

May 15-16 - Sem. 86

ENTERPRISE STATE JUNIOR COLLEGE



CATALOG 1985-86

ENTERPRISE STATE JUNIOR COLLEGE

P.O. Box 1300

Enterprise, Alabama 36331

(205) 393-ESJC

CATALOG

1985-1986

A state-supported institution offering two years of college work with programs as follows:

General Education

Transfer — For students who expect to continue their education in senior colleges or universities.

Career — For students who expect to complete their formal education upon graduation from junior college.

Accreditation

The Commission on Colleges of
The Southern Association of Colleges and Schools

Enterprise State Junior College reserves the right to make changes in the fees, offerings and regulations announced in this publication as circumstances may require.



ENTERPRISE STATE JUNIOR COLLEGE
OFFICE OF THE PRESIDENT
P. O. BOX 1300
ENTERPRISE, ALABAMA 36631

June 1, 1985

Dear Prospective Student:

Twenty years ago Enterprise State Junior College opened its doors for the first time. Since then, ESJC has seen both its enrollment and its course offerings increase. As our programs have increased in quantity, they have also grown in quality, and ESJC is widely recognized as one of the finest colleges in Alabama, in the Southeast and in the nation. Officials at the states' four-year institutions frequently tell us how eagerly they await our graduates, for they are always well prepared for their university-level studies.

Business and industrial leaders recognize also that ESJC graduates make excellent employees. As evidence of Enterprise State's continuous efforts to respond to business needs and economic development trends, our former students now hold responsible positions throughout Alabama and the South.

We want you to become a part of our ESJC family. Please call us or visit our campus during our twentieth anniversary year. We look forward to making you a part of Enterprise State's twenty-year tradition of excellence.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joseph D. Talmadge", written in a cursive style.

Joseph D. Talmadge
President

JDT:mc

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General Information

COLLEGE CALENDAR 1985 - 1986

September 11, 1985 — Wednesday Faculty Work-Day
September 12, 1985 — Thursday Final Registration
September 13, 1985 — Friday Faculty In-Service
September 16, 1985 — Monday Classes Begin
September 18, 1985 — Wednesday Last Day to Drop and Add
November 6, 7, 8, 1985 — Wednesday, Thursday,
Friday Professional Development Workshop —
Student Holidays
November 11, 1985 — Monday Holiday, Veterans Day
November 12, 1985 — Tuesday Registration Begins for
Winter Quarter, 1986
November 28, 29, 1985 — Thursday, Friday Holidays, Thanksgiving
December 3, 1985 — Tuesday Last Class Day, Fall Quarter
December 4, 5, 1985 — Wednesday, Thursday Final Exams
December 6, 1985 — Friday Grades Due, Faculty Work-Day

| | |
|--|------------------------------|
| December 9, 1985 — Monday | Faculty In-Service |
| December 10, 1985 — Tuesday | Final Registration |
| December 11, 1985 — Wednesday | Faculty Work-Day |
| December 12, 1985 — Thursday | Classes Begin |
| December 18, 1985 — Wednesday | (Night Classes will meet) |
| | Christmas Holidays Begin |
| January 2, 1986 — Thursday | Classes Resume |
| January 3, 1986 — Friday | Last Day to Drop and Add |
| February 10, 1986 — Monday | Registration Begins for |
| | Spring Quarter, 1986 |
| March 5, 1986 — Wednesday | Last Class Day for |
| | Winter Quarter |
| March 5, 6, 1986 — Wednesday (Exams start at 1 P.M.) | |
| Thursday | Final Exams |
| March 7, 1986 — Friday | Grades Due, Faculty Work-Day |
| March 10-14, 1986 — Monday-Friday | Spring Holidays |

SPRING QUARTER, 1986

March 17, 1986 — Monday Final Registration
March 18, 1986 — Tuesday Faculty In-Service
March 19, 1986 — Wednesday Classes Begin
March 21, 1986 — Friday Last Day to Drop and Add
April 2, 3, 4, 1986 — Wednesday, Thursday,
Friday Faculty Development Workshop,
Alabama Junior Community College Association
May 12, 1986 — Monday Registration Begins for
Summer Quarter, 1986
June 3, 1986 — Tuesday Last Class Day for
Spring Quarter, 1986
June 4, 5, 1986 — Wednesday, Thursday Finals
June 6, 1986 — Friday Grades Due, Faculty Work-Day,
Graduation

SUMMER QUARTER, 1986

June 12, 1986 — Thursday Final Registration
June 13, 1986 — Friday Faculty Work-Day
June 16, 1986 — Monday Classes Begin
June 18, 1986 — Wednesday Last Day to Drop and Add
July 3, 4, 1986 — Thursday, Friday Holidays, Independence Day
July 21, 1986 — Monday First Mini-Session Ends
July 22, 1986 — Tuesday Second Mini-Session Begins
August 26, 1986 — Tuesday Last Class Day for
Summer Quarter, 1986
August 27, 28, 1986 — Wednesday, Thursday Final Exams

GENERAL INFORMATION

PHILOSOPHY AND GOALS

The mission of Enterprise State Junior College, a public two-year college, is to help adults, young and old, in seven counties of rural Southeast Alabama acquire the skills, understandings, attitudes, and values necessary for personal growth and fulfillment, successful family life, and responsible democratic citizenship. To accomplish these ends, the College provides varied educational programs based on the interests and the needs of students and considerations of their diverse abilities and backgrounds.

To implement the foregoing philosophy, the following goals are established:

To provide academic programs leading to the Associate in Arts and Associate in Science degrees, which are designed to facilitate transfer to a senior college or university;

To provide technical/occupational programs that will enable students to secure employment or career advancement;

To provide continuing education and community services to fulfill educational, social, cultural, economic, and physical needs and desires of the community;

To provide academic, career, and personal counseling and guidance for all students;

To maintain an open admissions policy for all persons with a high school diploma or its equivalent;

To encourage effective, efficient teaching methodology which will enable faculty to respond to the needs of a diverse student body;

To encourage effective and efficient planning, management, and evaluation of all College programs and services.

ADMINISTRATION AND CONTROL

Enterprise State Junior College is part of the state system of junior colleges authorized by the Alabama Legislature under Act No. 93, approved May 3, 1963. The President of the College is directly responsible to the State Board of Education through the Chancellor of Postsecondary Education.

Board of Trustees — Alabama Junior, Community and Technical Colleges

Governor George C. Wallace, Chairman

Dr. Charles L. Payne, Chancellor

| District | | Term |
|-----------------|-------------------------|-------------|
| First | Dr. John M. Tyson, Jr. | 1981-85 |
| Second | Mrs. Isabelle Thomasson | 1983-87 |
| Third | Mr. Nolan Williams | 1985-87 |
| Fourth | Dr. John L. Fulmer | 1983-87 |
| Fifth | Mr. Victor D. Poole | 1981-85 |
| Sixth | Dr. Harold C. Martin | 1983-87 |
| Seventh | Dr. James B. Allen, Jr. | 1981-85 |
| Eighth | Dr. Evelyn Pratt | 1983-87 |

INSTITUTIONAL MEMBERSHIPS

Southern Association of Colleges and Schools
 American Association of Community and Junior Colleges
 Alabama Junior and Community College Association
 American Library Association
 Southern Association of Collegiate Registrars and Admissions Officers
 Southern Association of College and University Business Officers

HISTORY

Enterprise State Junior College is part of a national trend in American higher education to bring college back to the people by establishing institutions within commuting distance of the students. The goal of public junior colleges is to provide access to postsecondary educational opportunities at minimal cost.

The public junior college system of Alabama was established in 1963 through the efforts of Governor George C. Wallace and the Alabama Legislature. Enterprise was selected as the site for one of the original twelve state junior colleges, and leading citizens and civic groups worked diligently to secure a college. They raised money for the purchase of a 100-acre campus site, donated library materials, and provided a number of scholarships — thus beginning a history of cooperation that has marked Enterprise State as a "community college" from the first.

In early 1965, the citizens' hopes for a college became a reality when college staff rented temporary office space in downtown Enterprise and began the tasks of recruiting students, faculty, and staff; locating facilities to use as temporary classrooms; and planning construction of the permanent campus. On September 25, 1965, the first freshman class, numbering 256 students, was registered. These students attended classes in rented rooms downtown and in the educational building of the First Methodist Church. Fortunately, these makeshift arrangements lasted for only the first year, for in the fall of 1966, the present campus was occupied.

Since its "pioneer year," Enterprise State has been a growing institution. Enrollment has increased to a total of 2076 credit and approximately 1200 continuing education students in the fall of 1984. The campus, too, has grown, and it now consists of six modern buildings situated on a beautifully landscaped site. Fully accredited by the Southern Association of Colleges and Schools since December 3, 1969, the college has established and maintained a superior academic reputation.

The growth and good reputation of the college have not been accidental. The college first developed a sound university-parallel academic curriculum, which remains the "heart" of the college program. As the resources of the college increased, quality vocational programs were added to the curriculum. These include computer science, criminal justice, and office administration curricula. In cooperation with the Alabama Aviation and Technical College in nearby Ozark, Alabama, the college also offers programs leading to the Associate in Applied Science degree in a number of flight-technology and vocational fields.

As a junior college, Enterprise State has emphasized student service through good instruction, student activities, and special attention to certain groups of citizens. The College offers a full program of courses in the evening, consisting of both regular credit courses and a wide range of flexible, community-interest "short courses." It also employs a Veterans' Services officer to assist former servicemembers in attaining their educational goals, and it has recently been designated as a Servicemembers' Opportunity College. As such it offers those serving in the armed forces college credit for education received in military training programs and provides for liberal residence and transfer requirements. The College also awards college credit to students who pass examinations in the College Level Examination Program (CLEP). ESJC serves as a CLEP testing center.

Furthermore, the College has established a special program for women who wish to enter or return to college. The program features a full counseling service and a flexible schedule of academic and community-interest courses.

In 1981, the College received national recognition from several groups for the accomplishments of the Women's Center and the Career Development Center. The National Commission on Working Women selected Enterprise State's program as one of ten exemplary educational programs for working women, and the Far West Laboratory for Educational Research and Development, in association with the National Center for Research in Vocational Education and the American Association of Community and Junior Colleges, selected Enterprise State's Displaced Homemaker Program as one of 40 exemplary sex-fair programs in the nation. Still further recognition was accorded the programs when staff members were invited to speak to the National Conference on Higher Education, the annual meeting of the American Association of Community and Junior Colleges, and the U.S. Senate Committee on Labor and Human Resources.

In 1982, Enterprise State Junior College received a major five-year development grant from the Institutional Aid Program. These federal funds are enabling the college to achieve a greater degree of self-sufficiency and to realize its objectives more completely. Additionally, Enterprise State, in 1985, was awarded a high technology equipment grant from the State of Alabama. Grant funds are enabling ESJC to offer state-of-the-art programs in Computer and Information Science and in Office Administration.

The ESJC Foundation, founded in 1982 to enhance the College's efforts to seek private funding, was selected for a 1985 Title III Endowment matching grant which establishes a permanent endowment for Enterprise State Junior College.

Students at ESJC participate in a variety of student activities. The College Lyceum Committee annually sponsors a lecture and concert series, and in addition to its intramural sports activities, the College has intercollegiate teams in baseball and basketball. The ESJC baseball team won the Alabama State Junior College Championship in 1982, and were the co-Southern Division Champions in 1983. In 1985, the College's Weevil Women captured the runner-up trophy for Alabama's Women's basketball championship. The campus chapter of Phi Theta Kappa, the national junior college honorary, was recognized in 1984 as the top chapter in the nation, while the Compass Club and Phi Beta Lambda business honorary won statewide honors in 1985. The various performing arts groups at the College have also won numerous awards for their superior performances.

In its twenty years of service to the citizens of Southeast Alabama, the hallmarks of Enterprise State Junior College have been growth and quality. As the College begins its third decade, it reaffirms its dedication

to its mission of offering the best educational opportunities to all citizens of the Wiregrass area.

THE PHYSICAL PLANT

Six modern, fully equipped and air-conditioned buildings are in use. They are an administrative and general classroom building, a science building, a learning resources center, a health and physical education building, a fine arts building, and a student center. Convenient driveways and paved parking areas are provided for students and faculty.

The buildings are situated on a 100-acre tract approximately one and one-half miles east of Enterprise at the intersection of Highway 84 and the Enterprise By-Pass. Land behind the buildings has been developed into recreation areas for softball, baseball, tennis and volleyball for both college and community use.

Wallace Hall (1966). The administration building is a modern, two-story structure which houses the computer center, administrative offices, faculty offices, and classrooms for business education, English and history. The building is named in honor of Governor George C. Wallace.

Snuggs Hall (1966). The Learning Resources Center (LRC) is situated south of Wallace Hall and is connected to the science building by a covered walkway and a paved plaza. The Learning Resources Center is named for the late William Elbert Snuggs, former principal of Enterprise High School, past president of AEA and past president of the Alabama Retired Teachers Association, who made one of the first cash contributions to the college.

Sessions Hall (1966). Laboratories, classrooms and faculty offices for the teaching of zoology, botany, chemistry, physics and mathematics are housed in Sessions Hall. An unusual feature of the building is the octagonal lecture room which provides a spotlighted demonstration table and seats 114 persons. The lecture room serves as a meeting place for student and community groups. The hall is named for the late L. H. Sessions, who for forty years was either a member or chairman of the Enterprise School Board, a tireless worker for quality education and an active force in getting the junior college located in Enterprise.

Lolley Hall (1967). The health building is named in honor of the late Senator W. Ray Lolley, who was instrumental in causing legislation to be passed creating the Alabama junior college system. The building contains offices, dressing rooms, and classrooms as well as activity areas. The building contains one of the largest gymnasiums in Alabama and, except for the playing floor, is entirely air-conditioned. An indoor swimming pool was added in 1974.

Lurleen B. Wallace Hall (1969). This large and fully equipped student center contains a snack bar, cafeteria, student lounge, meeting rooms, the counseling suite, and the Career Development Center. It was named to honor the late Governor Lurleen B. Wallace.

Forrester Hall (1977). The newest building on campus contains office space for members of the Fine Arts Division and the staff of the Community Services Program of the College. Classroom space is provided for music, photography, and continuing education programs. The building is named for Benjamin Abb Forrester, first president of Enterprise State Junior College.

Cunningham Drive. The peripheral drive around the campus is named for the late O. I. Cunningham, who as Executive Secretary of the Enterprise Chamber of Commerce, worked untiringly to establish a college in Enterprise and remained throughout the rest of his life one of the most loyal supporters of the college.

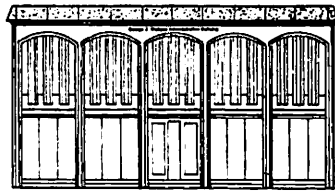
Future Buildings. Plans are being developed for future buildings to complete the campus master plan. A teaching auditorium, a classroom building and an addition to the LRC have high construction priority.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama State Department of Education and Enterprise State Junior College that no person in Alabama shall, on the grounds of race, color, handicap, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise State Junior College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; Title IX Educational Amendment of 1972; and section 504 of the Rehabilitation Act of 1973. Inquiries concerning this policy may be directed to Dr. Tommy Guthrie, P.O. Box 1300, Enterprise, Alabama 36331. Telephone (205) 393-ESJC.



PHI THETA KAPPA



Admission Policies and Procedures

ADMISSION POLICIES AND PROCEDURES

GENERAL ADMISSION POLICIES

Freshmen Who Have Never Attended College

Graduates of regionally and/or state accredited high schools are academically eligible for admission.

Graduates of non-accredited high schools may be admitted provided they present official certificates which indicate successful completion of four-year courses of study on the secondary level and which are based on at least the current minimum state requirement of Carnegie Units.

Applicants who cannot comply with either of the above may submit a Certificate of High School Equivalency issued by Alabama or other State Departments of Education. This certificate is awarded upon successful completion of the General Education Development (GED) Test.

Applicants who do not have a high school diploma or the equivalency certificate may be admitted if they have earned one less than the corresponding equivalent credits for high school graduation that are required by the Alabama State Board of Education through its accrediting standards. The number of credits required for graduation at the close of the school year in which the student last attended shall be the number considered in carrying out this policy.

Transfer Students From Other Colleges and Universities

Applicants who have previously attended another college or university will be considered a transfer student and will be required to furnish an official transcript of all work attempted at all institutions before they will be considered for admission to this institution.

Only those courses completed with a passing grade or better at other accredited postsecondary institutions will be accepted for transfer.

Transfer students whose cumulative grade point average is less than 2.00 on a 4.00 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at Enterprise State Junior College.

Applicants who are on academic suspension from another postsecondary institution may be considered for admission to the college upon appeal to the College Admissions Committee.

Students from other institutions who are on permanent academic suspension may, after twelve months duration, be considered for admission upon appeal to the College Admissions Committee.

Applicants who have been suspended from another institution for disciplinary reasons will not be considered for admission to Enterprise State Junior College except upon appeal to the President's Council of the College.

Transient Students

Students in good standing at an accredited college or university may be admitted to Enterprise State Junior College as transient students.

To be eligible for consideration for admission, transient students must submit the Transient Student Form properly signed by the Dean or Registrar of the college or university in which they are currently enrolled.

High School Students

Summer Program. Enterprise State Junior College cooperates with local high schools for advanced enrollment of high school students. Students who have a "B" average or above and have the recommendation of their principal and/or superintendent may enroll for a maximum of ten quarter hours during the summer between the tenth and eleventh and between the eleventh and twelfth grades. Students may enroll only in postsecondary courses for which the high school prerequisites have been completed.

Academic Year Program. This college cooperates with area high schools for advanced enrollment of high school seniors. With their principal's recommendation, seniors may take a maximum of five quarter hours credit per quarter. Acceptable courses will be determined for each individual student in consultation with the college counseling staff. College credit may not be substituted for high school credit.

Foreign Students

The college is authorized under federal law to enroll nonimmigrant alien students. Students must submit verification of the following:

A total score of 500 or above on the Test of English as a Foreign Language (TOEFL).

Adequate academic background transcripts to prove an educational level equivalent to a U.S. high school graduate.

Residence with family living in the ESJC community.

If transferring from another U.S. college, successful completion of English 101 and 102 or graduation from an accredited U.S. high school.

Medical insurance coverage and \$5,000 life insurance coverage with the college designated as beneficiary.

Sufficient funds to attend the college for one year — \$2,175 for 9 months, \$2,900 for 12 months.

Special Students

Applicants not meeting the minimum admission requirements may be admitted only to non-credit programs.

ADMISSION PROCEDURES

A person may obtain all necessary forms on which to make application to the college by sending in one of the cards on the perforated sheet at the back of this catalog or by visiting the Registrar's office.

Students Entering College For the First Time (Day or evening students — full-time or part-time)

Complete an application form which is obtained upon request from the Registrar, Enterprise State Junior College. A form for an application is included at the back of this catalog. Applicants should submit their application as early as possible and prior to the application deadline of the quarter in which they plan to enroll. A \$10.00 application fee must accompany the completed application form. The \$10.00 fee is not refundable and does not apply toward tuition or other fees.

Entering freshmen should request that the high school from which they graduated mail a transcript of their scholastic record directly to the Registrar, Enterprise State Junior College.

Accelerated high school students should furnish an appropriate form signed by their principal or superintendent.

Transfer and Transient Students

Complete an application form which is obtained upon request from the Registrar, Enterprise State Junior College. A form for an application is included at the back of this catalog. Applicants should submit their application as early as possible and prior to the application deadline of the quarter in which they plan to enroll. A \$10.00 fee must accompany the completed application form. The \$10.00 fee is not refundable and does not apply toward tuition or their fees.

Transfer students should request that all colleges and universities previously attended mail official transcript(s) of academic record(s) directly to the Registrar. Official transcripts are required from each institution attended.

Transient students should request that an official Transient Permission Form be mailed directly to the Registrar from the last institution attended.

Re-Admission Students

Applicants previously admitted for a specific quarter who did not enroll will be required to complete a new application form for admission.

Former students, previously enrolled at Enterprise State Junior College, who have not been in attendance during one or more quarters, summer school excluded, will be required to complete a readmission application form. (If these students have attended college elsewhere during this period, official transcripts are to be mailed to the Registrar).

Students Entering Community Service Courses (Seminars, Workshops, and Short Courses)

The College offers continuing education courses on a college level. Continuing Education Unit (CEU) credit is given for these courses, and admission requirements are established by the nature of the particular course. Students who plan to register only for continuing education courses need not apply for regular college admission. Additional information about continuing education courses may be obtained by calling 393-ESJC.



GOVERNOR WALLACE AND ESJC SINGERS AND ENTERTAINERS



Tuition and Fees

TUITION AND FEES

TUITION

Full-time students (10-21 credit hours), per quarter\$150.00

Part-time students and students carrying overload
pay tuition as follows:

| | |
|--------------------------|--------------------|
| 1 credit hour | \$15 |
| 2 credit hours | \$30 |
| 3 credit hours | \$45 |
| 4 credit hours | \$60 |
| 5 credit hours | \$75 |
| 6 credit hours | \$90 |
| 7 credit hours | \$105 |
| 8 credit hours | \$120 |
| 9 credit hours | \$135 |
| 22-25 credit hours | \$150 + \$15 |
| | per credit over 21 |

Out-of-State or foreign students pay twice the tuition of a comparable Alabama resident.

Enterprise State Junior College reserves the right to change tuition and fees without prior notice.

OTHER FEES

Application Fee. A \$10.00 application fee must accompany each application. The fee is not credited toward tuition or other fees and is not refundable.

Late Registration Fee. A \$10.00 late fee is charged if tuition is not paid on or before the designated final registration date.

Lab Fees. There will be a \$10 lab fee for each CIS, word processing or typing class taken. Anyone taking 1 or more CIS classes will only be charged a \$10 lab fee.

Student Identification Card Fee. A \$2.00 fee is charged for an ESJC student identification card.

Schedule Change Fee. A \$1.00 fee is charged for dropping a class.

Transcript Fee. One official transcript is issued free. A \$1.00 fee is charged for each additional transcript.

Continuing Education and Short Course Fees. These fees vary according to the nature and length of the course.

Summer School Fee. Any student who registers for a total of 10 or more hours during summer shall not pay more than \$150.00. A student enrolled in fewer than 10 hours, in either the regular or the first mini-session or both, shall pay \$15.00 for each additional hour added in the second mini-session, up to a total of \$150.00.

Audit Fees. Any student who audits a course is charged the regular fees for the course.

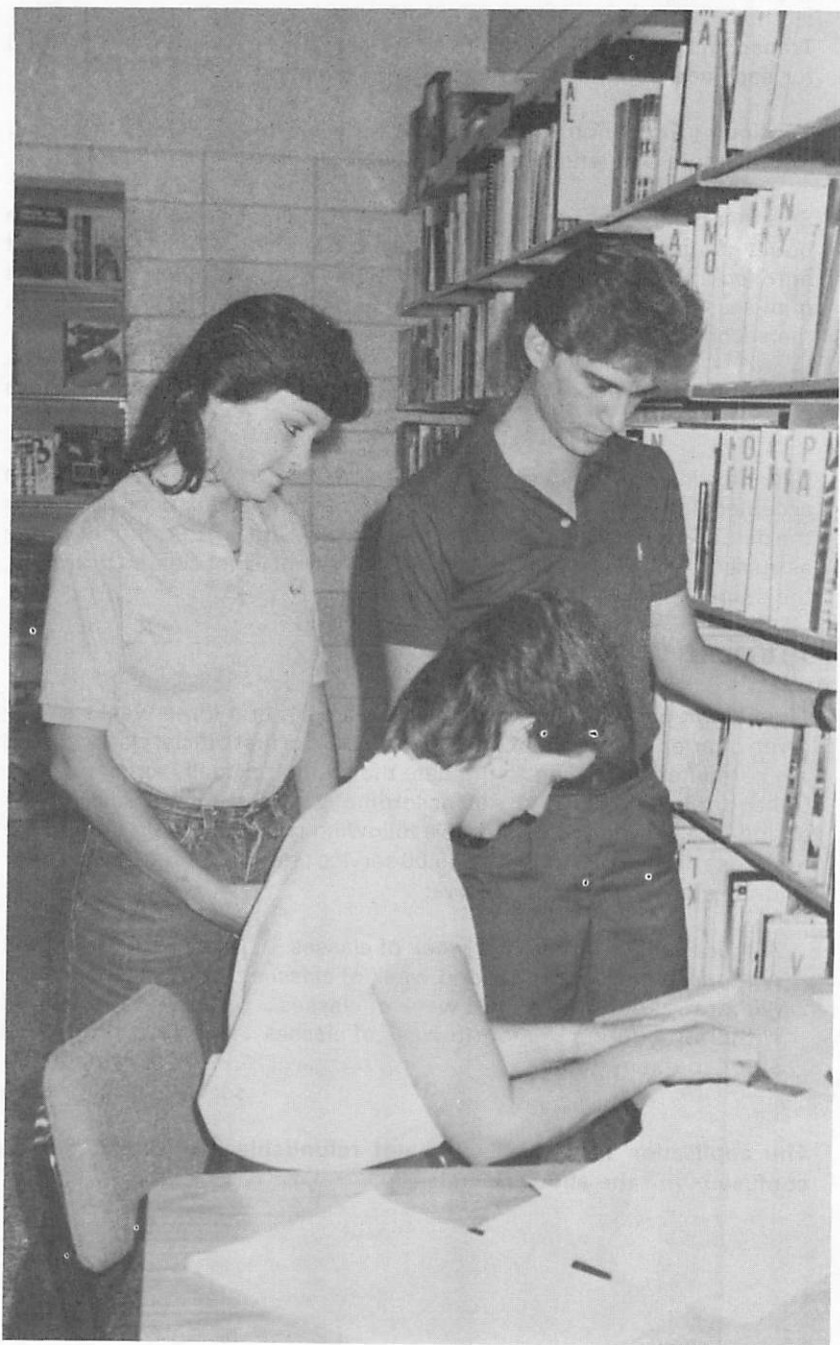
Bad Check Fee. Checks given in payment of fees and charges are accepted subject to final payment. If the student's bank does not honor the demand for payment and returns the check unpaid, the student will be assessed a late penalty of \$10.00, and if payment is not cleared promptly, the student's registration will be cancelled.

TUITION REFUNDS

Time Limit. No refunds will be made after the first three weeks of any given quarter. Computations are made from the first official class day and are computed according to the date the student actually appears at the College to withdraw and not according to the student's last day of attendance. If a student withdraws following registration but prior to the first class day, all fees (minus a \$5.00 service charge) are refunded. Other refunds are computed as follows:

| | |
|--|---|
| Withdrawal during the first week of classes | 75% refund |
| Withdrawal during the second week of classes | 50% refund |
| Withdrawal during the third week of classes | 25% refund |
| Withdrawal during the fourth week of classes | no refund |
| Short course refunds | No refund after second class meeting |

The application fee of \$10.00 is not refundable and should not be confused with the above refunds.



CAREER DEVELOPMENT CENTER



Financial Aid

FINANCIAL AID

GENERAL INFORMATION

Since an increasing number of persons cannot afford to attend college without some type of financial help, Enterprise State maintains a full-time, comprehensive Student Financial Aid Office. The financial aid programs available at ESJC are funded by the federal government, the College, and individual donors to the College.

The majority of financial aid programs offered at ESJC are need-based; however, a number of scholarships are based primarily on academic achievement and merit.

TYPES OF AID AVAILABLE

Pell Grant. This is a federal aid program designed to provide financial assistance to individuals to attend postsecondary educational institutions. The amount a student may receive is based on the family's contribution to educational expenses and cannot exceed one-half the cost of the student's education.

Students receive Pell Grants proportionally in accordance with the following number of credit hours for which they register:

6-8 hours — half-time

9-11 hours — three-fourths time

12 or more hours — full-time

Supplemental Educational Opportunity Grant (SEOG). The purpose of this program is to provide grants to students whose financial need has not been fulfilled by the Pell Grant. Funds are provided by the federal government and are administered by the College using a percentage of need formula.

College Work-Study Program (CWS). The College Work-Study Program is supported by federal and institutional funds. It is designed to help students earn money as they learn.

Financial need, full-time enrollment, and available funds are the basic criteria required for eligibility. Persons who are selected for the program may work up to 20 hours per week during the quarter and up to 40 hours per week during the summer and between quarters if sufficient need is demonstrated.

Job assignments vary according to individual skills and vacancies. The pay scale is based on the prevailing minimum wage.

Alabama Guaranteed Student Loan (AGSL). The Guaranteed Student Loan Program enables a student to borrow directly from a bank, credit union, savings and loan association or other participating lender that is willing to make the loan. The loan is guaranteed by a state or private non-profit agency or insured by the federal government.

The maximum a student may borrow as an undergraduate is \$2,500 a year. The interest rate on these loans is 8 percent.

The federal government will pay the interest until repayment of the loans begins and also during authorized periods of deferment.

The loan must be repaid. Payments normally begin six (6) months after students graduate or leave college, and students may be allowed to take up to 10 years to repay the loan. The amount of each monthly payment depends upon the size of the debt and the student's ability to pay. In most cases payments must be at least \$360 a year unless the lender agrees to a lesser amount.

Deferment is available any time students return to full-time study at an eligible institution.

VETERANS BENEFITS

Veterans must submit an application for admission which includes a high school transcript or GED certificate, a college transcript if applicable, and a \$10 application fee.

To be eligible to receive educational benefits, all eligible veterans must be enrolled in an approved course of study. Applications for VA educational benefits may be obtained from the Veterans' Services office (A114) on campus or by calling (205) 393-ESJC. A certified copy of DD Form 214 and copies of marriage certificate and birth certificate for dependent children should be brought to the Veterans' Services office.

To be eligible for advance pay, the student must apply at least 30 days before the quarter begins. The advance check is mailed to the college for delivery to the student on the day of registration. The payment includes allowances for the part of the month in which the school term begins as well as the next month's allowance.

Active duty personnel may receive up to 65 hours credit toward a two-year degree through USAFI courses, CLEP examinations, and military schools. Check with the local education service officer for additional information about degree completion and tuition assistance.

Enterprise State provides remedial courses for veteran students who are weak in certain areas. While the veteran is paid for these courses, the payments are not charged against the veteran's regular entitlement.

Additionally, the College offers free counseling and tutorial assistance services for those students who need them.

It is imperative that a student enrolled under veterans' programs notify the Financial Aid officer when withdrawing from a class. Failure to do so will result in an overpayment from the Veterans' Administration, creating the student's liability for the overpayment. Instructors also report to the Financial Aid office the names of students who are excessively absent.

ESJC SCHOLARSHIPS

Academic. High School seniors in the upper 25 percent of their graduating class have until May 1 of each year to apply for academic scholarships. An application form and a copy of the high school transcript must be submitted to the Coordinator of Student Financial Aid for consideration by the ESJC Scholarship Committee. Applicants are evaluated according to class rank, grade point average, test scores (ACT and/or SAT), participation in extra-curricular activities, community service and other awards and honors.

Academic scholarships may be given for six quarters, provided the recipient has maintained a "B" average (3.00 grade-point-average on a 4.0 scale) and enrolls for a minimum of 15 credit hours per quarter. Scholarship renewal for the sophomore year will be automatic upon review by the Scholarship Committee.

Performing Arts. Students who have a talent in performing arts are invited to apply for a Performing Arts Scholarship at ESJC. Auditions are required.

Enterprise State offers scholarships for participation in the ESJC Band, which emphasizes jazz and stage band performance; the ESJC Singers and Entertainers which emphasize vocal performance; and the ESJC Theatre Troupe, which provides quarterly entertainment for the College and the surrounding area.

Students on performing arts scholarships must abide by the same satisfactory academic progress standard expected of all students on financial aid.

Athletics. Athletic scholarships in men's and women's basketball and in men's baseball are awarded to students from throughout the area who demonstrate ability in these sports. Tryouts are required.

If awarded, these scholarships are only applicable if the recipient participates in and is declared eligible in the sport under which he or she is signed. Students on athletic scholarships must abide by the same satisfactory academic progress standard expected of all students on financial aid.

THE ESJC FOUNDATION SCHOLARSHIPS

The Enterprise State Junior College Foundation was established in 1982 for the purpose of raising private funds to help meet the needs of the College. The Foundation annually provides tuition scholarships which are based on the same general criteria as the ESJC academic scholarships. Additionally, several named scholarships with specific criteria have been established by Foundation supporters in honor or in memory of specific individuals or organizations.

The Cleve Donaldson Art Scholarship. This scholarship, presented by Enterprise Mayor Don Donaldson and his wife Louise, is given in memory of their son Cleve and his artistic talents. Students who feel they have artistic talents may apply for this scholarship by submitting a scholarship application to the Coordinator of Student Financial Aid along with a minimum of three artistic works for evaluation by the ESJC Scholarship Committee. A letter of recommendation from an instructor, preferably an art instructor, must also accompany the application.

The Enterprise Banking Company Scholarships. Two Enterprise Banking Company Scholarships are awarded according to the same criteria as the College's academic scholarships. Preference is given to qualified applicants from Enterprise.

The Doctor E. L. Gibson Scholarship. This scholarship is awarded in memory of Dr. E. L. Gibson, a pioneer in medicine in Coffee County. The scholarship is based on the same criteria as the College's academic scholarships, but preference is given to a qualified student who demonstrates a financial need.

The E. L. Gibson Foundation Scholarship. The E. L. Gibson Foundation Scholarship is awarded to a resident of Coffee, Dale, Geneva, Pike or Barbour County who is enrolled or will enroll in a health-related area at ESJC. The scholarship is based upon the same criteria as the College's academic scholarships.

The Fred and Nina Taylor Scholarship. This scholarship is given by Taylor's IGA in honor of Fred and Nina Taylor. The scholarship is awarded to a student with financial need and is based on the College's academic scholarship criteria. Preference is given to a student from Enterprise, Samson or Daleville.

Important Note: Foundation scholarships are not automatically renewable for the second year of enrollment.

MEMORIAL/SPECIAL SCHOLARSHIPS

Memorial/Special scholarships are periodically made available through donations from private individuals, clubs, and other organizations.

Amy Dowling Memorial Scholarship. Is a one-year tuition scholarship available to a graduating senior of Enterprise High School.

Edwards Memorial Scholarship. Three honor students are selected annually to receive a tuition and book scholarship from the Edwards Scholarship fund. These students are selected by the Enterprise State Junior College Scholarship Committee.

Other scholarships periodically made available include the following:

- Afro-American Club
- Alabama Sight Conservation Association
- Alatex, Inc.
- Alpha Delta Kappa
- American Association of University Women
- Amoco Foundation
- Distributive Education Clubs of America
- Elba Business and Professional Women's Club
- Enterprise Civitan Club
- Enterprise Downtown Merchants
- Enterprise Federation of Garden CLUBS
- Enterprise Junior Women's Club
- Enterprise Kiwanis Club
- Enterprise Music Club
- Enterprise Optimist Club
- Enterprise Pilot Club
- Enterprise Rotary Club
- Enterprise State Junior College Education Association
- General Motors Corporation
- Mamie Bond Memorial Scholarship
- NCO Wives Club, Ft. Rucker
- Officers Wives Club, Ft. Rucker

Opp-Micolas Mills
Ozark Business and Professional Women's Association
Scott Paper Company
United Methodist Women, Dothan District
Wiregrass Chapter of the Gold Wives of America
Woodmen of the World Life Insurance Society
Ray Hughes Chevrolet Annual Scholarship

HOW TO APPLY FOR FINANCIAL AID (OTHER THAN SCHOLARSHIPS)

In order to apply for financial aid (other than scholarships), a person should do the following:

Pick up an ESJC Financial Aid Application Packet in the Financial Aid Office (A114). Carefully complete all applications; be sure to follow instructions explicitly.

When the Application for Federal Student Aid has been completed, mail it to the Pell Grant Processing Center in the envelope provided. The application will be processed using a standard formula for determining eligibility for financial aid developed by the U.S. Department of Education.

Approximately four to six weeks after the application has been mailed, the applicant should receive several copies of the Student Aid Report (SAR) in the mail. All copies of the SAR should be brought to the Financial Aid Office as soon as possible. The SAR also serves as the needs analysis for the College Work-Study Program and other aid programs administered by the College.

Complete the Financial Aid Data Sheet and return it to the Financial Aid Office. All students interested in applying for the College Work-Study Program should also complete the Work-Study application on the back of the Data Sheet.

No financial aid of any type will be awarded until the applicant has been accepted for admission to ESJC. In addition, all students who have previously attended another college, university, or technical school must submit a financial aid transcript to the ESJC Financial Aid Office, even if no aid was received at the previous school.

HOW TO APPLY FOR SCHOLARSHIPS (ESJC Scholarships or The ESJC Foundation Scholarships)

In order to apply for an ESJC Scholarship or a Foundation Scholarship, a person should do the following:

Apply for admission to ESJC.

Complete a scholarship application provided by the Coordinator of Student Financial Aid.

Submit the completed scholarship application and any other required documents to the Coordinator of Student Financial Aid by May 1. (Early application for scholarships is essential. Most scholarships are awarded by the first week in May).

NOTE: Contact the Coordinator of Student Financial Aid for specifics on qualification and awarding dates for Memorial/Special Scholarships.

REQUIRED STANDARD OF PROGRESS

All ESJC students who receive financial aid from programs such as Pell Grant, College Work-Study, Supplemental Educational Opportunity Grant, Guaranteed Student Loan, Veteran's educational benefits, and scholarships must comply with the following standards of academic progress:

Grade Point Average (GPA) Students must have the following GPA's after completion of the designated hours to continue receiving financial aid:

| If a student has attempted: | Minimum GPA |
|-----------------------------|-------------|
| 0 - 34 quarter hours | 1.50 |
| 35 - 69 quarter hours | 1.75 |
| 70 or more quarter hours | 2.00 |

Financial Aid Probation/Suspension. In the event a student's GPA drops below the required level, the student is given one quarter's probation (with financial aid) to raise the GPA. If at the end of the probation quarter, the student's GPA does not meet required standards, the student is dropped from financial aid.

Aid is reinstated when the student's GPA is increased to the required level. However, the student remains on "continued probation" status and is dropped from financial aid immediately if the GPA drops below the required level again.

NOTE: The Financial Aid Committee may choose to allow a student to remain on "continued probation" status if, in the opinion of the Committee, the student has made significant academic progress during the probation quarter but has not cleared his/her probationary status.

Time-frame for completion. Students in associate degree programs at ESJC may receive financial aid for no more than the equivalent of three full-time academic years. Students enrolled in shorter programs are assessed on a pro rata basis. In order to remain eligible for financial aid, students must pass a minimum number of hours as specified below:

Full-time quarters enrolled**Minimum hours passed**

| | |
|----------|----|
| <u>1</u> | 10 |
| 2 | 20 |
| 3 | 30 |
| 4 | 41 |
| 5 | 52 |
| 6 | 63 |
| 7 | 74 |
| 8 | 85 |
| 9 | 96 |

Students receiving financial aid at ESJC are evaluated according to this table once during each academic year. Students who have not passed the required number of hours are dropped from financial aid. Aid is reinstated when the student has passed the required minimum number of hours. Students who are **required** to enroll in remedial courses are allowed additional time to complete their requirements.

Change in program. Any student who wishes to change a program of study and continue to receive financial aid must file a list of the specific courses needed to complete the graduation requirements of the new program. This list must be filed with and approved by the Coordinator of Student Financial Aid and must be signed by one of the College counselors. If approved, financial aid may be awarded for the specific courses listed in the outline.

Attendance policy. A financial aid award is reduced or terminated if the student receiving financial aid is absent from a cumulative total of 1½ weeks of class. 1½ weeks of class is defined as follows:

- 7 absences in a 5-hour day class
- 4 absences in a 3-hour day class
- 3 absences in a 5-hour night class
- 2 absences in a 3-hour night class
- 2 absences in any 1-hour class

When a student has reached this maximum, the instructor files an Absentee Report with the Dean of Students and that course is dropped from financial aid eligibility.

Withdrawals, audits, and repeats. If a student withdraws from all courses after receiving financial aid, he/she is placed on financial aid probation. If this occurs a second time, the student is placed on financial aid suspension.

Students are not paid financial aid for an audit or for any course previously taken and passed with a "D" or better.

Appeals. Any student placed on financial aid suspension may appeal his/her status to the Coordinator of Student Financial Aid. All appeals must be submitted in writing within two weeks following the date of the notification of suspension of financial aid. All appeals must include the reason(s) the student failed to make satisfactory academic progress and any other documentation which supports the appeal.

IMPORTANT NOTE! Some aid programs may require students to maintain higher academic standards (i.e. Academic scholarships, Foundation scholarships). See individual program guidelines for details.

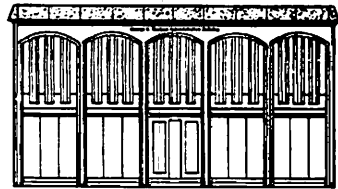
FINANCIAL AID REPAYMENT POLICY

Students who receive payment from Pell Grant and/or other aid programs in excess of tuition costs and subsequently withdraw from school or reduce their class loads are subject to the school repayment policy. If a student drops out, the last recorded day of class attendance by the student shall be used as the end of the student's enrollment. However, if the school is unable to document the student's last day of attendance, such as when a student ceases to attend without officially dropping or withdrawing from class, the student will be required to repay any cash received.

To calculate the repayment, the amount charged for tuition is first deducted from the aid awarded. The balance is then divided by the number of days in the quarter to obtain a miscellaneous expense amount per day. This in turn is multiplied by the number of days attended to determine the amount the student is entitled to receive. The student is then required to repay any amount received above this figure.

To calculate the amount of repayment when a student's classload is reduced after he/she receives his/her check, the appropriate payment rate is determined based on the number of days of attendance at the original enrollment status and the number of days of attendance at the new level. The student is then required to repay any monies received in excess of his/her entitlement.

For more information about ESJC's financial aid programs, visit the campus, call 393-ESJC or request applications by writing the Coordinator of Student Financial Aid, P.O. Box 1300, Enterprise, AL 36331.



Student Development Services

STUDENT DEVELOPMENT SERVICES

PHILOSOPHY AND GOALS

The Enterprise State Junior College student services are organized to benefit all students. The primary purpose is to facilitate the maximum development of each individual through education. These services are vital to the adequate appraisal of individual needs and potentialities. They are designed to assist each individual to develop an insight which will lead to self-understanding, orientation to society, and realistic choices from among educational, occupational, and vocational opportunities.

To implement the foregoing philosophy, the following goals are established.

To keep an adequate and accurate set of permanent records for each student enrolled; to safeguard these records and to keep this information confidential.

To disseminate information about the college to high schools and to prospective students.

To counsel with each student in areas of need.

To make testing and interpretation of such tests available to individual students.

To seek out means of financing students and then to make sure that these finances are available to all students qualified to receive financial aid.

To provide a recreational outlet for students.

To aid each student in identifying with the college.

To keep the lines of communication open to area businesses in order that part-time employment for students can be obtained.

To provide extra-class education through social activities, educational organizations, educational lectures, intramurals, athletics, publications, and student government.

To place students in positions of responsibility that they might receive experience in organization, administration, and policy making.

To help make student government meaningful.

To serve the community in any needed area.

GUIDANCE SERVICES

The Guidance Services Department offers services that help students meet their personal and academic needs. Professional counselors are available to students daily from eight a.m. until four p.m., and on Monday through Thursday evenings a counselor is available until seven-thirty p.m. Students may make individual appointments with a counselor at the Counseling Center (SC 102) or by calling 393-ESJC (Ext. 272).

A wide range of vocational, interest, personality and aptitude tests are available in the Counseling Center and are administered free of charge. Individual appointments are made at the student's convenience. Citizens within the College's service area may also use the testing services by appointment or referral. The Community Counseling Center is a confidential counseling and testing service.

Students having academic difficulties may see a counselor at any time. Counselors work with students throughout the year to improve study methods, explore careers, and make Tutorial Assistance Program (TAPS) referrals. In addition, a counselor is always available to aid students with information concerning transfer requirements, and recruiters from several senior colleges and universities are scheduled throughout the year for students to ask questions concerning transfer.

Helpful materials and information are available in the Guidance Services Department. Students are encouraged to make use of these free, professional services.

SUMMER ORIENTATION

During the summer months the Guidance Services Department offers a two-day orientation program required of all entering freshmen. Orientation provides entering students with current information on college policies, campus life and special services available to students. The college's ASSET placement test is administered, students are placed in classes, and academic advisors are assigned during the course. During orientation students are presented with decision-making and study skills and are familiarized with the campus. One hour of academic credit (Psy 100) is given for completion of the course. Students planning to enroll at the College should contact the Guidance Services Department for orientation information.

TESTING PROGRAM

Placement Testing. Entering freshmen and transfer students who have not yet taken college level mathematics and English courses are required to take the ASSET placement test administered by one of the College's professional counselors. The results of these tests will be discussed with the student and will be used to determine individual placement in the English, math and reading programs. The ASSET test is offered each quarter. College applicants are notified concerning the location and times these tests will be given.

American College Test (ACT). The College is an official center for administering the ACT. Students interested in taking this test may contact the Director, Guidance Services at 393-ESJC (ext. 272) to obtain information from high school counselors.

College-Level Examination Program (CLEP). Enterprise State Junior College will accept credits earned on the CLEP tests toward the associate degree up to a total of 45 hours if the applicant scores in the 50th percentile in the areas examined. CLEP examinations allow students to earn credits for education gained in a non-traditional manner. For further information, contact the Director, Guidance Services at 393-ESJC (ext. 272).

General Education Development (GED). A certificate of high school equivalency is awarded by the Alabama Department of Education upon a student's successful completion of the GED test. The College is authorized to administer this test to Alabama residents meeting the required standards. For additional information contact the Director, Guidance Services at 393-ESJC (ext. 272).

Advanced Placement Credit (AP). Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded credit depending on their AP examination scores. Enterprise State Junior College will give recognition to AP grades of "3," "4," and "5" and will review grades of "2" for partial credit.

TUTORIAL ASSISTANCE PROGRAM FOR STUDENTS (TAPS)

The Tutorial Assistance Program for Students (TAPS) is a free, federally funded service existing to help the student overcome academic difficulties, make informed career decisions, solve personal problems, and eliminate any other hindrance to college success. In an effort to provide comprehensive help, an application is required, and a needs assessment

is done for each eligible participant. As a result of this information, the student may be referred to the Career Development Center, Counseling Department, or Financial Aid Office.

If specific help is needed in an academic area, an appointment for a study session with a tutor will be scheduled at a convenient time. Also, free workshops in math and English are offered each quarter to supplement coursework. In addition, students may receive individualized instruction from the staff. Computer programs, cassette tapes, and self-paced texts are available for help in English, reading, and math. Getting help early in the quarter or as soon as even minor difficulties are encountered increases a student's opportunity for success.

Students are always welcome in the TAPS office. The atmosphere is informal, and the philosophy is that learning can be enjoyable. Many long-lasting friendships are formed among students, tutors, and the TAPS staff.

The TAPS staff includes a director/counselor, an English/reading instructor, a math instructor, a secretary and approximately fifteen student tutors. The tutors are recommended by the faculty, and because tutors are also students at ESJC, they can understand the problems others encounter while in college. Any student enrolled may come by the TAPS office in the Student Center to fill out an application or to obtain further information. There is no charge for TAPS services.

LIBRARY/LEARNING RESOURCES CENTER (LRC)

The College Learning Resources Center plays an important part in the academic program and in the life of the student. The centrally located LRC houses library and audio-visual materials and provides research and recreational materials for faculty and students. Adequate reading and viewing rooms are available with a seating capacity of approximately 175.

A Periodical Room provides space for current magazines to be attractively displayed on open shelves for quick and easy reading. All back issues of magazines (bound and unbound volumes) and microfiche are housed in the Periodical Room as well as some back issues of newspapers which are kept on microfilm. A photocopying machine provides an easy and inexpensive method of reproducing items which need copying. Several microfiche readers and a microfilm/fiche reader and printer are also available. The current newspapers are displayed in the Main Reading Room.

The LRC consists of some 30,000 accessioned volumes and approxi-

mately 81,350 unaccessioned government publications. As a depository library for select government publications, ESJC research facilities are enriched through this valuable source of information. The LRC receives 420 periodical titles through subscriptions, government documents, and gifts. Audio-visual materials and equipment consisting of records, tapes, filmstrips, films, and microfiche are also available.

An open-stock policy makes it possible for students to browse and to select materials of their choosing at their leisure. Interlibrary loan service is available by request, and typewriters are available for student use in the building.

A special collection of genealogical books and magazines is maintained.

The Learning Resources Center is open Monday through Friday. Personnel are available at all times for individual or group assistance.

A Library Handbook provides students with needed information in using the Library.

CAREER DEVELOPMENT CENTER

The Career Development Center is a facility on campus that offers students and area residents information on a wide range of career-related subjects. In addition to occupational, educational, and job-training requirements for over 1000 different careers, the Center has information on financial aid, transfer programs, and schools, colleges, and training agencies throughout the United States. Printed materials, books, filmstrips, cassettes, and slides are available for individual and group use. A special computer prints occupational and educational information on a state and national basis. Counselors are available to assist students with interest, aptitude, and personality surveys; testing; and life/career planning. The Career Development Center is located in the Student Center building. There is no charge for any service.

JOB PLACEMENT

A placement service has been established for students, graduates and employers. The College is in contact with area businesses, industries, professions, the government, and the employment agencies of several states for the latest job information. A listing of jobs currently available through the local employment service is posted daily. By matching student requests with available full and part-time job openings, the Placement Office serves the needs of both students and employers. Students or graduates who desire employment or who need help with

applications, resumes, interviews, or any related topics should contact the Placement Office located in the Career Development Center.

DISPLACED HOMEMAKER RESOURCE CENTER

The Displaced Homemaker Resource Center, located in the Career Development Center, contains special materials which describe and offer practical solutions for the wide range of problems displaced homemakers face. Information has been compiled on the government agencies, educational institutions, civic groups, community agencies, churches, and other organizations offering help to displaced homemakers in each community in Alabama. These resources are available to anyone in Alabama who can profit from them.

KINDERCOLLEGE

The Kindercollege, a child study laboratory located in the Science Building, is a program for the children of full-time students. Enrollment is limited to 15 children: 10 children who are 4 years old by October 2 of the current academic year and 5 children who are 3 years old by October 2. The Kindercollege has a morning session during the school days of the Fall, Winter, and Spring Quarters. Children are provided with experiences to foster development in physical abilities, social awareness, emotional health, intellectual skills, and creativity. Students who are in Early Childhood Development classes are given opportunities to observe and participate directly with the Kindercollege students as a part of their learning experiences. Applications can be obtained from the Career Development Center or from the director of the Kindercollege in Room S122.

STUDENT ORGANIZATIONS

Student Government Association. The Student Government Association (SGA) is composed of four officers, six sophomore senators and six freshman senators. All members of the Student Government Association are elected by the student body. The purposes of the SGA are to provide liaison between students and the faculty and administration, to promote social and cultural opportunities for students, and to approve and charter all organizations which function on the campus.

Interclub Council. The Interclub Council is a branch organization of the Student Government Association. It was organized in the fall of 1968 with the purpose of aiding the SGA in coordinating club activities. The SGA vice-president serves as Interclub Council president. The other officers are selected by the members of the Interclub Council. One representative from each campus organization serves as a member of the council.

Phi Theta Kappa. The Tau Mu chapter of the Phi Theta Kappa, a national scholastic honorary fraternity for junior colleges, was chartered in March, 1969. The purposes of the organization are to offer a means by which the students who achieve academic excellence may be recognized and to encourage academic excellence among the students at Enterprise State Junior College.

Christian Youth Fellowship. The purpose of Christian Youth Fellowship is to provide a Christian ministry to students at Enterprise State Junior College. Any student, regardless of religious affiliation, may belong to the Christian Youth Fellowship.

Phi Beta Lambda. Phi Beta Lambda is a national organization in junior and senior colleges for students enrolled in business, secretarial science, or pre-business teacher education programs. The purpose of PBL is to provide opportunities for students to develop vocational competencies for business and to promote a sense of civic and personal responsibility.

Sigma Epsilon Omicron. The Health, Physical Education and Recreation Majors Club is a service organization. Its main purpose is to promote professional and social cooperation between HPR majors and the faculty. Another purpose of the SEO is to be a guiding force to all incoming freshmen and transfer students who are majoring and minoring in HPR.

ESJC Band. The Band meets concurrently with Community Band and is designed as an organization for recreation through musical participation. Emphasis is upon Jazz and Stage Band repertoire and preparation for performance. Several public performances are given each year. Any student already having a background in instrumental music may participate.

ESJC Singers. The Singers is a concert choir of 40 voices. The group sings many programs for area school, civic, and church organizations, providing a cultural link between the college and the community. Membership is open to any student by audition.

ESJC Theatre. The ESJC Theatre is an aggregation of individuals banded together for the express purpose of providing theatre on the campus. A play is produced each quarter and a very active Dinner Theatre program has been developed. Anyone interested in participating in any phase of play production should contact the Fine Arts Division office.

Entertainers. The Entertainers are a select group of singers. Emphasis is upon popular repertoire and choreographed performance. The Entertainers perform often for various civic and school functions.

Network. Network was formed to give support and recognition to the returning woman student. This organization provides information and sponsors programs which will aid the returning woman to manage her school experiences successfully. Network also provides a social opportunity for its members to know one another.

Baptist Student Union. The newest college organization on campus and one that is enjoying the fastest growth is the Baptist Student Union. Primarily for students of the Baptist faith, the organization welcomes members from all churches. Meetings are held weekly with local and off-campus speakers.

Compass Club. This college level scholastic and service club is sponsored by Pilot International. The purpose of the organization is to encourage academic excellence and to provide experiences in leadership, fellowship, and service to Enterprise State Junior College and the Wiregrass community.

Afro-American Club. The Afro-American Club, organized in 1971, functions today to provide a positive avenue whereby minority students at Enterprise State Junior College may make worthwhile contributions to campus life. The foremost purpose of the club is student realization of individual potentials through education.

Alumni Association. The ESJC Alumni Association was first organized in January, 1972. The organization is open to all graduates and former students who attended ESJC at least three quarters and left in good standing. No dues are charged, but eligible persons must request membership and keep the association advised on their current address. The Alumni Association meets before the Homecoming game each year.

Health Majors Association. The purpose of the Health Majors Association is to provide opportunities for fellowship, instruction, and mutual support to students majoring in any health-related area. The association was formed in 1981 and meets monthly with guest speakers from various medical specialties. Membership is open to all students with an interest in health careers.

STUDENT PUBLICATIONS

The Green and White. The Student Handbook is published annually as a source of information and as a guide.

The **not-ready-for-prime-time-paper** and *Columns*. The Division of English and Communications at Enterprise State Junior College sponsors two student publications, the **not-ready-for-prime-time-paper** is a monthly newspaper of current information about academic and social activities of interest to the student body. *Columns* is a quarterly magazine of feature articles, essays of opinion, short stories, poems, and art work submitted by students, and on occasion, members of the faculty.

Much of the work on these publications is done by students enrolled in publications classes, but all students are encouraged to submit their work for publication.

Both the **not-ready-for-prime-time-paper** and *Columns* are distributed free to students, faculty, and the public.

OTHER STUDENT ACTIVITIES

Athletics. Enterprise State encourages athletics as a part of its educational programs. All intercollegiate sports are under the supervision of the Athletic Director.

Intercollegiate contests are played under the rules of the National Junior College Athletic Association and the Alabama Junior College Conference. Participant eligibility is determined by these organizations and Enterprise State.

Intramurals. The purpose of the intramural sports program is to provide an opportunity for students to participate in selected individual, dual, and team sports. It is the desire of the College through the intramural program to provide activities which will provide enjoyment and physical recreation during the student's college career, contribute to the student's physical well-being, improve recreational skills for leisure time use in adult life, and aid in the development of sound emotional and social qualities. Participation is entirely voluntary and all students are invited to take part.

Miss ESJC Pageant. The Miss Enterprise State Pageant is a local pageant produced to recognize talented female students and to select one to represent Enterprise State at various functions throughout the year. This student receives a one-academic-year full-tuition scholarship to attend Enterprise State.

STUDENT CONDUCT

Enterprise State Junior College, as an institution of higher learning, is concerned with providing its students with the opportunity to seek truth

and knowledge about themselves, their fellowman, and the world in which they live. In order to assure the rights of every student, Enterprise State has outlined specific acts of misconduct which are unacceptable and which subject the offender to disciplinary action.

The College assumes jurisdiction of its students on property owned by the College, at any function conducted, sponsored or authorized by the College, or in the performance of academic or administrative work pertaining to the college.

UNACCEPTABLE CONDUCT

Some specific acts of misconduct which are unacceptable and which subject the student to disciplinary action are listed below. Students proven guilty of violating these regulations shall be subject to dismissal from the College.

CHEATING: Knowingly furnishing false information to the College or withholding information requested by the College, discovering or attempting to discover the contents of an examination before the contents are revealed by the instructor, representing to be his/her own any work which is not the product of his/her own study and efforts.

USE OF DRUGS: Use, possession or distribution of narcotics or dangerous drugs, such as marijuana, lysergic acid diethylamide (LSD), amphetamines and barbiturates, except as expressed by law.

PARTICIPATION IN DISRUPTIVE ACTS: Participation in a riot, unlawful assembly or unauthorized demonstration on campus, or any act which interferes with orderly campus or classroom activities or is designed to prevent or has the effect of preventing or interfering with the use of or access to college facilities.

DISORDERLY CONDUCT: Lewd, indecent or obscene behavior or expression.

FORGERY: Alteration or misuse of College documents or records of identification.

GAMBLING: Participation in any form of gambling on College property.

FAILURE TO IDENTIFY ONESELF AS A STUDENT: Failure or refusal to present I.D. Card upon request of any College official.

DISREGARD OF COLLEGE POLICIES AND OFFICIALS: Violation of any College policies or regulations including, but not limited to, those

governing the time, place and manner of expression; the registration of student organization; the use of College facilities; and the use or parking of motor vehicles on the campus or failure to comply with directions of College officials acting in the performance of their duties.

VIOLATION OF LAWS: Violation of any federal, state or local laws.

USE OF INTOXICATING BEVERAGES: Use, possession or distribution of alcoholic beverages.

PHYSICAL ABUSE: Hazing or any other act which threatens or endangers the health or safety of any person.

STEALING: Theft of or damage to College property or that of any member of or visitor to the College.

POSSESSION OF WEAPONS: Use, possession or distribution of firearms, fireworks or any type of explosive device or material or other dangerous weapons.

MISCONDUCT: Misconduct, either on or off the campus, which is considered to be of such a serious nature as to be detrimental to the College.

VANDALISM: Willful damage to or destruction of property owned by or under the care, custody or control of the College.

UNAUTHORIZED ENTRY: Illegal or unauthorized entry or use of College facilities.

DISCIPLINARY SUSPENSION

The Dean of Students is in charge of all general discipline. Any student involved in unacceptable conduct will be disciplined by the Dean of Students commensurate with the severity of the act of misconduct. Whatever action is taken may be appealed to the College Disciplinary Committee as outlined under the Rights of Due Process.

RIGHTS OF DUE PROCESS

Any student accused of violation of any College regulation will be guaranteed the following rights:

Before any disciplinary action is imposed the accused student will be given a hearing before the Disciplinary Committee. Such hearing shall be recorded either by shorthand, tape recorder, stenotype, or similar

device. Any student disciplined by the Disciplinary Committee shall be entitled to a transcript of the record of his/her hearing upon the payment of the current cost thereof.

A presentation of the charges will be given to the student in writing three days before the hearing.

The accused shall have the right to be represented at any disciplinary hearing by legal counsel of his/her choosing.

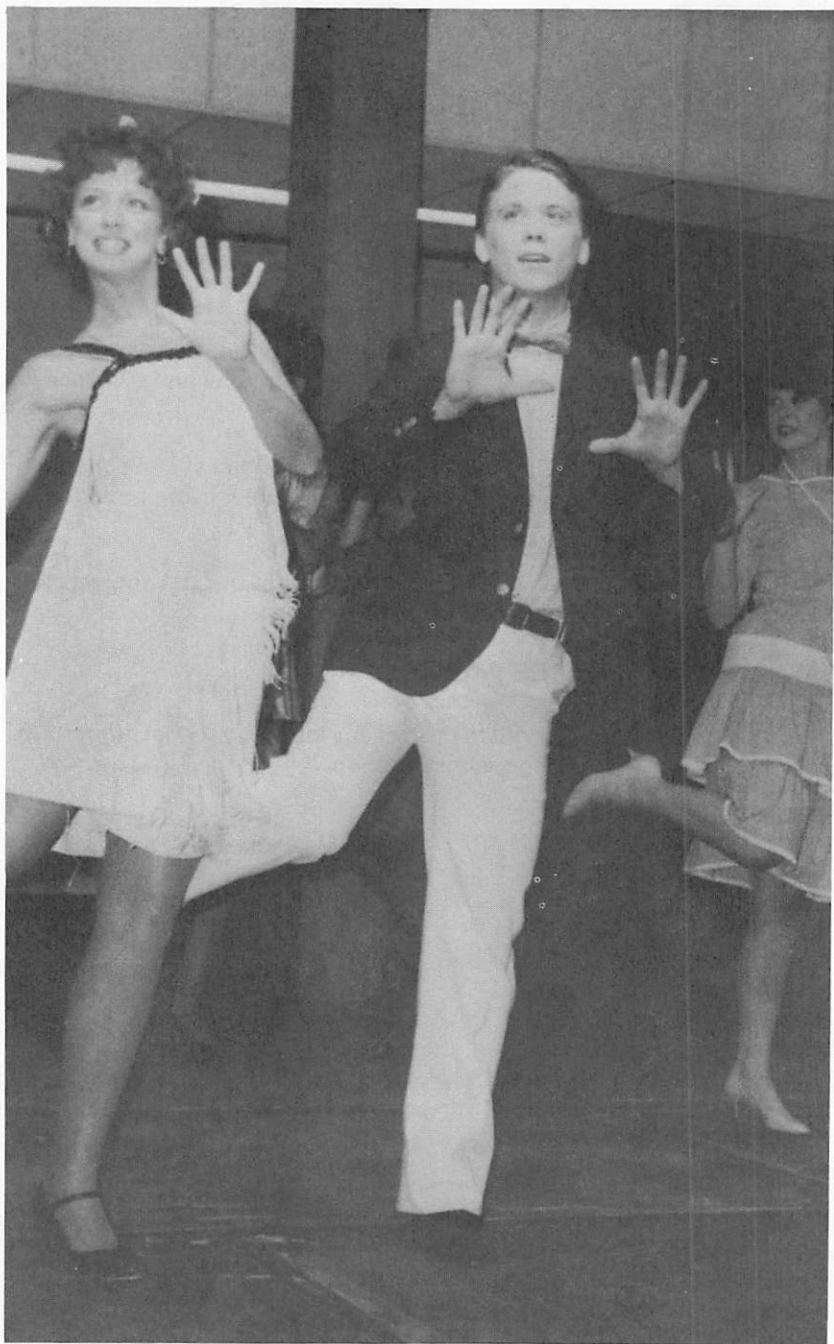
The accused shall have the right at hearing to confront and cross-examine adverse witnesses and to present testimony and evidence in his/her behalf.

The recommendation of the Disciplinary Committee shall be made in writing to the Dean of Student Services with a copy being provided to the accused.

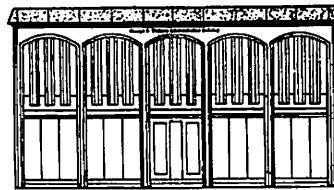
The decision of the Dean of Student Services shall be final, subject only to the review of the President of the College.

INSPECTION OF COLLEGE FACILITIES

The College reserves the right to inspect any locker on school property at the discretion of the college administration.



SCENE FROM "NO, NO NANETTE"



Academic Policies

ACADEMIC POLICIES

GRADING

Letter grades will be assigned for all courses for which students have registered as follows:

| | | |
|-------------|----------|--|
| A—Excellent | 90-100 | W—Withdrew Passing (official withdrawal only) |
| B—Good | 80-89 | WF—Withdrew Failing |
| C—Average | 70-79 | I—Incomplete |
| D—Poor | 60-69 | N—Audit |
| F—Failure | Below 60 | |

Satisfactory grades are "A," "B," and "C." Most colleges and universities will not accept transfer of "D."

QUALITY POINTS

To evaluate the scholastic standing of students, the following quality points are assigned to grades:

| | |
|------------------------------|------------------------------|
| A —4 quality points per hour | D —1 quality point per hour |
| B —3 quality points per hour | F —0 quality points per hour |
| C —2 quality points per hour | |

The student's scholastic standing or quality point average is obtained by dividing the total number of quality points by the total number of quarter hours for which the grades of "A," "B," "C," "D," or "F" are assigned. A course repeated is counted as many times as such grades are recorded.

A student must earn a total quality quality point average of 2.00 in order to be eligible for graduation.

A student will be placed on probation when the quality point average falls below 1.50. Students on probation cannot enroll for more than 12 quarter hours.

RECOMPUTATION OF GRADE POINT AVERAGE

Students may elect to repeat a course in which they have received a grade of "D" or "F." The last grade will be counted in determining the overall grade point average, provided the student has submitted the proper application as noted below.

An application form to cover this policy may be obtained in the Registrar's office and must be approved by the Registrar. This form is to be filled out only after the student has repeated the course and a higher grade has been earned. Students may not repeat a course in which they have received a grade of "C" or higher.

INCOMPLETES

A student whose grade is not complete at the end of a quarter will receive a grade of "I" for the course. The student must make arrangements with the instructor and remove the incomplete within the first five days of the next quarter. If no arrangements are made within the time limit, the "I" will be changed to "F" in the Registrar's office.

AUDITING

Students who audit a course must signify their intention of doing so through the Registrar's office during the change of course period at the beginning of each quarter. After the change period is over, it is impossible to change a grade to "Audit." Regular fees are charged for auditing classes.

DEGREES AND CERTIFICATES

Enterprise State Junior College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, and the Certificate of Proficiency.

The Associate in Arts Degree is awarded to students completing a university parallel program and the general education program.

The Associate in Science Degree is awarded to students who plan to transfer to a four-year institution and pursue a program of study requiring specialization on the freshman and sophomore level or who satisfy the basic education program outlined for this degree.

The Associate in Applied Science Degree is awarded to a student who completes two years of work in the career education programs described in this catalog.

The Certificate is awarded to students who satisfy the requirements of a specific one-year program outlined in this catalog and is awarded in the particular program of study.

DEGREE REQUIREMENTS

Complete not less than 96 hours of college work in a planned program of study.

Earn at least a 2.0 ("C") grade point average in the courses taken at this institution for graduation. A student must present a "C" average in both English 101 and 102 to be eligible for graduation.

Complete at least 24 quarter hours at Enterprise State Junior College and be in attendance during the quarter in which the degree is earned. Enterprise State Junior College will accept as partial fulfillment for the Associate in Arts or the Associate in Science degree applicable courses earned at other institutions on which the student has made a grade of "C" or above.

Submit application for graduation to the Dean of the College.

Fulfill all financial obligations to the College.

Remove all admission conditions.

ATTENDANCE AND ABSENCES

Students are expected to attend all classes for which they are registered. Students should recognize that a mature acceptance of their responsibilities as a student is a requisite for reasonable accomplishment in college work; this applies particularly in the area of class absences.

Students will, however, be permitted as many absences in a course as the course carries hours credit. Absences which are incurred on college-sponsored events will be excused by memo from the Dean of the College. These absences will not count against the number allowed in a course.

Students will find that their academic standing in a course where absences are incurred is jeopardized. Students are to consult with instructors about absences ahead of time when possible. Immediate consultation with instructors is required upon return from absence.

ACADEMIC PROBATION AND SUSPENSION

Any full-time student who fails to pass at least five quarter hours on credit work in any one quarter is suspended for one quarter.

Any student who does not achieve a grade point average of 1.50 ("D+") on all credit hours attempted during any quarter or who fails to achieve a cumulative grade point average of 1.50 ("D+") will be placed on academic probation.

A student on probation should take a reduced load.

Any student on probation who fails to make a 1.50 ("D+") grade point average on credit hours attempted during the first quarter of work taken after being placed on probation will be suspended for one quarter.

Any student who is on probation and makes 1.50 or above but does not have a cumulative grade point average of 1.50 will be continued on probation an additional quarter.

Students who re-enroll after suspension will be on probation.

Students are removed from probation when they achieve a cumulative grade point average of 1.50 ("D+").

A second suspension will result at the end of the quarter on probation if a 1.50 ("D+") is not achieved. The second academic suspension will be of 12 months' duration.

Students may be considered for re-admission after they have served the second suspension of 12 months only upon appeal to the College Admissions Committee.

The part-time student is subject to the regular probation and suspension policy.

When students fail to maintain the proper grade point average, it is the responsibility of the Dean of Students to inform them of their probation or suspension status. The student may appeal the first academic suspension from the College to the College Admissions Committee by requesting, in writing, an interview with that committee at its regular session. The College Admissions Committee meets during the first week of every quarter.

All suspensions of any nature may be appealed to the President's Council.

Any grade of "I" (incomplete) will be treated as an "F" until arrangements are made to have it removed and will be so computed in determining the student's probation and suspension status.

ACCESS TO STUDENT RECORDS

The attention of all students and parents is called to the provision of Public Law 93-380, the Family Educational Rights and Privacy Act of 1974, also known as "the Buckley Amendment." Under the provisions of this law, all students and former students of Enterprise State Junior College have the right to inspect their official educational records in the office of the Registrar. This right of inspection does not apply to any information submitted to this office as confidential prior to January 1, 1975, nor to access by students to financial records of parents. Parents or guardians of a student 18 years of age or older may not see records or receive any grades unless the student specifically designates that his/her records and/or grades be made available to the parents or guardians. Grades are mailed to the address indicated by the student on his/her registration form.

Information classified as Directory Information may be released by ESJC unless a student specifically informs the Registrar and Dean of Students in writing that his/her written consent is necessary before even this information may be released. "Directory Information" includes the following: name, address, telephone listing; date and birthplace, major and minor fields of study, participation in athletics, dates of attendance, degrees and awards received and the most recent educational institution attended.

Enterprise State Junior College will release transcripts of a student's work upon written request from the student.

Students who have questions regarding their official records should address them to the Registrar.

FINAL EXAMINATIONS

Students absent from final examinations except by reason of personal illness must secure permission from the Dean of the College to be allowed to take a make-up exam. Make-up examinations must be taken during the first five days of the next quarter.

DROPPING OR ADDING A CLASS

Students must drop or add a course or courses during the Drop and Add period.

Between the Drop and Add period and mid-quarter, a student may drop a course without academic penalty with permission of the instructor and

Registrar. A student who drops a course within four weeks of the last class day of the quarter will receive a grade of "WF." Any exceptions must be approved by the Dean of the College. All paperwork for withdrawing from a class must be processed through the Dean's office before the exam period begins.

A grade of "F" will be assigned to a student who voluntarily discontinues class attendance without following the procedure outlined in this catalog.

WITHDRAWING FROM COLLEGE

Students may officially withdraw without penalty (a grade of "W" will be assigned) up to mid-quarter, no matter what their academic standing is at the time of withdrawal. Withdrawals during the last four weeks of the quarter must have the approval of the instructor and the Dean of the College.

A withdrawal is not complete and official until the student has the withdrawal form signed by all instructors and submits the form to the Registrar's office. Students who discontinue attendance in courses without officially withdrawing will receive an "F" for all those courses.

FORGIVENESS POLICY

After being out of college for at least three years, students may petition the President's Council to allow them to re-enter under the forgiveness policy and erase part or all of their previous academic record. Further information may be obtained from the Registrar's office.

MAXIMUM AND MINIMUM COURSE LOADS

The maximum course load for an entering first-quarter regular freshman is 18 quarter hours, except for pre-engineering students or by special permission from the Dean of the College. The maximum load for a student who has an average of "B" or above during the preceding quarter is 21 quarter hours. The minimum load for a regular full-time student is 12 quarter hours. An average student earns 48 quarter hours in three quarters.

HONORS AND RECOGNITIONS

Graduation Honors. The grades of distinction and requirements are: **With Honor**, a grade point quotient of at least 3.4; **With High Honor**, a grade point quotient of at least 3.6; and **With Highest Honor**, a grade

point quotient of at least 3.8. Detailed policies and procedures regarding eligibility for graduation honors may be obtained in the office of the Dean of the College.

Dean's List. Any full-time student who has an overall grade point average of 3.5 or higher at the end of a quarter will be placed on the Dean's List for the next quarter. No course may count toward the Dean's List unless it is college level work.

Dean's Academic Honor Roll. Any student that has been placed on the Dean's List four consecutive quarters with a cumulative 4.00 GPA will be placed on the Dean's Academic Honor Roll.

Who's Who Among Students in American Junior Colleges. A faculty committee annually chooses those students who have distinguished themselves in different areas of campus life. Minimum requirements are a grade point average of at least 3.5 and involvement in student activities. The names of students selected by the faculty committee will appear in the national publication, **Who's Who Among Students in American Junior Colleges.**

COLLEGE LEVEL EXAMINATION PROGRAM

As part of the growing trend today of granting college credits to students for education gained in a non-traditional manner, Enterprise State Junior College will accept credits earned on the College Level Examination Program tests. Applicants who score in the 50th percentile or above in the various areas may earn up to a total of 45 hours to apply toward an associate degree. Enterprise State Junior College will also serve as an "Open" CLEP Center for civilians and will administer general and subject matter tests. The qualifying score for college credit varies from subject test to subject test. The general criterion is that a student must have earned the equivalent of a "C" on the CLEP subject test in order to receive credit for a course.

ADVANCED PLACEMENT CREDIT

Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded advanced credit depending on their AP examination scores. Enterprise State Junior College will give recognition to AP grades of "3," "4" and "5" and will review grades of "2" for partial credit.

SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS/ROTC STUDENTS

Fort Rucker Campus. Since winter quarter 1983, Enterprise State has offered college credit courses at Fort Rucker.

As a Servicemembers Opportunity College, ESJC provides fully accredited Associate Degree programs for servicemembers and their families at low state tuition rates. Servicemembers are given credit for military schools and experience as well as for CLEP.

Army Tuition Assistance (75% to 90%) is available to servicemembers, along with Pell Grants and other financial aid programs which are offered by the College.

The ESJC Fort Rucker office is located in the same building as the Army Education Center — Room 5, Bldg. 5008 on 16th Street.

Day classes meet Monday through Friday. Evening classes meet on Mondays and Wednesdays or Tuesdays and Thursdays. All classes are open to anyone enrolled at Enterprise State. For additional information, call 598-3438.

Bootstrap. Enterprise State Junior College has developed a comprehensive associate degree program for members of the United States Armed Forces. Degrees available are the Associate in Arts, the Associate in Science, and the Associate in Applied Science. Distinctive features of the "Enterprise Bootstrap Program" are liberal provision for accepting credit applicable to a degree using college transfer credit, CLEP, military schools (when applicable) and military service time. A person may present for transfer 65 hours toward an associate degree.

SOCAD. Enterprise State Junior College is now a member of the Servicemembers Opportunity College Associate Degree (SOCAD) network. This program allows a servicemember or his/her spouse and eligible dependents to satisfy designated minimum residency and credit hour requirements at Enterprise State; upon transfer from this area, the student is allowed to complete degree requirements at another college in the SOCAD network and transfer those credits to Enterprise State; the degree is then awarded from Enterprise State Junior College. For more information call the Fort Rucker office or the Registrar's office at the main campus.

Credit for Military Service Schools. Credit for military service schools will be granted in accordance with the recommendations published by the

American Council on Education in A Guide to the Evaluation of Educational Experiences in the Armed Services.

Military Experience Credit. Three credit hours are granted in physical education for twenty-three months or more of active military service.

Air Force ROTC. Air Force ROTC is offered in several colleges in Alabama. The Air Force ROTC two-year program allows junior college graduates to enter the AFROTC Professional Officer Corps (POC) in their junior year after completion of a six-week field training. Upon graduation, POC cadets are commissioned as second lieutenants and enter active duty in the Air Force. Students are paid for attending field training and incur no obligation after completion. Two-year scholarships are available. For further information, students should contact the ROTC Department at the four-year institution to which they plan to transfer.

Army ROTC. The Army ROTC two-year program enables junior college graduates to apply for and attend a six-week summer camp between the sophomore and junior years in order to qualify for the ROTC Advanced Course. Following satisfactory completion of the summer camp, qualified men and women may enter Advanced Military Science classes and, upon graduation from a senior college or university, receive a commission as a second lieutenant. Students incur no obligation for camp attendance and may compete for two-year scholarships. For further information, students should contact the ROTC Department at the four-year institution to which they plan to transfer.

EVENING PROGRAM

Enterprise State Junior College began an extended day of classes in summer quarter, 1966 through its evening program.

Two types of courses are offered every quarter in the evening: regular college credit courses offered as part of the transfer program and non-credit short courses.

A student may obtain two years of college by attending classes in the evenings on the transfer programs. All courses offered for credit at night may be found in the course descriptions on the following pages of this catalog.

The short courses are community interest courses which the College offers on demand on a rotating schedule. Further information on offerings for a specific quarter may be obtained by contacting the Registrar for credit offerings and the Community Service Director for non-credit offerings. Registration for non-credit community service short courses may be made by calling the College.

COMMUNITY SERVICE PROGRAM

From the time Enterprise State Junior College was established in 1965, one of the College's goals has been to serve the educational needs of adults throughout the area. Based on the belief that learning is a lifelong process, the College offers a wide range of short courses, seminars, workshops and special services at times convenient to adults in the community. Approximately 5000 registrations are recorded annually in programs designed to upgrade job skills, enrich leisure time, discover aptitudes and options, and learn other vital information. These courses are funded primarily by individual fees.

Continuing Education Units. There are no tests or grades given and college credit is not awarded in community service programs. However, continuing education units (CEUs) are given for completion of these courses. One CEU represents 10 classroom hours of instruction. CEUs are recorded by name and social security number and are retained in the College files. Certified transcripts are available upon request.

Cancellation and Refund Policy. If a community service course is cancelled, all persons enrolled are notified by the College and full refunds are made. Anyone who registers and then decides to withdraw from a course may request a refund. All requests must be received in writing at the Office of Community Services. A full refund is made when a request is received prior to the first scheduled class meeting. A 75% refund is made when a request is received before the second scheduled class meeting. Refunds are not made after the second scheduled meeting.

Adult Basic Education (ABE) and General Education Development (GED) Programs. Classes in Adult Basic Education and Preparation for the GED Tests provide instruction in English, reading, science, mathematics, and history for adults who did not complete high school. The courses are designed to assist persons to prepare for the General Education Development (GED) Tests and to earn the High School Equivalency Certificate. Day and evening classes are scheduled each quarter. For additional information, call 393-ESJC.

Employee Training Programs. In addition to the wide variety of noncredit programs offered every quarter to the general public, several services are available. Training programs are developed on request to meet specific needs of businesses and industries. These programs are developed on site at area businesses.

Women's Center Program. Another special program of services is available through the Women's Center. These services include testing and counseling, short courses, a women's resource library, career

training programs for displaced homemakers and other target groups, and information and referral to helping agencies. This Center has received recognition from The National Commission on Working Women as one of ten exemplary programs in the nation.

New courses and programs are added quarterly. Many of these are the suggestions of individuals and groups in the community who take an active part in the planning process. We invite the continued suggestions and recommendations from interested citizens throughout the Wiregrass area.

COOPERATIVE HIGH SCHOOL HONORS PROGRAM

Summer Program. Enterprise State Junior College cooperates with local high schools for advanced enrollment of high school students. Students who have a "B" average or above and have the recommendation of their principal and/or superintendent may enroll for a maximum of ten quarter hours during the summer between the tenth and eleventh and between the eleventh and twelfth grades. Students may enroll only in postsecondary courses for which the high school prerequisites have been completed.

Academic Year Program. This college cooperates with area high schools for advanced enrollment of high school seniors. With their principal's recommendation, seniors may take a maximum of five quarter hours credit per quarter. Acceptable courses will be determined for each individual student in consultation with the college counseling staff. College credit may not be substituted for high school credit.

ACADEMIC COMPETITIONS

Business Tournament. ESJC annually sponsors a business tournament for area high school business students. The purpose of the tournament is to give students an opportunity to exhibit and measure the skills they have mastered. Tests include accounting, shorthand, and typewriting. A scholarship is awarded.

English Tournament. The Division of English and Communications sponsors an annual English Tournament for junior and senior high school students in the service area of the College. The Division awards trophies to students who win first, second, or third place and certificates to those who win honorable mention in the four categories of competition: composition, literature, language, and vocabulary. The tournament is held early in spring quarter.

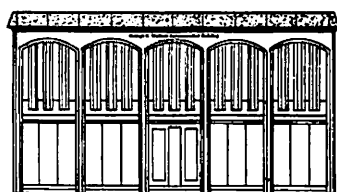
Mathematics Tournament. The mathematics division of Enterprise State Junior College annually sponsors a mathematics competition for junior high school and senior high school students in Southeast Alabama. Certificates and trophies are presented to winners in various categories, and two students are awarded one-year tuition scholarships to ESJC.

College Bowl. Each year Enterprise State Junior College participates in the Alabama College Bowl. This intercollegiate competition between the Junior/Community Colleges of the state involves students in a series of exciting competitive matches where knowledge in a broad variety of subject areas determines the winners.

Scholars Bowl. Each year Enterprise State Junior College sponsors team competition between the high schools of the College's service area. The competition involves questions over a broad range of subjects. The schools compete against schools of approximately the same size. Scholarships are awarded.



COMPUTER SCIENCE CLASS



Programs of Study

PROGRAMS OF STUDY

GENERAL EDUCATION

General Education at Enterprise State Junior College is designed to create a sound educational foundation of skills and experiences which provides understanding and creates interest in the personal, social, and political problems confronting citizens in a democracy.

The faculty of the College believes that all students can benefit from a common core of knowledge when the subject matter is studied, not as an end in itself, but rather as a means for understanding the society in which one lives. In this way the student is assisted in relating the prescribed area of specialization to larger areas of knowledge and then to the position in life that one will occupy.

In selecting elective subjects students should be guided by the program requirements of the university or college to which they plan to transfer.

GENERAL EDUCATION COURSES

| | <i>Quarter Hours Credit</i> |
|--|-------------------------------------|
| English | 20 |
| These 20 units of credit are to include 10 quarter hours of Freshman Composition and 10 quarter hours of Literature. | |
| Social Science | 20 |
| Of these 20 hours, 10 must be in American History or History of Western Civilization and 10 in Economics, Geography, Psychology, Political Science, Sociology, Philosophy, Anthropology or Religion. | |
| Science and/or Mathematics | 20 |
| Course work may be selected from Biology, Chemistry, Physics, Mathematics, or Physical Science. | |
| Physical Education | 3* |
| P.E. requirements may be met by completing 3 activities courses. | |
| Art, Music or Speech | 6 |
| Course work must come from 2 or 3 areas. | |
| Total Basic Credits | 69 |

*The physical education requirement is waived for students who are 26 years of age or older at time of graduation or who have completed at least two years of active military service. Three hours of electives may be substituted.

ASSOCIATE IN ARTS DEGREE

For the Associate in Arts degree 27 additional hours in the field of concentration or related fields are required. They may include hours in English, Business, Fine Arts, Social Sciences, Physical Education, Mathematics or other approved courses. One hour is required in Orientation for all first-quarter entering freshmen.

In addition to the General Education Program listed above, the student must complete a specific university parallel program to qualify for the degree.

For convenience in planning a program of studies, a planning sheet listing all the requirements for the Associate in Arts degree is reproduced below.

CUMULATIVE RECORD SHEET

| | |
|-------------------------------------|-------------------------------------|
| English20 Hours Required | Physical |
| _____ | Education3 Hours Required |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| History10 Hours Required | _____ |
| _____ | _____ |
| _____ | Orientation1 |
| Other Social | Electives26 |
| Sciences10 Hours Required | Total Basic Credits70 |
| _____ | _____ |
| _____ | _____ |
| Sciences and | _____ |
| Mathematics . . .20 Hours Required | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Art, Music or | _____ |
| Speech6 Hours Required | _____ |
| _____ | _____ |
| _____ | Total96 |

ASSOCIATE IN SCIENCE DEGREE

The requirements for the Associate in Science degree are the same as those for the Associate in Arts degree with the following exception: 5 hours fewer in English, 10 hours fewer in Social Science, 5 hours fewer in Science and/or Mathematics and 6 hours fewer in Fine Arts. The 50 elective hours thus created must be in the field of concentration or related fields. Course work may include English, Business, Computer Science, Fine Arts, Social Sciences, Physical Education, Mathematics, Science, Law Enforcement or other approved courses. One hour is required in Orientation for all first-quarter entering freshmen.

In addition to the General Education Program listed on the previous page, the student must complete a specific university parallel program to qualify for the degree.

For convenience in planning a program of studies, a planning sheet listing all the requirements for the Associate in Science degree is reproduced below.

CUMULATIVE RECORD SHEET

| | | | |
|-----------------|-------------------|--------------------------|-------|
| English | 15 Hours Required | _____ | _____ |
| | Earned | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | Orientation | 1 |
| _____ | _____ | Total Basic Credit | 44 |
| _____ | _____ | Electives | 52 |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Social | | _____ | _____ |
| Sciences | 10 Hours Required | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Science and/or | | _____ | _____ |
| Mathematics ... | 15 Hours Required | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| Physical | | _____ | _____ |
| Education | 3 Hours Required | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | Total | 96 |

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree is awarded to students who satisfy the requirements of a specific career education two-year program as outlined in this catalog. Some of the work taken as part of this degree requirement is regular college transfer work. The rest of the work consists of technical courses which may be transferred at the discretion of a senior college on the basis of its specific programs and evaluation of these technical courses.

The degree consists of 31 hours of general education and 65 hours of concentrated study in the specific area. One hour is required in Orientation for all first-quarter entering Freshmen.

For convenience in planning a program of studies, a planning sheet listing all the distribution requirements for the Associate in Applied Science Degree is reproduced below.

CUMULATIVE RECORD SHEET

| | |
|--|--|
| English10 Hours Required | Physical Education3 Hours Required |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| Social Sciences10 Hours Required | Orientation1 |
| _____ | Total Basic Credits32 |
| _____ | Area Requirements64 |
| _____ | _____ |
| Science and/or Mathematics ...5 Hours Required | _____ |
| _____ | _____ |
| _____ | _____ |
| Fine Arts3 Hours Required | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | Total96 |

CAREER EDUCATION PROGRAMS

Enterprise State Junior College is meeting the needs of a growing and diversified regional job market by offering a number of Career Education programs for students who are interested in preparing for careers that require study beyond the high school level but do not require a four-year degree. Completion of a Career Education program will enable students to enter the world of work equipped with a specific job skill. Students may earn a certificate or associate degree in any of the career areas. While these programs are not designed for transfer, most senior institutions will accept all or part of the credits earned in a career program.

***Agribusiness**

Option: Poultry Management

Communication

Computer and Information Science

Criminal Justice

Early Childhood Development

Engineering Technology

***Finance Administration**

***Food Service Management**

***Insurance Sales and Management**

Mid-Management and Supervision

Options: Accounting

*Retail Management

Office Administration

Options: Office Administration

Legal Secretary

Medical Secretary/Records Specialist

Clerical

***Real Estate Sales and Management**

Recreation

***Due to low enrollment in these programs, they have been placed on an "inactive" status. This means that the College will continue to place courses in these programs on the schedule, but if sufficient numbers of students (usually 10 per course) do not register, then the course will not make, thus making it difficult to complete one of these programs in the normal 6-8 quarters.**

AGRIBUSINESS

This program is designed to provide an understanding of the principles, techniques, and skills necessary for success in the field of Agribusiness. Students may choose the general Agribusiness curriculum or the Poultry Management option. Enterprise State Junior College awards the Certificate and the Associate in Applied Science degree in Agribusiness.

Associate in Applied Science Degree

| Course | Hours |
|--|-------|
| AgB electives ¹ | 20 |
| BUS 101-Introductory Typewriting | 5 |
| BUS 121-Introduction to Business OR BUS 251-Business Statistics | 5 |
| BUS 150-Business Mathematics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I ² | 5 |
| BUS 242-Principles of Accounting II | 5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision ³ | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| EC 201-Principles of Economics I | 5 |
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| BIO 101-Concepts of Biology | 5 |
| HIS 201-History of the United States to 1877 | 5 |
| HIS 202-History of the United States since 1877 | 5 |
| PSY 201-General Psychology | 5 |
| HPR electives | 3 |
| TOTAL | 98 |

Agribusiness Electives:

- AgB 101-Introduction to Agribusiness
- AgB 105-Introduction to Horticulture
- AgB 108-Agronomy and Field Crop Production
- AgB 200-Introductory Animal Science

¹To be chosen with consent of advisor. Students desiring the Associate in Applied Science in Poultry Management will choose from AgB 231, AgB 232, AgB 233, AgB 234, and AgB 235.

²BUS 148 is recommended prior to BUS 241 for students with no prior accounting.

³Students desiring to transfer should elect BUS 281.

AgB 201-Soil Science
 AgB 202-Agribusiness Management
 AgB 203-Agribusiness Salesmanship
 AgB 221-Landscape Gardening
 AgB 231-Introduction to Poultry Science
 AgB 232-Broiler Production
 AgB 233-Equipment Maintenance
 AgB 234-Special Studies in Poultry Management
 AgB 235-Egg Production

Certificate

| Course | Hours |
|--|----------|
| AgB electives ¹ | 15 |
| BUS 121-Introduction to Business | .5 |
| BUS 150-Business Mathematics OR BUS 251-Business Statistics | .5 |
| BUS 241-Principles of Accounting I ² | .5 |
| BUS 242-Principles of Accounting II | .5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision ³ | .5 |
| SPH 101-Fundamentals of Speech Communication | .5 |
| EC 201-Principles of Economics OR EC 200-Concepts of Economics | .5 |
| TOTAL | <hr/> 50 |

¹To be chosen with consent of advisor. Students desiring the certificate in Poultry Management will choose from AgB 231, AgB 232, AgB 233, AgB 234, and AgB 235.

²BUS 148 is recommended prior to BUS 241 for students with no prior accounting instruction.

³Students desiring to transfer should elect BUS 281.

COMMUNICATION

This career program will lead to a variety of exciting jobs associated with mass communications. In addition to academic studies, communication students get practical experience working on the College publications.

Enterprise State Junior College awards the certificate and Associate in Science degree in Communication. The Associate in Arts degree may be awarded to those students planning to transfer to a four-year institution and earning additional requirements in science, math and English.

Associate in Science Degree

| Course | Hours |
|--|-------|
| CM 100-Mass Communications | 5 |
| CM 111-Publications | 1 |
| CM 112-Publications | 1 |
| CM 113-Publications | 1 |
| CM 200-News Reporting | 5 |
| CM 202-Introduction to Broadcast Journalism | 5 |
| CM 203-Survey of Advertising | 5 |
| CM 211-Publications | 1 |
| CM 212-Publications | 1 |
| CM 213-Publications | 1 |
| CM 215-Introduction to Public Relations | 5 |
| ENG 101-Freshman Composition | 5 |
| ENG 102-Freshman Composition | 5 |
| ENG 261-English Literature | 5 |
| HIS 201-History of the United States to 1877 | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| MH 230-College Mathematics for General Education | 5 |
| PHS 201-Physical Science I | 5 |
| PHS 202-Physical Science II | 5 |
| SPH 101-Fundamentals of Speech Communication | 3 |
| PSY 201-General Psychology | 5 |
| SOC 201-Introductory Sociology | 5 |
| ART 224-Photography II-Fundamentals of Camera Operations | 5 |
| BUS 101-Introductory Typewriting | 5 |
| P.E. electives | 3 |
| | — |
| TOTAL | 97 |

Certificate

| Course | Hours |
|--|-------|
| CM 100-Mass Communications | 5 |
| CM 111-Publications | 1 |
| CM 112-Publications | 1 |
| CM 113-Publications | 1 |
| CM 200-News Reporting | 5 |
| CM 202-Introduction to Broadcast Journalism | 5 |
| CM 203-Survey of Advertising | 5 |
| CM 215-Introduction to Public Relations | 5 |
| ART 224-Photography II-Fundamentals of Camera Operations | 5 |
| BUS 101-Introductory Typewriting | 5 |
| POL 211-American Government | 5 |
| SOC 201-Introductory Sociology | 5 |
| | — |
| TOTAL | 48 |

COMPUTER AND INFORMATION SCIENCE

The Computer and Information Science curriculum is designed for students interested in employment as a computer operator, computer programmer, systems analyst, or related job in this fast growing field. This well-established program at Enterprise State Junior College offers up-to-date training on the IBM System 38 Computer.

The Associate in Applied Science degree and the certificate are awarded in Computer and Information Science.

Associate in Applied Science Degree

| Course | Hours |
|---|-------|
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| Approved Social Science Electives | 10 |
| MH 111-College Algebra | 5 |
| SPH 101-Fundamentals of Speech Communication | 3 |
| HPR (Any 3 activity classes) | 3 |
| PSY 100-Personal Development | 1 |
| BUS 241-Principles of Accounting I | 5 |
| BUS 242-Principles of Accounting II | 5 |
| BUS 251-Business Statistics | 5 |
| EC 201-Principles of Economics I | 5 |
| EC 202-Principles of Economics II | 5 |
| CIS 201-Introduction to Data Processing | 5 |
| CIS 211-Programming Languages | 5 |
| CIS 215-Information Processing | 5 |
| CIS 231-Cobol Programming | 5 |
| CIS 250-Systems Analysis | 5 |
| CIS 212-Applied RPG or CIS 232 Advanced Cobol | 5 |
| CIS Approved electives | 9 |
| <hr/> | |
| TOTAL | 96 |

Certificate in Computer Programming

| Course | Hours |
|---|-------|
| CIS 201-Introduction to Data Processing | 5 |
| CIS 211-Programming Languages | 5 |
| CIS 215-Information Processing | 5 |
| CIS 231-Cobol Programming | 5 |
| CIS 250-Systems Analysis | 5 |
| CIS Approved electives | 10 |
| BUS 215-Business Communication | 5 |
| BUS 241-Principles of Accounting I | 5 |

| Course | Hours |
|--|--------------|
| BUS 242-Principles of Accounting II | 5 |
| EC 201-Principles of Economics I | 5 |
| EC 202-Principles of Economics II | 5 |
| MH 111-College Algebra | 5 |
| SPH 101-Fundamentals of Speech Communication | 3 |
| | — |
| TOTAL | 68 |

Certificate in Micro-Computer Technology

| Course | Hours |
|---|--------------|
| CIS 205-Introduction to Mini/Micro-Computers | 5 |
| CIS 206-Basic Programming | 5 |
| CIS 207-Advanced Micro-Computer Concepts | 5 |
| BUS 150-Business Math | 5 |
| BUS 215-Business Communication | 5 |
| BUS 241-Principles of Accounting I | 5 |
| BUS 242-Principles of Accounting II | 5 |
| EC 201-Principles of Economics I | 5 |
| HIS 202-History of the United States since 1877 | 5 |
| SPH 101-Fundamentals of Speech Communication | 3 |
| | — |
| TOTAL | 48 |

CRIMINAL JUSTICE

The Criminal Justice program is designed for those entering the profession or those currently employed in law enforcement activities. The curriculum includes courses necessary for the professional development of law enforcement leaders and officers at every level.

Enterprise State Junior College awards the certificate in Criminal Justice to a student who has successfully completed 30 hours in Criminal Justice courses at this institution and the advanced certificate in Criminal Justice to a student who has completed 50 hours in Criminal Justice. The Associate in Science degree is awarded to students who have completed the general education requirements.

EARLY CHILDHOOD DEVELOPMENT

This program is designed to prepare students for employment in a variety of childcare facilities. For those already working with young children, it provides an opportunity to upgrade skills and competencies. Others who wish to gain entry into this field can acquire professional education as well as practical experience in the child study laboratory located on the campus.

Enterprise State Junior College awards the certificate and the Associate in Applied Science degree in Early Childhood Development.

Associate in Applied Science Degree

| Course | Hours |
|--|-----------|
| ECD 231-Growth and Development of Children | 5 |
| ECD 232-Creative Experiences For the Preschool Child | 5 |
| ECD 237-Early Childhood Education: Methods of Teaching Young Children | 5 |
| ECD 238-Curriculum For the Young Child | 5 |
| ECD 240-Practicum in Child Development | 5 |
| ECD 241-Practicum in Child Development | 5 |
| ECD 242-Practicum in Child Development | 5 |
| ECD 271-Children's Literature and Language Development | 5 |
| *Approved electives | 15 |
| HPR 200-Personal and Community Health | 3 |
| HPR 202-First Aid | 3 |
| SOC 215-Courtship, Marriage, and the Family | 5 |
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| BIO 100-Environmental Biology | 5 |
| BUS 150-Business Mathematics | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| P.E. electives | 3 |
| TOTAL | 99 |

Certificate

| Course | Hours |
|--|-------|
| ECD 231-Growth and Development of Children | 5 |
| ECD 232-Creative Experiences For The Preschool Child | 5 |
| ECD 237-Early Childhood Education: Methods of Teaching Young Children | 5 |
| ECD 238-Curriculum For The Young Child | 5 |
| ECD 240-Practicum in Child Development | 5 |
| ECD 241-Practicum in Child Development | 5 |
| ECD 242-Practicum in Child Development | 5 |
| ECD 271-Children's Literature and Language Development | 5 |
| *Approved elective | 5 |
| HPR 200-Personal and Community Health | 3 |

*To be chosen with consent of advisor. Approved ECD electives include PSY 201, PSY 225, ECD 233, ECD 280, MUS 216 and SS 120.

| Courses | Hours |
|-------------------------|-------|
| HPR 202-First Aid | 3 |
| P.E. elective | 1 |
| | — |
| TOTAL | 52 |

ENGINEERING TECHNOLOGY

Students enrolled in this program may choose to transfer these courses to a senior institution or use the program certification for employment in engineering or related fields.

Certificate

| Course | Hours |
|---|-------|
| MH 111-College Algebra | 5 |
| MH 112-Trigonometry | 5 |
| MH 220-Mathematics Computer Programming | 3 |
| CH 101-2-General Inorganic Chemistry | 10 |
| PS 205-6-Elements of Physics | 10 |
| EN 102-Engineering Drawing | 2 |
| BIO 100-Environmental Biology | 5 |
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| Fine Arts elective | 3 |
| | — |
| TOTAL | 58 |

FINANCE ADMINISTRATION

This program is designed for students who wish to prepare for positions in banking and finance. The specialized finance administration courses are offered in cooperation with local banks and the Wiregrass Chapter of the American Institute of Banking. Students currently employed in banking may earn credit toward the American Institute of Banking certificates while enrolled in the Finance Administration program.

Associate in Applied Science Degree

General Course Requirements:

| | |
|--|---|
| ENG 101-Freshman Composition or ENG 102 ¹ | 5 |
| ENG 103-Technical Report Writing | 5 |

¹Students desiring to transfer should elect ENG 102.

| | |
|---|----|
| BIO 103-Concepts of Biology | 5 |
| PSY 201-General Psychology | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| SPH 101-Fundamentals of Speech Communication OR ART 100 OR MUS 115 | 5 |
| PE electives | 3 |
| TOTAL | 33 |

Business Course Requirements:

| | |
|--|----|
| BUS 110-Electronic Keyboarding ² | 2 |
| BUS 150-Business Math or BUS 251-Business Statistics | 5 |
| BUS 130-Business Machines | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I ³ | 5 |
| BUS 242-Principles of Accounting II | 5 |
| BUS 243-Manual Accounting | 5 |
| BUS 261-Business Law | 5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision ⁴ | 5 |
| BUS 285-Marketing | 5 |
| EC 200-Concepts of Economics ⁵ OR EC 201-Principles of Economics I | 5 |
| CIS 241-Computer Applications for Business | 5 |
| TOTAL | 57 |

Finance Administration Electives:

| | |
|--------------------------------------|-----|
| Choose 3 of these courses: | 15 |
| FA 101-Principles of Bank Operations | |
| FA 102-Money and Banking | |
| FA 106-Bank Investments | |
| FA 107-Credit Administration | |
| FA 108-Installment Credit | |
| TOTAL | 105 |

²Waived by passing grade in prior course.

³Prior to BUS 241 BUS 148 is recommended for students without prior accounting instruction.

⁴Students desiring to transfer should elect BUS 281.

⁵Students desiring to transfer should elect EC 201.

CERTIFICATE

Business Course Requirements:

| | |
|--|---|
| BUS 110-Electronic Keyboarding ¹ | 2 |
| BUS 150-Business Math or BUS 251-Business Statistics | 5 |
| BUS 130-Office Machines | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I ² | 5 |
| BUS 242-Principles of Accounting II | 5 |
| BUS 261-Business Law | 5 |
| BUS 281-Principles of Management OR RSM 214-Personnel Management and Supervision ³ | 5 |
| BUS 285-Marketing | 5 |
| CIS 241-Computer Applications for Business | 5 |
| EC 200-Concepts of Economics OR EC 201-Principles of Economics I ⁴ | 5 |

Finance Administration Electives:

| | |
|--------------------------------------|----|
| Choose 3 of the FA courses: | 15 |
| FA 101-Principles of Bank Operations | |
| FA 102-Money and Banking | |
| FA 106-Bank Investments | |
| FA 107-Credit Administration | |
| FA 108-Installment Credit | |

| | |
|-------|----|
| TOTAL | 67 |
|-------|----|

¹Waived by passing grade in prior course.

²Prior to BUS 241 BUS 148 is recommended for students without prior accounting instruction.

³Students desiring to transfer should elect BUS 281.

⁴Students desiring to transfer should elect EC 201.

FOOD SERVICE MANAGEMENT

This program is designed to develop food management skills and to acquaint students with the principles of nutrition and food services. Graduates of this program will be prepared to assume supervisory roles in food service programs in schools, healthcare facilities, and other institutions. Persons currently employed in food service operations may also upgrade job skills in this program. Enterprise State Junior College offers the Certificate and the Associate in Applied Science degree in Food Service Management.

Associate in Applied Science Degree

| Course | Hours |
|---|-----------|
| FS electives | 25 |
| BUS 101-Introductory Typewriting | 5 |
| BUS 150-Business Mathematics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I OR BUS 148-Basic Accounting | 5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision | 5 |
| EC 201-Principles of Economics OR EC 200-Concepts of Economics | 5 |
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| PSY 201-General Psychology | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| BIO 100-Environmental Biology | 5 |
| BIO 101-Fundamental Concepts of Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| HPR 200 | 3 |
| Elective | 5 |
| TOTAL | 98 |

Certificate

| Course | Hours |
|---|-----------|
| FS electives | 20 |
| BUS 101-Personal Typewriting | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I OR BUS 148-Basic Accounting | 5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision | 5 |
| PSY 201-General Psychology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| TOTAL | 50 |

INSURANCE SALES AND MANAGEMENT

This program is designed for those who want to gain knowledge and skills necessary for employment and advancement in the insurance industry. Employment opportunities include positions such as insurance agent, broker, or adjuster.

Enterprise State Junior College awards the certificate and Associate in Applied Science degree in Insurance Sales and Management.

Associate in Applied Science Degree

| Course | Hours |
|--|-------|
| ISM 231-Principles of Insurance | 5 |
| ISM 232-Life and Health Insurance | 5 |
| ISM 234-Pre-License For Property and Casualty Agents | 5 |
| BUS 101-Introductory Typewriting OR BUS 110-Electronic Keyboarding ¹ | 5 |
| BUS 121-Introduction to Business | 5 |
| BUS 150-Business Mathematics OR BUS 251-Business Statistics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I ² | 5 |
| BUS 242-Principles of Accounting II OR BUS 261-Business Law | 5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision ³ | 5 |
| BUS 285-Principles of Marketing | 5 |
| EC 201-Principles of Economics I OR EC 200-Concepts of Economics | 5 |
| CIS 241-Computer Applications for Business | 5 |
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| PSY 201-General Psychology | 5 |
| BIO 101-Concepts of Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| P.E. electives | 3 |
| TOTAL | 98 |

¹Waived by passing grade in prior course.

²BUS 148 is recommended prior to BUS 241 for students with no prior accounting instruction.

³Students desiring to transfer should take BUS 281.

⁴Students desiring to transfer should take EC 201.

Certificate

| Course | Hours |
|--|--------------|
| ISM 231-Principles of Insurance | 5 |
| ISM 232-Life and Health Insurance | 5 |
| ISM 234-Pre-License For Property and Casualty Agents | 5 |
| BUS 101-Introductory Typewriting OR | |
| BUS 110-Electronic Keyboarding ¹ | 5 |
| BUS 121-Introduction to Business | 5 |
| BUS 150-Business Mathematics OR | |
| BUS 251-Business Statistics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I OR | |
| BUS 148-Basic Accounting | 5 |
| BUS 261-Business Law OR | |
| BUS 242-Principles of Accounting II | 5 |
| BUS 281-Principles of Management OR | |
| RMS 214-Personnel Management and Supervision | 5 |
| BUS 285-Principles of Marketing | 5 |
| EC 201-Principles of Economics I OR | |
| EC 200-Concepts of Economics | 5 |
| CIS 241-Computer Applications for Business | 5 |
| TOTAL | 65 |

¹Waived by passing grade in prior course.

MID-MANAGEMENT AND SUPERVISION

This program is designed for those individuals who desire to develop managerial competency to be used in business and industry. Students enrolled in this program will choose either the Retail Management, Accounting, Office Management or Word Processing Option.

Enterprise State Junior College awards the certificate and the Associate in Applied Science degree in Mid-Management and Supervision.

Associate in Applied Science Degree**General Course Requirements:**

| | |
|---|---|
| ENG 101 OR ENG 102-English Composition ¹ | 5 |
| ENG 103-Technical Report Writing | 5 |
| HIS 202-History of the United States Since 1877 | 5 |

¹Students desiring to transfer should take ENG 102.

| | |
|--|----|
| PSY 201-General Psychology | 5 |
| BIO 101-Concepts of Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| P.E. electives | 3 |
| | — |
| TOTAL | 33 |

Business Course Requirements:

| | |
|---|----|
| BUS 110-Keyboarding OR | |
| BUS 101-Introductory Typewriting ² | 2 |
| BUS 121-Introduction to Business | 5 |
| BUS 150-Business Math OR | |
| BUS 251-Business Statistics | 5 |
| BUS 130-Office Machines | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I ³ | 5 |
| BUS 242-Principles of Accounting II | 5 |
| BUS 261-Business Law | 5 |
| BUS 281-Principles of Management OR | |
| RMS 214-Personnel Management and Supervision ⁴ | 5 |
| BUS 285-Marketing | 5 |
| EC 200-Concepts of Economics OR | |
| EC 201-Principles of Economics I ⁵ | 5 |
| CIS 241-Computer Applications for Business | 5 |
| | — |
| TOTAL | 57 |

²Waived by passing grade in prior course.

³BUS 148 is recommended prior to BUS 241 for students without prior accounting instruction.

⁴Students desiring to transfer should elect BUS 281.

⁵Students desiring to transfer should elect EC 201.

Accounting Concentration Requirements:

| | |
|-------------------------------------|-----|
| BUS 243-Manual Accounting | 5 |
| MGT 245-Income Tax Accounting | 5 |
| MGT 246-Payroll Accounting | 5 |
| | — |
| TOTAL | 105 |

Retail Management Concentration Requirements:

| | |
|---|-----|
| Choose 3 of these courses: | 15 |
| RMS 211-Principles of Retail Management | |
| RMS 212-Salesmanship | |
| RMS 213-Advertising and Display | |
| MGT 246-Payroll Accounting OR | |
| BUS 243-Managerial Accounting | |
| TOTAL | 105 |

Office Management Concentration:⁶

| | |
|--|-----|
| BUS 222-Office Procedures and Management | 5 |
| BUS 221-Filing and Records Management | 5 |
| MGT 246-Payroll Accounting OR | |
| BUS 243-Managerial Accounting | 5 |
| TOTAL | 105 |

⁶Students electing this option must have completed BUS 101 or equivalent.

Word Processing Supervision Concentration:

| | |
|--|-----|
| BUS 229-Word Processing II | 5 |
| MGT 247-Supervision of Word Processing | 5 |
| BUS 222-Office Procedures and Management | 5 |
| TOTAL | 105 |

Certificate**Business Course Requirements:**

| | |
|---|---|
| BUS 110-Keyboarding OR | |
| BUS 101-Introductory Typewriting ¹ | 2 |
| BUS 121-Introduction to Business | 5 |
| BUS 150-Business Math OR | |
| BUS 251-Business Statistics | 5 |
| BUS 130-Office Machines | 5 |
| BUS 215-Business Communication | 5 |
| BUS 241-Principles of Accounting I ² | 5 |

¹Waived by passing grade in prior course.

²BUS 148 is recommended prior to BUS 241 for students without prior accounting instruction.

| | |
|---|-----------|
| BUS 242-Principles of Accounting II | 5 |
| BUS 261-Business Law | 5 |
| BUS 281-Principles of Management OR | |
| RMS 214-Personnel Management and Supervision ³ | 5 |
| BUS 285-Marketing | 5 |
| EC 200-Concepts of Economics OR | |
| EC 201-Principles of Economics | 5 |
| CIS 241-Computer Applications for Business | 5 |
| | — |
| TOTAL | 57 |

³Students desiring to transfer should elect BUS 281.

Accounting Concentration Requirements:

| | |
|-------------------------------------|-----------|
| BUS 243-Managerial Accounting | 5 |
| MGT 245-Income Tax Accounting | 5 |
| MGT 246-Payroll Accounting | 5 |
| | — |
| TOTAL | 72 |

Retail Management Concentration Requirements:

| | |
|---|-----------|
| Choose 3 courses: | 15 |
| RMS 211-Principles of Retail Management | |
| RMS 212-Salesmanship | |
| RMS 213-Advertising and Display | |
| MGT 246-Payroll Accounting OR | |
| BUS 243-Managerial Accounting | |
| | — |
| TOTAL | 72 |

Word Processing Supervision Concentration:

| | |
|--|-----------|
| BUS 222-Office Procedures and Management | 5 |
| BUS 229-Word Processing II | 5 |
| MGT 247-Supervision of Word Processing | 5 |
| | — |
| TOTAL | 72 |

Office Management Concentration:¹

| | |
|--|-----------|
| BUS 221-Filing and Records Management | 5 |
| BUS 222-Office Procedures and Management | 5 |
| MGT 246-Payroll Accounting OR | |
| BUS 243-Managerial Accounting | 5 |
| | — |
| TOTAL | 72 |

¹Students electing this option must have completed BUS 101 or equivalent.

OFFICE ADMINISTRATION

Graduates of this Program may work in industry, banking, education, the professions, and other positions requiring high level secretarial performance.

Students must select the stenography and/or word processing concentrations.

Associate in Applied Science Degree

General Course Requirements:

| | |
|---|---|
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing ¹ | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| PSY 201-General Psychology | 5 |
| BIO 101-Concepts of Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| P.E. electives | 3 |

Business Course Requirements:

| | |
|--|---|
| BUS 101-Introductory Typewriting ² | 5 |
| BUS 102-Intermediate Typewriting | 5 |
| BUS 103-Advanced Typewriting — Executive | 5 |
| BUS 130-Office Machines | 5 |
| BUS 150-Business Mathematics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 221-Filing and Records Management | 5 |
| BUS 148-Basic Accounting OR BUS 241-Principles of Accounting I ³ | 5 |

¹Students desiring to transfer should elect ENG 102.

²Students who completed previous introductory typing with at least a "C" may begin with BUS 102 and elect another business course.

³Students desiring to transfer should elect BUS 241. Students with no prior accounting instruction may wish to take BUS 148 and then BUS 241.

Office Administration Specialty Courses:

| | |
|---|---|
| BUS 222-Office Procedures and Management | 5 |
| BUS 223-Transcription Skills for Information Processing | 3 |
| BUS 224-Machine Transcription | 5 |
| CIS 241-Computer Applications for Business | 5 |

Stenography Concentration:⁴

| | |
|---|----|
| BUS 114-Shorthand I-Elementary ⁵ | .5 |
| BUS 115-Shorthand II-Intermediate | .5 |
| BUS 116-Shorthand III-Advanced | .5 |

Word Processing Concentration:⁶

| | |
|---|-----|
| BUS 228-Information Word Processing | .5 |
| BUS 229-Information Word Processing-Advanced Applications | .5 |
| MGT 247-Word Processing Supervision | .5 |
| | — |
| TOTAL | 106 |

Other Recommended Courses:
BUS 230, BUS 231.

⁴The stenography concentration is strongly recommended for the Office Administration Program.

⁵BUS 113 is recommended prior to BUS 114 for students with no prior shorthand.

⁶Employability would be improved by having both shorthand and word processing skills.

CERTIFICATE

Stenography Concentration. The Office Administration Certificate with the Stenography Concentration may be earned by completing the business course requirements, the stenography concentration requirements and the office administration specialty courses listed for the Associate in Applied Science Degree Program for Office Administration.

Word Processing Concentration. The Office Administration Certificate with the Word Processing Concentration may be earned by completing the business course requirements, the word processing concentration requirements and the office administration specialty courses listed for the Associate in Applied Science Degree Program for Office Administration.

Clerical. The Clerical Certificate may be earned by completing the following course requirements listed for the Office Administration Degree Program: the business course requirements, Office Administration Specialty courses, and MGT 245 and 246.

Successful completion of this program will provide students with necessary skills to perform a variety of typing, record keeping, and other clerical tasks in an office.

LEGAL SECRETARY OPTION

Upon successful completion of the Legal Secretarial Program, students should have acquired the highly developed skills required for a wide variety of tasks in many fields, and in addition, should have acquired the special abilities needed to perform secretarial work applicable to the law office, the legal department of corporations, governmental agencies, and other positions where special knowledge of legal background, terminology, documents, and procedure is necessary. Students have the option to follow a stenography or a word processing concentration.

Associate in Applied Science Degree-Legal Secretary Option

General Course Requirements:

| | |
|---|---|
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing ¹ | 5 |
| HIS 202-History of United States Since 1877 | 5 |
| PSY 201-General Psychology | 5 |
| BIO 100-Environmental Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| P.E. electives | 3 |

Business Course Requirements:

| | |
|---|---|
| BUS 101-Introductory Typewriting ² | 5 |
| BUS 102-Intermediate Typewriting | 5 |
| BUS 104-Advanced Typewriting - Legal | 5 |
| BUS 130-Office Machines | 5 |
| BUS 150-Business Mathematics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 221-Filing and Records Management | 5 |
| BUS 148-Basic Accounting OR | |
| BUS 241-Principles of Accounting I ³ | 5 |
| BUS 261-Business Law | 5 |

¹Students desiring to transfer should elect ENG 102.

²Students who completed previous introductory typing with at least a "C" may begin with BUS 102 and elect another business course.

³Students desiring to transfer should take BUS 241. Students with prior accounting instruction may wish to take BUS 148 and then BUS 241.

Legal Specialty Courses:

| | |
|---|---|
| LEG 241-Legal Terminology and Transcription | 5 |
| LEG 242-Legal Office Procedures | 5 |
| LEG 244-Legal Research and Writing OR | |
| LEG 245-Civil and Criminal Law OR | |
| LEG 246-Family and Probate Law | 5 |

Stenography Concentration:⁴

| | |
|---|---|
| BUS 114-Shorthand I-Elementary ⁵ | 5 |
| BUS 115-Shorthand II-Intermediate | 5 |
| BUS 116-Shorthand III-Advanced | 5 |

Word Processing Concentration:⁶

| | |
|---|------------|
| BUS 223-Transcription Skills for Information Processing | 3 |
| BUS 228-Information Word Processing | 5 |
| BUS 229-Information Word Processing - Advanced Applications | 5 |
| TOTAL | 106 |

Suggested Additional Courses:

| | |
|--|-----|
| CIS 241-Computer Applications for Business | 5 |
| BUS 230-Certified Professional Secretary (CPS) Practicum | 1-6 |
| BUS 231-Office Administration Practicum | 3 |
| MGT 247-Word Processing Concentration | 5 |
| BUS 223-Stenography Concentration | 5 |

CERTIFICATE-LEGAL SECRETARY OPTION

Stenography Concentration. The Legal Secretary Certificate with the Stenography Concentration may be earned by completing the business course requirements, the stenography concentration requirements and the legal specialty courses listed for the Legal Secretary Degree.

Word Processing Concentration. The Legal Secretary Certificate with the Word Processing Concentration may be earned by completing the business

⁴BUS 113 is recommended prior to BUS 114 for students with no prior shorthand.

⁵The stenography concentration is strongly recommended for the Legal Secretarial Program.

⁶Employability would be improved by having both shorthand and word processing skills.

course requirements, the word processing concentration requirements listed for the Legal Secretary Degree, and the legal specialty courses listed for the Legal Secretary Degree.

Medical Secretary/Records Specialist Option

The Medical Secretarial/Records Specialist Program is for students who desire to prepare for jobs as secretarial and records specialists in hospitals, nursing homes, clinics, and other public health facilities.

Students may elect a stenography or a word processing concentration.

Associate in Applied Science Degree-Medical Secretary/Records Specialist Option

General Course Requirements:

| Course | Hours |
|---|--------------|
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing ¹ | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| PSY 201-General Psychology | 5 |
| BIO 101-Concepts of Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| P.E. electives | 3 |

Business Course Requirements:

| | |
|--|---|
| BUS 101-Introductory Typewriting ² | 5 |
| BUS 102-Intermediate Typewriting | 5 |
| BUS 105-Advanced Typewriting - Medical | 5 |
| BUS 130-Office Machines | 5 |
| BUS 150-Business Mathematics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 221-Filing and Records Management | 5 |
| BUS 148-Basic Accounting OR BUS 241-Principles of Accounting I ³ | 5 |

¹Students desiring to transfer should elect ENG 102.

²Students who completed previous introductory typing with at least a "C" may begin with BUS 102 and elect another business course.

³Students desiring to transfer should elect BUS 241. Students with no prior accounting instruction may wish to take BUS 148 and then BUS 241.

Medical Specialty Requirements:

| | |
|---|---|
| MED 231-Medical Terminology | 5 |
| MED 232-Medical Machine Transcription | 5 |
| MED 233-Medical Office Procedures | 5 |
| MED 234-Medical Records Management | 5 |

Stenography Concentration:⁴

| | |
|--|---|
| BUS 114-Shorthand I ⁵ -Elementary | 5 |
| BUS 115-Shorthand II-Intermediate | 5 |
| BUS 116-Shorthand III-Advanced | 5 |

Word Processing Concentration:⁶

| | |
|---|------------|
| BUS 223-Transcription Skills for Information Processing | 3 |
| BUS 228-Information Word Processing | 5 |
| BUS 229-Information Word Processing - Advanced Applications | 5 |
| TOTAL | 106 |

Other Suggested Courses:

| | |
|--|---|
| CIS 241-Word Processing or Stenography Concentration | 5 |
| BUS 230-Word Processing or Stenography Concentration | 5 |
| MGT 247-Word Processing Concentration | 5 |
| BUS 223-Stenography Concentration | 5 |

Certificate-Medical Secretary/Records Specialist Option

Stenography Concentration. The Medical Secretary Certificate with the Stenography Concentration may be earned by completing the business course requirements, the stenography concentration requirements, and the medical specialty course requirements listed in the Medical Secretary Degree Program outline.

Word Processing Concentration. The Medical Secretary Certificate with the Word Processing Concentration may be earned by completing the business course requirements, the word processing concentration requirements, and the medical specialty course requirements listed in the Medical Secretary Degree Program outline.

⁴BUS 113 is recommended prior to BUS 114 for students without prior shorthand.

⁵The stenography concentration is strongly recommended for the Medical Program.

⁶Employability would be improved by having both shorthand and word processing skills.

REAL ESTATE SALES AND MANAGEMENT

The Real Estate Sales and Management program at Enterprise State Junior College will qualify students for positions such as real estate salesmen, agents, brokers, and for related occupations in financial institutions. The program will provide preparation for the Alabama state licensing examination or upgrade present job qualifications for those already employed in the real estate industry. Real estate training at Enterprise State Junior College includes sales techniques, appraisals, law, financing, and other relevant subjects.

Enterprise State Junior College awards the certificate and Associate in Applied Science Degree in Real Estate Sales and Management.

Associate in Applied Science Degree

| Course | Hours |
|---|------------|
| RE 201-Fundamentals of Real Estate | 5 |
| Real Estate electives | 15 |
| ENG 101-Freshman Composition | 5 |
| ENG 103-Technical Report Writing | 5 |
| HIS 202-History of the United States Since 1877 | 5 |
| PSY 201-General Psychology | 5 |
| BIO 101-Concepts of Biology | 5 |
| SPH 101-Fundamentals of Speech Communication | 5 |
| BUS 110-Keyboarding | 2 |
| BUS 121-Introduction to Business OR | |
| BUS 130 Office Machines | 5 |
| BUS 150-Business Mathematics OR | |
| BUS 251-Business Statistics | 5 |
| BUS 215-Business Communications | 5 |
| BUS 241-Principles of Accounting I ¹ | 5 |
| BUS 242-Principles of Accounting II | 5 |
| BUS 281-Principles of Management OR | |
| RMS 214-Personnel Management and Supervision ² | 5 |
| BUS 285-Principles of Marketing | 5 |
| EC 201-Principles of Economics I OR | |
| EC 200-Concepts of Economics | 5 |
| P.E. electives | 3 |
| CIS 241-Computer Applications for Business | 5 |
| TOTAL | 100 |

¹BUS 148 is recommended for students with no prior accounting before BUS 241.

²Students desiring to transfer should elect BUS 281.

³Students desiring to transfer should elect EC 201.

Certificate

| Course | Hours |
|---|-------|
| RE 201-Fundamentals of Real Estate | 5 |
| Real Estate electives | 15 |
| BUS 110-Keyboarding | 2 |
| BUS 121-Introduction to Business | 5 |
| BUS 130-Office Machines | 5 |
| BUS 150-Business Mathematics OR BUS 250-Business Statistics | 5 |
| BUS 241-Principles of Accounting I OR BUS 148-Basic Accounting | 5 |
| BUS 281-Principles of Management OR RMS 214-Personnel Management and Supervision | 5 |
| BUS 285-Principles of Marketing | 5 |
| EC 200-Concepts of Economics | 5 |
| CIS 241-Computer Applications for Business | 5 |
| TOTAL | 62 |

RECREATION

The Recreation program has three major purposes: (1) to prepare students who want to secure employment as recreation leaders upon completion of a prescribed course of study; (2) to upgrade the caliber of recreation personnel currently employed by recreation agencies; and (3) to prepare students for transfer to four-year institutions.

Enterprise State Junior College awards the certificate and Associate in Applied Science degree in Recreation. The Associate in Arts degree and the Associate in Science degree may be awarded to those students planning to transfer to a four-year institution and earning additional requirements in math, science and English.

Associate in Applied Science Degree

| Course | Hours |
|---|-------|
| HPR 200-Personal and Community Health | 3 |
| HPR 201-Camping and Outdoor Recreation | 3 |
| HPR 202-First Aid | 3 |
| HPR 204-Sports Officiating | 3 |
| HPR 280-Introduction to Recreation | 3 |
| HPR 281-Recreation Leadership | 3 |
| HPR 282-Recreation Administration and Supervision | 5 |
| P.E. Electives | 3 |

| Course | Hours |
|--|--------------|
| P.E. Activities | .9 |
| ENG 101-Freshman Composition | .5 |
| ENG 102-Freshman Composition | .5 |
| ENG 261-English Literature | .5 |
| HIS 201-History of the United States to 1877 | .5 |
| HIS 202-History of the United States Since 1877 | .5 |
| MH 230-College Mathematics for General Education | .5 |
| SPH 101-Fundamentals of Speech Communication | .3 |
| PSY 201-General Psychology | .5 |
| MUS 115-Music Appreciation I | .3 |
| ART 101-Art Appreciation | .3 |
| SOC 201-Introductory Sociology | .5 |
| Electives* | 12 |
| TOTAL | 96 |

*To be chosen with consent of advisor.

Certificate

| Course | Hours |
|--|--------------|
| HPR 200-Personal and Community Health | .3 |
| HPR 201-Camping and Outdoor Recreation | .3 |
| HPR 202-First Aid | .3 |
| HPR 204-Sports Officiating | .3 |
| HPR 280-Introduction to Recreation | .3 |
| HPR 281-Recreation Leadership | .3 |
| HPR 283-Recreation Field Experiences | .1 |
| HPR 284-Recreation Field Experiences | .1 |
| HPR 285-Recreation Field Experiences | .1 |
| HPR 286-Recreation Field Experiences | .1 |
| P.E. Activities | .9 |
| ENG 101-Freshman Composition | .5 |
| SPH 101-Fundamentals of Speech Communication | .3 |
| MUS 115-Music Appreciation I | .3 |
| ART 101-Art Appreciation | .3 |
| BIO 100-Environmental Biology | .5 |
| TOTAL | 50 |

Cooperative Programs with Other Institutions

In addition to the programs offered on the campus of Enterprise State Junior College, a cooperative agreement has been made with the Alabama Aviation and Technical College in Ozark, Alabama, to offer six occupational entry programs. Associate in Applied Science Degrees are awarded in the following areas:

- Aviation Maintenance Technology
- General Aviation Technology
- Flight Technology
- Avionics Technology
- Auto Maintenance Technology
- Welding Technology

Many of the courses offered in these programs carry full college credit and may be applied at a later time toward meeting the requirements for an Associate in Arts or Associate in Applied Science Degree at the institution, if the student so desires. Many of these credits earned may also be applied to the Bachelor’s Degree at a senior institution.

A student may choose one of the three ways listed below to earn an Associate in Applied Science Degree from Enterprise State Junior College:

- Complete technical courses, then take general education courses at Enterprise State Junior College.
- Complete 31 hours of general education courses, then take technical courses at the Alabama Aviation and Technical College.
- Enroll full time at Alabama Aviation and Technical College working toward completion of a career program and concurrently enroll in the required general education courses at Enterprise State Junior College.

Students at either campus are considered resident students.

Students may receive the Associate in Applied Science Degree by completing 31 hours of general education offered by Enterprise State Junior College and presenting appropriate certificates from the Alabama Aviation and Technical College in lieu of 65 hours required in the area of concentration. They should meet the requirements in the Associate in Applied Science Degree by taking the general education courses listed below:

| | | |
|-------------|--------------------------|---------|
| English 101 | Freshman Composition | 5 hours |
| English 103 | Technical Report Writing | 5 hours |

| | | |
|-------------------------|--|----------|
| History 202 | United States History Since 1877 | 5 hours |
| Psychology 201 | Introduction to Psychology | 5 hours |
| Mathematics | *Elective | 5 hours |
| Speech 101 | Fundamentals of Speech | 3 hours |
| Physical Education | Either three activities or HPR 200 or HPR 202 | 3 hours |
| TOTAL GENERAL EDUCATION | | 31 hours |

*To be chosen with consent of advisor.

A student may transfer a maximum of 7 hours credit to Enterprise State Junior College which will be applied toward the 31 hours required in general education.

THE COOPERATIVE LINKAGE PROGRAM FOR HEALTH OCCUPATIONS

Enterprise State Junior 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 this institution. 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 10 programs jointly offered through this arrangement:

| Program | Terms of Enrollment at the RTI | Length of Study at the RTI |
|--|-----------------------------------|-------------------------------|
| Biomedical Equipment Technician | Fall | 4 terms |
| Dietetic Technician | Fall | 4 terms |
| Emergency Medical Technician | Each Term | 4 terms |
| Medical Assistant | Fall | 3 terms |
| Medical Laboratory Technician | Summer | 4 terms |
| Medical Record Technician | Fall | 4 terms |
| Multiple Competency Clinical Technician | Fall | 4 terms |
| Occupational Therapy Assistant | Fall | 5 terms |
| Physical Therapist Assistant | Fall | 4 terms |
| Radiation Therapy Technologist | Fall | 8 terms |
| Radiography (Radiologic Technology) | Fall | 8 terms |
| Respiratory Therapy | Fall | 5 terms |

Students interested in pursuing a Linkage program should contact the Linkage Coordinator at this institution 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 term at the RTI | — February 1 |
| | Fall term at the RTI | — April 1 |
| | Winter term at the RTI | — September 1 |
| | Spring term 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 average 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 this institution 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 PROGRAM

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 BMET 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 program at the Regional Technical Institute begins in September (Fall Term) of each year and is four academic terms in length. Students are provided job-related experiences within medically-oriented environments by rotating through various departments in the UAB Medical Center and other clinical affiliates.

Courses to be taken at Enterprise State Junior College for the Biomedical Equipment Technician program:

| | |
|-------------------------|----------|
| BIO 101 | 5 hours |
| CH 101 | 5 hours |
| ENG 101, 102 | 10 hours |
| MH 111, 112 | 10 hours |
| PS 205 or PHS 201 | 5 hours |
| PSY 201 | 5 hours |
| Electives* | 8 hours |
| | <hr/> |
| | 48 hours |

*Electives and other courses required for the associate degree.

DIETETIC TECHNICIAN PROGRAM

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

The program at the Regional Technical Institute begins in September (Fall Term) of each year and is four academic terms in length. The program is being submitted for approval by the American Dietetic Association. Upon successful completion of the program, graduates may apply for technician membership in the American Dietetic Association.

Courses to be taken at Enterprise State Junior College for the Dietetic Technician program:

| | |
|-------------------------|----------|
| BIO 101, 220, 221 | 15 hours |
| ENG 101, 102 | 10 hours |
| MH 111 or 230 | 5 hours |
| PSY 201 | 5 hours |
| Electives* | 13 hours |
| | <hr/> |
| | 48 hours |

*Electives and other courses required for the associate degree.

Recommended Electives:

EC 200, 201

SOC 201

SPH 101

EMERGENCY MEDICAL TECHNICIAN PROGRAM

The Regional Technical Institute 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. The program at the Regional Technical Institute begins each term 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-term course will permit the student to take the 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 are prerequisites for the Intermediate course. The Intermediate course is 1 term and consists of 71 contact hours of classroom lecture and 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 State Entrance Test for Paramedic training are required to advance to the Paramedic level. The Paramedic course is 2 terms (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 Department of Transportation's standard for emergency medical training.

Courses to be taken at Enterprise State Junior College for the Emergency Medical Technician program:

| | |
|--------------------|----------|
| BIO 101, 220 | 10 hours |
| CH 101, 102 | 10 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| PSY 201, 238 | 10 hours |
| Electives* | 3 hours |
| | <hr/> |
| | 48 hours |

*Electives and other courses required for the associate degree.

MEDICAL ASSISTANT PROGRAM

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 begins in late August of each year and is three academic terms 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.

Courses to be taken at Enterprise State Junior College for the Medical Assistant program:

| | |
|--------------------|----------|
| BIO 101 | 5 hours |
| BUS 102* | 5 hours |
| CH 101 | 5 hours |
| ENG 101, 102 | 10 hours |
| MD 111 | 5 hours |
| PSY 201 | 5 hours |
| Electives** | 13 hours |
| <hr/> | |
| 48 hours | |

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

**Electives and other courses required for the associate degree.

Recommended Electives:
BUS 130, 222, 241
SPH 101

**MULTIPLE COMPETENCY CLINICAL TECHNICIAN
(MCCT) PROGRAM**

The 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 begins in late August of each year in conjunction with the Medical Assistant Program and is four academic terms 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).

Courses to be taken at Enterprise State Junior College for the Multiple Competency Clinical Technician program:

| | |
|--------------------|----------|
| BIO 101 | 5 hours |
| BUS 102* | 5 hours |
| CH 101 | 5 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| PSY 201 | 5 hours |
| Electives** | 13 hours |
| | <hr/> |
| | 48 hours |

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

**Electives and other courses required for the associate degree.

Recommended Electives:

BUS 130, 222, 241
SPH 101

MEDICAL LABORATORY TECHNICIAN PROGRAM

The Medical Laboratory Technician performs laboratory procedures used by physicians to assist them in the diagnosis and treatment of disease.

The MLT is 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 program at the Regional Technical Institute begins in June (Summer Term) of each year and is four academic terms in length. Graduates of the program are eligible to take examinations for certification by nationally recognized agencies.

Courses to be taken at Enterprise State Junior College for the Medical Laboratory Technician program:

| | |
|--------------------|----------|
| BIO 101, 103 | 10 hours |
| CH 101, 102 | 10 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| Electives* | 13 hours |
| <hr/> | |
| 48 hours | |

*Electives and other courses required for the associate degree.

Recommended Electives:
BIO 220, 221
CH 103
CIS 201

- Note Special MLT 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 the RTI).

MEDICAL RECORD TECHNICIAN PROGRAM

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. They 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 four-quarter program at the Regional Technical Institute begins in September (Fall Term) of each year. Graduates are eligible to write the national examination for the Accredited Record Technician (A.R.T.) 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.

Courses to be taken at Enterprise State Junior College for the Medical Record Technician program:

| | |
|-------------------------|----------|
| BIO 101, 220, 221 | 15 hours |
| BUS 101* or 102* | 5 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| PSY 201 | 5 hours |
| SPH 101 | 5 hours |
| Electives** | 3 hours |
| | <hr/> |
| | 48 hours |

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

**Electives and other courses required for the associate degree.

Recommended Electives:

BUS 241

CIS 201

OCCUPATIONAL THERAPY ASSISTANT PROGRAM

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 begins in September (Fall Term) of each year and is five academic terms in length (four terms of academic work and a final term 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.

Courses to be taken at Enterprise State Junior College for the Occupational Therapy Assistant program:

| | |
|-------------------------|----------|
| BIO 101, 220, 221 | 15 hours |
| ENG 101, 102 | 10 hours |
| MH 230 | .5 hours |
| PSY 201, 225 | 10 hours |
| Electives* | .8 hours |
| | <hr/> |
| | 48 hours |

*Electives and other courses required for the associate degree.

Recommended Electives:
PSY 238

PHYSICAL THERAPIST ASSISTANT PROGRAM

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

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

Courses to be taken at Enterprise State Junior College for the Physical Therapist Assistant program:

| | |
|-------------------------|----------|
| BIO 101, 220, 221 | 15 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| PSY 201 | 5 hours |
| SOC 201* | 5 hours |
| Electives** | 8 hours |
| | <hr/> |
| | 48 hours |

*If Introductory Sociology is not available, substitute a Social Science, preferably an additional psychology course.

**Electives and other courses required for the associate degree.

Recommended Electives:

PHS 201

PSY 225

RADIATION THERAPY TECHNOLOGIST PROGRAM

The Radiation Therapy Technologist (RTT) is a member of a team of specialists who is primarily concerned with the treatment of malignant disease by the use of radiation and radioactive materials.

Radiation Oncology has evolved as a sophisticated specialty, physically located in a center dedicated to the improvement of cancer treatment, education, and research. The instruments to deliver therapy, such as linear accelerators, cyclotrons, treatment planning computers, simulators, ultrasound scanners and computerized axial tomography scanners, are extremely complex and the education and training of personnel to use this equipment are crucial to the goal of providing care to the patient undergoing radiation therapy treatments.

Courses to be taken at Enterprise State Junior College for the Radiation Therapy Technologist program:

| | |
|---------------------|----------|
| BIO 101 | 5 hours |
| BIO 220, 221* | 10 hours |
| CH 101 | 5 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| PSY 201 | 5 hours |
| Electives** | 8 hours |
| <hr/> | |
| 48 hours | |

*The anatomy and physiology course sequence may be completed either at the affiliated Linkage institution prior to enrolling at RTI or taken at the University of Alabama in Birmingham in addition to the Radiation Therapy Technology curriculum. Students completing this sequence at UAB will be charged the prevailing tuition rate for these courses.

**Electives and other courses required for the associate degree.

Recommended Electives:

CIS 201
PHS 201
SPH 103

RADIOGRAPHY PROGRAM (RADIOLOGIC TECHNOLOGY)

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 the 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.

Courses to be taken at Enterprise State Junior College for the Radiography (Radiologic Technology) program:

| | |
|-------------------------|----------|
| BIO 101, 220, 221 | 15 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| Electives* | 18 hours |
| | <hr/> |
| | 48 hours |

*Electives and other courses required for the associate degree.

Recommended Electives:

MH 112

PHS 201 or PS 205

PSY 201

SPH 101

RESPIRATORY THERAPY PROGRAM

A respiratory therapist 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 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.

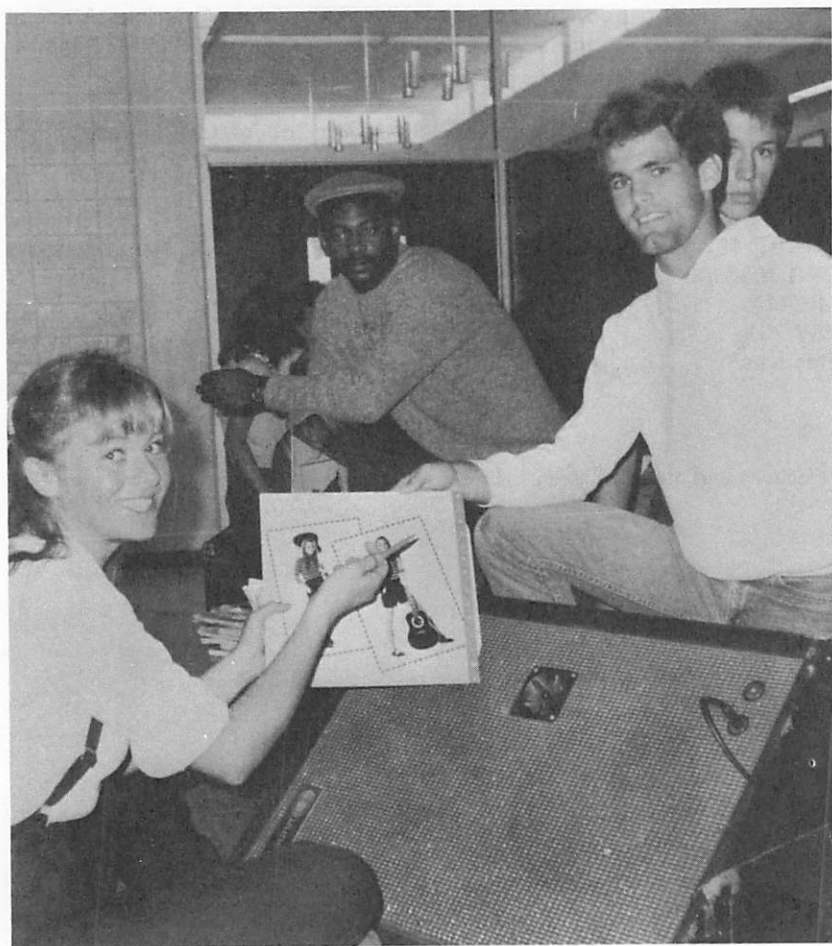
The Registered Respiratory Therapist has a wide area of responsibilities, mainly directed toward delivering specialized respiratory care in the treatment of heart and lung ailments. The therapist is primarily employed by hospitals, but may also be hired by clinics, nursing homes, physicians and educational 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 Regional Technical Institute begins in September (Fall Term) of each year and is five academic terms 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 National Board of Respiratory Therapy. The program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) of the American Medical Association in cooperation with the Joint Review Committee for Respiratory Therapy Education.

Courses to be taken at Enterprise State Junior College for the Respiratory Therapy program:

| | |
|-------------------------|----------|
| BIO 101, 220, 221 | 15 hours |
| CH 101, 102 | 10 hours |
| ENG 101, 102 | 10 hours |
| MH 111 | 5 hours |
| PSY 201 | 5 hours |
| Electives* | 3 hours |
| | <hr/> |
| | 48 hours |

*Electives and other courses required for the associate degree.



ENTERTAINMENT IN STUDENT CENTER



Course Descriptions

COURSE DESCRIPTIONS

Note: Following each course will be listed the credit hours awarded for completion of each course and the hours the course will meet each quarter.

For example:

**Biology 101. Fundamental Concepts
of Biology**

5 credits 4(1) 1(2)

A student will earn 5 quarter-hours credit. The course will meet 4 days per week for 1 hour per day and 1 day per week for a two-hour laboratory session.

BUSINESS AND CAREER PROGRAMS DIVISION

BUSINESS

BUS. 101. INTRODUCTORY TYPEWRITING

5 credits 5(1)

An introductory course in the touch system of typewriting for students with no previous instruction in typewriting who desire a knowledge of the basic keyboard skills and fundamental applications. Introduction to typewriting business letters, centering, tabulation and manuscripts.

BUS. 102. INTERMEDIATE TYPEWRITING

5 credits 5(1)

Continuation of skill development through the use of drills for speed and accuracy. Emphasis on typewriting business letters with special features, business forms, tables, reports and manuscripts.

Prerequisite: BUS. 100 or BUS. 101 or equivalent.

BUS. 103. ADVANCED TYPEWRITING — EXECUTIVE

5 credits 5(1)

This course refines skills in speed and accuracy with emphasis on production typing including various business forms, tabulations, reports, manuscripts, and office problems.

Prerequisite: BUS. 102 and 40 wpm.

BUS. 104. ADVANCED TYPEWRITING — LEGAL

5 credits 5(1)

This course refines skills in speed and accuracy and provides background in legal typing. Sharpens and refreshes skills of the legal secretary. Emphasis on real estate, litigation, wills, estates, and guardianships, and partnerships and corporations.

BUS. 105. ADVANCED TYPEWRITING — MEDICAL **5 credits 5(1)**

This course refines skills in speed and accuracy and provides practice in using medical terminology and preparation of papers and forms that the students need to know for employment as a medical secretary, assistant, or typist.

BUS. 107. TYPEWRITING SPEED AND ACCURACY IMPROVEMENT **2 credits 2(1)**

Typewriting Speed and Accuracy Improvement is a course that enables students to correct speed or accuracy deficiencies by first identifying the causes of such deficiencies and by providing individualized prescriptive practice for correcting the deficiencies.

Prerequisite: BUS 101.

BUS. 110. ELECTRONIC KEYBOARDING **2 credits 2(1)**

A course for all students who cannot touch type. Provides preparation for jobs that require keyboarding skills to input information into computers and other electronic equipment quickly and accurately. Especially for computer science students, those desiring data operations positions, and for managers with executive workstations. Experience on a variety of computer keyboards.

BUS. 113. BASIC SHORTHAND **5 credits 5(1)**

Basic Shorthand is a course that introduces students to the shorthand alphabet and related word forms. The course is designed for students who have never had shorthand instruction or for those desiring to review beginning theory.

BUS. 114. SHORTHAND I — ELEMENTARY **5 credits 5(1)**

Shorthand I — Elementary is a beginning course in the theory of shorthand. Emphasis is on the development of skill in reading and writing shorthand outlines, taking elementary dictation, and transcribing.

Corequisite: BUS. 101 or equivalent.

BUS. 115. SHORTHAND II — INTERMEDIATE **5 credits 5(1)**

Shorthand II — Intermediate is a course in the reinforcement of shorthand theory. Emphasis is on improving skill in reading and writing shorthand outlines, taking dictation at increasing speeds, and transcribing with increasing accuracy.

Prerequisites: BUS. 114 and BUS. 101.

BUS. 116. SHORTHAND III — ADVANCED **5 credits 5(1)**

Shorthand III — Advanced is a course which provides a review of shorthand theory. Emphasis is on the development of mailable transcripts.

Prerequisite: BUS. 115.

BUS. 121. INTRODUCTION TO BUSINESS **5 credits 5(1)**

A survey course designed to acquaint the student with American business as a dynamic process. The course covers such topics as private enterprise, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation.

No prerequisite.

BUS. 130. OFFICE MACHINES **5 credits 5(1)**

Course designed to acquaint student with the use and operation of a variety of electronic calculators and equipment. Includes techniques of copy preparation for duplicating, printing, copying, and imaging processes.

Prerequisite: BUS. 100, 101 or 110.

BUS. 148. BASIC ACCOUNTING PROCEDURES **5 credits 5(1)**

Basic Accounting Procedures is designed for students in terminal degree programs. It provides for a study of bookkeeping procedures and elementary accounting principles with emphasis on analyzing and recording transactions, classifying and summarizing data, and preparing financial statements. (Recommended for students who have had no high school accounting.)

BUS. 150. BUSINESS MATHEMATICS **5 credits 5(1)**

This course initially provides for a review of the basic techniques of mathematics; it then proceeds with the coverage of topics involved in banking records, inventory methods, cash and trade discounts, depreciation, and interest on loan computations. This course should precede or be taken concurrently with the first quarter of accounting.

No prerequisite.

BUS. 202. INFORMATION/WORD PROCESSING **5 credits 5(1)**

Designed to provide students with an understanding of the word processing concepts and to develop their typewriting, proofreading, grammatical, and editing skills through the use of word processing equipment. Includes the stages of originating, producing, reproducing, storing, and distributing messages in the form of letters, memorandums, reports and other text materials.

Prerequisite: BUS. 102 with 40 wpm, or successful completion of competency exam.

BUS. 215. BUSINESS COMMUNICATIONS **5 credits 5(1)**

A study of the principles and practices of modern business communications with emphasis on mechanics and content of various types of letters and reports and the practice of practical composition of these letters and reports.

Prerequisite: ENG. 99 or English placement test leveling into ENG. 101.

BUS. 221. FILING AND RECORDS MANAGEMENT 5 credits 5(1)

A complex course in indexing and filing methods. This course deals with the principles and practices of alphabetical, numerical, subject, and geographic and chronologic filing with emphasis on storage and control of records.

BUS. 222. OFFICE PROCEDURES AND MANAGEMENT 5 credits 5(1)

This course places emphasis on refinement of skills, development of decision-making competencies so that the secretary can operate with minimum supervision, and exercise skill in human relations. The student will examine the supervisory-administrative role of the secretary and administrative assistant.

Prerequisite: BUS 101 or equivalent.

BUS. 223. TRANSCRIPTION SKILLS FOR INFORMATION PROCESSING 3 credits 3(1)

Transcription Skills for Information Processing is a course for improving the ability to communicate written ideas correctly and clearly. Emphasis is on proofreading, grammatical, and editing skills.

BUS. 224. MACHINE TRANSCRIPTION 5 credits 5(1)

Machine Transcription is a course designed to develop marketable skills in transcribing various forms of dictated material.

Prerequisite: BUS. 102.

BUS. 228. WORD PROCESSING I 1 credit 1(1) to 5 credits 5(1)

Word Processing I is a course that develops word processing skills and procedures. Emphasis is on operation of function keys; and creation, revision, and printing of documents including repetitive and multi-page documents.

Prerequisite: BUS 102.

BUS. 229. WORD PROCESSING II 5 credits 5(1)

Word Processing II is a course that introduces advanced keyboarding technology, enhances awareness of office systems technology, and improves language arts and production skills through spelling verification and supplemental dictionaries.

Prerequisite: Word Processing I.

BUS. 230. CERTIFIED PROFESSIONAL SECRETARY (CPS) PRACTICUM 1 to 6 credits

CPS Practicum is a course that provides skills and knowledge in behavioral science, in business, in business law, accounting, economics, management, office administration and technology, and communications. Offered by arrangement upon sufficient demand. One college credit may be earned for each part completed.

BUS. 231. OFFICE ADMINISTRATION PRACTICUM 3 credits 3(1)

Office Administration Practicum is a course that allows the student to work part time for one quarter in a closely related job. One hour of credit is awarded for each four hours per week spent on the job. Close supervision is provided by employer and an Office Administration faculty member.
Prerequisite: Instructor's permission.

BUS. 241. PRINCIPLES OF ACCOUNTING I 5 credits 5(1)

Basic accounting principles, including the accounting cycle and preparation of financial statements for sole proprietorships.

BUS. 242. PRINCIPLES OF ACCOUNTING II 5 credits 5(1)

A continuation of accounting principles, emphasizing their application to partnership and corporate forms of business enterprises and preparation and analysis of various financial statements.

Prerequisite: BUS. 241.

BUS. 243. MANAGERIAL ACCOUNTING 5 credits 5(1)

Principles of Accounting for planning, organizing and controlling the various phases of a firm's operations. Topics of personal interest will include budgets and financial statements for individuals and individual tax returns.

Prerequisite: BUS. 242.

BUS. 251. BUSINESS STATISTICS 5 credits 5(1)

A study of basic principles and methods of collecting, arranging, analyzing, and interpreting data and the presentation of results in oral and written reports. Emphasis is placed on the practical value of statistical analysis and uses that business can make of statistical methods.

Prerequisite: MH. 111.

BUS. 261. BUSINESS LAW 5 credits 5(1)

An introduction to law, torts, contracts, and sales of personal property.

BUS. 281. PRINCIPLES OF MANAGEMENT 5 credits 5(1)

A general management course designed to introduce the student to the basic concepts and principles of management as applied to the functions of planning, organizing, directing, and controlling a business enterprise.

BUS. 285. PRINCIPLES OF MARKETING 5 credits 5(1)

An introductory study of the marketing forces, institutions employed, distribution channels utilized, and methods followed in the flow of goods and services from production to consumption.

ECONOMICS**EC. 200. CONCEPTS OF ECONOMICS** **5 credits 5(1)**

An introduction to the basic micro and macro principles which underlie economic behavior with an emphasis on current business activities.

EC. 201. PRINCIPLES OF ECONOMICS I **5 credits 5(1)**

An introductory course in economic principles and analysis. Special emphasis is upon the macroeconomic features including the role of government in the economy, business and household sectors of the economy, national income accounting, money and banking in American capitalism, and general topics in current economic problems. Some microeconomics is introduced in a demand and supply analysis.

EC. 202. PRINCIPLES OF ECONOMICS II **5 credits 5(1)**

A continuance of EC 201, dealing primarily with microeconomic features of the market system. Areas included in the course are economic growth theory in American capitalism, theory of the firm and resource allocation, the economics of poverty and inequality, international trade and balance of payment problems, labor unions and collective bargaining, and various current events to illustrate applicability to text topics.

Prerequisite: EC 201.

EC. 250. ECONOMICS FORUM **3 credits 3(1)**

A combination of economic development theory and practical experience in how geographic areas are economically developed. Upon determining what companies look for in plant location, students will design pamphlets, arrange slide presentations, and/or video tape presentations intended to inform prospective businesses of the economic opportunities in and around a particular area.

AGRIBUSINESS**AgB. 101. INTRODUCTION TO AGRIBUSINESS** **5 credits 5(1)**

An introductory course emphasizing the economic and individual importance of agribusiness industries in the United States; career areas available for employment within the scope of agribusiness. Career areas outlined separately as to employment opportunities, job qualifications, and economic outlook.

AgB. 105. INTRODUCTORY HORTICULTURE **5 credits 5(1)**

Horticulture crops in general: fruits, vegetables, and ornamental plants; commercial practices used in propagating, transplanting, pruning, chemical pest control, and nursery plan production.

AgB. 108. AGRONOMY AND FIELD CROP PRODUCTION**5 credits 5(1)**

A study of the fundamental factors involved in the economic production of crops. Special consideration is given to acquainting students with the knowledge needed to advise purchasers of seed, feed, fertilizers, chemicals and other agricultural supplies.

AgB. 200. INTRODUCTORY ANIMAL SCIENCE**5 credits 5(1)**

A study of the importance of livestock to agriculture to the nutrition of people. The role of nutrition, breeding, selection and management in livestock production.

AgB. 201. SOIL SCIENCE**5 credits 5(1)**

A course designed to stress the function of soil as a medium to support plant life, and the biological, chemical and physical aspects of soil development and management. Emphasis is placed on fertilizer use, formulation and chemical composition.

AgB. 202. AGRIBUSINESS MANAGEMENT**5 credits 5(1)**

Principles and practices involved in acquiring, organizing and operating successful agriculture businesses including practices involved in buying, pricing, and merchandising. Management and office practices related to the displaying and selling of agricultural products, including budgets, monthly statements, invoices, financing and inventory.

AgB. 203. AGRIBUSINESS SALESMANSHIP**5 credits 5(1)**

Includes the principles of selling, sales psychology, parts of the sale, value of product knowledge, sales contracts and sales management. Emphasis on selling techniques and communication practices necessary for working with people in agriculture.

AgB. 221. LANDSCAPE GARDENING**5 credits 5(1)**

A study of introductory landscape principles applied to the home, business, and industrial site. Emphasis is on the identification and use of ornamental plants for landscape and beautification purposes and also lawn establishment and maintenance practices.

AgB. 231. INTRODUCTION TO POULTRY SCIENCE**5 credits 5(1)**

An introduction to the principles and practices of poultry production, including breeding, feeding, housing, diseases, and marketing.

AgB. 232. BROILER PRODUCTION**5 credits 5(1)**

Fundamentals and practical application of the problems involved in raising broilers for meat production.

AgB. 233. EQUIPMENT MAINTENANCE 5 credits 5(1)
Fundamentals of care and maintenance of housing, and feeding, watering, heating and ventilation equipment.

AgB. 234. SPECIAL STUDIES IN POULTRY MANAGEMENT 5 credits 5(1)
Special and selected topics in poultry management.

AgB. 235. EGG PRODUCTION 5 credits 5(1)
Fundamentals of egg production to include fertility, artificial insemination, embryonic development, hatchability and genetics.

MID-MANAGEMENT AND SUPERVISION

RMS. 211. PRINCIPLES OF RETAIL MANAGEMENT 5 credits 5(1)
This course is designed to introduce the basic functions of retail management, the practical solution to problems of organization, and operation of retail businesses.

RMS. 212. SALESMANSHIP 5 credits 5(1)
This course is designed to introduce the principles of effective selling, including an examination of the personal and economic aspects of selling; consumer motivation; knowledge of company, and competition products; techniques of successful sales presentation.

RMS. 213. ADVERTISING AND DISPLAY 5 credits 5(1)
A survey of the field of advertising with emphasis on the relationship to the market structure of our economy and the basic principles and techniques required in carrying out display work.

RMS. 214. PERSONNEL MANAGEMENT AND SUPERVISION 5 credits 5(1)
Personnel techniques for which the supervisor is responsible: selection, placement, testing, orientation, training, counseling, merit rating, promotion, transfer, and training for responsibility.

MGT. 148-149-150, MGT. 248-249-250. MANAGEMENT SEMINARS 1 credit 1(1) each course
Workshop presentation of current topics of interest to managers, supervisors, secretaries, and other business personnel. Individualized format to meet demand.

MGT 245. INCOME TAX ACCOUNTING**5 credits 5(1)**

This course is designed to provide students with an understanding of Federal and State income tax laws as they relate to individuals and businesses. Students will learn to handle income tax procedures administratively as well as to compute tax and to prepare forms.

Prerequisite: BUS. 241.

MGT. 246. PAYROLL ACCOUNTING**5 credits 5(1)**

A study of Federal, State and local laws affecting payrolls; payroll accounting practices and procedures; and the filing of payroll tax reports.

Prerequisite: MGT. 140 or BUS. 241.

MGT. 247. WORD PROCESSING SUPERVISION**5 credits 5(1)**

A study of the Word Processing supervisor's responsibilities. Includes feasibility studies, equipment selection, budget preparation, word processing area design, personnel selection, productivity measurement and other related supervisory functions and word processing topics.

Prerequisite: BUS 229.

INSURANCE SALES AND MANAGEMENT**ISM. 231. PRINCIPLES OF INSURANCE****5 credits 5(1)**

The formation and organization of insurance companies, marketing insurance, selecting underwriting risks, reinsurance, setting premium rates, preventing losses, preparing and analyzing insurer's financial statements, and paying insured losses.

ISM. 232. LIFE AND HEALTH INSURANCE**5 credits 5(1)**

A study of the human life-value concept, the nature and types of life insurance and annuity contracts in insuring human life-values; principles underlying the calculations of premiums, reserves, non-forfeiture values and dividends. Types of health insurance coverages for individuals and groups will also be included.

ISM. 233. PROPERTY AND CASUALTY INSURANCE**5 credits 5(1)**

A study of property insurance coverages: fire, marine, inland marine, and other allied lines. Also included will be third-party insurance with emphasis upon automobile liability, workman's compensation, and personal and public liability.

ISM. 234. PRE-LICENSE FOR PROPERTY AND CASUALTY AGENTS**4 credits 4(1)**

This course meets the pre-qualification requirement as stated in ACT 748, Alabama Legislature, 1979, to prepare students desiring a Property and Casualty Insurance license. All aspects of Property and Casualty Insurance as well as appropriate review material will be included in this course.

ISM. 235. PRE-LICENSE FOR LIFE/DISABILITY AGENTS 4 credits 4(1)

This course meets the pre-qualification requirement as stated in Section 27-8-6(c), Alabama Legislature, 1981, to prepare students desiring a Life and Disability Insurance license. All aspects of Life and Disability Insurance as well as appropriate review material will be included in the course.

REAL ESTATE SALES AND MANAGEMENT**RE. 201. FUNDAMENTALS OF REAL ESTATE 5 credits 5(1)**

General introduction to real estate as a business and as a profession that is designed to acquaint the student with the wide range of subjects and terminology necessary to the practice of real estate. This introductory course in fundamentals will include the nature of real estate and ownership, principles and concepts of title transfer, title insurance, real estate marketing, financing, leasing, taxation, insurance, development, appraising, state license law.

RE. 202. REAL ESTATE FINANCING 5 credits 5(1)

A study of the institutions involved in real estate financing, the procedures and techniques requisite to the analysis of risks involved in financing real estate transactions, and an examination of instruments used in financing, terminology and real property taxation.

RE. 203. REAL ESTATE APPRAISAL 5 credits 5(1)

An examination of the nature of real property value, the functions and purposes of appraisal, the function and methods of estimating value with emphasis on residential market value.

RE. 204. REAL ESTATE LAW 5 credits 5(1)

A study of the principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and state and federal regulations thereof.

RE. 205. PROPERTY MANAGEMENT 5 credits 5(1)

Principles and practices of property management, with emphasis on residential, business, industrial, and investment properties. This course includes a study of the functions performed by a property manager as well as real estate practice and management.

SPECIALTY COURSES FOR THE MEDICAL SECRETARY**MED. 231. MEDICAL TERMINOLOGY 5 credits 5(1)**

This course is designed to acquaint the student with a word-building system combining Greek and Latin prefixes, suffixes, word roots and forms that make medical terminology easy.

MED. 232. MEDICAL MACHINE TRANSCRIPTION 5 credits 5(1)

Includes machine transcription to orient the student to the various medical reports transcribed in hospitals and physicians' offices. The student uses transcribing machines and pre-recorded cassettes to transcribe medical reports.

Prerequisite: BUS. 100 or BUS. 101 or equivalent.

MED. 233. MEDICAL OFFICE PROCEDURES 5 credits 5(1)

Includes the general duties and responsibilities of a medical secretary with emphasis on medical terminology, medical records management, procedures, and preparation of typewritten medical reports.

Prerequisite: BUS. 102 and MED. 231.

MED. 234. MEDICAL RECORDS MANAGEMENT 5 credits 5(1)

Includes the structure and analysis of medical records; the filing, numbering, and management of medical records in hospitals, the coding of diseases and operations; and legal aspects of medical records.

Prerequisite: BUS 221. and MED. 232.

SPECIALTY COURSES FOR THE LEGAL SECRETARY**LEG. 241. LEGAL TERMINOLOGY AND TRANSCRIPTION 5 credits 5(1)**

Designed to familiarize the students with legal terms including spelling and definition and provide transcription assignments in legal correspondence, forms, and court documents applying the frequently used legal terms and phrases. This will include machine transcription using pre-recorded dictation belts and cassettes.

Prerequisite: BUS. 101.

LEG. 242. LEGAL OFFICE PROCEDURES 5 credits 5(1)

A comprehensive program for the legal secretary touching on four fields of law, i.e., real estate and property transfer, litigation, wills and estates, and corporation and partnerships. Designed to sharpen the skills of the legal secretary through typing legal documents and legal correspondence.

Prerequisites: BUS. 102 and LEG. 241.

LEG 244. LEGAL RESEARCH AND WRITING 5 credits 5(1)

Study of legal researching methods, writing techniques, and use of the law library in preparing memoranda, legal argument, format, legal citations, and other legal documents.

LEG. 245. CIVIL AND CRIMINAL LAW AND PROCEDURES 5 credits (5)1

Study of Civil procedure and instructions in preparation of documents used in lawsuits. Study of the origin, structure, and definition of criminal law, including criminal prosecution, investigation, pre-trial and trial procedures, and the criminal court system.

**LEG. 246. FAMILY AND PROBATE LAW
PRINCIPLES/PROCEDURES****5 credits 5(1)**

Study of drafting of pleadings for dissolution of marriage, separation custody, legitimacy, adoption, change of name, and support. Study of legal aspects relating to decedents estates. As such it covers gifts, descent and distribution, wills, trusts, and estate administrations.

FINANCE ADMINISTRATION**FA. 101. PRINCIPLES OF BANK OPERATIONS****5 credits 5(1)**

Economic importance of banks; growth of the American banking system; the Federal Reserve system and government supervision. Various bank operations and services.

FA. 102. MONEY AND BANKING**5 credits 5(1)**

Structure and operation of commercial banking, the Federal System, and Treasury operations.

FA. 106. BANK INVESTMENTS**5 credits 5(1)**

Investments available to banks, bank liquidity, reserves, yields, safety, and tax consideration.

FA. 107. CREDIT ADMINISTRATION**5 credits 5(1)**

Policy and administration of the bank credit department.

FA. 108. INSTALLMENT CREDIT**5 credits 5(1)**

Techniques of installment lending, with special emphasis on establishing credit, obtaining credit information, servicing loans, and collecting amounts due.

FA. 109. FEDERAL RESERVE SYSTEM**5 credits 5(1)**

Operations and policies of the Federal Reserve System over the years to compare and contrast Federal Reserve policies dealing with similar problems at different periods.

FOOD SERVICE MANAGEMENT**FS. 101. FOUNDATIONS IN NUTRITION****5 credits 5(1)**

The science of food and nutrition; essential nutrients and their relation to the growth, maintenance and functioning of the body; nutritional requirements of different age levels; economic and cultural influences on food selection.

**FS. 102. ORIENTATION TO THE FOOD SERVICE
INDUSTRY****5 credits 5(1)**

An introduction to the food service industry and employment opportunities.

FS. 103. FOOD PURCHASING AND COST CONTROL 5 credits 5(1)

Wholesale market functions; purchase of food for institutional use and storeroom control; quality and cost.

FS. 104. MENU PLANNING AND SERVICE 5 credits 5(1)

Principles of meal management; basic food needs; menu planning; food marketing and preparation; table service; efficient work habits; sanitation and safety practices.

FS. 105. QUANTITY FOOD PREPARATION 5 credits 5(1)

Planning, preparing, and serving food for institutional service; menu planning and recipe standardization for quantity use.

FS. 106. INSTITUTIONAL FOOD SERVICE LAYOUT AND EQUIPMENT 5 credits 5(1)

Selection, care, operation and safety of food service equipment; layouts for institutional food units; specifications for construction, materials and equipment.

FS. 107. ORGANIZATION, MANAGEMENT AND SUPERVISION OF FOOD SERVICE OPERATIONS 5 credits 5(1)

Food service operation, organization, supervision, methods of control, ethics, personnel management, and training and evaluation of job performance.



MEN'S BASKETBALL TEAM

COMPUTER AND INFORMATION SCIENCE DIVISION**CIS. 100. COMPUTERS IN SOCIETY****3 credits 3(1)**

This course is designed to help the student become computer literate by familiarization with computer history, common computer terminology, various hardware devices and types of computers, the social impact and future implications of computer usage and some simple programming techniques.

Prerequisite: None

(Will NOT serve as a substitute for CIS. 201 or CIS. 205)

**CIS. 201. INTRODUCTION TO COMPUTER DATA
PROCESSING****5 credits 5(1)**

This course acquaints students with the historical and future development of Data Processing, the vocabulary of Data Processing and the equipment normally found in a computer center. Flowcharting and program logic will be introduced. The student will also be exposed to the principles of programming languages such as FORTRAN.

Prerequisite: None.

**CIS. 205. INTRODUCTION TO MINI/MICRO
COMPUTERS****1 credit 1(1) to 5 credits 5(1)**

This course will provide the student with a practical understanding of mini- and micro-computers. The development of small computers, their basic hardware elements, their uses, as well as how to program them will be topics of discussion. Actual hands on experience with micro-computers will be a requirement of the course.

Prerequisite: None.

(Will NOT serve as a substitute for CIS. 201)

CIS. 206. BASIC PROGRAMMING**5 credits 5(1)**

This course will provide the student with an in-depth study of the BASIC programming language. Extensive computer laboratory experience will be required of each student.

Prerequisite: CIS. 205 or CIS. 201 or permission of instructor.

CIS. 207. ADVANCED MICRO-COMPUTER CONCEPTS**5 credits 5(1)**

This course will provide the student with an understanding of advanced programming techniques such as disk programming, sequential and direct disk files, random processing, etc. Extensive computer laboratory experience will be required of each student.

Prerequisite: CIS. 206 or permission of instructor.

CIS. 211. PROGRAMMING LANGUAGES **5 credits 5(1)**

General purpose languages, compiler theory; Report Generators; algorithmic languages; list processing languages; translators; problem solving using some of these languages. Emphasis will be on Report Generators.

Prerequisite: CIS. 201 or permission of instructor.

CIS. 212. APPLIED RPG **5 credits 5(1)**

This course is designed to further the student's knowledge of RPG, the Report Program Generator. Table and array handling as well as disk programming concepts will be emphasized. Actual programming applications in Accounting, Finance and Management will be required.

Prerequisite: CIS. 211 or permission of instructor.

CIS. 215. INFORMATION PROCESSING **5 credits 5(1)**

Basic concepts of data format; data structures and representation; file organization and maintenance; search techniques; sorting techniques; advanced file problems and computer usage in the solutions.

Prerequisite: CIS. 201 or permission of instructor.

CIS. 216. PASCAL PROGRAMMING **5 credits 5(1)**

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in PASCAL. Structured programming techniques and simple data structures are introduced.

Prerequisite: CIS. 201 or permission of instructor.

CIS. 217. ADVANCED PASCAL PROGRAMMING **5 credits 5(1)**

This course covers the concepts of algorithm specification, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and program testing. Emphasis is placed on development of problem solving skills.

Prerequisite: CIS. 216.

CIS. 221. FORTRAN PROGRAMMING **5 credits 5(1)**

This course is designed to serve as an introduction to FORTRAN, the Formula Translator Programming Language. Flowcharting and problem solving logic will be emphasized. The basic syntax of the FORTRAN language will be presented.

Prerequisite: CIS. 201 or permission of instructor.

CIS. 231. COBOL PROGRAMMING **5 credits 5(1)**

This course is designed to serve as an introduction to ANS COBOL, the Common Business Oriented Language. The basic elements of the language will be presented. Students will be required to complete actual business applications in Accounting, Finance and Management.

Prerequisite: CIS. 201 or permission of instructor.

CIS. 232. ADVANCED COBOL PROGRAMMING 5 credits 5(1)

This course is designed to further the student's knowledge of ANS COBOL. Advanced concepts involving table handling techniques and the use of sequential and random access files will be emphasized.

Prerequisite: CIS. 231 or permission of instructor.

CIS. 241. COMPUTER APPLICATION FOR BUSINESS 1 credit 1(1) to 5 credits 5(1)

A survey of the most common applications for small computers in a business office. Including hands-on use of some of the more important software packages. These packages will include word processing programs such as Word Star and Scripsit, spread sheet programs such as Visi-Calc, and electronic filing systems such as Profile, and general accounting programs. This course will deal exclusively with the use of existing computer software and not with developing such programs.

Prerequisite: Permission of the instructor.

CIS. 250. SYSTEMS ANALYSIS 5 credits 5(1)

This course is designed to present the contemporary theory and procedures of investigating, analyzing, designing, implementing and documenting computer based business systems. The presentations of concepts and theory will be enforced by the actual implementation of a business application.

Prerequisites: Advanced programming course and BUS. 242 or permission of instructor.

CIS. 261. DATA BASE MANAGEMENT SYSTEMS 5 credits 5(1)

This course is designed to introduce the student with data base processing. Various data base techniques will be presented. Students will design a relational data base for a commercial application as a part of the course work.

Prerequisites: CIS. 215 and any advanced programming course or permission of instructor.

CIS. 271. PROGRAMMING ON-LINE APPLICATIONS 5 credits 5(1)

This course is designed to introduce the student to programming concepts which deal with real-time, on-line applications. Students will be taught to design programs which use computer terminals for input and output of data and which interact with the computer system.

Prerequisites: CIS. 215 and any advanced programming course or permission of instructor.

CIS. 275. ASSEMBLY LANGUAGE PROGRAMMING 5 credits 5(1)

This course is an introduction to assembly language; it includes such topics as instruction syntax, addressing techniques, and digital representation of data.

Prerequisite: CIS. 201 or permission of instructor.

CIS. 287. COMPUTER CONTROLLED DEVICES **5 credits 5(1)**

This course is an introduction to the application of computer controlled devices such as robots. It includes such topics as history, application, societal impact, and programming of robots and other computer controlled devices.

Prerequisite: Any advanced programming course.

CIS. 288. DATA COMMUNICATIONS **5 credits 5(1)**

This course is an introduction to data communication systems; it includes such topics as communication networks, modems and other hardware, communication software, protocols, and data bases and bulletin boards.

Prerequisite: Any advanced programming course.

CIS. 289. COMPUTER PROBLEM DETERMINATION **5 credits**

This course is an introduction to problem determination on microcomputers using software diagnostic tools and simple hardware test equipment.

Prerequisite: Permission of instructor.

CIS. 296. APPLICATIONS SOFTWARE **1 or 2 credits**

- | | |
|-------------------|---------------------|
| A. Lotus 1-2-3 | H. PeachText 5000 |
| B. SuperCalc | I. PFS: Write |
| C. Multiplan | J. PFS: File |
| D. Perfect Calc | K. PC File |
| E. WordStar | L. PC Write |
| F. DisplayWrite | M. dBase II |
| G. Perfect Writer | N. Condor Data Base |

This course is a 'hands-on' workshop dealing with commercially available software packages.

Prerequisite: None.

NOTE 1: Some of the highly specialized subjects in Computer Science may or may not be transferable, depending upon evaluation by the senior institution. It is the responsibility of the student who desires to transfer to check with the senior institution of his/her choice for verification.

NOTE 2: All Computer Science courses require the completion of assigned laboratory projects. If sufficient time is not available during the regularly scheduled class period, the student is expected to complete the projects during his/her own time.

ENGLISH AND COMMUNICATIONS DIVISION**ENG. 100. BASIC WRITING****5 credits 5(1)**

A course in expository writing for students whose placement test scores indicate a need for preparatory study in English. Major emphasis is placed on paragraph development. Students in English 100 are required to pass this course with a grade of C or better.

NOTE: This course will NOT substitute for the composition requirement which may be met only through successful completion of English 101 and 102 or 103. (English 100 provides elective credits toward A.S. or A.A.S. degrees.)

ENG. 101-102. FRESHMAN COMPOSITION 5 credits each quarter 5(1)

A course in expository writing with emphasis on applying the principles of rhetoric to composition. Theme content in 101 is based primarily on personal experience; in 102 it is based on the interpretation of selected works of literature.

English 101 is prerequisite to English 102.

ENG. 103. TECHNICAL REPORT WRITING**5 credits 5(1)**

A course in technical writing with emphasis on developing skills necessary for writing business letters and selected types of reports. This course is designed primarily for students in technical programs.

English 101 is prerequisite to English 103.

ENG. 210. ENGLISH VOCABULARY**3 credits 3(1)**

A systematic study of the origins and growth of the English vocabulary. The course provides students with a knowledge of the history of the English language and helps them acquire a more extensive vocabulary.

ENG. 241. BIBLICAL LITERATURE**5 credits 5(1)**

An objective study of the origins, development, and canonization of the Bible. The course emphasizes the form, content, and style of selected writings from the Old and New Testaments.

ENG. 251. AMERICAN LITERATURE**5 credits 5(1)**

A survey of American literature from its beginning in Virginia and New England to present times.

Prerequisites include English 101 and English 102.

ENG. 261-262. ENGLISH LITERATURE**5 credits each quarter 5(1)**

A survey of English literature from Beowulf to the present. English 261 includes selected authors and works from Anglo-Saxon literature through the Age of Johnson. English 262 surveys material from the Romantic Period through the Modern Age.

Prerequisites include English 101 and English 102.

COMMUNICATION**CM. 100. MASS COMMUNICATIONS****5 credits 4(1)**

An introduction to the media of mass communications—the roles, characteristics, interactions, and major problems of newspapers, radio, television, magazines and films. Lectures also deal with basic theories of communication and mass communication, the major developments in the evolution of the mass media in the United States, and the nature of press freedom and its condition in different areas of the world.

CM. 111, 112, 113, 211, 212, 213. PUBLICATIONS**1 credit 2(1)**

Laboratory course designed to give practical experience in news gathering, copy preparation, and publication production of the college student publications.

CM. 150. MASS MEDIA AND SOCIETY**5 credits 5(1)**

This course explores the effects of mass communications on the social, political, economic and cultural aspects of society.

CM. 200. INTRODUCTORY NEWS WRITING**5 credits 5(1)**

An introduction to reporting and newswriting through the study of the elements of news, newsgathering, news story structures, and reporting techniques and problems.

Prerequisite: The ability to typewrite; BUS. 100 may be taken concurrently.

**CM. 202. INTRODUCTION TO BROADCAST
JOURNALISM****5 credits 5(1)**

A study of the basic skills and techniques involved in broadcasting, including announcing, production, advertising, copy and news techniques. Practical experience will be gained through involvement with ESJC Campus Capsules and local radio stations.

CM. 203. SURVEY OF ADVERTISING**5 credits 5(1)**

This basic course introduces the student to the elements of effective retail and national advertising and also gives insight into the structure and function of the advertising agency.

No prerequisite.

CM. 215. INTRODUCTION TO PUBLIC RELATIONS**5 credits 5(1)**

This course is designed to introduce the student to the concepts of public relations, including the grouping of publics, publications strategy and preparation of publicity for various media.

Prerequisite: CM. 200. Introductory News Writing

CM. 240. COMMUNICATION PRACTICUM**5 credit hours TBA**

This course is designed to give the communications student practical on-the-job experience in the media through full-time or part-time work at a television station, radio station or newspaper.

Prerequisite: Television or radio, CM. 202; newspaper, CM. 200.

FOREIGN LANGUAGE**FRENCH****FRENCH 101-102-103. INTRODUCTORY****FRENCH****3 credits each quarter 3(1)**

Designed for the beginning student in French, this course offers a foundation in the language. The course is open to students with no background and to those with one year or more of high school French whose language placement test indicates a need for further foundation work. Those taking any part of this course for remedial purposes will register for NO CREDIT.

FRENCH 201. INTERMEDIATE FRENCH I**3 credits 3(1)**

Further grammar study, conversational French, and reading and writing skills are emphasized in this course.

Prerequisites: French 102 or two years of high school French and consent of the instructor based on language placement test scores.

FRENCH 202. INTERMEDIATE FRENCH II**3 credits 3(1)**

A continuation of French 201. The study of French history and literature is introduced.

Prerequisites: French 201, or 2 years of high school French and consent of the instructor based on language placement test scores. Students who present two or more units of French upon entering the College may be placed in this course.

FRENCH 203. INTERMEDIATE FRENCH III**3 credits 3(1)**

A continuation of French 202 with readings from selected works of outstanding French writers.

Prerequisites: 9 quarter credits in French or the equivalent and consent of the instructor.

SPANISH**SPANISH 101-102-103. INTRODUCTORY****SPANISH****3 credits each quarter 3(1)**

Designed for the beginning student in Spanish, this course offers a foundation in the language. The course is open to students with no language background and to those with one year or more of high school Spanish whose language placement test indicates a need for further foundation work. Those taking any part of this course for remedial purposes will register for NO CREDIT.

SPANISH 201. INTERMEDIATE SPANISH I**3 credits 3(1)**

Grammar review, conversation and development of reading skills are emphasized in this course.

Prerequisites: Spanish 103, or two years of high school Spanish and consent of the instructor based on language placement test scores.

SPANISH 202. INTERMEDIATE SPANISH II**3 credits 3(1)**

A continuation of Spanish 201. Conversation, pronunciation and diction, and rapid reading skills are emphasized. The study of Spanish culture and literature is introduced.

Prerequisites: Spanish 201, or two years of high school Spanish and consent of the instructor based on language placement test scores. Students who present two or more units of Spanish upon entering the College may be placed in this course.

SPANISH 203. READINGS IN SPANISH LITERATURE**3 credits 3(1)**

Students are introduced to major Spanish literary forms through selected works of outstanding Spanish writers.

Prerequisites: 15 quarter credits of Spanish or the equivalent and consent of the instructor.

SPEECH**SPH. 101. FUNDAMENTALS OF SPEECH****COMMUNICATION****5 credits 5(1)**

An introductory course designed to improve understanding and skill in speech communication. Contemporary communication theory is applied to a variety of situations. Students are provided with practice in oral communications in class and on video tapes.

SPH. 102. VOICE AND DICTION**3 credits 3(1)**

This course is designed to provide practical methods of improving effectiveness in voice, articulation, and pronunciation. Introduction to the international Phonetic Alphabet.

SPH. 103. INTRODUCTION TO PUBLIC SPEAKING**3 credits 3(1)**

An introductory course for the student with little or no formal speech training, designed to give a knowledge of the techniques of public speaking and experience in audience and subject analysis, research, organization and delivery of speeches.

SPH. 211. ORAL INTERPRETATION**3 credits 3(1)**

A beginning course designed to enhance the student's understanding and appreciation of literature with emphasis on effective oral communication of literature to an audience.

**TUTORIAL ASSISTANCE PROGRAM**

FINE ARTS DIVISION**ART****ART 100. INTRODUCTION TO ART 3 credits 3(2)**

Orientation to the discipline of art, art history, and aesthetics. Includes an examination of perceptual modes and the study of semantic structure of the visual arts. Required for the art major at the beginning of this program and open as an elective to others.

ART 101. ART APPRECIATION 3 credits 3(1)

A slide program designed to teach the elements of art appreciation to the general public.

ART 114. BASIC DESIGN 5 credits 2(2½)

A course in the principles and basic elements of design. Explores the language of arts and its functional semantics.

ART 211. DRAWING I 5 credits 2(2½)

A beginning course designed to teach the student to observe carefully and draw as uninhibitedly as possible so that the transmission of impressions, ideas, and impulses is direct and unselfconscious. Pen, pencil, charcoal and brush techniques will be stressed.

ART. 212. DRAWING II 5 credits 2(2½)

A continuation of ART. 211 at the intermediate level.

Prerequisite: ART. 211.

ART 201-202-203. A HISTORY OF ART 3 credits each quarter 3(1)

A broad survey of the development of art from ancient times to the present with particular emphasis on Renaissance art and on the great masters. Art 201-Art of the Ancient World, Art 202-Art of the Renaissance, Art 203-Modern Art.

ART 222. POTTERY 5 credits 2(2½)

The development of pottery skills including methods of shaping, firing, glazing and the process of refining raw clay.

ART 223. BLACK AND WHITE PRINT MAKING 5 credits 2(2½)

Includes discussion and experience in enlarging, contact printing, cropping, burning in, dodging, distortion control, diffusion, multiple printing, contrast control, toning, spotting and mounting. Black-and-white medium exclusively.

ART 224. PHOTOGRAPHY**5 credits 1(1) 2(2)**

Includes discussion and experience in exposure, film selection, camera types, lens systems, accessories, filters, film development, processing chemicals selection, lighting, composition, and use of light meters. Principles applicable to both black-and-white and color medium.

ART 225. COLOR PRINT MAKING**5 credits 2(2½)**

Includes color theory for the photographer, selection of enlarging and processing equipment, selection and use of processing chemicals and print materials, processing procedures for negatives and transparencies, enlarging and printing controls, filter pack selection, use of color matrix and color analyzer, and proof sheet printing.

ART 231. PAINTING I**5 credits 2(2½)**

A theoretical and practical course dealing with the techniques of the various painting media at the beginning level.

ART 232. PAINTING II**5 credits 2(2½)**

A continuation of ART 231 at the intermediate level.

Prerequisite: ART 231.

DRAMA**DRM. 115-116-117, 215-216-217. THEATRE****PRACTICUM****1 credit 5(1)**

Practical experience in the theatre work under the conditions of an actual production. Supervision by faculty in scenery, lighting, costume, makeup, management, etc.

DRM. 125-126-127, 225-226-227. ACTING PRACTICUM**1 credit 5(1)**

Acting in actual theatre productions under faculty supervision.

PREREQUISITE: The student must be selected for a role in a current production.

DRM. 210. STAGECRAFT**5 credits 5(1)**

A study of the principles, techniques and materials involved in scenery construction and rigging.

DRM. 212. ACTING**5 credits 5(1)**

Covers basic theories of realistic acting, basic stage movement, basic vocal training, and fundamentals of character portrayal. Application of principles studied through assigned projects.

FORUM**FRM. 101-102-103. FORUM****1 credit 5(2)**

This course is designed to enrich the student's cultural experiences. Credit is earned for significant attendance at public academic lectures, concerts, plays, recitals, Lyceum programs, and other events. Attendance is required at 5 of the Forum designated events chosen each quarter.

MUSIC**MUS. 100. INTRODUCTION TO MUSIC THEORY****5 credits 5(1)**

Designed for the beginning music student and the non-music major, this course provides knowledge and skills in the rudiments of music, including notation, scales, keys, and intervals with some sight reading and ear training. Will not substitute for MUS 111, Music Theory I.

MUS. 105-106-107, 205-206-207. CHORAL UNION**1 credit****each quarter 1(2)**

Designed primarily as a medium of recreation and aesthetic expression, this course also provides performing acquaintance with a variety of types and periods in choral literature. Open to all students without audition.

MUS. 111-112-113. MUSIC THEORY I**5 credits each quarter 5(1)**

A study of notation, rhythm, intervals, scales, chord structure, chord relationships, keyboard application, and ear training. Required of all music majors and minors.

MUS. 115. MUSIC APPRECIATION I**3 credits 3(1)**

An introduction to music based on a study of the materials of music and selected examples by various composers. This course may be used to satisfy part of the fine arts requirements for graduation.

MUS. 116. MUSIC APPRECIATION II**3 credits 3(1)**

A survey of our heritage in music from the various periods in history, including the music of contemporary America.

Prerequisite: MUS. 115 or permission of instructor.

MUS. 120. APPLIED CLASS INSTRUCTION**CLASS VOICE****2 credits 1(1)**

Open to all students with emphasis upon beginning students. The course is to develop an understanding of good voice production.

MUS. 121-122-123, 221-222-223. APPLIED INSTRUCTION**2 credits 1(1)**

Open to all students with first priority given to music majors. Applied instruction is offered in the following areas:

- | | |
|----------------------|--------------------------|
| A. Voice | E. Woodwind Instrument |
| B. Piano | F. Brass Instrument |
| C. Organ | G. Percussion Instrument |
| D. String Instrument | |

The letter suffix given with each area is used in conjunction with the course number; i.e., applied instruction in trumpet for the first time at ESJC would be indicated as MUS. 121 F.

MUS. 125-126-127, 225-226-227. COLLEGE SINGERS 1 credit 4(1)

The College Singers is a mixed chorus that presents many programs to the public and student body throughout the year. Open to the student body by audition.

MUS. 135-136-137, 235-236-237. BAND 1 credit 1(3)

Designed as an organization for recreation through musical participation for any students already having a background in instrumental music. Students will be required to furnish their own instruments.

**MUS. 145-146-147, 245-246-247. ENTERTAINERS 1 credit per course
1 credit 4(1)**

The Entertainers is a small vocal ensemble that concentrates upon staging and choreographing light vocal/choral music. The Entertainers represent the College at numerous civic, school and church functions throughout the area. Open to the student body by audition.

**MUS. 150-151-152, 250-251-252. PERFORMANCE
LABORATORY 1 credit 1(1)**

Required of all music majors.

MUS. 211-212-213. MUSIC THEORY II 5 credits each quarter 5(1)

A continuing study of music theory, stressing chromatic harmony and modulation, analysis of style and texture, sight-singing, ear training, keyboard application and creative writing. Required of all music majors and minors.

MUS. 216. FUNDAMENTALS OF MUSIC 5 credits 5(1)

A survey of materials and skills necessary for successful leadership of children's music, including explanation of basic musical terms, notation and rhythm. Autoharp, recorder, and rhythm instruments will be utilized to enhance the effectiveness of the music leader or classroom teacher.

MUS. 217. ELEMENTARY CONDUCTING 3 credits 3(1)

Elementary baton technique and introduction to score reading.

Prerequisite: MUS. 111 or permission of instructor.

HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION

HPR. 101. BASKETBALL

1 credit 2(1)

Instruction in the basic skills of the game.

Prerequisite: Permission of instructor.

HPR. 103. BASEBALL

1 credit 2(1)

Instruction in the basic fundamentals of hitting, pitching, fielding. An opportunity for team participation will be provided.

Prerequisite: Permission of instructor.

HPR. 110. SWIMMING FOR THE NON-SWIMMER

1 credit 2(1)

Instruction for non-swimmers in developing confidence and form in the water through emphasis on fundamental strokes.

HPR. 111. BASKETBALL

1 credit 2(1)

This course provides further instruction in the basic skills of the game with emphasis on individual and team plan.

Prerequisites: HPR. 101 and permission of instructor.

HPR. 113. BASEBALL

1 credit 2(1)

This course provides further instruction in the basic skills with emphasis on team strategies, cut-offs, relays, and base running.

Prerequisites: HPR. 103 and permission of instructor.

HPR. 115. SOCCER

1 credit 2(1)

Instruction in the basic fundamental skills of kicking, heading, and tackling followed by practice sessions and competition on the field, emphasizing various strategies of the game.

HPR. 120. SWIMMING

1 credit 2(1)

Refinement of stroke technique, (front crawl, elementary backstroke, breast stroke, side stroke, back crawl) instruction in surface diving, water safety, and water games.

HPR. 123. SOFTBALL

1 credit 2(1)

Instruction in the basic fundamental skills of hitting, fielding, pitching and team strategies.

HPR. 130. AEROBICS AND FITNESS

1 credit 2(1)

Instruction related to achieving and maintaining an acceptable level of cardiovascular and respiratory fitness. Included will be participation in an individualized fitness program.

HPR. 131. AEROBIC DANCE **1 credit 2(1)**

Instruction in maintaining a physical fitness program through various dance activities.

HPR. 132. INTERMEDIATE AEROBIC DANCE **1 credit 2(1)**

Further instruction in maintaining a physical fitness program through various dance activities.

HPR. 133. AQUATIC EXERCISE **1 credit 2(1)**

Instruction in maintaining a physical fitness program through various exercises conducted in the water. (Swimmers and non-swimmers).

HPR. 137. PICKLE BALL **1 credit 2(1)**

Instruction will be given in the fundamental strokes, scoring, and general techniques of the game.

HPR. 140. TUMBLING **1 credit 2(1)**

Instruction in the basic tumbling techniques with emphasis placed on form and fundamentals.

HPR. 141. GYMNASTICS **1 credit 2(1)**

Instruction to improve muscular movement to achieve a desired exercise on the mat and on apparatus.

HPR. 142. TRAMPOLINING **1 credit 2(1)**

Instruction in the fundamentals of trampolining based on proper skill progressions.

HPR. 150. ARCHERY **1 credit 2(1)**

Instruction in the fundamental techniques of this sport will be presented. Instinctive shooting will be stressed in both target and field archery.

HPR. 151. BADMINTON **1 credit 2(1)**

Instruction in the fundamentals of the game including forehand and backhand drives, clear, serve and smash. Tactics for both singles and doubles will be emphasized.

HPR. 153. GOLF **1 credit 2(1)**

Instruction will be given in the basic strokes, techniques, and skills of the game followed by practice sessions on all strokes and competition on the golf course.

HPR. 154. GOLF **1 credit 2(1)**

A course for refinement of strokes with increased emphasis on strategies and different types of competition.

Prerequisite: HPR. 153 and permission of instructor.

- HPR. 157. TENNIS** **1 credit 2(1)**
Instruction will be given in the fundamental strokes, scoring, and general techniques of the game.
- HPR. 158. MINOR RECREATIONAL SPORTS** **1 credit 2(1)**
This course includes instruction in the strategy and fundamental skills of ping pong, shuffleboard and other recreational games.
- HPR. 159. VOLLEYBALL** **1 credit 2(1)**
Instruction in the basic fundamentals and techniques of this sport will be stressed. An opportunity for participation will be provided.
- HPR. 160. WEIGHT TRAINING** **1 credit 2(1)**
Instruction in various methods of strength development, stressing the basic fundamentals and techniques of each method.
- HPR. 161. INTERMEDIATE WEIGHT TRAINING** **1 credit 2(1)**
This course provides further instruction in various methods of strength development.
- HPR. 162. FITNESS AND FIGURE PROGRAMS** **1 credit 2(1)**
Instruction and participation in a variety of methods for gaining and maintaining an acceptable level of physical fitness.
- HPR. 163. INTERMEDIATE FITNESS AND
FIGURE PROGRAMS** **1 credit 2(1)**
Further instruction in methods of maintaining an acceptable level of physical fitness.
- HPR. 164. WEIGHT CONTROL** **1 credit 2(1)**
How to achieve and maintain proper weight, determine caloric needs, develop desirable diet, improve nutritional habits and initiate an individualized exercise program.
- HPR. 165. KARATE** **1 credit 2(1)**
Instruction in basic punches, kicks, blocks and strikes.
- HPR. 166. INTERMEDIATE KARATE** **1 credit 2(1)**
Instruction in advanced techniques with free sparring also being taught.
Prerequisite: HPR. 165.
- HPR. 167. SELF DEFENSE** **1 credit 2(1)**
Instruction in the various basic techniques and skills of self defense.
Designed for law enforcement personnel but open to all students.

HPR. 169. VOLLEYBALL**1 credit 2(1)**

This course provides further instruction in the skills of spiking, setting, passing and the dig. Team strategies for competitive playing will be emphasized.

Prerequisites: HPR 159 and permission of instructor.

HPR. 171. CONTEMPORARY DANCE**1 credit 2(1)**

This course offers instruction in the basic steps of contemporary social dance.

HPR. 200. PERSONAL AND COMMUNITY HEALTH**3 credits 3(1)**

A survey of health practices, agencies and issues on both personal and community levels.

HPR. 201. CAMPING AND OUTDOOR RECREATION*3 credits 3(1)**

Instruction and experience in camping and hiking. Camping leadership, program planning, the function of the camping education and personnel, staff organization, maintenance of property, buildings, and equipment, and financial management will be considered.

HPR. 202. FIRST AID*3 credits 3(1) LAB TBA**

A study of methods of accident prevention and emergency treatment of injuries. This course includes Medical Self-help, Red Cross, and EMT training.

HPR. 203. FOUNDATIONS OF PHYSICAL EDUCATION*5 credits 5(1)**

Physical education, past and present. Emphasis is placed on the physiological, sociological, and psychological values of physical education.

HPR. 204. SPORTS OFFICIATING**3 credits 3(1) LAB TBA**

The basic rules and mechanics of officiating both team and individual sports. In addition to classwork student will receive practical experiences in officiating.

HPR. 225. LIFE SAVING AND WATER SAFETY**1 credit 2(1)**

Instruction is provided in applied swimming, emphasizing the theory and practice of water safety and life saving.

Prerequisite: HPR. 120 or equivalent skill.

HPR. 257. INTERMEDIATE TENNIS**1 credit 2(1) LAB TBA**

A course for refinement of strokes and increased emphasis of different strategies.

Prerequisites: HPR. 157 and permission of Instructor.

*Required for physical education majors.

RECREATION

HPR. 280. INTRODUCTION TO RECREATION **3 credits**
Instruction in the philosophy, purpose, objectives and principles of recreation.

HPR. 281. RECREATION LEADERSHIP **3 credits 3(1) LAB TBA**
Theory and practice in planning and conducting recreational activities in different settings.

HPR. 282. RECREATION ADMINISTRATION AND SUPERVISION **5 credits 5(1)**
Planning and administration of recreation facilities and programs for communities, industries, agencies, etc.

HPR. 283, 284, 285, 286, 287, 288. RECREATION FIELD EXPERIENCES **1 credit 2(1)**
Practice in the operation of recreational programs under the supervision of trained recreation leaders.
Prerequisite: Consent of the Division Chairman.

Note: Adaptive physical education programs are offered for those students who are limited physically. These individualized programs are structured to meet student needs and are designed within the existing curriculum.

EMERGENCY MEDICAL TRAINING

EMT. 104. EMERGENCY MEDICAL CARE I **8 credits 2(3) 1(4)**
Instruction and clinical experience in responding to emergency medical situations. Course includes anatomy and physiology, resuscitation techniques, traumas, and prehospital patient care and transportation. Requires thirty-two hours of hospital emergency room service. Approved by the Emergency Medical Services Division, Alabama Department of Public Health, for Basic EMT licensure.

EMT. 105. REFRESHER EMERGENCY MEDICAL CARE I **4 credits 2(2)**
A review of the concepts and skills developed in EMT. 104. Classroom experience only.
Prerequisite: EMT. 104.

EMT. 110. EMERGENCY MEDICAL CARE II — LEVEL ONE **10 credits 5(1) 2(5)**
An intermediate course dealing with medical emergencies, such as shock, dehydration, musculoskeletal injuries, respiratory and cardiovascular disorders. Includes IV's, intubation, ECG's, and arrhythmia recognition. Requires one hundred hours of hospital CCU experience.
Prerequisite: EMT. 104 or permission of the instructor.

**EMT. 111. EMERGENCY MEDICAL CARE II — 10 credits 5(1) 2(5)
LEVEL TWO**

A continuation and expansion of the topics in EMT. 110. Instruction and practice in respiratory and cardiovascular emergencies and management. Includes intubation, fluids, cardiac drugs, ECG monitoring, rhythm recognition, and Advanced Cardiac Life Support (ACLS). Requires one hundred hours of hospital CCU experience. Approved by the Emergency Medical Services Division, Alabama Department of Public Health, for intermediate EMT licensure.

Prerequisite: EMT. 110.

EMT. 112. BASIC EMERGENCY CARDIAC CARE I 7 credits 5(1) 1(4)

The study of medical emergencies emphasizing respiratory and cardiovascular disorders. Includes IV's, intubation, ECG's, and arrhythmia recognition. Requires 40 hours of hospital ER and CCU experience.

Prerequisites: EMT. 104 or permission of the instructor. Must be licensed LPN or RN.

EMT. 113. BASIC EMERGENCY CARDIAC CARE II 7 credits 5(1) 1(4)

A study of circulatory and respiratory systems, ventilation and aspiration problems and methods for handling each, trauma and its treatment, intravenous techniques, cardiac dysfunctions (including arrhythmias), defibrillation techniques, and essential cardiac drugs. Requires forty hours CCU experience.

Prerequisite: State of Alabama license as an RN, LPN, or Intermediate EMT.

EMT. 201. ADVANCED EMERGENCY CARDIAC CARE 8 credits 5(1) 1(6)

A study of advanced cardiac rhythm interpretation, cardiac catheterization, useful cardiac drugs, acid-base balance and interpretation. Requires sixty hours hospital CCU experience.

Prerequisite: State of Alabama license as an RN, LPN, or Intermediate EMT; EMT. 111 or EMT. 112 or equivalent.

HISTORY AND SOCIAL SCIENCES DIVISION**GEOGRAPHY****GEO. 101. WORLD REGIONAL GEOGRAPHY 5 credits 5(1)**

A course for general education which deals with countries and regions with respect to world importance, location, population, type of economy, external connections, relationships, problems and potentials of the major geographic regions of the world.

GEO. 201. GEOGRAPHY OF ANGLO-AMERICA 5 credits 5(1)

This course is a survey of the United States and Canada with special emphasis on land usages, mineral resources, industrial development, and social and economic adaptation of man and the natural environment.

HISTORY**HIS. 101. WESTERN CIVILIZATION TO 1648 5 credits 5(1)**

A survey of those civilizations of the ancient and classical periods that have contributed to the development of the modern western world. The Medieval, Renaissance and Reformation periods are also covered with emphasis on the social, economic and political movements which interacted to form the nation-state. This course ends with the Peace of Westphalia.

HIS. 102. WESTERN CIVILIZATION FROM 1648 5 credits 5(1)

Emphasis is placed on the development of the major modern nation-states of Europe. The cause and effect of the major European conflicts are studied as well as the effect of the emergence of democratic governments upon the western world.

HIS. 201. HISTORY OF THE UNITED STATES TO 1877 5 credits 5(1)

A survey of the American experience during the Colonial, Revolutionary and Constitutional eras. The social, political and economic forces that contributed to the growth of American institutions, nationalism and sectionalism in the antebellum period are also examined. The course concludes with the ending of the War Between the States and Reconstruction Period.

HIS. 202. HISTORY OF THE UNITED STATES SINCE 1877 5 credits 5(1)

The rise of organized labor and the problems of the industrialization and modernization of the United States are emphasized in this course. The growth of the United States government and its effect on world affairs is also studied.

HIS. 218. CONTEMPORARY WORLD HISTORY 5 credits 5(1)

A survey of recent events and their effect on the modern world. Emphasis will be placed on World War II, the Cold War, Asia's entry into the world community, and the influence of international relations upon world stability.

Prerequisite: HIS. 101 and 102, or HIS. 201 and 202.

PHILOSOPHY**PHIL. 200. INTRODUCTION TO WESTERN PHILOSOPHY 5 credits 5(1)**

An introduction to the methods of philosophical inquiry through a selected study of major western philosophers of the past and the present.

CRIMINAL JUSTICE**CJ. 100. INTRODUCTION TO LAW ENFORCEMENT 5 credits 5(1)**

The philosophy and history of law enforcement; organization and jurisdiction of local, state, and federal law enforcement agencies; functions of police officers.

CJ. 101. PATROL ADMINISTRATION 5 credits 5(1)

Duties, responsibilities, and supervision of the uniformed police patrol. Importance of patrol function. Patrol activities; type of patrol, patrol tools, patrol allocation, methods and procedures.

CJ. 110. CRIMINAL LAW AND PROCEDURE 5 credits 5(1)

Local, state and federal laws; their development, application and enforcement; elements of various crimes; punishment; criminal procedure in Alabama from arrest through preliminary hearing, grand jury, trial and appeal.

CJ. 112. CRIMINAL EVIDENCE 5 credits 5(1)

Criminal evidence for police; types of evidence; search and seizure; rules governing admissibility of evidence in court; collection and preservation of evidence.

CJ. 114. CRIMINAL INVESTIGATION 5 credits 5(1)

Fundamentals of investigation; crime scene search and recording; collection and preservation and transportation of physical evidence; scientific aids; modus operandi; sources of information; interviews and interrogations; identifications; follow-up and case preparation.

CJ. 203. CRIMINALISTICS**5 credits 5(1)**

Guest instructors speaking on scientific police techniques. Lectures on fingerprinting history, classification, latent impression, lifting, examination and filing; Photography — general types of cameras, evidentiary requirements of photography; Cast and Molds — footprints, tire tracks, lifting, preservation and comparison; Ballistic Procedures; Comparison of Physical Evidence — blood, fibers, hairs, paint, etc.; How to Utilize Crime Laboratories; Handwriting; Document Examinations; Polygraph and Its Uses.

CJ. 205. POLICE ORGANIZATION AND ADMINISTRATION 5 credits 5(1)

Police procedures, techniques, and methods; function of patrol and prevention of crime; traffic; vice, juvenile and other specialized operational units; principles of organization and management as applied to law enforcement agencies, cooperation with other agencies, recruitment, selection, training and discipline of officers; records, communications and jail operations, equipment and maintenance.

CJ. 210. COMMUNITY RELATIONS**3 credits 3(1)**

The role of the individual officer in achieving and maintaining public support; human relations, juvenile relations; public information; relationship with violators and complainants; service; participation in organization of community law enforcement and crime prevention programs.

Prerequisite: Speech 101.

CJ. 212. JUVENILE DELINQUENCY**5 credits 5(1)**

Considered will be the problem of defining and measuring delinquency, the broad social and cultural aspects of the developmental process of delinquent behavior, causal theories, the police role, the development of the juvenile court including current jurisdiction and function. Special consideration will be given to traditional and contemporary training-school, treatment and after care.

CJ. 215. TRAFFIC SAFETY PLANNING**5 credits 5(1)**

A course designed to teach the student traffic safety planning, traffic law enforcement, regulation and control; the Alabama Motor Vehicle Code enforcement.

CJ. 218-219-220. SPECIAL PROBLEMS IN CRIMINAL**JUSTICE****2 credits each course 2(1)**

A study of the problems found in the different areas of the criminal justice system. Students are given an opportunity to integrate their academic training with work experience. Both classroom work and field study are required.

CJ. 236. THE CORRECTIONS PROCESS **5 credits 5(1)**

A study of presentence information and sentencing procedures; control and treatment of the offender on probation; control and treatment of the offender on parole.

CJ. 244-245-246-247-248-249. CRIMINAL JUSTICE SEMINARS **1 credit each course 2(1)**

Subject areas covering the various procedures, problems and current events that pertain to the Criminal Justice System.

CJ. 244 — Basic Law Enforcement Procedures and Problems; CJ. 245 — Basic Court and Prosecution Procedures and Problems; CJ. 246 — Basic Corrections Procedures and Problems; CJ. 247 — Juvenile Procedures and Problems; CJ. 248 — Crime Laboratory Procedures and Problems; CJ. 249 — Current Trends in the Criminal Justice Field.

HONORS**HNR. 101-102-103; 201-202-203. HONORS COURSE** **1 credit 1(1)**

A course designed to prepare students for intercollegiate competition in the Alabama College Bowl. Emphasizes knowledge in the arts and sciences. Enrollment indicates willingness to participate in intercollegiate competition.

Prerequisite: Audition and permission of instructor.

POLITICAL SCIENCE**POL. 105-106-107; 205-206-207. CURRENT AFFAIRS** **2 credits 1(2)**

A course designed to acquaint the student with the major issues of contemporary society. Emphasis will be placed on developing analytical social skills through an examination of current events as reported in the news media.

POL. 211. AMERICAN GOVERNMENT **5 credits 5(1)**

A study of the operation of American governmental institutions. Attention is given to the participants in a democratic system of government and to governmental policy.

POL. 228. INTRODUCTION TO INTERNATIONAL RELATIONS **5 credits 5(1)**

An examination of the rudiments of international politics. The Foreign Policy positions of the Communist block nations, the Free World and Third World nations will be emphasized.

PSYCHOLOGY**PSY. 201. GENERAL PSYCHOLOGY****5 credits 5(1)**

An introductory course in psychology emphasizing the scientific method of studying human behavior. Topics studied include the principals of learning, motivation, emotionality, intelligence, elementary statistics, perception, personality development, abnormal behavior and social psychology.

PSY. 225. HUMAN DEVELOPMENT**5 credits 5(1)**

A study of the psychological, social and physical factors that affect human behavior from the prenatal stage of human development to old age. Includes field experience and field trips to appropriate institutions.

PSY. 230 BASIC STATISTICS**5 credits 5(1)**

An introduction to the basic statistical concepts, measures and techniques used in social science research and report writing. Includes both descriptive and inferential statistics.

Prerequisite: PSY. 201 and MATH 110.

PSY. 238. ABNORMAL PSYCHOLOGY**5 credits 5(1)**

A survey of abnormal behavior and its social and biological origins. Emphasis will be placed on neuroses, psychoses, deviant behavior and clinical psychological methods.

Prerequisite: PSY 201.

SOCIOLOGY**SOC. 201. INTRODUCTORY SOCIOLOGY****5 credits 5(1)**

An introductory course in sociology dealing with facts about society in the United States today. Emphasis will be placed on sociological problems, and an understanding of the nature and limits of scientific thought as applied to man's behavior in groups.

**SOC. 215. COURTSHIP, MARRIAGE, AND
THE FAMILY****5 credits 5(1)**

This course is designed to meet the needs of students for participation in contemporary American marriage. Special attention is placed on courtship, marital adjustment, and the developing family.

SOC. 225. CRIMINOLOGY**5 credits 5(1)**

An overview of the criminology field including theories and factors in causation of criminal behavior, social treatment, criminal justice in operation, penal and correctional procedures, and aspects of prevention.

Prerequisite: SOC. 201.

ANTHROPOLOGY**ANT. 201. INTRODUCTORY ANTHROPOLOGY 5 credits 5(1)**

A study of the human being's place in nature; includes the study of fossil evidence, evolutionary theory, population genetics, studies of primate behavior and the concepts of race and human variation. The significance of human cultural diversity is emphasized.

RELIGION**REL. 201. INTRODUCTION TO RELIGION:
THE RELIGIONS OF MANKIND 5 credits 5(1)**

A course designed to acquaint students with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient and the Western World. An historical analysis of the origins of the various religions is included in the course.

EARLY CHILDHOOD DEVELOPMENT**ECD. 231. GROWTH AND DEVELOPMENT
OF CHILDREN 5 credits 5(1)**

Fundamentals of growth and development of children from infancy through five years of age. Emphasis on total development—physically, socially, intellectually, emotionally, and morally. Basic understanding of developmental characteristics, effective guidance techniques, and how to meet the needs of young children.

**ECD. 232. CREATIVE EXPERIENCES FOR THE
PRESCHOOL CHILD 5 credits 5(1)**

Selecting, developing, and planning for the creative experiences in the preschool program. Activities for language arts; music including singing, records, instruments, and games; dance; body movement; science; art; and math. Emphasis upon fostering creativity in preschool children, developmental expectations, values and purposes of creative activities, and importance of creative attitude of teachers.

**ECD. 233. ADMINISTRATION AND MANAGEMENT
OF PROGRAMS FOR YOUNG CHILDREN 5 credits 5(1)**

Organization and movement of a preschool program including history and philosophy, licensing, staffing, parent education, nutrition and health standards, record keeping, budgeting, goals and objectives, program, equipment and facilities, supervision, community relations, and evaluation.

ECD. 237. EARLY CHILDHOOD EDUCATION:**METHODS OF TEACHING YOUNG CHILDREN 5 credits 5(1)**

Principles, methods, and materials used in language arts, art, social studies, science, math and physical activities; evaluation of appropriate teaching materials; appropriate techniques and realistic expectations; application by participating in an approved program.

ECD. 238. CURRICULUM FOR THE YOUNG CHILD 5 credits 5(1)

Understanding the development of the young child as a basis for developing a curriculum which is both stimulating and appropriate. Planning and evaluating the total program; organizing experiences in a meaningful way; individualizing the program to fit the needs of both children and teachers.

ECD. 240. PRACTICUM IN CHILD DEVELOPMENT I 5 credits 5(1)

Designed to give students a supervised practical experience in the child study laboratory and classroom instruction. Includes guided observation of children.

ECD. 241. PRACTICUM IN CHILD DEVELOPMENT II 5 credits 5(1)

Designed to give students supervised practical experience in the child study laboratory and classroom instruction. Includes guided observation and participation with children.

ECD. 242. PRACTICUM IN CHILD DEVELOPMENT III 5 credits 5(1)

Designed to give students supervised practical experience in the child study laboratory. The student uses knowledge of all child development courses to complete individualized participation experiences. This course is offered Fall, Winter and Spring Quarters.

Prerequisite: Consent of Instructor.

**ECD. 271. CHILDREN'S LITERATURE AND
LANGUAGE DEVELOPMENT****5 credits 5(1)**

A survey of children's literature, with attention to the importance of development of prereading skills through the use of books. Development of skills in using literature with children.

**ECD. 280. EARLY EDUCATION AND THE
EXCEPTIONAL CHILD****5 credits 5(1)**

A course that explores the many different types of exceptionalities found in young children. Topics covered are speech, language, hearing and visual impairments; gifted and talented children; mental retardation; emotional, behavioral and neurological handicaps. Techniques for working with the exceptional child will also be examined.

MATHEMATICS AND SCIENCE DIVISION**MATHEMATICS****MH. 100. BASIC ALGEBRA****5 credits 5(1)**

Basic mechanical techniques of algebra. Students enrolled in MH. 100 are required to pass this course with a C or better before taking additional courses in Algebra. This course prepares the student to take MH. 111.

NOTE: This course will not substitute for Math 110/111. Credit earned in Math 100 can be used as elective credit in meeting graduation requirements for the Associate in Applied Science degrees only.

MH. 110. INTERMEDIATE ALGEBRA**5 credits 5(1)**

This course is designed for students who have completed a first course in algebra. It contains basic algebra but proceeds faster than the basic course during the review material. Topics covered include axioms, polynomials, rational expressions, exponents, radicals, inequalities, equations and systems of equations.

NOTE: This course will not substitute for Math 111. Credit earned in Math 110 can be used as elective credit in meeting requirements for the Associate in Science or Associate in Applied Science degree.

MH. 111. COLLEGE ALGEBRA**5 credits 5(1)**

Topics covered include functions, determinants, matrices, logarithms, complex numbers, the binomial theorem, theory of equations, probability, progressions, analytic geometry and conic sections.

MH. 112. TRIGONOMETRY**5 credits 5(1)**

Includes properties of the trigonometric functions, radian measure, inverse functions, trigonometric operations, solution of triangles and complex numbers.

Prerequisite: MH. 111, or appropriate score on mathematics placement test or consent of the department.

MH. 114-215-216-217. ANALYTIC GEOMETRY**AND CALCULUS****5 credits each quarter 5(1)**

Covers material in a standard four-quarter sequence of analytic geometry and calculus.

Prerequisite: MH. 112, or appropriate score on mathematics placement test, or consent of the department. These courses must be taken in sequence.

MH. 218. DIFFERENTIAL EQUATIONS**5 credits 5(1)**

First-order and simple high-order ordinary differential equations, applications, linear differential equations, with constant coefficients, applications.

Prerequisite: MH. 217.

MH. 219. TOPICS IN LINEAR ALGEBRA**5 credits 5(1)**

System of linear equations, vector spaces, linear transformations, matrices and determinants.

Corequisite: MH. 215.

MH. 220. MATHEMATICS COMPUTER PROGRAMMING**3 credits 3(1)**

Digital Computer Programming with emphasis on solving problems in areas of mathematics, engineering, physics and other related areas. Emphasis is placed on the FORTRAN IV language.

Prerequisite: MH. 111.

**MH. 230. COLLEGE MATHEMATICS FOR
GENERAL EDUCATION****5 credits 5(1)**

Designed for those students whose curriculum calls for only an introduction to basic college mathematics. Topics studied include sets, numeration systems, prime numbers, basic algebra, graphs and statistics.

No prerequisite.

ENGINEERING**EN. 102. ENGINEERING DRAWING****3 credits 2(3)**

Developing techniques in the use and care of drawing instruments as well as skill in lettering, tracing, drawing to scale, making working drawings of machine parts and complete machines, including orthographic projection, dimensioning, and auxiliary views.

EN. 205. APPLIED MECHANICS-STATICS**5 credits 5(1)**

A study of the resolution and composition of forces, equilibrium of force systems, friction, and second moments.

Prerequisites: PS. 213 and MH. 217.

BIOLOGY**BIO. 100. ENVIRONMENTAL BIOLOGY****5 credits 4(1) 1(1)**

An application of biological principles in relationship to man as member of ecosystem, with emphasis on current environmental problems. This course is designed as an elective for non-science majors.

BIO. 101. FUNDAMENTAL CONCEPTS OF BIOLOGY**5 credits 4(1) 1(2)**

An introductory course dealing with the basic facts and principles underlying all plant and animal biology. This course together with BIO. 102 and BIO. 103 will provide the student with a strong foundation in general biology. The laboratory work consists of exercises to familiarize the student with the structure and life processes of plants and animals.

BIO. 102. GENERAL BOTANY **5 credits 4(1) 1(3)**

This course deals with principle natural groups of plants embracing their particular structure, habitats, reproduction, classification and environmental relationships.

BIO. 103. GENERAL ZOOLOGY **5 credits 4(1) 1(3)**

A survey of the major animal phyla, their structure, chemistry, reproduction, classification, and environmental relationships.

Prerequisite: BIO. 101.

BIO. 220. HUMAN ANATOMY & PHYSIOLOGY I **5 credits 4(1) 1(3)**

Includes study of cytology and biological organization, histology of epithelial, connective, muscular and nervous tissues, integumentary, skeletal, muscular and nervous systems.

Prerequisite: BIO. 101 or consent of the divisional chairman.

BIO. 221. HUMAN ANATOMY & PHYSIOLOGY II **5 credits 4(1) 1(3)**

Includes study of body fluids, acid base and electrolyte balance, blood and lymph, heart and blood vessels, respiratory, digestive, urinary, reproductive and endocrine systems and embryology.

Prerequisite: BIO. 220 or consent of divisional chairman.

CHEMISTRY**CH. 101-102. GENERAL INORGANIC CHEMISTRY** **5 credits each quarter 4(1) 1(3)**

These courses are designed to familiarize the student with the nature and classifications of matter and the principles and laws governing the physical and chemical changes it undergoes.

Prerequisite: MH. 111.

CH. 103. QUALITATIVE ANALYSIS **5 credits 4(1) 2(3)**

The course consists of identification of the principal cations and anions with emphasis on solubility product and the ionization constant in the separation of group constituents.

Prerequisite: CH. 101-102.

CH. 202-203. ORGANIC CHEMISTRY **5 credits each quarter 4(1) 1(3)**

These courses cover nomenclature, group reactions, reaction mechanisms, important theories and concepts relating to aliphatic and aromatic compounds.

Prerequisite: CH. 102.

CH. 204. ORGANIC CHEMISTRY**5 credits 4(1) 1(3)**

This course is a continuation and extension of CH. 203, including spectroscopy, heterocyclic compounds and classes of compounds of interest in the field of biochemistry.

PHYSICS AND PHYSICAL SCIENCE**PHS. 200. OBSERVATIONAL ASTRONOMY****2 credits 2(1)**

A laboratory course emphasizing techniques of astronomical observation. Students will learn to operate and adjust the equatorial mounting and will take photographs through an 8-inch cassegrain and a 5-inch Schmidt camera. A study of planetary motion using the American Ephemeris will also be undertaken. Evening laboratory work will be required.

PHS. 201. PHYSICAL SCIENCE I**5 credits 5(1)**

An introduction to some of the basic ideas of physics and chemistry. This course is designed for the non-science major.

PHS. 202. PHYSICAL SCIENCE II**5 credits 5(1)**

An introduction to some of the basic ideas of astronomy and earth science. This course is designed for the non-science major.

PS. 205-206. ELEMENTS OF PHYSICS 6 credits each quarter 5(1) 1(3)

These courses stress fundamentals of nineteenth century physics including both quantitative and qualitative aspects with a survey of modern physics. These are non-calculus courses for pre-med, pre-dental, and pre-pharmacy students.

Prerequisite: MH. 112.

PS. 211-212-213. GENERAL PHYSICS 5 credits each quarter 4(1) 1(3)

These are calculus background courses for science majors and engineers. Subject areas include mechanics, heat, sound, magnetism, electricity, light.

MH. 102 is prerequisite or concurrent.

SPECIAL SERVICES DIVISION**PSY. 100. PERSONAL DEVELOPMENT 1 credit 1(1)**

This course is required of all first-quarter freshmen. It is an orientation course which reviews college terminologies, school procedures, graduation requirements and student services.

PSY. 101. CAREER EXPLORATION 1 credit 10(2)

A laboratory course designed for students to explore potential career fields. The course includes an assessment through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research in the Career Development Center.

SS. 100. IMPROVING STUDY SKILLS 1 credit 1(1)

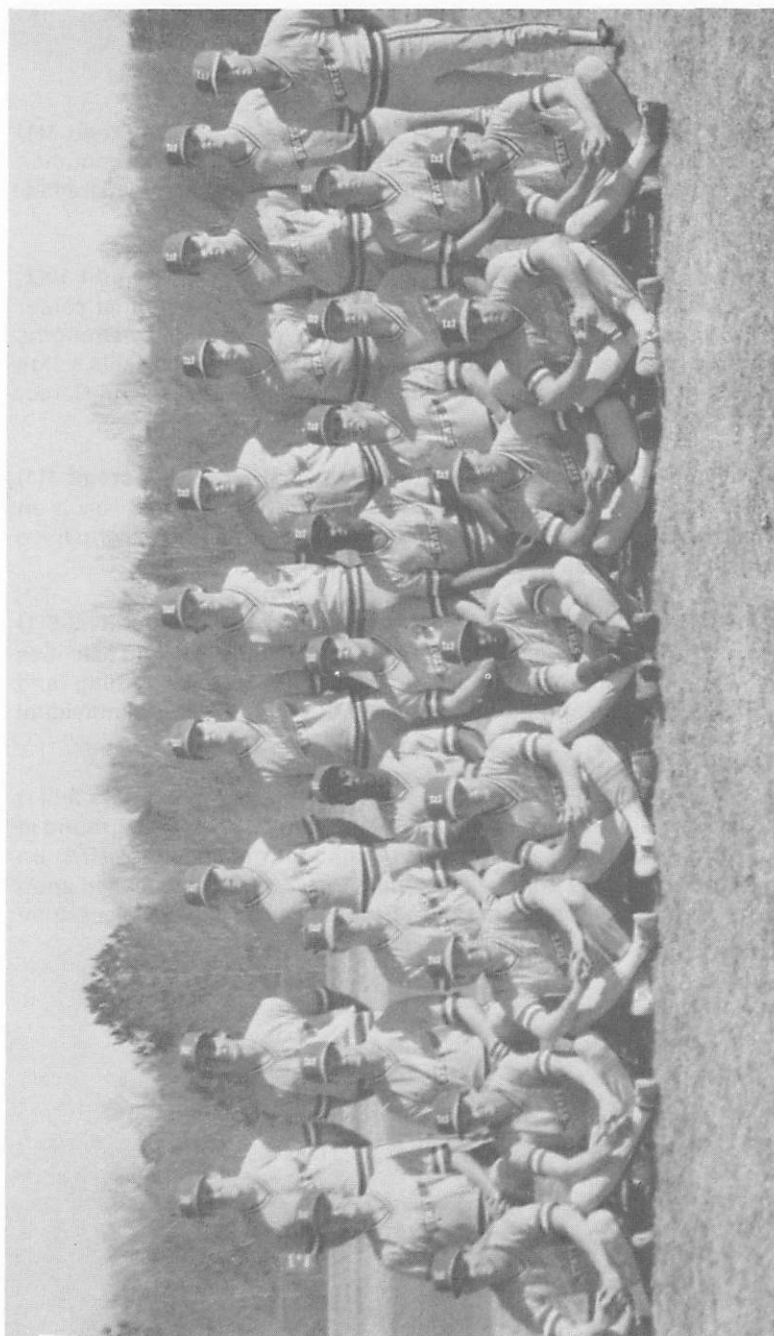
Emphasis is placed on "How to Study" skills and techniques. This is an elective course for all students; a required course for students who have been placed on academic probation or suspension.

SS. 120. READING SKILLS 3-5 credits 3-5(1)

This course is a developmental program that provides learning activities in word attack skills, preparation for rapid reading, skimming and scanning techniques and literal reading with emphasis upon individual needs.

SS. 121. ADVANCED READING 3-5 credits 3-5(1)

This reading course is designed for students with a strong background in reading. To qualify for the course a student must score 75% on Comprehension on the College placement test. Emphasis is placed upon critical and affective reading skills. Students who have successfully completed SS 120 are eligible to take this course.



BASEBALL TEAM



College Personnel

COLLEGE PERSONNEL

ADMINISTRATION

TALMADGE, JOSEPH D. *President of the College*

B.A., Vanderbilt University

M.A., Vanderbilt University

Ed.D., Auburn University

GUTHRIE, TOMMY M. *Dean of the College*

B.S., Louisiana College

M.A., University of Southern Mississippi

Ed.D., Mississippi State University

JOHNSON, TOMMY N. *Dean of Student Services*

B.S., Troy University

M.S., Troy State University

Additional Graduate Study

NICHOLS, ALAN M. *Business Manager*

B.S., William Carey College

M.B.A., University of Southern Mississippi

Ed.D., University of Alabama

BAUER, MARY D. *Director, Community Services*

B.A., University of Montevallo

M.A., University of Alabama

Ed.D., Auburn University

WOODIE, SHIRLEY H. *Dean of Development*

B.S., Troy State University

M.S., Auburn University

Ed.D., Auburn University

PROFESSIONAL STAFF

BAUM, SUE A. *Director, Academic Computer Services*

A.S., Enterprise State Junior College

B.S., Florida State University

CHALKER, C. DAVID *Associate Dean, Admissions
and Records/Registrar*

A.S., Enterprise State Junior College

B.S., Troy State University

M.S., Troy State University

Ed.D., Auburn University

- COWDEN, BETTY *Director, Computer Services*
B.S., Kansas State University
M.S., Kansas State University
- CULLY, BETTY R. *Director, Tutorial Assistance Program*
B.S., West Virginia University
M.S., Troy State University
Additional Graduate Study
- DEAS, M. GARY *Director, Career Development Center*
918-64-8461
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study
- DEAVERS, KENNETH B. *Director, Auxiliary Services*
B.S., Troy State University
M.S., Troy State University
Additional Graduate Study
- JORDAN, MACKIE H. *Assistant Dean of Development*
B.S., University of Tennessee
M.S., Troy State University
Additional Graduate Study
- LAMBERT, R. REID *Director, Evening Division*
B.S., Livingston State University
M.A., University of Alabama
Additional Graduate Study
- MOSER, M. MONTEZ *Director of Public Relations*
B.A., University of Alabama
- MOODY, BILL F. *Director, Physical Plant*
Enterprise State Junior College
Troy State University
- QUISENBERRY, JR., HENRY L. *Coordinator, Student Financial Aid*
B.S., Auburn University
M.Ed., Auburn University
- VICKERS, JR., LEWIE M. *Media Technician*
Tallahassee Technical School
Professional Experience

WATT, T. HARVEY *Associate Dean, Fort Rucker Campus*
 B.S., Livingston State University
 M.S., Livingston State University

DIVISION CHAIRMEN

BROWN, WILLIAM H. *Chairman, Computer and
 Information Science Division*

A.A.S., Enterprise State Junior College
 B.S., Troy State University
 M.B.A., Troy State University
 Additional Graduate Study

BYRD, DAVID L. *Chairman, Mathematics
 and Science Division*

B.S., Troy State University
 M.S., University of South Carolina
 Ed.D., Auburn University

CRAIG, DEAN M. *Chairman, Health, Physical
 Education and Recreation Division*

B.S., Troy State University
 M.S., Troy State University
 Additional Graduate Study

FINE, SARAH D. *Chairman, Special Services Division*

B.S., Austin Peay State University
 M.S., Austin Peay State University
 Additional Graduate Study

HOWARD, PHILIP J. *Chairman, Social Sciences Division*

B.A., University of Houston
 M.A., Middle Tennessee State University
 Ed.D., Auburn University

SMITH, SCOTT R. *Chairman, English and
 Communications Division*

B.A., Samford University
 M.A., Auburn University
 Ed.D., Auburn University

SNYDER, JAMES R. *Chairman, Fine Arts Division*

B.M.Ed., Troy State University
 M.A., University of Alabama
 Ed.D., University of Alabama

SNYDER, JUDY L. *Chairman, Business and
Career Programs Division*

B.S., Troy State University
M.A., University of Alabama
Ed.D., University of Alabama

SUMBLIN, SUSAN S. *Director, Learning Resources Center*
B.S., University of Southern Mississippi
M.L.S., University of Alabama
Additional Graduate Study

FACULTY

ANDERSON, DELANO D. *Art*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

AUTREY, JOSEPH L. *Business Administration*
B.S., Troy State University
M.Ed., Auburn University
Ed.D., Auburn University

AUTREY, PEGGY *Office Management/Business Administration*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

BEASLEY, MICHAEL H. *English*
B.S., Troy State University
M.A., Florida State University
D.A., Middle Tennessee State University

BIRKMEYER, PATRICIA K. *History*
B.S., Ohio State University
M.S., Alfred University
Additional Graduate Study

BRUNSON, NANCY C. *Biology*
A.B., University of Alabama
M.Ed., Auburn University
Additional Graduate Study

- CARPENTER, COMER L. *Criminal Justice*
B.S., Florida State University
M.S., Troy State University
Additional Graduate Study
- CARPENTER, NINA H. *Typewriting/Shorthand*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study
- CLARK, FRANK J. *Counselor*
A.A., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University
Additional Graduate Study
- CRAMPTON, ROGER B. *Counselor*
B.S., Troy State University
M.S., Troy State University
Ph.D., University of Alabama
- ELLIOTT, PANSY B. *Physical Education*
A.A., Enterprise State Junior College
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study
- ELLIOTT, THOMAS SIDNEY *Physical Education*
B.S., University of Tennessee
M.S., University of Tennessee
Additional Graduate Study
- EVERAGE, REX *English*
A.B., Huntingdon College
M.A., University of Alabama
Additional Graduate Study
- FLOWERS, WANDA J. *Computer Science*
A.S., Enterprise State Junior College
B.S., Troy State University
- FOREMAN, JR., WILLIAM F. *Counselor*
A.B.J., University of Georgia
M.S., University of Southern Mississippi
Additional Graduate Study

- GRIMMER, FAYE L. *English*
B.S., Troy State University
M.S., Troy State University
Ed.D., University of Georgia
- HALE, LINDA J. *Librarian*
A.A., Selma University
B.S., Alabama State University
M.L.S., University of Alabama
Additional Graduate Study
- HATTEN, HARRY JAMES *Biology*
B.S., William Carey College
M.S., Northeast Louisiana State College
Additional Graduate Study
- HAYNES, ALLEN DEAN *History*
B.S., Western Carolina College
M.A., Appalachian State Teachers College
Additional Graduate Study
- HAYNES, KATHY S. *Mathematics*
B.S., Auburn University
M.S., Troy State University
Additional Graduate Study
- LEWIS, ROBERT C. *Chemistry*
B.S., Lambuth College
M.S., Memphis State University
Ph.D., Memphis State University
- LOGAN, JOHN B. *Mathematics*
B.S., Auburn University
M.S., Auburn University
Additional Graduate Study
- LOGAN, JOSEPH C. *Business Administration*
B.S., Auburn University
M.A.C.T., Auburn University
Additional Graduate Study
- LOGAN, KAREN W. *Typewriting|Shorthand*
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Graduate Study

- LUNCEFORD, SANDRA M. *English*
 B.A., Mississippi College
 M.Ed., Auburn University
 Additional Graduate Study
- MATTHEWS, PAUL R. *Physics/Physical Science*
 B.A., David Lipscomb College
 M.C.S., University of Mississippi
- MULLER, PATRICIA ANN *Outreach Director,
 Performing Arts Groups*
 B.S., Auburn University
 M.S., Auburn University
- ODEN, JACK P. *History*
 B.S., University of Southern Mississippi
 M.A., Northeast Louisiana State College
 Ph.D., Mississippi State University
- POWELL, RONALD EUGENE *Physical Education*
 B.S., University of South Alabama
 M.A., University of South Alabama
- RICHTER, REBECCA S. *Early Childhood Development*
 B.S., Troy State University
 M.A., Tennessee Technological University
 Additional Graduate Study
- ROWE, BOBBY L. *History*
 B.S., Troy State University
 M.A., Appalachian State Teachers College
 Additional Graduate Study
- SMITH, CHARLES EUGENE *Music*
 B.M., Baylor University
 M.M., Baylor University
 Additional Graduate Study
- SMITH, NANCY B. *Director, Guidance Services*
 B.S., Mississippi State University
 M.A., University of Alabama
 Ed.D., Auburn University
- SOUTHWELL, JEAN *Librarian*
 B.S., Auburn University
 M.Ed., Auburn University
 M.L.S., University of Alabama

SPIVEY, PATSY T. *Computer Science*
 A.A., Enterprise State Junior College
 B.S., Troy State University

SPRADLEY, JAMES MICHAEL *Business Administration*
 B.S., Auburn University
 M.A.C.T., Auburn University

VAUGHN, CHERISE HILARY *Computer Science*
 A.A.S., Enterprise State Junior College
 B.S., Troy State University

YELVERTON, GLADYS *Career Counselor*
 A.A., Enterprise State Junior College
 B.S., Troy State University
 M.S., Troy State University
 Ed.S., University of Alabama
 Additional Graduate Study



FOUNDERS DAY



WOMEN'S BASKETBALL TEAM



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NOTES

Please check one of the items below.

☐ I am interested in attending Enterprise State Junior College. Please send me the necessary Admission Forms.

☐ Fall Quarter

☐ Winter Quarter

☐ Spring Quarter

☐ Summer Quarter

☐ I was previously enrolled at Enterprise State Junior College. Please send me the forms necessary for Re-Admission.

Name _____

Address _____

Telephone _____

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Name _____

Address _____

Telephone _____

From—

Place
Stamp
Here

To—REGISTRAR
Enterprise State Junior College
Enterprise, Alabama 36331

From—

Place
Stamp
Here

To—REGISTRAR
Enterprise State Junior College
Enterprise, Alabama 36331

ENTERPRISE STATE JUNIOR COLLEGE
DOTHAN HIGHWAY
ENTERPRISE, ALABAMA 36331

To: _____

