 credits

This course is a study of techniques in collecting, presenting, and interpreting data, including combinations, permutations, and probability. Prerequisite: MAT 110 or MAT 131 or permission of the Director of Division of Career Education. (Replaces MAT 140)

BUS 242 BUSINESS STATISTICS II 3 credits

This course is a further study of the concepts of probability, sampling distributions, estimation, confidence interval, index numbers, and time series analysis. Prerequisite: BUS 241.

BUS 251 BUSINESS MACHINES 3 credits

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

Academic Affairs

BUS 261 INTRODUCTION TO BUSINESS LAW I 3 credits

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

BUS 262 INTRODUCTION TO BUSINESS LAW II 3 credits

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

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

This course examines the functions of management for all organizations; however, special emphasis will be placed on the management of business. The role of a manager will be structured, analyzed, and evaluated using appropriate case-study methodology. Particular emphasis will be placed on the management functions of planning and organization. Prerequisite: BUS 121 or permission of the Director of the Division of Career Education.

BUS 272 BUSINESS ORGANIZATION AND MANAGEMENT II . . 3 credits

This course examines the functions of management for all organizations; however, special emphasis will be placed on the management of business. The role of a manager will be structured, analyzed, and evaluated using appropriate case-study methodology. Particular emphasis will be placed on the management functions of staffing, directing, and controlling. Prerequisites: BUS 271 and BUS 121 or permission of the Director of the Division of Career Education.

BUS 275 SMALL BUSINESS MANAGEMENT 3 credits

This course is a study of the techniques of organizing and operating a small business. A broad range of topics is discussed relating to all aspects of small business management. The case study method is incorporated in the course work.

BUS 291 CAREER PREPARATION 3 credits

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

BUS 299 TOPICS IN BUSINESS 1-5 Credits

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

Academic Affairs

CHEMISTRY

CHE 101 GENERAL CHEMISTRY I 4 credits

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

CHE 102 GENERAL CHEMISTRY II 4 credits

This course is a study of the properties of selected elements and compounds, shapes of molecules, stoichiometry, gas laws, and solutions. (3 hours lecture-2 hours laboratory) Prerequisite: CHE 101.

CHE 103 GENERAL CHEMISTRY III 4 credits

This course is a study of acid-base concepts, chemical kinetics and equilibrium, ionic equilibria of weak electrolytes, thermodynamics, oxidation-reduction reactions, and nuclear chemistry. (3 hours lecture-2 hours laboratory) Prerequisite: CHE 102.

CHE 231 ORGANIC CHEMISTRY I 4 credits

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

CHE 232 ORGANIC CHEMISTRY II 4 credits

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

CHE 233 ORGANIC CHEMISTRY III 4 credits

This course is a study of the preparations, properties, nomenclature, and reactions of the following classes of compounds: alkyl halides, alcohols, ethers, carboxylic acids, aldehydes, ketones, and amines. (3 hours lecture-3 hours laboratory) Prerequisite: CHE 232.

CHE 299 Topics in Chemistry 1-5 credits

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

COMMUNICATIONS

COM 101 FUNDAMENTALS OF SPEECH I 3 credits

This course is a study of basic communication skills. Practice in preparing and delivering speeches is emphasized.

COM 102 FUNDAMENTALS OF SPEECH II 3 credits

This course includes additional study and practice in preparing and delivering various types of speeches. Job-related speaking skills also are stressed. Prerequisite: COM 101 or permission of the Director of Division of Liberal Arts. (Formerly COM 201)

COM 103 ORAL READING 3 credits

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

COM 111 SURVEY OF MASS COMMUNICATIONS 3 credits

This course explores various media of mass communications, their historical developments--standard printed media, radio, television, and films, their roles and responsibilities, their impact on society, and their possibilities for the future.

COM 112 INTRODUCTION TO JOURNALISM 3 credits

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

COM 113 INTRODUCTION TO BROADCASTING 3 credits

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

COM 202 CHILDREN'S DRAMA AND SPEECH 3 credits

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

COM 203 DRAMA I 3 credits

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

COM 204 PRACTICUM IN MASS COMMUNICATIONS 3 credits

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

COM 212 WRITING ARTICLES AND FEATURES 3 credits

This course focuses on writing human-interest stories, magazine articles, personal columns, inspirational prose, and private establishment publications.

COM 213 FICTION WRITING 3 credits

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

COM 221 RADIO PRODUCTION 3 credits

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

COM 231 TELEVISION PRODUCTION 3 credits

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

COM 299 TOPICS IN COMMUNICATIONS 1-5 credits

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

COMPUTER SCIENCE

Motlow requires that all degree-seeking students successfully complete one computer science course. CST 110 is designed as a computer literacy course for the student with no computer background or exposure. CST 120 is designed as an advanced computer literacy course for the student with some computer background or exposure. Check the programs of study for the appropriate major and option to see which computer course is listed. If there is doubt about the proper choice of courses, please consult an advisor or the Director of the Division of Career Education.

CST 110 INTRODUCTION TO COMPUTER TECHNOLOGY 3 credits

This course introduces the student to computer technology and its impact on society. The course is designed to give the student a basic understanding of how computers work, how computers are used, and a modest proficiency in a programming language. Major topics include: historical development, data representations, systems analysis concepts, and programming logic. Credit is not granted for students who have completed a higher-numbered computer science course with a grade of "C" or higher.

CST 120 INTRODUCTION TO PROGRAMMING AND ANALYSIS 4 credits

This course is designed as a fast-paced, concentrated introduction to computers and problem solving for students who plan to take higher-level computer courses. Major topics include: computer hardware and software nomenclature, data entry, flowcharting, programming logic, and an introduction to the BASIC programming language. It is recommended that students with no prior exposure to computers and computer terminology take CST 110 Introduction to Computer Technology before taking this course.

CST 123 DATA ENTRY METHODS 2 credits

This course is designed to familiarize the student with the data entry method available on a modern computer system. On-line and off-line data entry will be covered with emphasis on the use of utility text editors available on on-line systems. This is primarily a "hands-on" course to prepare the student to enter data into input files or source programs. Prerequisite: CST 110 or permission of the Director of the Division of Career Education.

CST 125 APPLICATION SOFTWARE PACKAGES 3 credits

This course is designed to introduce students to general purpose software programs used on microcomputers in business and industry. Prerequisite: CST 110 or the equivalent or permission of the Director of the Division of Career Education.

CST 130 BASIC PROGRAMMING LANGUAGE 3 credits

This course continues the Beginner's All-Purpose Symbolic Instruction Code (BASIC) language begun in CST 120. Primary emphasis is on the development of BASIC programs in an interactive environment. Microcomputer technology is introduced and used throughout the course. Prerequisites: CST 120 and (MAT 110 or MAT 131 or equivalent) or permission of the Director of the Division of Career Education.

CST 132 FORTRAN PROGRAMMING 4 credits

This is a beginning course in the use of FORMula TRANslation (FORTRAN) programming language. Primary emphasis will be on mathematical and scientific applications. Prerequisites: CST 120 and (MAT 131 or MAT 151), or permission of the Director of Division of Career Education.

CST 133 INTRODUCTION TO MACHINE AND ASSEMBLY LANGUAGE 4 credits

This is a course in elementary computer architecture. The use of machine and assembly language will be covered as well as the use of utility macroprograms. Prerequisites: CST 120 and at least one of the following: CST 130, CST 132, or CST 221.

CST 135 PASCAL PROGRAMMING LANGUAGE 3 credits

This course is designed to introduce the student to structured programming and problem solving using the Pascal language. Emphasis will be on business applications requiring top-down and/or modular design. Prerequisite: CST 120 or permission of the Director of the Division of Career Education.

CST 141 RPG-II PROGRAMMING LANGUAGE 3 credits

This course is designed to introduce the student to the Report Program Generator (RPG-II) language. The application of RPG-II to common business problems such as payroll, accounts receivable, accounts payable, inventory control, and sales analysis will be discussed. Prerequisite: CST 120 or permission of the Director of the Division of Career Education.

Academic Affairs

CST 221 COBOL PROGRAMMING I 3 credits

This course is an introduction to the COmmon Business Oriented Language (COBOL) and its application to business programs. Emphasis will be on structured programming techniques. Students will be required to develop and run COBOL programs in an "on-line" environment. Prerequisite: CST 120 or permission of the Director of Division of Career Education.

CST 222 COBOL PROGRAMMING II. 3 credits

This is an advanced COBOL course. Emphasis is on the use of indexed, relative, and sequential disk files in business applications. The study will also include mastery of more complex procedural verbs. Prerequisite: CST 221.

CST 223 BUSINESS APPLICATIONS IN COBOL. 3 credits

This course is a study of the application of computer systems and automated data processing to traditional accounting and business problems. The student will analyze the business problem, develop the systems flowcharts and file layout necessary to define the system, then write and debug the COBOL programs necessary to implement the design. Prerequisites: CST 222 and ACT 232.

CST 230 BUSINESS APPLICATIONS IN BASIC. 3 credits

This course involves the use of BASIC programming in the development of program modules to support such business application areas as payroll, accounts receivable, inventory, depreciation, and amortization. The course continues with advanced uses of file processing and matrix manipulation, and with utility software such as sort and word processing. Prerequisites: CST 125 and CST 130 or permission of the Director of the Division of Career Education.

CST 232 INTRODUCTION TO NUMERICAL ALGORITHMS 4 credits

This course will involve the use of FORTRAN in solving for roots of equations, systems of linear equations, least-squares data fitting, numerical integration, and numerical methods for ordinary differential equations. Prerequisites: CST 132 and MAT 206 or permission of the Director of the Division of Career Education.

CST 299 TOPICS IN COMPUTER SCIENCE 1-5 credits

Selected topics in computer science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Career Education.

Academic Affairs

COOPERATIVE EDUCATION

At the beginning of the quarter, a minimum work time is determined between the student and the coordinator of cooperative education. At the end of the quarter, a brief summary of the work experience is submitted by the student to the coordinator. Courses are to be taken in sequence.

COP 201 COOPERATIVE PRACTICUM I 2 credits

This course involves off-campus work assignments in the area of the academic major with industry, government, educational institutions, or business organizations.

COP 202 COOPERATIVE PRACTICUM II 2 credits

This course involves off-campus work assignments in the area of the academic major with industry, government, educational institutions, or business organizations.

COP 203 COOPERATIVE PRACTICUM III 2 credits

This course involves off-campus work assignments in the area of the academic major with industry, government, educational institutions, or business organizations.

ECONOMICS

ECO 201 PRINCIPLES OF ECONOMICS I 3 credits

This course is a study of economics with particular emphasis on macroeconomics. Areas covered include: basic economic concepts, supply and demand, labor, economic role of government, national income analysis, and fiscal policy.

ECO 202 PRINCIPLES OF ECONOMICS II 3 credits

This course is a continuation of ECO 201 with particular emphasis on microeconomics. Areas covered include: money and banking, monetary and fiscal policy, supply and demand, costs and revenues, profit maximization, long-run and short-run analysis, competition, etc. Prerequisite: ECO 201.

ECO 203 PRINCIPLES OF ECONOMICS III 3 credits

This course is a continuation of ECO 201 and 202. Areas covered include: factors of production, international trade, comparative economic systems, history of economic thought, business cycles, economic growth, unemployment, inflation, etc. Prerequisite: ECO 202.

ECO 299 TOPICS IN ECONOMICS 1-5 credits

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

EDUCATION

EDU 123 INTRODUCTION TO EDUCATION 3 credits

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

EDU 124 HUMAN GROWTH AND DEVELOPMENT 3 credits

This course is designed to explore the physical, psychological, and socio-cultural factors that influence the development of the individual. (Formerly PSY 103; Formerly EDU 110)

EDU 125 ORIENTATION TO TEACHING 3 credits

This course provides field experiences for students who are considering teaching as a career. Fifteen hours of multi-grade level observations are combined with on-campus seminars. (Formerly EDU 201)

EDU 299 TOPICS IN EDUCATION 1-5 credits

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

PRE-ENGINEERING AND ENGINEERING TECHNOLOGY

ERG 101 ENGINEERING GRAPHICS I 3 credits

This course develops drafting fundamentals with use of instruments, theory of projection, sections, auxiliary views and dimensioning with considerable technical sketching and graphical presentation. (5 hours per week-lecture and laboratory)

ERG 102 ENGINEERING GRAPHICS II 3 credits

This course is a continuation of ERG 101 going into design, detail and assembly drawings, fundamentals of perspective, fundamentals of descriptive geometry, and graphical analysis. (5 hours per week-lecture and laboratory) Prerequisite: ERG 101 or 2 years high school drafting and permission of the Director of Division of Career Education.

ERG 103 ENGINEERING GRAPHICS III 3 credits

This course is a continuation of ERG 102 with emphasis on more complex mechanical and electrical design problems. The student will complete an independent design project approved by the instructor. (5 hours per week-lecture and laboratory). Prerequisite: ERG 102.

ERG 110 INTRODUCTION TO ENGINEERING AND TECHNOLOGY 3 credits

This course is an introduction to careers in science, engineering, and technology, the creative aspects of technology, the ethical and professional aspects of engineering and technology, the problems challenging technology in our society, and approaches in problem solving; the use of calculators and computers in science, engineering, and technology.

ERG 111 BASIC ENGINEERING I 4 credits

This course is a study of forces, vector quantities and moments, resultants of force systems, and simple static equilibrium. (3 hours lecture-3 hours laboratory) Co-requisite: MAT 205.

ERG 112 BASIC ENGINEERING II 4 credits

This course is a study of displacement vectors, particle kinematics and projectile motion, kinetics of particles using Newton's Laws, frictional forces and impulse-momentum. (3 hours lecture-3 hours laboratory) Prerequisite: ERG 111. Co-requisite: MAT 206.

ERG 113 BASIC ENGINEERING III 4 credits

This course is a study of work and kinetic energy, temperature, heat, First Law of Thermodynamics, and Kinetic Theory of Gases. (3 hours lecture-3 hours laboratory) Prerequisites: ERG 112 and MAT 206.

ERG 114 MANUFACTURING PROCESSES 3 credits

This course is a study of modern materials and processes in manufacturing, including casting and forming, machining processes, welding and allied processes, and techniques related to manufacturing.

ERG 153 TECHNICAL WRITING 3 credits

This course is a specialized composition course designed to teach the principles of technical writing including giving directions, describing processes and mechanisms, writing abstracts, memoranda, progress and field reports, letters of application, and data sheets. This course is open to students with any major or emphasis. Prerequisite: ENG 101.

ERG 161 ELECTRONICS TECHNOLOGY I 3 credits

This course is an introductory course on Ohm's law, series circuits, parallel circuits, series-parallel circuits, and voltage dividers, and current dividers. Prerequisite: MAT 151 or MAT 190.

ERG 162 ELECTRONICS TECHNOLOGY II 3 credits

This course is a study of direct-current meters, conductors, insulators, resistors, batteries, magnetism, magnetic units, and electromagnetic induction. Prerequisites: ERG 161 and (MAT 151 or MAT 190).

ERG 163 ELECTRONICS TECHNOLOGY III 3 credits

This course is a study of alternating current and voltage, inductance, capacitance with emphasis on inductive and capacitive circuits and their respective time constants. Prerequisite: ERG 162.

ERG 164 ELECTRONICS TECHNOLOGY IV 3 credits

This course is a study of AC circuits analysis using complex numbers, resonance, filters, vacuum tubes, Kirchoff's Laws and Network Theorems. Prerequisite: ERG 163.

ERG 165 ELECTRONICS TECHNOLOGY V 3 credits

This course is a study of semiconductors, diodes and transistors, integrated circuits, amplifiers, digital circuitry, logic tables, and Boolean algebra. Prerequisite: ERG 164.

ERG 211 CIRCUITS I 3 credits

This course is a study of circuit variables; current, voltage, power, energy, resistance, capacitance and inductance; Kirchoff's laws; writing circuit equilibrium equations using loop currents as well as node voltages; solution for resistive networks using matrix algebra; reduction by Y - 1/3 transformation; and network theorems. (3 hours lecture-2 hours bimonthly lab) Co-requisite: MAT 207.

ERG 212 CIRCUITS II 3 credits

This course is a study of elementary transient analysis of circuits with one storage element, networks in sinusoidal steady-state, use of complex algebra, power and power factor, phasors and transforms, concept of transform networks, complex impedances, and resonance. (3 hours lecture-2 hours bimonthly lab) Prerequisite: ERG 211. Co-requisite: MAT 208.

ERG 213 CIRCUITS III 3 credits

This course includes the study of polyphase networks considered as networks with more than one source, magnetically coupled circuits, transient analysis of circuits containing more than one storage element using classical methods, and steady-state analysis of networks containing sinusoidal sources of more than one frequency. (3 hours lecture-2 hours bimonthly lab) Prerequisite: ERG 212. Co-requisite: MAT 283.

ERG 214 MICROCOMPUTER FUNDAMENTALS 4 credits

This course is a study of microprocessors and microcomputers. A review of digital principles, logic, and circuits will be covered. A laboratory/lecture approach will be used to provide the student with hands-on experience of digital circuitry such as analog to digital interfacing, logic gates, flip-flops, and binary counters. (3 hours lecture-2 hours laboratory) Prerequisite: CST 130 or CST 132 or ERG 123.

ERG 231 MECHANICS OF MATERIALS 4 credits

This course is a study of the concepts of stress and strain, stress-strain relations and Mohr's Circle, static analysis of members, area moments of inertia, analysis of axially loaded members, torsion, and bending. (3 hours lecture-3 hours laboratory) Prerequisites: (ERG 111 or ERG 252) and MAT 205.

ERG 232 FLUID MECHANICS 3 credits

This course is a study of the basic laws of fluids, effects of viscosity and compressibility, empirical analysis and Navier-Stokes equations. Prerequisites: MAT 206 and (ERG 113 or PHY 212).

ERG 233 MACHINE DESIGN 3 credits

This course is a study of the analysis and design of basic machine elements such as shafts, gears, belts, columns, fasteners, and springs. Prerequisite: ERG 102 and ERG 231.

ERG 234 ENGINEERING LABORATORY 2 credits

This course is a study of the theory and fundamentals of physical measurements, the characteristics of dynamic signals, the basic detector-transducer elements and applied measurements. (1 hour lecture-2 hours laboratory) Prerequisites: ERG 112 and ERG 163.

ERG 252 STATICS 3 credits

This course is a study of vector algebra, resultants, equilibrium, friction, centers of gravity, centroids, and moments of inertia. Prerequisite: PHY 231. Co-requisite: MAT 207.

ERG 253 DYNAMICS 3 credits

This course is a study of particle Kinematics, absolute and relative motion, kinetics, applications of Newton's Laws, work-energy principle, and impulse-momentum principle. Prerequisites: (ERG 252 or ERG 111) and MAT 207.

ERG 273 BASIC ELECTRICAL ENGINEERING 3 credits

This course is a study of AC-DC circuits and fields for non-electrical engineering majors. (2 hours lecture-2 hours laboratory) Prerequisite: MAT 208 and PHY 232.

ERG 299 TOPICS IN ENGINEERING 1-5 credits

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

ENGLISH

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

ENG 100 FUNDAMENTALS OF ENGLISH 3 credits

This course focuses on development of basic skills in grammar, mechanics, punctuation, and spelling. Additionally, students review sentence types, effective sentence construction, and paragraphing. (Credit hours earned in this course may not be used to meet any requirements in any associate degree program.)

ENG 101 ENGLISH COMPOSITION I 3 credits

This course focuses on essay writing using narrative, descriptive, and expository patterns and emphasizes analyzing readings and logical thinking. Prerequisite: Satisfactory performance on the English Placement Assessment or successful completion of ENG 100 or permission of the Director of the Division of Liberal Arts.

ENG 101 ENGLISH COMPOSITION I-HONORS 3 credits

This course focuses on essay writing using narrative, descriptive, expository and argumentative patterns. The analyzing of readings (both nonfiction and fiction) and indepth analytical thinking are emphasized. Prerequisite: See Honors Program entry requirements.

ENG 102 ENGLISH COMPOSITION II 3 credits

This course, a continuation of ENG 101, focuses on essay writing using expository and argumentative patterns and includes emphasis on analyzing readings, report writing, and logical thinking. Prerequisite: ENG 101.

ENG 102 ENGLISH COMPOSITION II-HONORS 3 credits

This course, a continuation of ENG 101 Honors, focuses on critical reading and writing about literature (both traditional and popular) with special emphasis on contemporary issues and experiences common to human existence. Prerequisite: ENG 101 Honors.

Academic Affairs

ENG 103 ENGLISH COMPOSITION III3 credits

This course emphasizes locating, organizing, and incorporating evidence in preparing, writing, and documenting an extended research project. Prerequisite: ENG 102.

ENG 103 ENGLISH COMPOSITION III-HONORS3 credits

This course emphasizes locating, organizing, and incorporating evidence in preparing, writing, and documenting an extended research project. In-depth and creative treatment of material is expected from the Honors student. Prerequisite: ENG 102 Honors.

ENG 201 INTRODUCTION TO FICTION.3 credits

This course is a study of fiction, especially the short story and novel, emphasizing the elements of fiction, an introduction to literary research and literary criticism, and the writing of analytical papers. Prerequisite: ENG 103. (Replaces ENG 205)

ENG 201 INTRODUCTION TO FICTION-HONORS.3 credits

This course is an in-depth study of fiction especially the short story and novel, emphasizing the elements of fiction, an introduction to literary research and literary criticism, and the writing of analytical papers. Prerequisite: ENG 103; See Honors Program entry requirements. (Replaces ENG 205)

ENG 202 INTRODUCTION TO POETRY3 credits

This course is a study of poetry emphasizing poetic types and elements; literary research and criticism; and writing a paraphrase of poetry, an explication of poetry, and other analytical papers. Prerequisite: ENG 201. (Replaces ENG 206)

ENG 202 INTRODUCTION TO POETRY-HONORS3 credits

This course is an in-depth study of poetry emphasizing poetic types and elements; literary research and criticism; and writing a paraphrase of poetry, an explication of poetry, and other analytical papers. Prerequisite: ENG 201. (Replaces ENG 206)

ENG 203 INTRODUCTION TO DRAMA3 credits

This course is a study of drama emphasizing the development of drama from the Greeks to the twentieth century including the relevance of drama in contemporary film and television; dramatic elements and types; literary criticism, especially the review; and writing analytical papers. Prerequisite: ENG 202. (Replaces ENG 207)

Academic Affairs

ENG 203 INTRODUCTION TO DRAMA-HONORS3 credits

This course is an in-depth study of drama emphasizing the development of drama from the Greeks to the twentieth century including the relevance of drama in contemporary film and television; dramatic elements and types; literary criticism, especially the review; and writing analytical papers. Prerequisite: ENG 202. (Replaces ENG 207)

ENG 299 TOPICS IN ENGLISH.1-5 credits

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

GEOGRAPHY

GGY 101 ELEMENTS OF PHYSICAL GEOGRAPHY I 3 credits

This course explores the field of geography by surveying the regions of the world, land and water formations, and configuration of the earth.

GGY 102 ELEMENTS OF PHYSICAL GEOGRAPHY II 3 credits

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

GGY 103 ELEMENTS OF PHYSICAL GEOGRAPHY III 3 credits

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

GGY 299 TOPICS IN GEOGRAPHY 1-5 credits

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

GEOLOGY

GEO 120 INTRODUCTION TO EARTH SCIENCE.4 credits

This course focuses upon the earth's structure, function, physical processes, and location in space. Emphasis is given to the external and internal forces that mold the earth. (3 hours lecture-2 hours laboratory)

GEO 299 TOPICS IN GEOLOGY 1-5 credits

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

HEALTH

HED 201 PERSONAL HEALTH 3 credits

This course is a study of contemporary personal health issues and problems. Major emphasis is placed on emotional health, drugs, tobacco, alcohol, and human sexuality.

HED 202 COMMUNITY HEALTH 3 credits

This course focuses upon health as applied to the family and community. Major emphasis is directed toward promoting health, prevention of health problems, environmental health, and health services. Sanitation in relation to food, sewage, water, air pollution, and insects is studied.

HED 203 FIRST AID AND SAFETY 3 credits

This course focuses on 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. Instruction is given in performing Cardiopulmonary Resuscitation (CPR) and the Heimlich maneuver.

HED 221 PRINCIPLES OF NUTRITION 2 credits

This course is the first part of a two-course sequence in which the basic principles of nutrition are introduced with a detailed look into the six essential nutrients in food (carbohydrates, fats, proteins, water, minerals, and vitamins) and their importance to man. Also included is a consideration of total energy requirements, as well as the basic processes involved in nutrient utilization in the body (digestion, absorption, and metabolism). (Formerly first half of HED 221-4 credit hours)

HED 222 THERAPEUTIC NUTRITION 2 credits

This course is the second part of a two-course sequence in which the nutritional principles are applied to various conditions including diabetes mellitus, cardiovascular disease, renal disease, liver disease, gastrointestinal disease, surgical and burn therapy and weight control. Included is food composition as a basic tool of diet therapy. Prerequisite: HED 221. (Formerly second half of HED 221-4 credit hours)

HED 299 TOPICS IN HEALTH 1-5 credits

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

HISTORY

HIS 111 WORLD CIVILIZATION I 3 credits

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

HIS 112 WORLD CIVILIZATION II 3 credits

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

HIS 113 WORLD CIVILIZATION III 3 credits

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

HIS 211 UNITED STATES HISTORY I 3 credits

This course covers the history of the United States from the beginning of English settlement in North America through the Revolution and early national period to the disruption of the Union in the nineteenth century. (Formerly HIS 201)

HIS 212 UNITED STATES HISTORY II 3 credits

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

HIS 213 UNITED STATES HISTORY III 3 credits

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

HIS 261 HISTORY OF TENNESSEE 3 credits

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

HIS 299 TOPICS IN HISTORY 1-5 credits

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

INDUSTRIAL MANAGEMENT

IMT 101 ELEMENTS OF INDUSTRIAL MANAGEMENT 3 credits

This course introduces the organization and the basic principles of management as found in modern industry. The course will include trips to industries, practical problems, and the introduction to modern management.

IMT 153 INDUSTRIAL SAFETY 3 credits

This course addresses the control of industrial hazards through safe-guarding machinery and processes, mechanical guards, remote controls, nature and analysis of accidents, and control of accidents with emphasis on latest Federal laws.

IMT 183 PRINCIPLES OF SUPERVISION 3 credits

This course is a study of managing one's self, management of people at work, and the planning, direction, and control of human resources in industrial plants.

IMT 223 QUALITY CONTROL 3 credits

This course is a simplified but valid coverage of product quality control and reliability which covers sampling plans, control charts and limits, statistical evaluations of tolerance, systematic investigation of processing variables, and evaluations of reliability.

IMT 299 TOPICS IN INDUSTRIAL MANAGEMENT 1-5 credits

Selected topics in industrial management; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Career Education.

INDUSTRIAL TECHNOLOGY

IAT 101 APPLIED BLUEPRINT READING 3 credits

This course is designed to develop skills in blueprint reading and sketching skills which are needed in the shop by journeymen in the metal working industry. Topics of study will include: surface finishes, fits, tolerances, graphic language, dimensioning, working drawings, and isometrics.

IAT 120 METALLURGY 3 credits

This course is designed to develop skills in materials identification and characteristics, practical application, heat treatment of various steels, and tools used in the machine shops. (Formerly IAT 121)

IAT 131 APPLIED MATHEMATICS I 3 credits

This course is designed to develop basic mathematics skills, dealing with fractions, decimals, basic algebra with emphasis on shop formulas and formula substitutions, square root, ratio, and proportions. (Formerly IAT 102)

IAT 132 APPLIED MATHEMATICS II 3 credits

This course is designed to develop basic skills dealing with geometry, with emphasis on shop formulas and trigonometry, and with emphasis on right triangles. Prerequisite: IAT 131 (Formerly IAT 103)

IAT 133 APPLIED MATHEMATICS III 3 credits

This course is a continuation of IAT 132 with additional emphasis on applied shop mathematics, introduction of metrics, the calculation of speeds, and feeds of various cutting tools used in the basic machine shop. Prerequisite: IAT 132 (Formerly IAT 104)

IAT 171 MACHINIST THEORY I 3 credits

This course is designed to provide a combination of machinist theory and practice necessary for the competent performance of journeyman machinists in the metal working industry. The following topics will be stressed: bench work, power saws, drill press, shaper, planer, surface and cylindrical grinders, machining techniques, mass production methods, and numerical controlled machines. Shop theory for operations, maintenance, and safety will be discussed in these areas. (Formerly IAT 122)

IAT 172 MACHINIST THEORY II 3 credits

This course is designed to go into detail on the use of the engine lathe and the milling machine. Topics of study of the engine lathe will include: types, sizes, tooling, tool holders, mounting work, speeds, feeds, types of operations, planning job, sequence of operations, threads, tapers, R. P. M., and safety. Topics of study on the milling machine will include: theory in the operations, maintenance, and safety on the milling machine, types and sizes, types of cutters, work holding devices and clamping methods, feeds and speeds, installing arbors and cutters, milling operations, coolants, bearings, and fittings. Prerequisite: IAT 171. (Formerly IAT 123)

IAT 173 MACHINIST THEORY III 3 credits

This course is designed to develop necessary skills to measure, cut, and form screw threads (single and multiple) and also single and compound gears with the set-up and operation of a dividing head and indexing procedures. Prerequisite: IAT 172. (Formerly IAT 124)

IAT 180 MACHINERY'S HANDBOOK 3 credits

This course is designed to develop the apprentice's ability to utilize the vast amount of technical information found in the Machinery's Handbook. (Formerly IAT 126)

IAT 190 CUTTING TOOLS 3 credits

This course is designed to develop skills for making cutting tools necessary in machine shop work. Topics discussed will include: single point, multipoint, formed cutting tools, set-up and operation of basic tool and cutter grinders, cutting tool geometry, and design. (Formerly IAT 127)

IAT 201 BASIC MACHINE DESIGN AND SELECTION 3 credits

This is a course in the principles of designing and selecting machine elements. Formation of a concept, calculations for determining the size and shape of the various parts, and use of handbooks and manufacturer's catalogs for the selection of standard parts will be stressed. Topics discussed will include: friction and basic machine elements such as: bearings, shafts, couplings, fasteners, and retainers.

IAT 204 NUMERICAL CONTROL EQUIPMENT 3 credits

This course is designed to develop skills in planning and estimating the job programming for numerical control equipment.

IAT 205 ELECTRICAL DISCHARGE MACHINERY (NTM). 3 credits

This course is designed to go into detail on electrical discharge machinery, covering mechanical, electrical, thermal, and chemical non-traditional machining.

IAT 210 ROBOTICS 3 credits

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

IAT 220 LASERS IN INDUSTRY 3 credits

This course will cover the newest laser applications, heat treating, welding, drilling, cutting, annealing, and weld scan product formulas.

IAT 230 BASIC HYDRAULICS. 3 credits

This course is designed to teach hydraulics and fluid power and to present hydraulic systems and components. Along with these principles and operating characteristics, emphasis is placed on how to diagnose hydraulic system problems and how to install components properly.

IAT 240 BASIC PNEUMATICS 3 credits

This course is designed to teach pneumatic principles and operating characteristics of compressed air systems and components. Along with these principles and operating characteristics, emphasis is placed on how to diagnose compressed air system problems and components properly.

IAT 299 TOPICS IN INDUSTRIAL TECHNOLOGY 1-5 credits

Selected topics in industrial technology; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Career Education.

INTERDISCIPLINARY STUDIES

IDS 101 INTRODUCTION TO TECHNOLOGIES AND HUMANITIES 3 credits

This course links the methods and insights of technologies with humanities in examining problems facing people in all types of occupations in contemporary society.

IDS 299 TOPICS IN INTERDISCIPLINARY STUDIES 1-5 credits

Selected topics in interdisciplinary studies; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Liberal Arts.

MARKETING

MKT 102 SALESMANSHIP 3 credits

This course is a presentation of salesmanship in its broad sense including the basic principles necessary for selling. The course will include actual projects in selling.

MKT 103 PUBLIC RELATIONS 3 credits

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

MKT 231 PRINCIPLES OF ADVERTISING 3 credits

This course is a study of the techniques and methods of advertising, its planning, creation, and use in the retail field.

MKT 281 PRINCIPLES OF MARKETING I 3 credits

This course is a study of the business system including the functions that have to do with the distribution of the marketable goods from the producer to the consumer. (Formerly BUS 281)

MKT 282 PRINCIPLES OF MARKETING II 3 credits

This course is a study of marketing channels, price policies and practices, non-price competition, the marketing of industrial goods, and marketing research as they relate to the distribution of goods. (Formerly BUS 282)

MKT 299 TOPICS IN MARKETING 1-5 credits

Selected topics in marketing; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Career Education.

MATHEMATICS

Mathematics courses which may be used to meet the general education requirement for mathematics in the University Parallel major must have a minimum prerequisite requirement of either one year of high school algebra and one year of geometry or two years of high school algebra. Students choosing mathematics courses to meet the general education requirement should select courses appropriate for the baccalaureate granting institution and major which

they intend to pursue after graduating and/or transferring from Motlow. If a program of study is selected which includes Calculus, either MAT 151 College Algebra and MAT 152 Plane Trigonometry or MAT 190 Precalculus Mathematics are appropriate selections for preparation for Calculus. A student may not use more than 10 credit hours earned in MAT 151 and MAT 152 and MAT 190 toward meeting the required number of hours in the selected program of study. In addition, completion of some mathematics courses with a grade of "C" or higher will prohibit the use of hours earned in certain other courses in meeting minimum degree requirements. Hours earned beyond those permitted by these restrictions become add-on hours in the degree program. See the course descriptions for specific information. If there is doubt about the proper choice of courses, see a member of the mathematics faculty.

MAT 100 FUNDAMENTALS OF MATHEMATICS 5 credits

This course places emphasis on the principles and applications of arithmetic, including fundamental operations on whole numbers, signed numbers, common and decimal fractions; percent, ratio, and proportion; scientific notation; the metric system; introduction to solving linear equations, and formula substitution. A unit on basic geometry is included. (Credit hours earned in this course may not be used to meet any requirement in any degree program; these are add-on hours.) (4 hours lecture-2 hours laboratory) (Formerly MAT 106)

MAT 109 BEGINNING ALGEBRA 3 credits

This course focuses on operations with signed numbers, evaluation of expressions and formulas, simplification of algebraic expressions, solution of word problems, rules of integral exponents and operations on polynomials. This course is suggested for those students (1) who have had no high school algebra, (2) whose ACT mathematics scores are low, (3) whose background needs strengthening for higher level mathematics courses. (Credit hours earned in this course may not be used to meet any requirement in any degree program; these are add-on hours.)

MAT 110 INTERMEDIATE ALGEBRA 5 credits

This course places emphasis on the following topics: operations with polynomials, factoring, fractions, linear equations, functions and graphs, simultaneous linear equations, rational exponents and radicals, and elements of quadratic equations. (Credit is not granted for students who have previously completed MAT 131 or higher (or equivalent) with a grade of "C" or higher.) Prerequisite: (1 year of high school algebra and 1 year of geometry) or (MAT 100 and MAT 109).

MAT 120 MATHEMATICS OF PHARMACOLOGICAL WEIGHTS AND MEASURES 1 credit

This course is a study of the metric and Apothecaries' systems of weights and measures; abbreviations, symbols, and conversions. Included are calculations involved in preparing solutions from powdered drugs and tablets, dilutions of concentrated stock solutions, dosages from stock solutions, powdered drugs and tablets, and determining intravenous flow rates. Prerequisite: MAT 100 or permission of the Director of the Division of Career Education.

MAT 131 COLLEGE MATHEMATICS I 3 credits

This course includes a study of the fundamental concepts of sets and set operations, the number systems, relations, functions, and graphs, exponential forms, radicals, polynomial products and factoring, rational expressions, linear equations and systems of linear equations. (Credit is not granted for students who have previously completed MAT 151 or MAT 190 or higher (or equivalent) with a grade of "C" or higher.) (Formerly MAT 101)

MAT 132 COLLEGE MATHEMATICS II. 3 credits

This course includes a study of quadratic equations and inequalities, linear inequalities and linear programming, determinants and matrices, logarithms, permutations, combinations, probability, and statistical measures. Prerequisite: MAT 131 or permission of the Director of the Division of Liberal Arts. (Formerly MAT 102)

MAT 133 COLLEGE MATHEMATICS III 3 credits

This course includes a study of trigonometric functions, the right triangle, oblique triangles, trigonometric identities, slope and equation of a line, introduction to the limiting process, introduction to derivatives and integrals and their applications. (Credit is not granted for students who have previously completed MAT 152 or a higher numbered math course (or equivalent) with a grade of "C" or higher.) (Formerly MAT 103)

MAT 151 COLLEGE ALGEBRA 5 credits

This course includes a study of the complex number system, product forms and factoring, radical expressions and exponential forms, systems of linear equations, quadratic and higher degree equations and inequalities, functions, relations, graphs, logarithms, matrices, and determinants. (Credit earned in this course after completing MAT 131 and 132 with grades of "C" or higher result in add-on hours. Either MAT 151 or (MAT 131 and MAT 132), but not both, may be used in meeting minimum degree requirements. See the information at the beginning of the mathematics course listing concerning restricted use of credit.) Prerequisite: (High school algebra I and algebra II) or MAT 110 or the equivalent. (Formerly MAT 111)

MAT 152 PLANE TRIGONOMETRY 5 credits

This course is a study of trigonometric functions and their application to right and oblique triangles, linear and angular velocities, vectors, graphical representation of trigonometric functions, inverse trigonometric functions, identities and conditional equations, composite angle formulas, and other selected topics. (See the information at the beginning of the mathematics course listing concerning restricted use of credits.) Prerequisite: (MAT 131 and 132) or MAT 151 or the equivalent.

MAT 190 PRE-CALCULUS MATHEMATICS 5 credits

This course is a survey of algebra and trigonometry including equations, inequalities, relations, functions, systems of equations, trigonometric functions of angles, right and oblique triangles, vectors, expansion and reduction formulas, trigonometric equations and identities. Credits earned in this course after completing MAT 131 and 133 with grades of "C" or higher result in add-on hours. Either MAT 190 or (MAT 131 and MAT 133), but not both, may be used in meeting minimum degree requirements. See the information at the beginning of the mathematics course listing concerning restricted use of credit.) Prerequisite: 2 years of high school algebra, geometry, and trigonometry. (Formerly MAT 109)

MAT 205 ANALYTIC GEOMETRY AND CALCULUS I 5 credits

This course is a study of selected topics in plane analytic geometry; functions, including their limits and continuity; derivative of algebraic expressions and their applications to graphing, maxima and minima, and related rates; the differential; and antiderivatives. Prerequisites: MAT 190 or (MAT 151 and MAT 152) or permission of the Director of the Division of Liberal Arts. (Formerly MAT 113)

MAT 206 CALCULUS II 5 credits

This course is a study of integration of algebraic expressions; two dimensional vectors; conic sections, including translations and rotations, differentiation and integration of logarithmic, exponential, trigonometric, inverse trigonometric, and hyperbolic functions. Prerequisite: MAT 205. (Formerly MAT 211)

MAT 207 CALCULUS III 5 credits

This course is a study of parametric equations; polar coordinates; integration by substitution, parts, and partial fractions; applications of the integral; limits and continuity by the delta method; and indeterminate forms. Prerequisite: MAT 206. (Formerly MAT 212)

MAT 208 CALCULUS IV 5 credits

This course is a study of sequences and series; solid and analytic geometry; partial derivatives; multiple integrals; and line and surface integrals. Prerequisite: MAT 207. (Formerly MAT 213)

Academic Affairs

MAT 273 DIFFERENTIAL EQUATIONS 5 credits

This course is a study of ordinary differential equations with applications, numerical solutions, power series, and LaPlace transforms. Prerequisite: MAT 208.

MAT 283 MATRIX ALGEBRA 4 credits

This course is a study of vectors, matrices, systems of equations, determinants, inverses of matrices, eigenvalues, and eigenvectors. Prerequisite: MAT 205.

MAT 299 TOPICS IN MATHEMATICS. 1-5 credits

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

MUSIC

MUS 141 SWING CHOIR I 3 credits

This is a vocal and instrumental performance class for students who sing, play wind, string, percussion or keyboard instruments to participate. Choral and stage band charts of many styles will be studied. This group will perform representing MSCC.

MUS 142 SWING CHOIR II 3 credits

This is a continuation of Swing Choir I as a performing group. Choral and instrumental students with minimum experience are sought. Solo and group performances will be developed. Variety programs will represent MSCC. Prerequisite: MUS 141 or permission of the Director of Division of Liberal Arts.

MUS 143 SWING CHOIR III 3 credits

This course continues Swing Choir II as a performing organization representing MSCC. Singers, instrumentalist--strings, winds, percussion, keyboard--will perform for special occasions on and/or off campus. Music of a wide variety of styles will be studied. Prerequisite: MUS 142 or permission of the Director of Division of Liberal Arts.

MUS 251 MUSIC APPRECIATION. 3 credits

This course is designed to develop listening skills. Elements of music, style and form, composers, and periods of musical composition are studied in order to enlarge the student's understanding. (Replaces MUS 241)

Academic Affairs

MUS 252 MUSIC FOR SCHOOL AND COMMUNITY I 3 credits

This course is designed for the development of basic music skills in at least one of the following: piano, guitar, recorder, singing. Music reading with appropriate music literature is emphasized. Elementary music education, song leading, ensemble organization, and teaching music concepts are offered.

MUS 253 MUSIC FOR SCHOOL AND COMMUNITY II. 3 credits

This course is designed to continue the development of basic music skills in at least one of the following: piano, guitar, recorder, singing. Music reading with appropriate literature will be continued. Additional development of elementary music education, song leading, ensemble organization, and teaching concepts will be pursued. Prerequisite: MUS 252 or permission of the Director of the Division of Liberal Arts.

MUS 299 TOPICS IN MUSIC. 1-5 credits

Selected topics in music; a course for students interested in pursuing specific projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Liberal Arts.

NURSING

NET 110 INTRODUCTION TO MEDICAL TERMINOLOGY 1 credit

This course is an introduction to medical vocabulary with emphasis on Greek and Latin prefixes, suffixes, root words, and their combining forms as well as standard pronunciation of terminology.

NET 111 FUNDAMENTALS OF NURSING 6 credits

Theory and guided learning experiences introduce the student to nursing and the health care system. The focus is on the human system stressed by illness and the adaptations involved in adjusting to hospitalization or other health care. Emphasis is placed on utilizing the nursing process to assess health status and to promote and maintain wellness. Classroom and clinical laboratory activities are designed to assist the student in learning fundamental nursing skills, in identifying basic needs and problems, and in application of these skills to care of the client in hospitals and/or extended care facilities. (4 hours lecture-6 hours laboratory) Prerequisites: CHE 101 or high school chemistry, BIO 141 or BIO 142 or high school biology, college mathematics or high school algebra. (Formerly NET 101)

NET 112 MEDICAL-SURGICAL NURSING I 7 credits

Theory and guided learning experiences focus on developing skills in caring for adults undergoing situational or developmental stresses in acute and chronic illness. Emphasized is the nurse's role in administration of therapeutic agents and in care of the client experiencing surgery, interference with mobility, sensory dysfunction, and oncological problems. Clinical objectives focus on the students ability to utilize assessment and planning as part of the nursing process and on beginning interventions with learned nursing techniques. Clinical experience is provided in area hospitals and health care agencies. (4 hours lecture-9 hours laboratory) Prerequisites: NET 110, NET 111, BIO 271, MAT 120. (Formerly NET 102)

NET 123 PSYCHIATRIC NURSING. 8 credits

Theory and guided learning focuses on behaviors contributing to mental health and family and societal stresses which can lead to maladaptive behaviors. Emphasized are legal aspects of mental health care, communication skills needed by the nurse when caring for clients with emotional problems, and pharmacologic agents utilized for emotional/mental illness. Clinical objectives focus on the student's ability to utilize self-evaluation skills as part of the nursing process. Also emphasized is demonstration of therapeutic skills in individual and group relationships in acute, intermediate, or long-term care facilities and community mental health care agencies. (6 hours lecture-6 hours laboratory) Prerequisites: NET 112, PSY 213, BIO 272. (Formerly NET 201; Formerly NET 211)

NET 130 FAMILY HEALTH NURSING I 8 credits

Theory and guided learning experiences focus on developing skills in caring for the family unit adapting to normal reproductive processes from conception through the antepartal, intrapartal, and post-partal periods. Concepts of growth and development, nutrition, and teaching for family health maintenance are included as are stresses caused by male and female reproductive dysfunction. Clinical objectives focus on the student's ability to utilize the nursing process in planned nursing interventions and beginning evaluation of the care given. Clinical experiences are provided in area hospitals and health care agencies. (5 hours lecture-9 hours laboratory) Prerequisites: NET 123, BIO 273, SOC 220. (Formerly NET 202; Formerly NET 214)

NET 213 SEMINAR IN NURSING. 2 credits

This course focuses on ethical, legal, and professional trends and issues in nursing and on selected aspects of leadership and management. Varying responsibilities and roles of the nurse in hospital and health care settings are explored as are the needs of the graduate nurse for self-actualization. Group discussion and student presentations. Prerequisite: NET 231.

NET 231 MEDICAL-SURGICAL NURSING II 8 credits

Theory and guided learning experiences focus on developing knowledge and skills relating to the care of individuals adapting to oxygen deprivation, nutritional disturbance, cardiovascular dysfunction, and oncological problems. Clinical objectives emphasize demonstration of a working knowledge of all phases of the nursing process. Clinical experiences are provided in area hospitals and health care agencies. (5 hours lecture-9 hours laboratory) Prerequisites: NET 130, HED 221. (Formerly NET 103; Formerly NET 113)

NET 232 FAMILY-HEALTH NURSING II 7 credits

Theory and guided learning experiences are focused on caring for the child/family unit undergoing situational and/or developmental stress. Emphasis is placed on concepts of growth and development, nutrition, common health problems, family teaching regarding health maintenance, and specific adaptations based on biological or environmental factors from infancy through adolescence. Clinical experiences are provided in selected area hospitals, community health care agencies, day care centers, and special education classes. (4 hours lecture-9 hours laboratory) Prerequisites: NET 231, BIO 231, HED 222. (Formerly NET 203; Formerly NET 212)

NET 233 MEDICAL-SURGICAL NURSING III 9 credits

Theory and guided learning experiences focus on caring for clients stressed by sudden illness/injury and more complex problems involving adaptation to altered fluid/electrolyte and acid/base balance, altered endocrine balance, and neurological dysfunction. Clinical objectives emphasize use of the total nursing process in care of clients in emergency situations and in the development of beginning skills in organizing and evaluating care for groups of clients. Clinical experiences are provided in area hospitals, long-term care settings, and health care agencies. (6 hours lecture-9 hours laboratory) Prerequisites: NET 213, NET 232. (Formerly NET 104; Formerly NET 114; Formerly NET 210)

NET 299 TOPICS IN NURSING 1-5 credits

Selected topics in nursing. Second-year students may pursue an in-depth study in a specialized area of nursing under the advisement of a nursing faculty member and upon approval by the directors of Nursing Education and the Career Education Division.

PHYSICAL EDUCATION AND RECREATION

Activities

PED 101 BADMINTON 2 credits
 This course is designed to develop basic skills and understanding of badminton. (3 hours per week)

PED 102 VOLLEYBALL 2 credits
 This course is designed to develop basic skills and understanding of volleyball rules. (3 hours per week)

PED 104 DANCE EXERCISE 2 credits
 This course is designed for conditioning in which the student works vigorously on flexibility, muscle toning, and cardiovascular fitness. All exercise activities are choreographed to music. Pass-Fail grading is used. (3 hours per week)

PED 108 FOLK AND SQUARE DANCE 2 credits
 The first half of this course provides instruction and participation in folk dances of various countries. The last half of the course provides instruction and participation in beginning square dancing. (3 hours per week)

PED 109 ARCHERY 2 credits
 This beginning course provides instruction and practice in the basic fundamentals of archery shooting. (3 hours per week)

PED 110 GOLF 2 credits
 This beginning course provides instruction and practice in the basic fundamentals of golf. Student is required to play three rounds of golf during the quarter. (3 hours per week)

PED 111 TENNIS 2 credits
 This beginning course provides instruction and practice in the basic fundamentals of tennis. (3 hours per week)

PED 113 BOWLING 2 credits
 This course is designed to develop basic bowling skills and knowledge of how to participate in bowling activity. Student is responsible for transportation and lane fees. (3 hours per week)

PED 114 SOCCER. 2 credits
 This course is designed to develop an understanding of basic rules and skills of soccer. (3 hours per week)

PED 115 BODY BUILDING AND WEIGHT LIFTING 2 credits
 This course is designed for body building and conditioning through the use of weights and a gym machine. (3 hours per week)

PED 118 BICYCLING 2 credits
 This course is designed to develop basic skills and knowledge of bicycling. Short and long distance rides are required each quarter. Student is responsible for own bicycle. (3 hours per week)

PED 121 CONDITIONING EXERCISES 2 credits
 This course focuses upon physical self-awareness and development. It is designed for the student who is interested in improving vitality, graceful movement patterns and skill in performing sports. (3 hours per week)

PED 124 JOGGING FOR FITNESS 2 credits
 This course is designed to help the student develop an understanding of jogging as a technique of exercise and to improve physical fitness. (3 hours per week)

PED 131 ADAPTIVE PHYSICAL EDUCATION I 2 credits
 This course is designed to develop the physically handicapped student physically, mentally and socially, through counseling and physical activities that will benefit the student in these areas. (3 hours per week)

PED 132 ADAPTIVE PHYSICAL EDUCATION II 2 credits
 This course is a continuation of PED 131. (3 hours per week)

PED 133 ADAPTIVE PHYSICAL EDUCATION III. 2 credits
 This course is a continuation of PED 132. (3 hours per week)

PED 141 VARSITY ATHLETICS I. 2 credits
 Students participating on the appropriate varsity athletic team will register for "Varsity Athletics." No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirement. (3 hours per week)

PED 142 VARSITY ATHLETICS II 2 credits

This course is a continuation of PED 141. No student will be allowed to register without the approval of the varsity coach. This course may not be used to meet the minimum physical education activity requirements. (3 hours per week)

PED 143 ADVANCED BOWLING 2 credits

This is a course designed to go beyond basic skills and knowledge taught in PED 113. The emphasis is on preparing the student for team and local participation in a community league. Student is responsible for transportation and lane fees. Prerequisite: PED 113 or permission of the Director of the Division of Liberal Arts. (3 hours per week)

PED 151 BEGINNING SWIMMING 2 credits

The beginning course equips the individual with basic water safety skills and knowledge for activities in, on, or about the water and includes instructions in the basic skills of good swimming. Certification by American Red Cross is possible. (3 hours per week)

PED 152 INTERMEDIATE SWIMMING 2 credits

The intermediate course in swimming is designed 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. Certification by American Red Cross is possible. (3 hours per week) Prerequisite: PED 151.

PED 153 LIFE SAVING AND WATER SAFETY 2 credits

This course is designed to provide the student with the knowledge and skills to save his or her own life or the life of another in the event of a water-related accident or emergency. The student will also have an opportunity to improve his or her swimming ability. Certification by American Red Cross is possible. (3 hours per week) Prerequisite: PED 152 or permission of the Director of the Division of Liberal Arts.

PED 154 INTERMEDIATE TENNIS. 2 credits

This is an intermediate course designed to advance the students' skill level and broaden instruction in court tactics and strategy in the game of tennis. (3 hours per week)

Professional

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

PED 200 FOUNDATIONS OF PHYSICAL EDUCATION. 3 credits

This course is a study of the history and principles of health, physical education, and recreation along with careers in health, physical education, and recreation.

PED 207 THE CARE OF ATHLETIC INJURIES 3 credits

This course gives an overview of common injuries in various sports, safety procedures, first aid, conditioning, taping and bandaging, and training room maintenance.

PED 208 OFFICIATING 3 credits

This course is designed to prepare individuals to meet T.S.S.A.A. requirements for officiating in baseball, basketball, football, and volleyball.

**PED 211 RECREATIONAL LEADERSHIP
AND ADMINISTRATION 3 credits**

This course covers the planning and administration of various recreational programs.

PED 212 OUTDOOR RECREATION ACTIVITIES. 3 credits

This course focuses upon activities appropriate for recreational areas and camps.

PED 221 CAMPING AND OUTDOOR LIVING 3 credits

This course is a study of recreational camping and outdoor living. One overnight camping trip is required per quarter.

**PED 241 GAMES, RELAYS, SELF-TESTING ACTIVITIES--
ELEMENTARY CHILDREN 3 credits**

This course is a study of techniques and materials for teaching games, relays, and self-testing activities suitable for the needs, abilities, and interests of elementary children.

**PED 242 RHYTHMIC ACTIVITIES FOR
ELEMENTARY CHILDREN. 3 credits**

This course is a study of techniques and materials for teaching fundamental movement, creative rhythms, singing games, and folk dances suitable for elementary children.

PED 299 TOPICS IN PHYSICAL EDUCATION 1-5 credits

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

PHYSICS

PHY 101 PHYSICAL SCIENCE 3 credits

This course is a study of selected topics from general physics. Subject matter includes such topics as forces, laws of motion, heat, light, sound, etc. This course is offered for non-science majors. No credit is given for any student who has successfully completed PHY 231. (Formerly PHY 106)

PHY 102 PHYSICAL SCIENCE II 3 credits

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

PHY 103 PHYSICAL SCIENCE III. 3 credits

This course is a study of selected topics from astronomy, meteorology, and geology. This course is offered for non-science majors. (Formerly PHY 107)

PHY 211 COLLEGE PHYSICS I 4 credits

This course is a non-calculus-based study of the basic laws and principles of mechanics, motion, energy and fluids, with applications. (3 hours lecture-2 hours laboratory) Prerequisite or corequisite: MAT 152 or MAT 190.

PHY 212 COLLEGE PHYSICS II. 4 credits

This course is a non-calculus-based study of the basic laws of harmonic motion, waves, heat and thermodynamics, electricity and magnetism. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 211.

PHY 213 COLLEGE PHYSICS III 4 credits

This course is a non-calculus-based study of the basic laws of light optics, relativity, particles, and introduction to atomic, quantum and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 212.

PHY 231 GENERAL PHYSICS I 4 credits

This calculus-based course is intended for science and engineering students. Subjects covered include mechanics, momentum, energy, harmonic motion and rotational motion. (3 hours lecture-2 hours laboratory) Prerequisites: MAT 205 and concurrent enrollment in or completion of MAT 206. (Formerly PHY 201)

PHY 232 GENERAL PHYSICS II. 4 credits

This course is a continuation of PHY 231. Subjects covered include heat, thermodynamics, electricity and magnetism. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 231 or ERG 111 and 112. (Formerly PHY 202)

PHY 233 GENERAL PHYSICS III 4 credits

This course is a continuation of PHY 232. Subjects covered include waves, optics, atomic and nuclear physics. (3 hours lecture-2 hours laboratory) Prerequisite: PHY 232. (Formerly PHY 203)

PHY 299 TOPICS IN PHYSICS 1-5 credits

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

POLITICAL SCIENCE

POL 111 FOUNDATIONS OF AMERICAN GOVERNMENT 3 credits

This course analyzes the basic concepts and theories of government and compares governments in the modern world. Constitutional principles of the government of the United States are given special emphasis.

POL 112 UNITED STATES NATIONAL GOVERNMENT 3 credits

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

POL 299 TOPICS IN POLITICAL SCIENCE 1-5 credits

Selected topics in political science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Liberal Arts.

PSYCHOLOGY

PSY 131 GENERAL PSYCHOLOGY I 3 credits

This course focuses on methods of research findings and interpretation in psychology. Topics included are behavioral inheritance, principles of learning, biological foundations of behavior, and thinking. (Formerly PSY 122)

PSY 132 GENERAL PSYCHOLOGY II. 3 credits

A continuation of PSY 131, this course includes topics such as perception, motivation, emotion, personality and behavior disorders. Prerequisite: PSY 131 or permission of the Director of Division of Liberal Arts. (Formerly PSY 123)

PSY 133 GENERAL PSYCHOLOGY III 3 credits

A continuation of PSY 132, this course includes topics such as measurement and testing, human development, and social psychology. Prerequisite: PSY 132 or permission of the Director of Division of Liberal Arts.

PSY 211 EDUCATIONAL PSYCHOLOGY 3 credits

This course examines the application of psychological principles in classroom learning and teaching.

PSY 212 CHILD PSYCHOLOGY 3 credits

This course is a study of the development of behavior in infancy and childhood, including a survey of the factors which influence various kinds of behavior, physical, intellectual, social, emotional, and language development in the normal child. Prerequisites: PSY 131, PSY 132, PSY 133 or permission of the Director of the Division of Liberal Arts.

PSY 213 INTRODUCTION TO MENTAL HEALTH 3 credits

This course is a study of mental health as applied to personal adjustments, solutions of conflicts, fears, and personality difficulties. The theories of adjustment, defense mechanisms, and personality evaluation are studied as they relate to mental health. Prerequisite: Six hours of psychology. (Formerly PSY 221)

PSY 299 TOPICS IN PSYCHOLOGY 1-5 credits

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

READING

RDG 100 FUNDAMENTALS OF READING 3 credits

This course is designed for students who need to improve vocabulary and comprehension skills. Self-paced, individualized instruction is used. In order to successfully complete this course, a student must demonstrate a reading level of tenth (10.0) grade or above as measured by the Nelson-Denny scale or other standardized reading tests. (Credit hours earned in this course may not be used to meet any requirement in any associate degree program; these are add-on hours.) (Formerly ENG 110)

RDG 111 COLLEGE STUDY SKILLS 3 credits

This course is designed to strengthen study skills by improving time management, concentration, memory, use of textbooks, use of the library, use of class notes, and taking examinations.

RDG 112 ADVANCED READING AND CRITICAL THINKING SKILLS. 3 credits

This course is for students who have average or above-average reading skills and want to increase speed and comprehension. Advanced reading and thinking skills are emphasized on an individual basis.

RDG 299 TOPICS IN READING 1-5 credits

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

REAL ESTATE

RES 201 INTRODUCTION TO REAL ESTATE 4 credits

This course covers the basic laws and principles of real estate, including finance, deceased ownership, brokerage appraisals, license law and real estate mathematics. This course is essential to persons interested in acquiring the real estate affiliate's license.

RES 211 REAL ESTATE LAW 4 credits

This course is a study of real estate law, including rights incident to property ownerships and management, agency contracts, and applications to real estate transfer, conveyances, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions, with additional emphasis on Tennessee real estate law. This course applies toward the educational requirements for the broker's examination.

RES 223 REAL ESTATE APPRAISAL 3 credits

This course covers the purpose of appraisals, the appraisals process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit property.

RES 243 REAL ESTATE FINANCE. 3 credits

This course is an examination and analysis of the principles and methods of financing real estate, sources of funds including FHA and VA types, types and contents of financing instruments, and role of various financing institutions, both private and governmental.

RES 299 TOPICS IN REAL ESTATE 1-5 credits

Selected topics in real estate; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Career Education.

SECRETARIAL SCIENCE

SST 101 BEGINNING TYPEWRITING 3 credits

This course includes the development of techniques in touch typewriting and the introduction of keyboard and machine parts with emphasis on speed building and the typing of memos, centering, and personal and business letters. Credit is not allowed for students who have successfully completed SST 102 and/or 103. This course cannot be challenged if SST 102 and/or 103 are required as a degree requirement. If student has had the equivalent, an elective may be substituted for this course. (5 hours per week-lecture and laboratory)

SST 102 INTERMEDIATE TYPEWRITING 3 credits

This course is continued development of typewriting techniques with emphasis on increasing speed and accuracy in typing tabulations, manuscripts, and business correspondence. (5 hours per week-lecture and laboratory) Prerequisite: SST 101 or equivalent.

SST 103 ADVANCED TYPEWRITING 3 credits

This course is continued emphasis on speed and accuracy building along with production speed building. All kinds of typed correspondence studied will be reviewed, and business forms will be introduced, and preparation of masters for duplication will be covered. (5 hours per week-lecture and laboratory) Prerequisite: SST 102 or equivalent.

SST 111 BEGINNING SHORTHAND 4 credits

This course includes the theory of Gregg Shorthand, Diamond Jubilee Series, with emphasis on reading and writing shorthand from textbook, homework notes, dictation, and the development of dictation and longhand transcription abilities. Credit is not allowed for students who have successfully completed SST 112 and/or 113. This course cannot be challenged if SST 112 and/or 113 are required as degree requirement. If student has had the equivalent, an elective may be substituted for this course. (4 hours lecture-1 hour laboratory)

SST 112 INTERMEDIATE SHORTHAND 4 credits

This course includes further application of principles of Gregg Shorthand, DJS, in the development of ability to read, write, and transcribe shorthand outlines. Transcription on the typewriter is introduced with emphasis on transcribing skills. (4 hours lecture-1 hour laboratory) Prerequisite: SST 111 or equivalent.

SST 113 ADVANCED SHORTHAND 4 credits

This course includes continued development of dictation and transcribing skills with increased emphasis on speed building. Mailable transcripts are introduced. (4 hours lecture-1 hour laboratory) Prerequisite: SST 112 or equivalent.

SST 120 KEYBOARDING FOR THE COMPUTER 2 credits

This course is designed to provide basic instruction on the alphabetic and numeric keyboards. Keyboarding techniques on the electric typewriter, computer terminal, and calculator will be presented to develop basic skills needed for input of information. No credit will be granted for a student who has successfully completed a college-level typewriting course.

SST 201 PRODUCTION TYPEWRITING 3 credits

This course is a continuation of speed building, accuracy building, and production speed building with emphasis on more complex manuscripts, business correspondence, tables, business forms, executive, and legal typing. It is recommended that students complete one year of college typewriting before taking this course. (5 hours per week-lecture and laboratory)

SST 203 OFFICE MANAGEMENT 3 credits

This course is a study of office organization and functions; office layout and equipment; the selection, training and supervision of office personnel; office automation; planning, organizing and controlling office services. This course is designed for the student who wants to become an executive secretary and/or administrative assistant. (Sophomores only or permission of the Director of the Division of Career Education.

Academic Affairs

SST 213 OFFICE PROCEDURES I 3 credits

This course is a study of the duties of the clerical and secretarial worker. General areas emphasized are: appearance, grooming, office etiquette, and human relations. Office procedures studied include mailing procedures, telephone techniques, use of communication services, office equipment and supplies, and other frequently performed office duties.

SST 214 OFFICE PROCEDURES II 3 credits

This course includes units of special areas of office work such as filing, legal and financial aspects, travel and conference arrangements, collection and presentation of business data, job application and interviews.

SST 220 OFFICE SIMULATION 3 credits

This course provides a realistic office-like situation for training students to become office personnel, using previously acquired office skills. Students assume various office positions; activities include the normal day-by-day business activities with emphasis on decision making and supervisory skills, job priorities, time management, and accuracy in work. (5 hours per week) Prerequisites: BUS 251, SST 102 (or equivalent), SST 213 and SST 214.

SST 221 RECORDS MANAGEMENT 3 credits

This course emphasizes the importance of records control and includes rules for alphabetic, geographic, numeric, and subject filing. Course also analyzes the records management field, equipment, supplies, procedures, and systems. Practical application provided through practice set.

SST 230 WORD PROCESSING CONCEPTS. 3 credits

This course is designed to focus on word processing history, terminology, equipment, and applications. This course will also acquaint the student with new roles of office workers, new career opportunities, and electronic equipment and systems. Prerequisite: SST 102 or permission of the Director of the Division of Career Education.

SST 231 WORD PROCESSING APPLICATIONS 3 credits

This course will emphasize the production of accurate printed copy from handwritten and rough draft copy and from machine dictation. Students will gain experience on electronic typewriters, microcomputers with word processing software, and dictation/transcription equipment. Prerequisite: SST 230.

SST 299 TOPICS IN SECRETARIAL SCIENCE 1-5 credits

Selected topics in secretarial science; a course for students interested in pursuing specific study projects under the supervision of the discipline instructor and approved by the advisor and the Director of the Division of Career Education.

Academic Affairs

SOCIOLOGY

SOC 211 INTRODUCTION TO SOCIOLOGY 3 credits

This course is designed to provide the student with a basic knowledge of sociological terms, principles, and the patterns of organized society. Other topics introduced include scientific sociology, social theory, patterns of culture, socialization, and social organization.

SOC 212 SOCIAL STRUCTURE AND INSTITUTIONS. 3 credits

This course is a continuation of SOC 211. The structure of contemporary society is explored and the major social institutions are examined to determine how each fits into the larger society, thereby, affecting or altering the contemporary social environment. Among the institutions discussed are the family, education, and the political and economic orders of society. Prerequisite: SOC 211 or permission of the Director of the Division of Liberal Arts.

SOC 213 MASTER TRENDS AND SOCIAL PROBLEMS. 3 credits

This course is a continuation of SOC 212. The master trends in contemporary society and the problems arising from social and cultural change are examined. Included are such issues of social concern as deviant behavior, race and ethnic relations, poverty, population, the environment, and urbanization. Prerequisite: SOC 211 or permission of the Director of the Division of Liberal Arts.

SOC 220 COURTSHIP, MARRIAGE, AND THE MODERN FAMILY. 3 credits

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

SOC 257 INTRODUCTION TO SOCIAL WELFARE 4 credits

This course examines social welfare with emphasis on the profession of social work, focuses on the history, philosophy, organization, and methodology of social work, and includes a study of societal/social work values and the breadth of services offered. Students will also be expected to do a minimum of 20 hours voluntary work with approved social welfare agencies. Prerequisite: SOC 211.

SOC 299 TOPICS IN SOCIOLOGY. 1-5 credits

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

Academic Affairs

SPANISH

SPA 101 BEGINNING SPANISH I 3 credits

This course focuses on the essentials of Spanish grammar and emphasizes the development of oral and aural skills in the language. (Those students having Spanish in high school may have advanced placement by examination and approval of the Director of the Division of Liberal Arts.)

SPA 102 BEGINNING SPANISH II 3 credits

This course continues the emphasis on the essentials of Spanish grammar, extends the development of oral and aural skills, and includes readings concerning Spanish cultures. Prerequisite: SPA 101.

SPA 103 BEGINNING SPANISH III 3 credits

This course extends the study of Spanish grammar, contains intensive readings concerning Spanish and South American cultures, and introduces the literature of prominent Spanish authors, such as Cervantes, Espronceda, and Gaballero. Prerequisite: SPA 102.

SPA 201 INTERMEDIATE SPANISH I 3 credits

This course is an intermediate grammar course with readings from Spanish literature and culture. Prerequisites: Two years of high school Spanish or SPA 101-102-103.

SPA 202 INTERMEDIATE SPANISH II 3 credits

The course combines grammar review and reading with exercises for improving oral and written skills. Prerequisite: SPA 201.

SPA 203 INTERMEDIATE SPANISH III 3 credits

Emphasis is placed on readings from Spanish and Latin-American cultures with special selections from Spanish authors. Prerequisite: SPA 202.

SPA 299 TOPICS IN SPANISH 1-5 credits

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



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 Pam Parsons . . . Clerk/Typist

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 Amanda Parks . . . Cash Register Operator

ADMINISTRATION AND STAFF

Business Office

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 Patsy Garner . . . Account Clerk II
 Kathy D. Knight . . . Account Clerk I
 Julia Langham . . . Accountant
 William Lynn . . . Accountant
 Gay Neal . . . Account Clerk I

Computer Center

Richard Hopwood . . . Director
 Pat Burton . . . Systems Analyst I
 Judi Gaffney . . . Programmer
 Carol Holt . . . Systems Analyst I
 Karen Neal . . . Data Entry Operator
 Judy Stidham . . . Data Entry Operator
 Loretta Taylor . . . Computer Operator

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 Harlan Stockton . . . Assistant Director, Media Services
 Joyce Bateman . . . Library Assistant
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 Sue Chumney . . . Library Assistant I
 Ruth Easterly . . . Library Assistant I
 Julia Lewis . . . Library Assistant I

ADMINISTRATION AND STAFF

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Harvey Bryant	Custodian
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James L. George	Custodian
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Mary Hickerson	Custodian
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Dan G. Howse	Utility Worker
Don Jackson	Utility Worker
Nancy King	Custodian
Virgil Knight	Utility Worker
Ben Leal	Maintenance/Lead Worker
Auburn Martin	Watchkeeper
Lawrence Moorehead	Utility Worker
Hollis Reed	Custodian
David Womble	Custodian
Thomas Womble	Maintenance Worker

Personnel and Payroll

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Jo Moore	Payroll Accountant
Jo Bates	Secretary II

Student Services

David Duvall	Director
Floy Allen	College Nurse
Jessie Campbell	Coordinator of Guidance and Testing
Charle Coffey	Job Placement Officer
Mike Russell	Coordinator, Career Planning, Placement and Co-op
Dimple Sanders	Secretary II

JOB TRAINING

Charles Lea	Director
Ron Boyd	Program Monitor
Timothy Durm	Instructor, Youth Program
Chris Heikkinen	Technician, On-the-Job Training
Steven Hice	Guidance Assistant, Youth Program
Ann Simmons	Coordinator, Support Services
David Blair	Program Manager, Job Training Coordinator, Summer Youth
Tommy Cawood	Lead Instructor, Youth Program
Terry McIntosh	Contracts/Grants Manager
W. C. "Webb" Morris	Coordinator, On-the-Job Training
Brenda Bennett	MIS Technician
Teal Dugger	Secretary I
Lynn Hudson	Secretary I
Cathy McKagen	Clerk/Typist

FACULTY AND ADMINISTRATION

Bradley, Michael R.	Professor, Social Science B.A., 1963, Samford University; B.D., 1966, New Orleans Baptist Seminary; M.A., 1969, Vanderbilt University; Ph.D., 1971, Vanderbilt University; Post-Doctorate Fellowship, 1973, Johns Hopkins University; National Endowment for the Humanities Fellow, 1973; National Science Foundation Fellow, 1975; Mellon Regional Faculty Development Grant, 1982, Motlow position, 1970.
Brooks, Vera R.	Instructor, Business B.S., 1974, Austin Peay State University; M.B.E., 1981, Middle Tennessee State University; Additional Graduate Study, Western Carolina University and Tennessee State University; Motlow position, 1980.
Butler, Margaret S.	Associate Professor, English B.S. 1968, Middle Tennessee State University; M.A., 1971, Middle Tennessee State University; Ph.D., 1980, Indiana University of Pennsylvania; Motlow position, 1971.
Campbell, Jessie	Coordinator of Guidance and Testing B.S., 1962, Tennessee State University; M.Ed., 1974, Middle Tennessee State University; Motlow position, 1975.
Cheatham, C. Donald	Professor, Political Science A.B., 1950, Samford University; A.B.J., 1950, University of Georgia; M.Ed., 1963, University of Georgia; Ed.D., 1969, University of Georgia; Post-Doctoral Study, Research Grant, National Endowment for the Humanities, Duke University, 1975; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1970.
Clark, Stephen K.	Assistant Professor, English B.A., 1968, University of Alabama; M.A., 1972, West Georgia College; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1979.
Coffey, Charle B.	Job Placement Officer A.S., 1976, Walters State Community College, B.S., 1978, Middle Tennessee State University; Motlow position, 1983.
Collins, Ruth	Assistant Professor, English B.A., 1960, Wheaton College; M.A., 1974, University of Texas at Austin; Ph.D., George Peabody College of Vanderbilt University, 1980; Motlow position, 1977.
Cross, Steven J.	Assistant Professor, Economics B.S., 1976, Middle Tennessee State University; M.A.T., 1980, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1981.
Crosslin, Bob C.	Instructor, Mathematics B.S., 1968, Middle Tennessee State University; M.S.T., 1978, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1980.
Daniels, Nancy Carter	Director of Admissions and Records B.S., 1972, University of Georgia; M.A., 1973, George Peabody College for Teachers; Ed.S., 1977, George Peabody College for Teachers; Motlow position, 1979.
Dark, Jean	Instructor, Computer Science B.S., 1968, Middle Tennessee State University; M.S.T., 1971, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1981.

FACULTY AND ADMINISTRATION

- Daves, B. Joseph** **Associate Professor, Health and Physical Education
Women's Basketball Coach; Athletic Director**
A.A., 1959, Coffeyville College; B.S., 1964, Austin Peay State University; M.A., 1969, Austin Peay State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1969.
- Duvall, David W.** **Director of Student Services**
B.S., 1971, Middle Tennessee State University; M.Ed., 1977, Middle Tennessee State University; Ed.S., 1979, Middle Tennessee State University; Motlow position, 1983.
- Edwards, Doris S.** **Instructor, Mathematics**
B.A., 1955, Huntingdon College; M.S.T., 1972, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1979.
- Evans, Doris, A.** **Dean of Business and Management**
B.S., 1966, Middle Tennessee State University; Graduate Study, University of Tennessee - Nashville; Motlow position, 1978.
- Glass, Frank** **Associate Professor, Education
Dean of the College**
B.S., 1964, Middle Tennessee State University; M.A., 1965, Middle Tennessee State University; D.A., 1973, Middle Tennessee State University; Motlow position, 1975.
- Gordon, Jean T.** **Director, Planning and Research**
B.S., 1976, Tennessee Technological University; M.L.S., 1981, George Peabody College of Vanderbilt University; Additional Graduate Study, George Peabody College of Vanderbilt University and Middle Tennessee State University; Motlow position, 1980.
- Graham, Rosalie B.** **Instructor, Computer Science**
B.A., 1967, Queens College; M.A.T., 1968, University of North Carolina; Additional Study, IBM Corporation; Motlow position, 1983.
- Gross, Richard H.** **Associate Professor, Biology**
A.A., 1961, Palm Beach Junior College; B.S.E., 1963, University of Florida; M.Ag., 1964, University of Florida; Additional Graduate Study, Florida Atlantic University and Colorado State University; Motlow position, 1977.
- Harder, Janice.** **Assistant Professor, Secretarial Science**
B.S., 1971, Middle Tennessee State University; M.Ed., 1972, Memphis State University; Additional Graduate Study, Memphis State University; CPS, 1980, Motlow position, 1978.
- Harder, Ward D.** **Associate Professor, Accounting**
B.S., 1967, Middle Tennessee State University; M.B.A., 1971, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, University of Arkansas; Motlow position, 1976.
- Hasty, Doyle E.** **Assistant Professor, Engineering**
B.S., 1968, University of Tennessee; M.S., 1974, University of Tennessee; PE, Tennessee; Additional Graduate Study, University of Tennessee, Memphis State University, Middle Tennessee State University, and Tennessee State University; Motlow position, 1980.
- Hasty, Linda H.** **Assistant Professor, Secretarial Science**
B.S., 1968, Middle Tennessee State University; M.B.E., 1979, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University, and Tennessee State University; CPS, 1981; Motlow position, 1978.

FACULTY AND ADMINISTRATION

- Hatheway, Charlotte** **Coordinator, Non-Credit General Interest Programs**
BSC, 1957, International Business College; Additional Study, Motlow State Community College; Motlow position, 1976.
- Hopwood, Richard C.** **Director, Computer Center**
B.S., 1965, Western Carolina University; Motlow position, 1981.
- Hulan, Nancy F.** **Instructor, Nursing**
B.S.N., 1960, Vanderbilt University; M.Ed., 1982, Middle Tennessee State University; Additional Graduate Study, Tennessee State University; Motlow position, 1981.
- Huskey, Alice K.** **Associate Professor, Secretarial Science**
B.S.E., 1969, Arkansas State University; M.S.E., 1970, Arkansas State University, Additional Graduate Study, Middle Tennessee State University and Tennessee State University; Motlow position, 1970.
- Johnson, Henry E.** **Associate Professor, Chemistry**
B.S., 1961, Florence State University; M.S., 1967, University of Mississippi; Additional Graduate Study, University of Mississippi; Motlow position, 1970.
- Jones, Frances** **Director of Student Financial Aid**
A.S., 1975, Motlow State Community College; Motlow position, 1975.
- Jordan, Patricia W.** **Instructor, Nursing**
B.S.N., 1975, University of North Carolina; M.S.N., 1983, University of Alabama in Huntsville; Motlow position, 1976.
- Koss, Jacqueline** **Assistant Professor, Health and Physical Education**
B.S., 1973, University of Tennessee; M.A., 1976, University of South Florida; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1976.
- Kribs, Richard A.** **Associate Professor, Psychology**
B.A., 1969, Western Michigan University; M.A., 1970, Western Michigan University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1971.
- Lengle, Joanna** **Assistant Professor, Nursing**
R.N. 1969, Medical College, Pennsylvania; B.S.N., 1974, Incarnate Word College, San Antonio, TX; M.S.N., 1977, Medical College, Georgia; Motlow position, 1982.
- Lewis, Sandra J.** **Instructor, Education
Learning Center**
B.A., 1978, Alabama A. & M. University; Graduate Study, Alabama A. & M. University; Motlow position, 1981.
- Little, Nancy G.** **Assistant Professor, English**
B.A., 1961, Agnes Scott College; M.A., 1979, Middle Tennessee State University; Additional Graduate Study, Duke University and Middle Tennessee State University; Motlow position, 1979.
- Luna, Jeanie Housholder.** **Instructor, Computer Science**
B.A., 1971, Vanderbilt University; M.B.A., 1976, Vanderbilt University; Additional Graduate Study, California State University; Motlow position, 1982.

FACULTY AND ADMINISTRATION

- Majors, William R.** **Professor, History**
 B.S., 1951, Bethel College; M.A., 1954, George Peabody College for Teachers; Ed.S., 1957, George Peabody College for Teachers; Ph.D., 1967, University of Georgia; Post-Doctoral Study, Research Grant, National Endowment for Humanities, University of Washington, 1973; National Endowment for Humanities, University of North Carolina, 1981; Mellon Regional Faculty Development Grant, 1982; Motlow position, 1969.
- Martin, Gloria R.** **Comptroller**
 A.S., 1978, Motlow State Community College; B.B.A., 1980, Middle Tennessee State University; M.S., 1984, Middle Tennessee State University; CPA, Tennessee; Additional Graduate Study, Memphis State University and Tennessee State University; Motlow position, 1981.
- McCalla, Carr** **Instructor, Health and Physical Education**
Men's Basketball Coach
 B.S., 1975, University of Tennessee; M.S., 1976, University of Tennessee; Motlow position, 1979.
- Mead, Margo B.** **Instructor, Education**
Assistant Director, Library Services
 B.A., 1962, University of Southern Mississippi; M.L.S., 1971, North Texas State University; Additional Graduate Study, George Peabody College of Vanderbilt University; Motlow position, 1981.
- Moffitt, Orvil L.** **Associate Professor, Music**
 B.S., 1941, George Peabody College for Teachers; M.A., 1944, George Peabody College for Teachers; Additional Graduate Study, George Peabody College for Teachers and Middle Tennessee State University; Motlow position, 1969.
- Moore, Jack L.** **Associate Professor, Art**
 B.F.A., 1956, University of Alabama; M.A., 1964, University of Alabama; Additional Graduate Study, Wichita State University, Middle Tennessee State University; Motlow position, 1969.
- Payne, V. Weldon** **Instructor, Business**
 B.A., 1956, University of Alabama; Motlow position, 1984.
- Pearson, Stanley N.** **Director, Public Information and Field Services**
 B.S., 1969, Middle Tennessee State University; M.A.T., 1972, Middle Tennessee State University; Motlow position, 1972.
- Potts, Eula F.** **Assistant Professor, Nursing**
Assistant Director of Nursing
 R.N., 1963, Midstate Baptist School of Nursing; B.S., 1973, Middle Tennessee State University; M.S.N., 1977, Vanderbilt University; Additional Graduate Study, Tennessee State University; Motlow position, 1978.
- Reavis, Jackie** **Assistant Professor, Health and Physical Education**
 B.S., 1964, Middle Tennessee State University; M.Ed., 1968, Middle Tennessee State University; Motlow position, 1973.
- Reeder, Robert E.** **Instructor, Biology**
 B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1978.

FACULTY AND ADMINISTRATION

- Riddle, Betty** **Assistant Professor, Nursing**
Director of Nursing
 B.S.N., 1959, Baylor University; M.S.N., 1979, Vanderbilt University; Motlow position, 1974.
- Rollins, Linda C.** **Assistant Professor, English**
 B.S., 1963, Tennessee Technological University; M.A., 1964, George Peabody College for Teachers; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1976.
- Russell, Michael** **Instructor, Education**
Coordinator of Career Planning, Placement, and Cooperative Education
 B.S., 1976, Tennessee Technological University; M.A., 1978, Tennessee Technological University; M.A., 1978, Tennessee Technological University; Motlow position, 1983.
- Scarbrough, John F.** **Instructor, Education**
Director, Division of Continuing Education and Evening Instruction
 B.S., 1968, Middle Tennessee State University; M.A.T., 1971, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1979.
- Scarbrough, Martha W.** **Assistant Professor, Mathematics**
Assistant Dean of the College
 B.S., 1964, Middle Tennessee State University; M.S.T., 1967, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University, Memphis State University and Tennessee State University; Motlow position, 1969.
- Schremser, Bob.** **Assistant Professor, Education**
Director, Learning Center
 B.S., 1969, University of Wisconsin; M.L.S., 1971, University of Wisconsin; Additional Graduate Study, University of North Carolina; Motlow position, 1984.
- Smotherman, Steven W.** **Instructor, Mathematics/Physics**
 A.S., 1979, Motlow State Community College; B.S., 1981, Middle Tennessee State University; M.S., 1983, Middle Tennessee State University; Additional Graduate Study, University of Tennessee Space Institute; Motlow position, 1983.
- Stockton, J. Harlan** **Assistant Professor, Education**
Media Specialist
 B.S., 1970, East Tennessee State University; M.A., 1972, East Tennessee State University; Additional Graduate Study, Middle Tennessee State University; Motlow position, 1972.
- Stone, Delene** **Coordinator, Industrial and Business Institute**
 CPS, 1975; Baccalaureate Study, Athens College, University of Tennessee - Nashville, and Columbia State Community College; Motlow position, 1979.
- Taylor, Judy A.** **Instructor, Biology**
 A.S., 1976, Motlow State Community College; B.S., 1978, Middle Tennessee State University; M.S.T., 1979, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Memphis State University; Motlow position, 1979.
- Templeton, Jasper** **Instructor, Industrial Technology**
 B.S., 1950, Southwestern College; M.Ed., 1979, Middle Tennessee State University; Additional Graduate Study, Memphis State University and Tennessee State University; Motlow position, 1979.

FACULTY AND ADMINISTRATION

Thomas, Monty **Instructor, Business**
Director, Division of Career Education

B.S., 1966, Middle Tennessee State University; M.Ed., 1972, Middle Tennessee State University; Additional Graduate Study, Middle Tennessee State University and Tennessee State University; Motlow position, 1980.

Wagner, Harry D. **President**

B.S., 1958, Tennessee Technological University; M.S. 1962, University of Tennessee; Ed.D., 1967, George Peabody College for Teachers; Motlow position, 1975.

White, Helen **Associate Professor, English**

B.S., 1967, Middle Tennessee State University; M.A., 1970, Middle Tennessee State University; D.A., 1980, Middle Tennessee State University; Motlow position, 1970.

Young, Vicki **Instructor, Mathematics**

B.A., 1966, Vanderbilt University; M.S.T., 1977, Middle Tennessee State University; Motlow position, 1982.

Zimmerman, Wanda P. **Instructor, Communications**

A.A., 1973, Motlow State Community College; B.S., 1974, Middle Tennessee State University; M.Ed., 1980, Middle Tennessee State University; Motlow position, 1981.

LABORATORY INSTRUCTOR TECHNICIANS

Dunne, Sara **Lab Instructor/Technician, English**

B.A., 1966, Louisiana State University; M.A., 1975, Middle Tennessee State University; Motlow position, 1984.

Kribs, Marcia J. **Lab Instructor/Technician, Biology**

B.S., 1967, Western Michigan University; Graduate Study, Western Michigan University; Motlow position, 1983.

McQueen, Deanna V. **Lab Instructor/Technician, English**

A.A., 1962, Stephens College; B.A., 1966, University of Missouri; Motlow position, 1983.

Pipes, Betty A. **Lab Instructor/Technician, Mathematics**

B.S., 1969, University of Florida; Graduate Study, University of Tennessee Space Institute, Motlow position, 1981.

PART-TIME FACULTY

Anderson, Bill Engineering, M.S.E.E., University of Southern California

Baker, Kim Nursing, MSN, University of Tennessee

Barnes, Linda English, M.A., Middle Tennessee State University

Beck, Richard Computer Science, M.S.E., Air Force Institute of Technology

Boyd, Deborah English, M.A., Middle Tennessee State University

Bragg, Bing Biology, M.S., Middle Tennessee State University

Burton, Pat Computer Science, A.B., Motlow State Community College

Coile, Claudine Math, M.A. and Ed.S., Middle Tennessee State University

Coffey, Charle Business, B.B.A., Middle Tennessee State University

Cooter, Lance Accounting, B.S., Tennessee Technological University; CPA, Tennessee

Crawford, Charles Banking, Pacific Coast Banking School

Curlee, Lane Business, B.A., Middle Tennessee State University

Flath, John Computer Science, M.S., University of Tennessee Space Institute

Frisby, Ted Chemistry, M.S. and Ed.S., Middle Tennessee State University

Groom, R. W. English, Ed.S., Middle Tennessee State University

Guthrie, Mike Physics, M.S., University of Tennessee Space Institute

Haars, Neil Mathematics, Ph.D., Purdue University

Hale, Hilda English, M.A.T., Middle Tennessee State University

Hall, Von Banking, Louisiana State University, School of Banking

Hix, Billy Computer Science, M.S., Middle Tennessee State University

Jeffries, Donna English, Ed.S., Middle Tennessee State University

Jeffries, John Chemistry Ed.S., Middle Tennessee State University

Jolley, Roger History, M.A.T., Middle Tennessee State University

Jones, Linda English, M.A., University of Colorado

Knowles, Levoy Accounting, B.S., Tennessee Technological University; CPA, Tennessee

Lee, Glyna F. Banking, American Institute of Banking

Lewis, Kent Sociology, Ph.D., Vanderbilt University

Lominac, Kent Engineering, M.S., University of Tennessee

Lynn, Bill Accounting, B.A., University of Alabama

Martin, Ken Banking, Young Banking School

MacNichols, Kay Business, M.A.T., Middle Tennessee State University

McCabe, Joe Business, M.B.A., Middle Tennessee State University

McIntosh, John Economics, M.A., Middle Tennessee State University

McMurtry, Iris Mathematics, M.S., Tennessee Technological University

McPherson, John Mathematics, M.A., University of Tennessee Space Institute

Morrison, Randall Business Law, J.D., YMCA Night Law School

Nunley, Diane Nursing, A.S., Motlow State Community College

Pelham, Roger Computer Science, B.S., University of Tulsa

Phillips, Steve Banking, B.S., Middle Tennessee State University

Pratt, Harvey Business M.B.A., The University of West Florida

Rascoe, Bill Accounting, M.B.A., University of Tennessee--Nashville

Rawson, Russell Computer Science, B.E.E., Auburn University

Rittenberry, Ardis Mathematics, M.Ed., Middle Tennessee State University

Sartain, Teresa B. Business, M.Ed., Memphis State University

Smith, Ken Banking, M.A., Tennessee Technological University

St. Clair, Pat English, M.A., Middle Tennessee State University

Thomas, Earl History, M.A.T., Middle Tennessee State University

Thormahlen, Claus Business, M.D., University of Tennessee College of Law

Tucker, Howard Psychology, M.A., Austin Peay State University

Warren, Pat Secretarial Science, B.A., Middle Tennessee State University

West, Judy Business, Ph.D., Georgia State University

Winkleman, Brad Physics, Ph.D., University of Tennessee Space Institute



THE COMMUNITY ADVISORY GROUPS

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

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Mr. Steve Ennis, Vice Chairman	Miss Doris Evans, Treasurer
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Mr. William R. Carter, At Large	
Mr. G. Nelson Forrester, At Large	
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INDEX

Academic advisement	66	Banking and Finance, course offerings	139
Academic calendar	4, 5	Banking and Finance option, two year career	110
Academic Fresh Start	73	Baptist Student Union	53
Academic inventory	82	Biology, course offerings	142
Academic misconduct	37	Biology option, university parallel major	91
Academic organization	60	Biomedical Equipment Technician major	124
Academic policies	66	Book buyback	43
Academic probation	74	Books and supplies	43
Academic standards	60	Business Administration option, university parallel major	91
Academic suspension	74	Business, course offerings	144
Academically Talented/Gifted Students	22	Business Education/Office Management option, university parallel major	92
Accounting, course offerings	134	Business regulations	40
Accounting option, two year career	109	Business Technology major, two year career	85, 109
Accounting option, university parallel major	89	Calendar, academic	4, 5
Accreditations, institutional	2	Campus access fee	41
ACT	51	Campus work program	46
Adding a class	23	Cancellation of classes	77
Add-on hours	80	Car pooling assistance	54
Address Change	32	Career Education, Division of	60
Admission of audit-only students	18	Career Planning	52
Admission to the College	14	Certified Professional Secretary Rating Credit	29
Admission of disabled students	20	CEU, continuing education unit	62
Admission of foreign students	20	Challenge Examination Credit	30
Admission of non-credit students	14	Change of name or address	32
Admission of nursing students	15	Change of registration	24
Admission of pre-freshman students	21	Change of registration fee	41
Admission of students, age 60 or older	19	Cheerleaders	57
Admission of transient students	18	Chemistry, course offerings	147
Advanced placement	28	Chemistry option, university parallel major	92
Advanced Placement Examination Program	28	Class attendance	70
Advisement, academic	66	Class cancellation	77
Advisement Lab	50	Class meeting days	77
Affirmative Action Policy	12	Classrooms, identification	77
Agriculture, course offerings	135	Classroom misconduct	37
Agriculture option, university parallel major	90	Class schedule	76
AHEAD, Project	53	Classification, student academic	70
Allied Health Linkage Program	121	College Entrance Examination Board (CEEB)	28
American College Testing Program (ACT)	51	College Level Examination Program (CLEP)	30, 51
Anthropology, course offerings	136	College Work Study Program	46
Appeal, academic suspension	75	Communications, course offerings	148
Appeal, grade	72	Communications option, university parallel major	93
Appeal, mandatory WF grade	27	Computer Facility Use	58
Appeal, violation of parking regulations	44	Computer lab fee	41
Appeal, violation of vehicle registration	44	Computer Science, course offerings	150
Application fee	41	Computer Science option, university parallel major	93
Armed services credit	29	Computer Science Technology major, two year career	85, 113
Art Club	56	Computer Science Technology major, business option, two year career	113
Art, course offerings	137	Computer Science Technology major, scientific option, two year career	114
Art option, university parallel major	90	Concurrent enrollment	28
Articulation	87	Conduct, general regulations	35
Assessment, placement	78	Continuing Education, Division of	61
Athletic Grant-in-Aid	47	Continuing Education Unit (CEU)	62
Athletics	55	Continuing Education, course offerings	153
Attendance regulations, student	70	Cooperative Education, job placement	52
Audit, changing to or from	25	Core curricula	81
Audit-only students, admission of	18	Correspondence course credit	31
Auto registration and parking	44	Counseling services	49
Awards and honors	75		

Course descriptions	134
Course repeats	68
Course substitution	68
Course waiver	68
Credit in residence	27
Dean's list	75
Degree seeking student	15
Degree, transfer, minimum requirements	88
Developmental Studies	78
Disabled students, admission of	20
Disciplinary Appeal	39
Disciplinary Offenses	35
Disciplinary sanctions	38
Discipline codes, courses	76
Discipline, due process in	39
Discover	52
Division of Career Education	60
Division of Continuing Education and Evening Instruction	61
Division of the Industrial and Business Institute	63
Division of Liberal Arts	64
Division of Learning Center	65
Dropping a class	24
Due process, student discipline	39
Early Admission	21
Early Childhood Education option, university parallel major	94
Economics, course offerings	153
Economics option, university parallel major	94
Education, course offerings	154
Education, early childhood option	94
Education, elementary option	95
Education, secondary option	106
Educational Media Services	65
Elementary Education option, university parallel major	95
Emergency Loans	48
Emergency Medical Technician major	125
Employment programs	46
Engineering, course offerings	155
Engineering, pre-engineering option	101
English, course offerings	159
English option, university parallel major	95
Enrollment	23
Evening Instruction	61
Expenses, student	40
Expulsion, disciplinary sanctions	39
Fees	41
Final acceptance	14
Financial aid	45
Food service	54
Foreign students, admission of	20
Former students, readmission of	17
Freshman orientation	49

Gamma Beta Phi Society	57
General Business option, two year career	111
General Clerical option, two year career	116
General Education Development Test (GED)	51
General Education Requirements	80
General Studies option, university parallel major	96
General Interest Tests	51
General Technology major	85, 115
Geography, course offerings	161
Geography option, university parallel major	96
Geology, course offerings	161
Grade point average (GPA)	74
Grading system	71
Graduation requirements	67
Graduation fee	41
Grant programs	46
Guaranteed Student Loans	47
Health, course offerings	162
Health and Physical Education option, university parallel major	97
Health services	52
History of the College	8
History, course offerings	163
History option, university parallel major	97
Honor roll	75
Honors program	75
Housing assistance	54
Humanities, courses	80
Identification card	34
Incomplete course work	68
Industrial and Business Institute, Division of	63
Industrial Management, course offerings	164
Industrial Management option, university parallel major	98
Industrial Technology, course offerings	165
Information Processing option, two year career	117
Information Systems option, university parallel major	98
Intent to graduate	66
Interdisciplinary Studies	167
Interim or summary suspension	39
Job placement programs	52
Job Training Partnership Act	11
Late registration fee	41
Lead institution	10
Leadership workshops	48
Learning Center	65
Liberal Arts, Division of	64
Library fee	41
Library	65
Load, student academic	70
Loan programs	47
Location of the College	8
Lost and found	54

Maintenance fees	40
Marketing, course offerings	168
Mathematics, course offerings	168
Mathematics option, university parallel major	99
Medical Assistant Major	126
Medical Laboratory Technician major	127
Medical Record Technician major	128
Memberships, institutional	2
Message service	54
Microcomputer Lab.	65
Minority grants	46
Misconduct	37
Mission of the College	9
Motlow Leadership Award.	48
Multiple Competency Clinical Technician major	129
Music, course offerings	172
Name change	32
National Collegiate Association for Secretaries	57
National Direct Student Loan	47
New Freshman Student	16
Non-credit community service courses, admission to	14
Non-credit courses	61
Non-resident students, admission of	14
Nursing, course offerings	173
Nursing entrance exam fee.	41
Nursing Loan Program	48
Nursing Major	86, 119
Nursing program, admission to	15, 119
Occupational Therapy Assistant major	130
Organization, academic.	60
Orientation, freshman	49
Parking, handicapped.	44
Parking vehicles	44
Pell Grants	46
Phi Rho Pi	57
Physical Education, course offerings	176
Physical Education option, university parallel major	97
Physical Therapist Assistant major	131
Physics, course offerings	180
Physics option, university parallel major	99
Placement, academic	79
Placement Assessment	49, 78
PLUS loans	48
Political Science, course offerings	181
Political Science option, university parallel major	100
Pre-dental option, university parallel major	100
Pre-engineering/Engineering Technology, course offerings	155
Pre-engineering option, university parallel major	101
Pre-freshman students, admission of	21
Pre-law option, university parallel major	102
Pre-medical option, university parallel major	102
Pre-nursing option, university parallel major	103

Pre-optometry option, university parallel major.	104
Pre-pharmacy option, university parallel major	104
Pre-veterinary option, university parallel major	105
Privacy rights of students	32
Probation, academic	74
Probation, disciplinary sanctions	39
Program of study, academic	66
Project AHEAD	53
Psychology, course offerings.	182
Psychology option, university parallel major	105
Public Service Activities	63
Quality point average (QPA).	74
Radiography.	132
Radiologic Technologist major	132
Reading, course offerings	183
Readmission of former students.	17
Real Estate, course offerings.	183
Real Estate option, two year career.	112
Recreation, course offerings	176
Recreation option, university parallel major.	106
Refunds	42
Registration, change of.	24
Registration for courses	23
Repeating a course	68
Reprimand, disciplinary sanctions	38
Residence credit.	27
Residency, determination of.	14, 40
Respiratory Therapist major.	133
Restitution, disciplinary sanctions	38
Restriction, disciplinary sanctions	38
Retention standards	74
Returned checks	42
Returned check fee	41
Sanctions, disciplinary	38
Schedule, academic	76
Scholarship programs.	48
Secondary Education option, university parallel major.	106
Secretarial Science, course offerings	184
Secretarial Science Technology major, two year career.	86, 116
Secretarial Science Tech major, general clerical option, two year career	118
Secretarial Science Technology major, secretarial option, two year career.	120
Sixty year old or older Audit Student	19
Sixty-five year old or older Credit Student	19
Social events.	55
Social Science option, university parallel major	107
Social Work option, university parallel major	107
Sociology, course offerings	187
Sociology option, university parallel major	108
Spanish, course offerings.	188
Special programs, requirements	15
Special student, admission of	18
State Board of Regents.	190

Student activity fee	41
Student Assessment	67
Student center facilities	54
Student conduct	35
Student government	56
Student Government Association	56
Student load	70
Student organizations	56
Student Services	49
Student types	15
Supplemental Educational Opportunity Grants	46
Suspension, academic	74
Suspension, disciplinary sanction	39
Tennessee Student Assistance Award	47
Testing services	50
Totally Disabled Student	20
Traffic violation fee	41
Transcript of academic records	31
Transfer credit	27
Transfer, degree, minimum requirements	88
Transfer students, admission of	16
Transient students, admission of	18
Transportation and carpooling assistance	54
Tuition	40
Tutorial Study Centers	50
University Parallel major	85, 89
Valedictorian/Salutatorian Workshops	48
Vehicle registration and parking	44
Veterans affairs	53
Waiver and Substitution, course	68
Warning, disciplinary sanctions	38
Withdrawal from the College	26
Workshops	46
Work-Study Program	46
Writing Center	159

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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Tullahoma, TN 37388**

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