

ENTERPRISE STATE JUNIOR COLLEGE



CATALOG 1986-87

ENTERPRISE STATE JUNIOR COLLEGE

P.O. BOX 1300

Enterprise, Alabama 36331

(205) 393-ESJC

CATALOG

1986-1987

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 36331

June 1, 1986


Dear Prospective Student:

Twenty-one 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 to discuss your educational goals. We look forward to making you a part of Enterprise State's tradition of excellence.

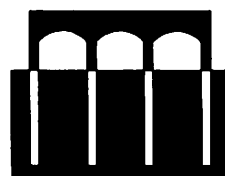
Sincerely,


Joseph D. Talmadge
President

JDT/md

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General Information

SPRING QUARTER, 1987

March 16, 1987 — Monday Final Registration/ Faculty Work Day
March 17, 1987 — Tuesday Faculty In-Service
March 18, 1987 — Wednesday Classes Begin
March 20, 1987 — Friday Last Day to Drop and Add
April 8-10, 1987 — Wednesday, Thursday, Friday Faculty Development
workshop AJCCA, Student Holidays
May 11, 1987 — Monday Registration Begins for Summer Quarter, 1987
June 2, 1987 — Tuesday Last Class Day
June 3, 4 1987 — Wednesday, Thursday Final Exams
June 5, 1987 — Friday Grades Due, Graduation,
Faculty Work Day

SUMMER QUARTER, 1987

June 11, 1987 — Thursday Final Registration/Faculty Work Day
June 12, 1987 — Friday Faculty In-Service
June 15, 1987 — Monday Classes Begin
June 17, 1987 — Wednesday Last Day to Drop and Add
July 3, 6, 1987 — Friday, Monday Holidays, Independence Day
July 21, 1987 — Tuesday First Mini-Session Ends
July 22, 1987 — Wednesday Second Mini-Session Begins
August 24, 1987 — Monday Last Class Day
August 25, 26, 1987 — Tuesday, Wednesday Final Exams
August 27, 1987 — Thursday Grades Due, Faculty Work Day

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 College

Governor George C. Wallace, Chairman

Dr. Charles L. Payne, Chancellor

District		Term
First	Dr. John M. Tyson, Jr.	1981-87
Second	Mrs. Isabelle Thomasson	1983-87
Third	Mr. Nolan Williams	1985-87
Fourth	Dr. John L. Fulmer	1983-87
Fifth	Dr. Victor D. Poole	1981-87
Sixth	Dr. Harold C. Martin	1983-87
Seventh	Dr. James B. Allen, Jr.	1981-87
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 education 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 2297 credit and approximately 1700 continuing education students in the fall of 1985. 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. Grants 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 Southern Division Champions in 1986. In 1985, the College's Weevil Women captured the runner-up trophy for Alabama Women's basketball championship. The campus chapter of Phi Theta Kappa, the national junior college honorary, was recognized in 1986 as one of the top ten chapters 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.

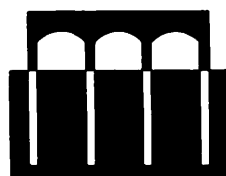
Future Buildings. Plans are being developed for future buildings to complete the campus master plan. A teaching auditorium, a classroom building and an addition to the LRC have high construction priority.

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.







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 college 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.

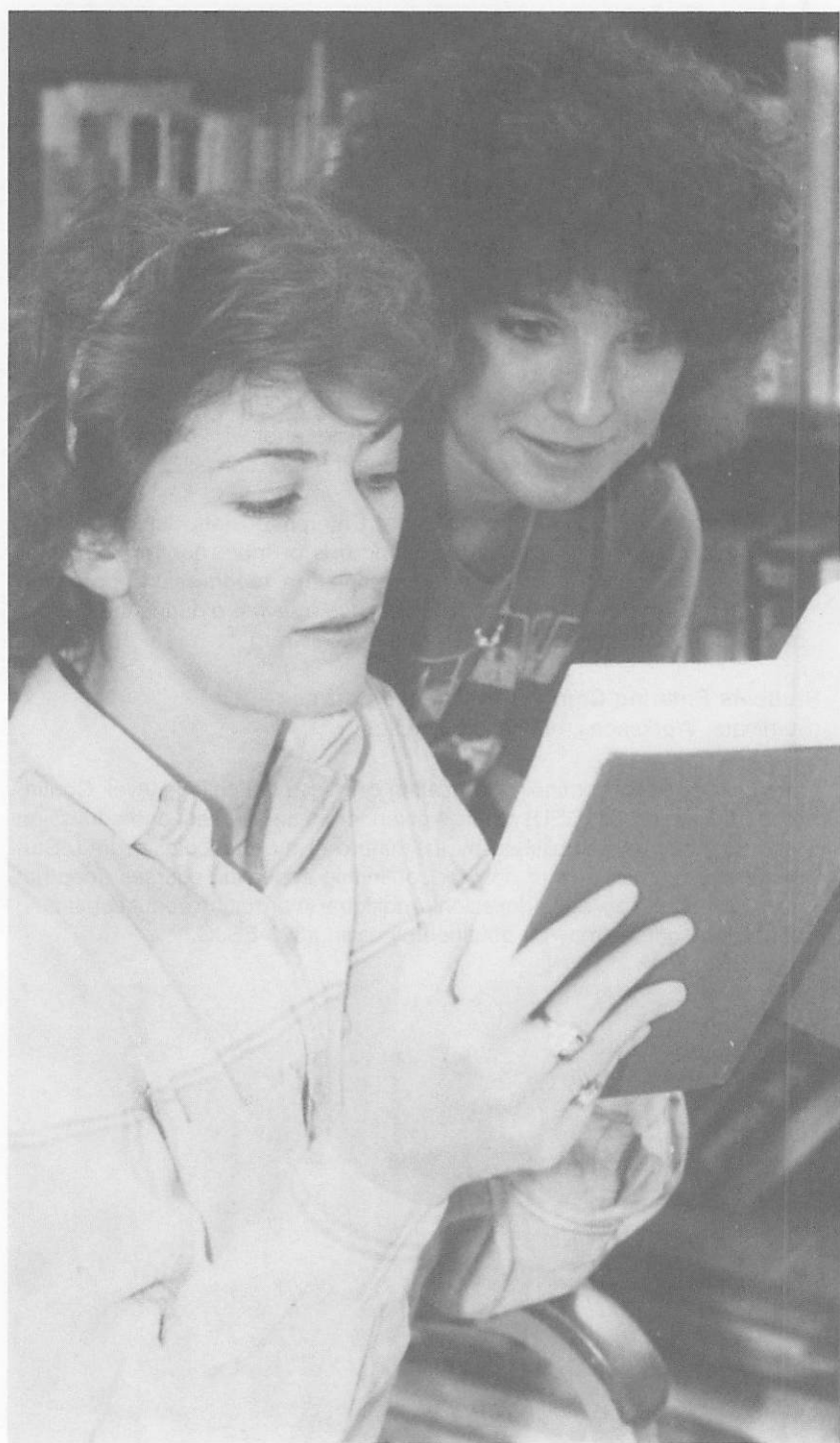
Former students, previously enrolled at Enterprise State Junior College, who have not been in attendance during one or more quarters, summer school excluded, will be required to complete a readmission application form. (If these students have attended college elsewhere during this period, official transcripts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

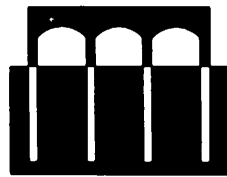
Students Entering Community Service Courses

(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.







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.

The Senior Adult Scholarship program automatically waives tuition for college credit courses for any student who is 60 years of age or older and who meets the admissions standards of the college and program; and these scholarships apply only to credit courses in which space is available and only to tuition, not registration and other fees nor books and supplies.

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 \$10.00 lab fee for each CIS, word processing or typing class taken.

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 \$2.00 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 10-21 hours during the 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.

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

Returned 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 returned check fee of \$10.00, and if payment is not cleared promptly, the student's registration will be cancelled.

TUITION REFUNDS

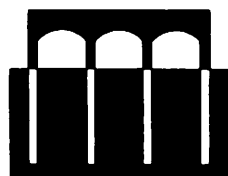
Time Limit. No refunds will be made after the first three weeks of any given quarter. Computations are made from the first official class day and are computed according to the date the student actually appears at the College to withdraw and not according to the student's last day of attendance. If a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

Withdrawal during first week of classes	75% refund
Withdrawal during second week of classes.....	50% refund
Withdrawal during third week of classes	25% refund
Withdrawal during 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.

Lab fees are non-refundable.





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 loan begins and 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.

Applications are available in the Financial Aid Office.

PARENT LOANS TO UNDERGRADUATE STUDENTS (PLUS)

Parents of dependent undergraduate students and independent students are eligible to borrow \$3000 per academic year from an approved bank, credit union, savings and loan association or other lending institution. Interest on PLUS loans begins to accrue immediately upon disbursement, and repayment begins sixty days after disbursement. There is no limit on family income for this loan. Applications are available in the Financial Aid Office.

HOW TO APPLY FOR FINANCIAL AID

In order to apply for a Pell Grant, College work Study, or SEOG, a student must:

1. Pick up an application packet in the Financial Aid Office (Room A-114).
2. Complete the 1986-87 Family Financial Statement (FFS) and the Alabama Student Data Form. Be sure that you answer "Yes" to question 81 and that you list "0045" as one of the ACT codes in question 84.
3. Enclose a personal check, cashier's check, or money order for the appropriate fee with your FFS and Student Data Form and mail all three items in the large tan and green ACT envelope to:

ACT Student Needs Analysis Services
P.O. Box 1000
Iowa City, IA 52243

When completing the forms, provide all information requested. If the forms are incomplete, your application cannot be considered. If you are selected for verification, you will be asked to provide a copy of your 1985 Federal Income Tax return and other documents to the Financial Aid Office before you can receive any money. Please retain copies of these records.

Approximately four to six weeks after you complete and mail your FFS, you will receive a three-part 1986-87 Student Aid Report (SAR). Please bring all three parts of your SAR to the Financial Aid Office (Room A-114) as soon as you receive them.

All applicants will be notified of the action taken on their completed applications.

VETERANS BENEFITS

All veterans interested in receiving their VA educational benefits must first make application for admission to ESJC.

To be eligible to receive educational benefits, all veterans must also be enrolled in an approved course of study. Applications for VA educational assistance may be obtained from the Veterans' Services Office (Room A-114) on campus or by calling (205) 393-ESJC. The completed application along with certified copies of DD Form 214, marriage license, and birth certificates for dependent children should be returned to the Veterans' Services Office.

Veterans may also apply for advance pay. To be eligible for advance pay, the student must submit his/her application and other documentation at least 30 days prior to the first day of classes. The advance pay check is then mailed to ESJC for delivery to the student on registration day. The advance payment includes an allowance for the portion 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.

All veterans must abide by the same standards of academic progress required of financial aid recipients. These standards are outlined elsewhere in this section of the ESJC Catalog.

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 4.00 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 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 Conner Scholarships. These scholarships are named for and sponsored by Mr. and Mrs. Robert Conner of Enterprise and Mrs. Louise Conner Rowe of Lake Worth, Florida. Scholarships are based upon the same criteria as the College's academic scholarships.

The Ross Cotter, Sr. Memorial Scholarship. The Cotter Scholarship is given by Mr. and Mrs. Robin Earl Morgan in memory of Mrs. Morgan's father. Criteria are the same as for ESJC's academic scholarships.

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 of ESJC. The scholarship is based upon the same criteria as the College's academic scholarships.

The Faye Loftin Grimmer Scholarship. This scholarship is named in memory of one of ESJC's English instructors who died in 1985. Dr. Grimmer's friends, both in the college and the community, established this scholarship to be awarded to a student showing superior academic promise. Criteria are the same as for ESJC's academic scholarships.

The Ben Byrd Henderson, Sr. Scholarships. These six scholarships are named in memory of Mr. Ben Byrd Henderson, Sr., an Enterprise banker who worked diligently to establish a two-year college in this area. These scholarships are 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 Pro-

gram 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:

1. Apply for admission to ESJC.
2. Complete a scholarship application provided by the Coordinator of Student Financial Aid.
3. 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
1	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 for a cumulative total of 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.

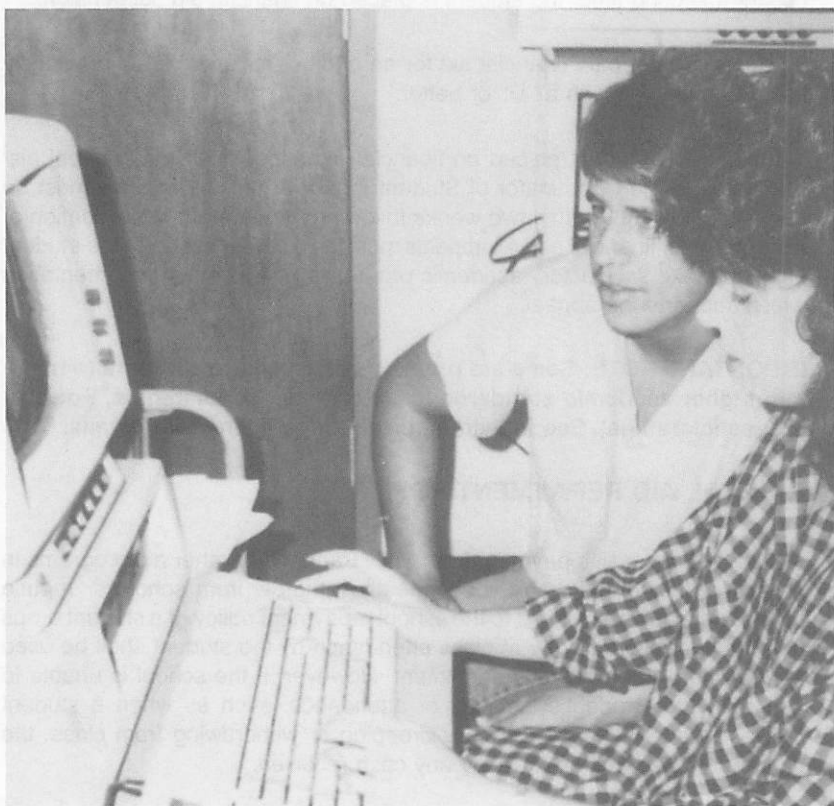
FINANCIAL AID REPAYMENT POLICY

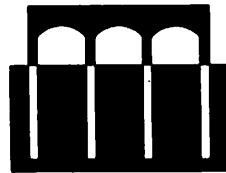
Students who receive payment from Pell Grant and/or other aid programs in excess of tuition costs and subsequently withdraw from school or reduce their class loads are subject to the school repayment policy. If a student drops out, the last recorded day of class attendance by the student shall be used 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, and to the realization of these 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) or 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. 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."

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 student to determine eligibility. As a result of this information, the student may be referred to the Career Development Center, Counseling Department, or Financial Aid Office.

If a student is determined eligible for services and 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 course work. 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, basic math and algebra. 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, and English/reading instructor, a math instructor, a secretary and approximately fifteen student tutors. The peer 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 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 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 approximately 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 or 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 S.G.A. in coordinating club activities. The S.G.A. 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.

DPMA. The Data Processing Management Association is the largest professional management association in information processing. The primary objective of the ESJC student chapter, organized in 1985, is to foster a better understanding of the vital relationship of information processing to management and society. The chapter also provides the student with the opportunity for fellowship and mutual support from other computer science enthusiasts.

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.

HPRD. 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 HPRD Club 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 expressed 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.

The French Club. Promotes interest in French culture and language, provides an opportunity for French-related extra-curricular activities, and sponsors various projects that will be of service to both school and community. Open to all interested students.

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 ac-

ademic excellence and to provide experiences in leadership, fellowship, and service to Enterprise State Junior College and to 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. (Inactive)

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 quarter 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 PAPER. The student newspaper is sponsored by the Division of English and Communications. It is a monthly newspaper of current information about academic and social activities of interest to the student body.

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.

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 for the purpose of recognizing 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 in-

terferes 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 regulation 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 of 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.

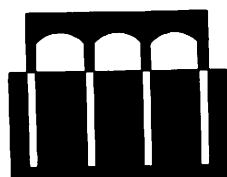
The accused shall have the right at hearing to confront and cross-examine adverse witnesses and to present testimony and evidence in his/her behalf.

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.



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 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.

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 not possible 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 quarter 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 of 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 quarter 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 only 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 College. 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 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 his 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".

SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS/ROTC STUDENTS

Fort Rucker Branch. 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.

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-four 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 special services

are available. Training programs are developed on request to meet specific needs of businesses and industries. These programs are developed in cooperation with employers and are frequently offered 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

College Bowl. Each year Enterprise 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.

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.

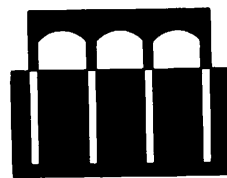
Tests include accounting, shorthand, and typewriting. A scholarship is awarded.

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.

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.

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.





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

	Quarter Hours Credit
English.....	20
These 20 units of credit are to include 10 quarter hours of Freshman Composition and 10 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 Credit.....	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.

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

English.....20 Hours Required	Physical
Earned	Education.....3 Hours Required
_____	_____
_____	_____
_____	_____
_____	_____
History 10 Hours Required	_____
_____	_____
_____	Orientation.....1
Other Social	Electives26
Sciences..... 10 Hours Required	Total Basic Credits.....70
_____	_____
_____	_____
Sciences and	_____
Mathematics20 Hours Required	_____
_____	_____
_____	_____
_____	_____
_____	_____
Art, Music or	_____
Speech6 Hours Required	_____
_____	Total.....96
_____	_____

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.

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

English.....	10 Hours Required	Physical	
	Earned	Education.....	3 Hours Required
_____	_____		Earned
_____	_____	_____	_____
_____	_____	_____	_____
Social		_____	_____
Science	10 Hours Required	Orientation	1
_____	_____	Total Basic Credits	32
_____	_____	Area Requirements	64
_____	_____	_____	_____
Science and/or		_____	_____
Mathematics	5 Hours Required	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Fine Arts	3 Hours Required	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total.....	96

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
OAD 103 - Typewriting I	5
BUS 100 - Introduction to Business OR	
BUS 271-Business Statistics*	5
BUS 150 - Business Math	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ²	5
BUS 242 - Principles of Accounting II*	5
BUS 275 - Principles of Management OR	
BUS 276-Personnel Management	5
SPH 106 - Fundamentals of Speech Communication	5
ECO 231 - Principles of Economics I	5
ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing	5
BIO 103 - Principles of Biology	5
HIS 201 - United States History I	5
HIS 202 - United States History II	5
PSY 200 - General Psychology	5
PED 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.

*Prerequisite required—see course description.

AgB 201-Soil Science
 AgB 202-Agribusiness Management
 AgB 203-Agribusiness Salesmanship
 AgB 221-Language 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 100 - Introduction to Business	5
BUS 150 - Business Math OR BUS 271-Business Statistics*	5
BUS 241 - Principles of Accounting I ²	5
BUS 242 - Principles of Accounting II*	5
BUS 275 - Principles of Management OR BUS 276-Personnel Management	5
SPH 106 - Fundamentals of Speech Communication	5
ECO 231 - Principles of Economics	5
TOTAL	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.

*Prerequisite—see course description.

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
MCM 100 - Introduction to Mass Communication	5
MCM 113 - Publications	1

MCM 114 - Publications.....	1
MCM 115 - Publications.....	1
MCM 130 - News Reporting	5
MCM 140 - Feature Writing	5
MCM 213 - Publications.....	1
MCM 214 - Publications.....	1
MCM 215 - Publications.....	1
ENG 101 - Freshman Composition	5
ENG 102 - Freshman Composition	5
ENG 251, 261, or 262	
- American or English Literature.....	5
HIS 101 - 102, or HIS 201-202- Western Civilization	
or History of the United States.....	10
MTH 131 - Mathematics in General Education I.....	5
PHS 101 - 102-Introduction to Physical Science I & II	10
SPH 106 - Fundamentals of Speech Communication.....	5
PSY 200 - General Psychology	5
SOC 200 - Introductory Sociology.....	5
ART 173 - Photography I.....	5
POL 211 - American National Government.....	5
PED Electives or HED 224.....	3

Students must also elect two of the following:

MCM 220 - Introduction to Broadcast Journalism.....	5
MCM 230 - Survey of Advertising.....	5
MCM 240 - Introduction to Public Relations.....	5
MCM 250 - Mass Communication Practicum.....	5
RTV 117 - Television Production and Direction	5

TOTAL

99

Certificate

Course	Hours
MCM 100 - Introduction to Mass Communication.....	5
MCM 113 - Publications.....	1
MCM 114 - Publications.....	1
MCM 115 - Publications.....	1
MCM 130 - News Reporting	5
MCM 140 - Feature Writing	5
ART 173 - Photography I.....	5
POL 211 - American National Government.....	5
PSY 200 or SOC 200-General Psychology	
or Introductory Sociology.....	5
ENG 101 - Freshman Composition	5

Students must also take any two of the following:

MCM 230 - Survey of Advertising.....	5
MCM 240 - Introduction to Public Relations.....	5
MCM 220 - Introduction to Broadcast Journalism	5
RTV 117 - Television Production and Direction	5
MCM 250 - Mass Communication Practicum.....	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 I	5
ENG 130 - Technical Report Writing	5
Approved Social Science Electives	10
MTH 112 - Precalculus Algebra.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
PED (Any 3 activity classes).....	3
PSY 100 - Orientation.....	1
BUS 241 - Principles of Accounting I	5
BUS 242 - Principles of Accounting II*	5
BUS 271 - Business Statistics	5
ECO 231 - Principles of Economics I	5
ECO 232 - Principles of Economics II	5
CIS 190 - Introduction to Computers.....	5
CIS 241 - RPG II Programming.....	5
CIS 206 - Control Language and Utilities Applications	5
CIS 261 - Cobol Programming	5
CIS 281 - Systems Analysis and Design.....	5
CIS 242 - Advanced RPG II Programming	
CIS 262 - Advanced Cobol	5
CIS Approved electives.....	9
TOTAL	98

Certificate in Computer Programming

Course	Hours
CIS 190 - Introduction to Computers.....	5
CIS 241 - RPG II Programming.....	5
CIS 206 - Control Language and Utilities Applications.....	5
CIS 261 - Cobol Programming.....	5
CIS 281 - Systems Analysis and Design.....	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
ECO 231 - Principles of Economics I.....	5
ECO 232 - Principles of Economics II.....	5
MTH 112 - Precalculus Algebra.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
TOTAL	70

Certificate in Micro-Computer Technology

Course	Hours
CIS 190 - Introduction to Computers.....	5
CIS 211 - Basic Programming.....	5
CIS 212 - Advanced Basic Programming.....	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
ECO 231 - Principles of Economics I.....	5
HIS 202 - United States History II	5
SPH 106 - Fundamentals of Speech Communication.....	5
TOTAL	50

*Prerequisite required—see course description.

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

Courses	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
HED 224 - Personal and Community Health	3
HED 231 - First Aid	3
SOC 247 - Marriage and the Family	5
ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing	5
HIS 202 - United States History II	5
BIO 117 - Biology of Human Concern	5
BUS 150 - Business Math	5
SPH 106 - Fundamentals of Speech Communication	5
PED electives	3
TOTAL	99

Certificate

Courses	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
HED 224 - Personal and Community Health.....	3

Course	Hours
HED 231 - First Aid.....	3
PED elective.....	1
TOTAL	52

*To be chosen with consent of advisor. Approved ECD electives include PSY 200, PSY 210, ECD 233, ECD 280, MUS 280 and RDG 083.

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
MTH 112 - Precalculus Algebra.....	5
MTH 111 - Plane Trigonometry	5
MTH 156 - Mathematics Computer Programming.....	5
CHM 113 - 114 - College Chemistry I - II	10
PHY 201 - 202 - General Physics I - II	10
EGR 113 - Engineering Graphics I.....	3
BIO 117 - Biology of Human Concern.....	5
ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing	5
HIS 202 - United States History II	5
Fine Arts elective	3
TOTAL	61

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 I	5
ENG 130 - Technical Report Writing or ENG 102'	5
BIO 104 - Animal Biology (Zoology)	5
PSY 200 - General Psychology	5
HIS 202 - United States History II	5
SPH 106 - Fundamentals of Speech Communication OR ART 103 OR MUS 101	5
PED electives.....	3
TOTAL	33

¹Students desiring to transfer should elect ENG 102.

Business Course Requirements:

OAD 100 - Keyboarding ²	3
BUS 150 - Business Math or BUS 271 - Business Statistics*	5
OAD 130 - Machine Calculations	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ³	5
BUS 242 - Principles of Accounting II*	5
BUS 246 - Accounting on the Microcomputer	5
BUS 260 - Business Law	5
BUS 275 - Principles of Management OR BUS 276 - Personnel Management ⁴	5
BUS 285 - Marketing	5
ECO 231 - Principles of Economics I	5
CIS 146 - Microcomputer Applications	5
TOTAL	58

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	
FA 109 - Federal Reserve System	
TOTAL	105

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 275.

*Prerequisite required—see course description.

CERTIFICATE

Business Course Requirements:	Hours
OAD 100 - Keyboarding ¹	3
BUS 150 - Business Math or BUS 271 - Business Statistics*	5
OAD 130 - Machine Calculations	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ²	5
BUS 242 - Principles of Accounting II*	5
BUS 260 - Business Law.....	5
BUS 275 - Principles of Management OR	
BUS 276 - Personnel Management ³	5
BUS 285 - Marketing	5
CIS 146 - Microcomputer Applications	5
ECO 231 - Principles of Economics I.....	5

¹Waived by passing grade in prior course.

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

³Students desiring to transfer should elect BUS 275.

*Prerequisite required—see course description.

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	68

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
OAD 103 - Typewriting I	5
BUS 150 - Business Math	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I OR	
BUS 148 - Basic Accounting	5
BUS 275 - Principles of Management OR	
BUS 276 - Personnel Management.....	5
ECO 231 - Principles of Economics	5
ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing	5
PSY 200 - General Psychology	5
HIS 202 - United States History II	5
BIO 117 - Biology of Human Concern.....	5
BIO 103 - Principles of Biology.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
HED 224 - Personal and Community Health.....	3
Elective.....	5
TOTAL	98

Certificate

Course	Hours
FS electives.....	20
OAD 103 - Typewriting I	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I OR BUS 148 - Basic Accounting	5
BUS 275 - Principles of Management OR BUS 276 - Personnel Management.....	5
PSY 200 - General Psychology	5
SPH 106 - 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
OAD 103 - Typewriting I OR OAD 100 - Keyboarding ¹	5
BUS 100 - Introduction to Business	5
BUS 150 - Business Math OR BUS 271 - Business Statistics*	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ²	5
BUS 242 - Principles of Accounting II OR* BUS 260 - Business Law.....	5
BUS 275 - Principles of Management OR BUS 276 - Personnel Management ³	5
BUS 285 - Principles of Marketing	5
ECO 231 - Principles of Economics I.....	5
CIS 146 - Microcomputer Applications	5
ENG 101 - Freshman Composition I.....	5

ENG 130 - Technical Report Writing.....	5
HIS 202 - United States History II.....	5
PSY 200 - General Psychology.....	5
BIO 103 - Principles of Biology.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
PED 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 275.

*Prerequisite required—see course description.

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
OAD 103 - Typewriting I OR	
OAD 106-Keyboarding'	5
BUS 100 - Introduction to Business	5
BUS 150 - Business Math OR	
271 - Business Statistics*	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I OR	
BUS 148 - Basic Accounting	5
BUS 260 - Business Law OR	
BUS 242 - Principles of Accounting II*.....	5
BUS 275 - Principles of Management OR	
BUS 276 - Personnel Management.....	5
BUS 285 - Principles of Marketing	5
ECO 231 - Principles of Economics I.....	5
CIS 146 - Microcomputer Applications	5
TOTAL	65

¹Waived by passing grade in prior course.

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 Management and Supervision, Accounting, Office Management or Word Processing Supervision Option.

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

Associate in Applied Science Degree

General Course Requirements:

ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing OR	
ENG 102 - Freshman Composition II ¹	5
HIS 202 - United States History II	5
PSY 200 - General Psychology	5
BIO 103 - Principles of Biology	5
SPH 106 - Fundamentals of Speech Communication	5
PED electives	3
TOTAL	33

¹Students desiring to transfer should take ENG 102.

*Prerequisite required—see course description.

Business Course Requirements:

OAD 100 - Keyboarding OR	
OAD 103 - Introductory Typewriting I ²	3
BUS 100 - Introduction to Business	5
BUS 150 - Business Math OR	
BUS 271 - Business Statistics*	5
OAD 130 - Machine Calculations	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ³	5
BUS 242 - Principles of Accounting II*	5
BUS 260 - Business Law	5
BUS 275 - Principles of Management OR	
BUS 276 - Personnel Management	5
BUS 285 - Marketing	5
ECO 231 - Principles of Economics I	5
CIS 146 - Microcomputer Applications	5
TOTAL	58

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 275.

*Prerequisite required—see course description.

Accounting Concentration Requirements:

BUS 246 - Accounting on the Microcomputer	5
BUS 249 - Income Tax	5
BUS 253 - Payroll Accounting	5

TOTAL	105
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Management and Supervision Requirements:

Choose 3 of these courses:.....15

BUS 175 - Retailing

BUS 176 - Promotional Strategies

BUS 177 - Salesmanship

BUS 186 - Elements of Supervision

BUS 249 - Payroll Accounting* OR

BUS 246 - Accounting on the Microcomputer*

TOTAL	105
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Office Management Concentration:⁶

Choose 3 of these courses:.....15

OAD 217 - Office Management OR

OAD 218 - Secretarial Office Procedures

OAD 220 - Records and Information Management

OAD 231 - Office Administration Practicum

BUS 249 - Payroll Accounting* OR

BUS 246 - Accounting on the Microcomputer*

TOTAL	105
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⁶Students electing this option must have completed OAD 103 or equivalent.

Word Processing Supervision Concentration:

OAD 217 - Office Management OR

OAD 218 - Secretarial Office Procedures

OAD 229 - Word Processing II*

OAD 247 - Supervision of Word Processing

TOTAL	105
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Certificate

Business Course Requirements:

OAD 100 - Keyboarding OR	
OAD 103 - Typewriting I ¹	3
BUS 100 - Introduction to Business	5
OAD 130 - Machine Calculations	5
BUS 150 - Business Math OR	
BUS 271 - Business Statistics*	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ²	5
BUS 242 - Principles of Accounting II*	5
BUS 260 - Business Law	5
BUS 275 - Principles of Management OR	
BUS 276 - Personnel Management	5
BUS 285 - Marketing	5
ECO 231 - Principles of Economics	5
CIS 146 - Microcomputer Applications	5
TOTAL	58

¹Waived by passing grade in prior course.

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

³Students desiring to transfer should elect BUS 275.

*Prerequisite required—see course description.

Accounting Concentration Requirements:

BUS 246 - Accounting on the Microcomputer	5
BUS 249 - Payroll Accounting*	5
BUS 253 - Income Tax*	5
TOTAL	72

Management and Supervision Concentration Requirements:

Choose 3 courses:	15
BUS 175 - Retailing	
BUS 176 - Promotional Strategies	
BUS 177 - Salesmanship	
BUS 186 - Elements of Supervision	
BUS 249 - Payroll Accounting* OR	
BUS 246 - Accounting on the Microcomputer*	
TOTAL	72

Word Processing Supervision Concentration:

OAD 217 - Office Management OR	
OAD 218 - Secretarial Office Procedures.....	5
OAD 229 - Word Processing II.....	5
OAD 247 - Supervision of Word Processing.....	5
TOTAL	<hr/> 72

Office Management Concentration:¹

OAD 217 - Office Management OR	
OAD 218 - Secretarial Office Procedures.....	5
OAD 220 - Records and Information Management.....	5
BUS 249 - Payroll Accounting* OR	
BUS 246 - Accounting on the Microcomputer*	5
TOTAL	<hr/> 72

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

*Prerequisite required—see course description.

OFFICE ADMINISTRATION

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

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

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

ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing ¹	5
HIS 202 - United States History II	5
PSY 200 - General Psychology.....	5
BIO 103 - Principles of Biology.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
PED electives.....	3

Business Course Requirements:

OAD 103 - Typewriting I ²	5
OAD 104 - Typewriting II*	5
OAD 105 - Typewriting III*	5
OAD 130 - Machine Calculations	5
OAD 220 - Records and Information Management.....	5
BUS 148 - Basic Accounting OR	
BUS 241-Principles of Accounting I ³	5
BUS 150 - Business Math	5
BUS 215 - Business Communication	5

¹Students desiring to transfer should elect ENG 102.

²Students who completed previous introductory typing with at least a "C" may begin with OAD 104 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:

OAD 218 - Secretarial Office Procedures	5
OAD 223 - Transcription Skills for Information Processing.....	5
OAD 224 - Machine Transcription*	5
CIS 146 - Microcomputer Applications	5

Stenography Concentration:⁴

OAD 114 - Shorthand I-Elementary ⁵	5
OAD 115 - Shorthand II-Intermediate*	5
OAD 116 - Shorthand III-Advanced*	5

Word Processing Concentration:⁶

OAD 228 - Word Processing I*	5
OAD 229 - Word Processing II*	5
OAD 247 - Word Processing Supervision	5

TOTAL

106

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

⁵OAD 113 is required prior to OAD 114 for students with no prior shorthand.

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

*Prerequisite required—see course description.

Other Recommended Courses:

OAD 230, OAD 231, CIS 246

CERTIFICATE

Stenography Concentration. The Office Administration Certificate with 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 BUS 249 and 253.

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.

*Prerequisite required—see course description.

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 procedures is necessary. Students have the option to follow a stenography or word processing concentration.

Associate in Applied Science Degree-Legal Secretary Option**General Course Requirements:**

ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing ¹	5
HIS 202 - United States History II	5
PSY 200 - General Psychology	5
BIO 117 - Biology of Human Concern	5
SPH 106 - Fundamentals of Speech Communication	5
PED electives	3

Business Course Requirements:

OAD 103 - Typewriting I ²	5
OAD 104 - Typewriting II*	5
OAD 118 - Secretarial Office Procedure	5
OAD 130 - Machine Calculations	5
OAD 220 - Records and Information Management.....	5
BUS 148 - Basic Accounting OR	
BUS 241-Principles of Accounting I ³	5
BUS 150 - Business Math	5
BUS 215 - Business Communication	5
BUS 260 - 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 OAD 114 and elect another business course.

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

*Prerequisite required—see course description.

Legal Specialty Courses:

OAD 200 - Legal Terminology	5
OAD 201 - Legal Typewriting*	5
OAD 225 - Legal Machine Transcription*	5

Stenography Concentration:⁴

OAD 114 - Shorthand I-Elementary ⁵	5
OAD 115 - Shorthand II-Intermediate*	5
OAD 116 - Shorthand III-Advanced*	5

Word Processing Concentration:⁶

OAD 223 - Transcription Skills for Information Processing*	5
OAD 228 - Word Processing I*	5
OAD 229 - Word Processing II*	5

TOTAL

106

Suggested Additional Courses:

CIS 146 - Microcomputer Applications	5
OAD 230 - Certified Professional Secretary (CPS) Practicum.....	1-6
OAD 231 - Office Administration Practicum	3
OAD 247 - Word Processing Supervision	5
BUS 242 - Principals of Accounting II*	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 course requirements, the word processing concentration requirements listed for the Legal Secretary Degree, and the legal specialty courses listed for the Legal Secretary Degree.

*OAD 113 is required prior to OAD 114 for students with no prior shorthand.

*The stenography concentration is strongly recommended for the Legal Secretary Program.

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

*Prerequisite required—see course description.

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 must select 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 I	5
ENG 130 - Technical Report Writing'	5
HIS 202 - United States History II	5

PSY 200 - General Psychology	5
BIO 103 - Principles of Biology.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
PED electives.....	3

Business Course Requirements:

OAD 103 - Typewriting I ²	5
OAD 104 - Typewriting II*.....	5
OAD 130 - Machine Calculations	5
OAD 218 - Secretarial Office Procedures	5
OAD 220 - Records and Information Management.....	5
BUS 148 - Basic Accounting OR BUS 241-Principles of Accounting I ³	5
BUS 150 - Business Math	5
BUS 215 - Business Communication	5

¹Students desiring to transfer should elect ENG 102.

²Students who completed previous introductory typing with at least a "C" may begin with OAD 103 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.

*Prerequisite required—see course description.

Medical Specialty Requirements:

OAD 204 - Medical Terminology	5
OAD 205 - Medical Typewriting*	5
OAD 221 - Medical Records Management.....	5
OAD 226 - Medical Machine Transcription*	5

Stenography Concentration:⁴

OAD 114 - Shorthand I ⁵ -Elementary	5
OAD 115 - Shorthand II-Intermediate*	5
OAD 116 - Shorthand III-Advanced.....	5

Word Processing Concentration:⁶

OAD 223 - Transcription Skills for Information Processing*	5
OAD 228 - Word Processing I*.....	5
OAD 229 - Information Word Processing II*	5

TOTAL

106

Other Suggested Courses:

CIS 146 - Microcomputer Application.....	5
OAD 230 - Certified Professional Secretary (CPS) Practicum.....	1-6
OAD 231 - Office Administration Practicum	5
OAD 247 - Word Processing Supervision	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.

*OAD 113 is required prior to OAD 114 for students without prior shorthand.

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

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

*Prerequisite required—see course description.

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 I	5
ENG 130 - Technical Report Writing	5
HIS 202 - United States History II	5
PSY 200 - General Psychology	5
BIO 103 - Principles of Biology.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
OAD 100 - Keyboarding.....	3
BUS 100 - Introduction to Business OR	
OAD 130-Machine Calculations.....	5
BUS 150 - Business Math OR	
BUS 271-Business Statistics*	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I'	5
BUS 242 - Principles of Accounting II*	5
BUS 275 - Principles of Management OR	
BUS 276-Personnel Management ² OR	
OAD 217-Office Management	5
BUS 285 - Principles of Marketing	5
ECO 231 - Principles of Economics I	5
PED electives.....	3
CIS 146 - Microcomputer Application.....	5
TOTAL	101

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

²Students desiring to transfer should elect BUS 275.

*Prerequisite required—see course description.

Certificate

Course	Hours
RE 201 - Fundamentals of Real Estate.....	5
Real Estate electives	15
OAD 100 - Keyboarding.....	3
BUS 100 - Introduction to Business	5
OAD 130 - Machine Calculations	5
BUS 150 - Business Math OR	
BUS 271-Business Statistics*	5

*Prerequisite required—see course description.

BUS 241 - Principles of Accounting I OR BUS 148- Basic Accounting	5
BUS 275 - Principles of Management OR BUS 276-Personnel Management	5
BUS 285 - Principles of Marketing	5
ECO 231 - Principles of Economics	5
CIS 146 - Microcomputer Applications	5
TOTAL	63

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
HED 224 - Personal and Community Health.....	3
REC 255 - Camping and Outdoor Recreation.....	3
HED 231 - First Aid.....	3
PED 216 - Sports Officiating.....	3
REC 250 - Introduction to Recreation	3
REC 257 - Recreational Leadership.....	3
REC 256 - Organization and Management of Recreation	5
PED electives.....	3

Course	Hours
PED Activities.....	9
ENG 101 - Freshman Composition I	5
ENG 102 - Freshman Composition II	5
ENG 261 - English Literature I	5
HIS 201 - United States History I	5
HIS 202 - United States History II	5
MTH 131 - Mathematics In General Education I.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
PSY 200 - General Psychology	5

Enterprise, Alabama	91
MUS 101 - Music Appreciation I.....	3
ART 100 - Art Appreciation.....	3
SOC 200 - Introductory Sociology.....	5
Electives*.....	12
TOTAL	98

*To be chosen with consent of advisor.

Certificate

Course	Hours
HED 224 - Personal and Community Health.....	3
REC 255 - Camping and Outdoor Recreation.....	3
HED 231 - First Aid.....	3
PED 216 - Sports Officiating.....	3
REC 250 - Introduction to Recreation	3
REC 257 - Recreation Leadership.....	3
REC 291 - Recreation Field Experience	5
PED Activities.....	8
ENG 101 - Freshman Composition I.....	5
SPH 106 - Fundamentals of Speech Communication.....	5
MUS 101 - Music Appreciation	3
ART 100 - Art Appreciation.....	3
BIO 117 - Biology of Human Concern.....	5
TOTAL	52

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 33 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 33 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 130	Technical Report Writing	5 hours
History 202	United States History II	5 hours

Psychology 200	Introduction to Psychology	5 hours
Mathematics	*Elective	5 hours
Speech 106	Fundamentals of Speech	5 hours
Physical Education	Either three activities or HED 224 or HED 231	3 hours
TOTAL GENERAL EDUCATION		33 HOURS

*To be chosen with consent of advisor.

A student may transfer a maximum of 9 hours credit to Enterprise State Junior College which will be applied toward the 33 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 pre-requisite 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 or 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 103.....	5 hours
CHM 113.....	5 hours
ENG 101, 102.....	10 hours
MTH 111, 112.....	10 hours
PHY 201, or PHS 101.....	5 hours
PSY 200.....	5 hours
Electives*.....	8 hours
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	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 Junior College for the Dietetic Technician program:

BIO 103, 201, 202.....	15 hours
ENG 101, 102.....	10 hours
MTH 112 or 131.....	5 hours
PSY 200.....	5 hours
Electives*.....	13 hours
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	48 hours

*Electives and other courses required for the associate degree.

Recommended Electives:

ECO 231

SOC 200

SPH 106

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 "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 103, 201.....	10 hours
CHM 113, 114.....	10 hours
ENG 101, 102	10 hours

MTH 112	5 hours
PSY 200, 230.....	10 hours
Electives*.....	3 hours
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	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 routing 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 103.....	5 hours
OAD 104*	5 hours
CHM 113.....	5 hours
ENG 101, 102	10 hours
MTH 112	5 hours
PSY 200.....	5 hours
Electives**	13 hours
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	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 241

OAD 130, 218

SPH 106

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 103.....	5 hours
OAD 104*	5 hours
CHM 113.....	5 hours
ENG 101, 102	10 hours
MTH 112	5 hours
PSY 200.....	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 241

OAD 130, 218

SPH 106

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 103, 104.....	10 hours
CHM 113, 114.....	10 hours
ENG 101, 102	10 hours
MTH 112	5 hours
Electives*.....	13 hours
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	48 hours

*Electives and other courses required for the associate degree.

Recommended Electives:

BIO 201, 202

CHM 115

CIS 190

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 103, 201, 202.....	15 hours
OAD 103* or 104*.....	5 hours
ENG 101, 102.....	10 hours
MTH 112.....	5 hours
PSY 200.....	5 hours
SPH 106.....	5 hours
Electives**.....	5 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 190

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 103, 201, 202.....	15 hours
ENG 101, 102	10 hours
MTH 131	5 hours
PSY 200, 210.....	10 hours
Electives*	8 hours
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	48 hours

*Electives and other courses required for the associate degree.

Recommended Electives:

PSY 230

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 103, 201, 202.....	15 hours
ENG 101, 102	10 hours
MTH 112	5 hours
PSY 200.....	5 hours
SOC 200*	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 101

PSY 210

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 103.....	5 hours
BIO 201, 202*	10 hours
CHM 113	5 hours
ENG 101, 102	10 hours
MTH 112	5 hours
PSY 200.....	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 190
PHS 101
SPH 106

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 103, 201, 202.....	15 hours
ENG 101, 102.....	10 hours
MTH 112.....	5 hours
Electives*.....	18 hours
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	48 hours

*Electives and other courses required for the associate degree.

Recommended Electives:

MTH 111

PHS 101 or PHY 201

PSY 200

SPH 106

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.

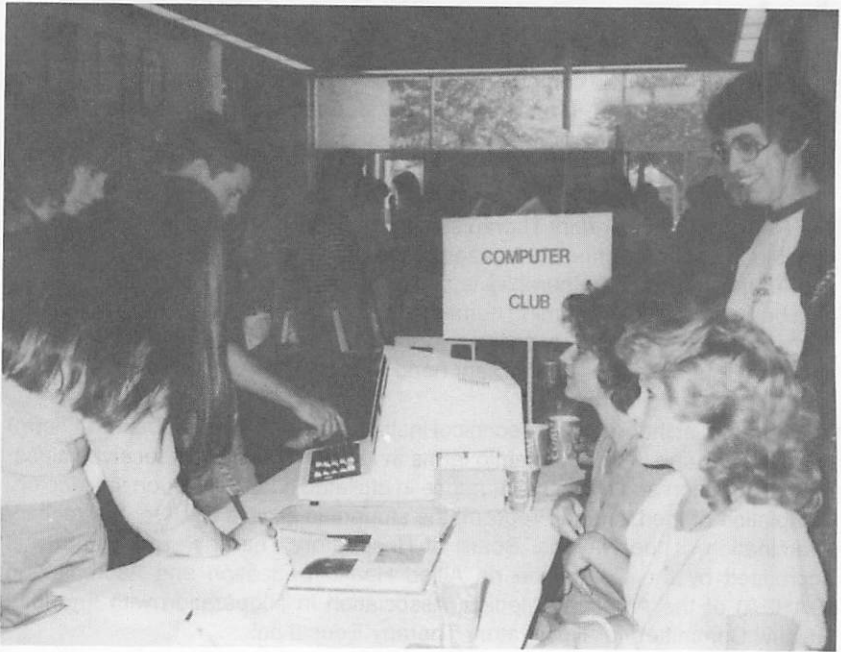
The Registered Respiratory Therapist has a wide area of responsibilities, mainly directed toward delivering specialized respiratory care in the treatment of heart and lung ailments. The therapist is primarily employed by hospitals, but may also be hired by clinics, nursing homes, physicians and educational 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:

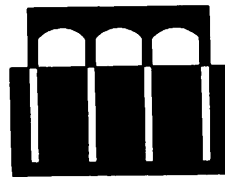
BIO 103, 201, 202.....	15 hours
CHM 113, 114.....	10 hours
ENG 101, 102.....	10 hours
MTH 112	5 hours
PSY 200	5 hours
Electives*.....	3 hours
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	48 hours

*Electives and other courses required for the associate degree.



Students in the Computer Club are working on their projects.





Course Descriptions

COURSE DESCRIPTIONS

NOTE: Following each course will be the prefix and number of the course as listed in the 1985-86 catalog. If no prefix and number is listed it did not change from the 85-86 catalog.

BUSINESS AND CAREER PROGRAMS DIVISION

AGRIBUSINESS

AgB 101. INTRODUCTION TO AGRIBUSINESS 5 credits

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

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

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

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

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 formulation and chemical composition.

AgB 202. AGRIBUSINESS MANAGEMENT 5 credits

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 monthly statements, invoices, financing and inventory.

AgB 203. AGRIBUSINESS SALESMANSHIP **5 credits**

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**

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**

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

AgB 232. BROILER PRODUCTION **5 credits**

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

AgB 233. EQUIPMENT MAINTENANCE **5 credits**

Fundamentals of care and maintenance of housing, and feeding, watering, heating and ventilation equipment.

AgB 234. SPECIAL STUDIES IN POULTRY MANAGEMENT **5 credits**

Special and selected topics in poultry management.

AgB 235. EGG PRODUCTION **5 credits**

Fundamentals of egg production to include fertility, artificial insemination, embryonic development, hatchability and genetics.

BUSINESS**BUS 100. INTRODUCTION TO BUSINESS** **5 credits**

This is a survey course designed to acquaint the student with American business as a dynamic process. Topics such as the private enterprise system, forms of business ownership, marketing, factors of production, personnel, labor, finance, and taxation are presented. (BUS 121)

BUS 148. BASIC ACCOUNTING PROCEDURES **5 credits**

This course is designed for students in terminal degree programs. It provides for study of bookkeeping procedures and elementary accounting principles with emphasis on analyzing and recording transactions, classifying and summarizing data, and preparing financial statements.

BUS 150. BUSINESS MATH**5 credits**

This course is a study of practical business mathematics. Areas of study include fundamental processes of arithmetic with emphasis on the decimal and percent, markup, discounts, bank reconciliation, simple and compound interest, discounting notes, depreciation methods, and present value.

BUS 175. RETAILING**5 credits**

This course is a study of principles and practices of retailing, including planning, policies and procedures of distribution, store design, layout and location, the economic and social role of retailing, competitive strategies, and retail management. (RMS 211)

BUS 176. PROMOTIONAL STRATEGIES**5 credits**

This course includes study of advertising, display, and other promotional tools and techniques used by businesses in their promotional strategies. The course also includes a study of the variables affecting promotional decisions, information related to these variables, the strengths and limitations of methods and strategies and the fundamentals of managerial decision making. (RMS 213)

BUS 177. SALESMANSHIP**5 credits**

This course emphasizes the relationship of product market, industrial and consumer retailing, methods of market analysis, professional salesmanship and sales methods. Principles and practices of sound salesmanship are presented as well as customer attitudes, customer types, and consumer behavior. The professional sales as a career is examined. (RMS 212)

BUS 186. ELEMENTS OF SUPERVISION**5 credits**

This introductory course covers, in general terms, the total responsibilities of a supervisor: organization, human relations, grievances, training, and rating.

BUS 189. HUMAN RELATIONSHIPS**3 credits**

This course is designed to help office employees better understand actions and motivations of fellow employees and themselves.

BUS 215. BUSINESS COMMUNICATION**5 credits**

This course covers written, oral and nonverbal communications for management. The student will apply basic communication principles to the production of clear, correct, and logically organized business communications. Emphasis is on written communications such as memos, letters, data sheets, and reports.

BUS 241. PRINCIPLES OF ACCOUNTING I**5 credits**

This course is designed to provide basic preparation for business practice and accounting. This course is a study of accounting principles which emphasizes financial accounting.

BUS 242. PRINCIPLES OF ACCOUNTING II **5 credits**

PREREQUISITE: BUS 241.

This course is a continuation of BUS 241. In addition to a study of financial accounting, this course also places emphasis upon management accounting.

BUS 246. ACCOUNTING ON THE MICROCOMPUTER **5 credits**

PREREQUISITE: BUS 241 and knowledge of BASIC programming.

This course utilizes the microcomputer in a study of accounting principles and practices, preparation and analysis of financial statements, measuring business activity, and making rational business decisions.

BUS 247. ADVANCED ACCOUNTING ON THE MICROCOMPUTER **5 credits**

PREREQUISITE: BUS 246.

This course uses spread sheet programs in accounting with emphasis on managerial applications. Data base and word processing programs will also be examined.

BUS 249. PAYROLL ACCOUNTING **5 credits**

PREREQUISITE: BUS 241 or permission of the instructor.

This course provides study of federal, state, and local laws affecting payrolls, payroll accounting procedures and practices, and the filing of payroll tax reports. (MGT 246)

BUS 253. INCOME TAX **5 credits**

PREREQUISITE: BUS 241 or permission of the instructor.

This course is intended to familiarize the student with Federal Income Tax laws with primary emphasis on those affecting the individual. Topics include gross income determination, adjustments to income, business expenses, itemized deductions, exemptions, capital transactions, depreciation, and tax credits. (MGT 245)

BUS 260. BUSINESS LAW **5 credits**

This course deals with the principles of business law, the definition of law and its administration, the law of contracts, sales, bailments, and negotiable instruments. (BUS 261)

BUS 271. BUSINESS STATISTICS I **5 credits**

PREREQUISITE: MTH 108.

This is an introductory study of basic statistical concepts applied to economic and business problems. Included are collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, hypotheses testing, and an introduction to simple linear correlation and regression analysis. (BUS 251)

BUS 272. BUSINESS STATISTICS II**5 credits***PREREQUISITE: BUS 271.*

This course is a continuation of BUS 271; topics include sampling theory, statistical inference, regression and correlation, chi square, analysis of variance, time series and index numbers. Projects using elementary statistical techniques may be required.

BUS 275. PRINCIPLES OF MANAGEMENT**5 credits***PREREQUISITE: ECO 231.*

This course provides a basic study of the principles of management, planning, organizing, actuating, and controlling. It stresses principles and practices that are applicable to many varied activities, such as production, personnel, marketing, finance, government, and agriculture. (BUS 281)

BUS 276. PERSONNEL MANAGEMENT**5 credits**

This course covers in general terms the total responsibilities of the supervisor, organization, human relations, grievances, training, rating, promotion, quality-quantity control, management-employee relations, and personnel techniques. (RMS 214)

BUS 285. PRINCIPLES OF MARKETING**5 credits***PREREQUISITE: ECO 231.*

This course provides a general overview of the field of marketing, including price, product, place, and promotion of consumer goods. Marketing strategies, channels of distribution and marketing research, consumer types, social classes, and consumer attitudes as they relate to marketing are presented.

BUS 190-191-192.**BUS 293-294-295. MANAGEMENT WORKSHOP****1 credit each**

These seminars consist of presentations of current topics of interest to managers, supervisors, secretaries, and other business personnel. They are offered upon demand from business and industry. (MGT 148-149-150)

BUS 296-297. BUSINESS INTERNSHIP I-II**5 credits each***PREREQUISITES: BUS 296-297: Minimum GPA of 2.0 (C).**BUS 296: At least 12 quarter hours completed.**BUS 297: Successful completion of BUS 296.*

This two-course sequence allows the student to work part-time on a job closely related to his or academic major while attending classes on a full-time basis. The grade is based on a term paper, job-site visits by the instructor, the employers's evaluation of the student, and the development and assessment by the student of a learning contract.

ECONOMICS**ECO 130. CONSUMER ECONOMICS** **5 credits**

This course explores economic and management principles and practices concerning personal consuming, saving, and investing, stressing the relationship of sound personal financial management with successful career goals. Topics covered include: consumerism, income and family financial planning, insurance, and investments. (EC 200)

ECO 231. PRINCIPLES OF ECONOMICS I **5 credits**

This course is an introduction to macro-economic theory, analysis, and definitions. Topics include theory of consumer behavior and demand, theory of production and cost, market structures and determination of output, resource pricing, general equilibrium analysis, and an introduction to international trade. (EC 201)

ECO 232. PRINCIPLES OF ECONOMICS II **5 credits**

This course is an introduction to microeconomic theory, analysis, definitions, and policy applications. Topics include demand and supply theory, national income analysis, fiscal policy, monetary policy, the banking system, and other economic issues or problems. (EC 202)

FINANCE ADMINISTRATION**FA 101. PRINCIPLES OF BANKING OPERATIONS** **5 credits**

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**

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

FA 106. BANK INVESTMENTS **5 credits**

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

FA 107. CREDIT ADMINISTRATION **5 credits**

Policy and administration of the bank credit department.

FA 108. INSTALLMENT CREDIT **5 credits**

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

FA 109. FEDERAL RESERVE SYSTEM**5 credits**

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**

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**

An introduction to the food service industry and employment opportunities.

FS 103. FOOD PURCHASING AND COST CONTROL**5 credits**

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

FS 104. MENU PLANNING AND SERVICE**5 credits**

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**

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**

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**

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

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

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**

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**

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 **5 credits**

This course meets the pre-qualification requirement as stated in ACT748, 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 **5 credits**

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.

OFFICE ADMINISTRATION**OAD 100. KEYBOARDING** **3 credits**

Keyboarding is a course designed to enable the student to develop basic touch keyboarding skills with emphasis on speed and accuracy of alphabetic and symbol entry and numeric entry on a numeric key pad. (BUS 110)

OAD 103. TYPEWRITING I—ELEMENTARY **5 credits**

Typewriting I—Elementary is a beginning course in the touch system of typewriting. Emphasis is on the mastery of basic keyboarding skills and fundamental applications such as tabulation and correspondence. (BUS 101)

OAD 104. TYPEWRITING II—INTERMEDIATE **5 credits**

PREREQUISITE: OAD 103 or EQUIVALENT.

Typewriting II—Intermediate is a course in the development of basic speed and accuracy typewriting skills using the touch system. Emphasis is on tables, outlines, reports, letters, and memos. (BUS 102)

OAD 105. TYPEWRITING III—ADVANCED**5 credits***PREREQUISITE: OAD 104.*

Typewriting III—Advanced is a course in the improvement of production typewriting skills using the touch system of typewriting. Emphasis is on the development of responsibility for production of high-quality typewritten work including business forms, government documents, statistical reports, employment communications, and legal documents. (BUS 103)

**OAD 107. TYPEWRITING SPEED AND ACCURACY
IMPROVEMENT****2 credits***PREREQUISITE: OAD 103.*

This is an improvement course that enables students to correct speed or accuracy deficiencies by first identifying the causes of such deficiencies and providing individualized prescriptive practice for correcting the deficiencies. (BUS 107)

OAD 113. BASIC SHORTHAND**5 credits**

Basic shorthand is a course that introduces students to the shorthand alphabet and related word forms. (BUS 113)

OAD 114. SHORTHAND I—ELEMENTARY**5 credits***COREQUISITE: OAD 103 or EQUIVALENT.*

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. (BUS 114)

OAD 115. SHORTHAND II—INTERMEDIATE**5 credits***PREREQUISITES: OAD 114 and OAD 103.*

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. (BUS 115)

OAD 116. SHORTHAND III—ADVANCED**5 credits***PREREQUISITE: OAD 115.*

Shorthand III—Advanced is a course which provides a review of shorthand theory. Emphasis is on the development of speed and accuracy in the production of mailable transcripts. (BUS 116)

OAD 125. WORD PROCESSING ON THE MICROCOMPUTER**(Various software packages)****1-5 credits***PREREQUISITE: Permission of the instructor.*

This course provides the student with hands-on experience in word processing on the microcomputer through the use of commercially available word processing software packages. Each time the course is offered it will focus on a specific software package. The student may repeat the course for credit. Currently, instruction is available in packages such as Wordstar, Easywriter, Displaywriter, WordPerfect, MagicWindow II, and others.

OAD 130. MACHINE CALCULATIONS **5 credits**

Machine Calculations is a course for learning the touch keyboarding of numeric entries on electronic calculators. Emphasis is on speed and accuracy in performing the four basic mathematical functions in solving problems based on typical business application. (BUS 130)

OAD 200. LEGAL TERMINOLOGY **5 credits**

Legal Terminology is a course that provides familiarization with the most commonly used legal terms, including spelling, definition, pronunciation, and usage. (LEG 241)

OAD 201. LEGAL TYPEWRITING **5 credits**

PREREQUISITE: Permission of the Instructor.

Legal Typewriting is a course in the development of production typewriting skills using the touch system of typewriting. Emphasis is on the high-quality production of legal documents including real estate and property transfer; litigation; wills, estates, and guardianships; and partnerships and corporations. (BUS 104)

OAD 204. MEDICAL TERMINOLOGY **5 credits**

Medical Terminology is a course that acquaints students with a word-building system combining Greek and Latin prefixes, suffixes, word roots, and forms that make medical terminology easy to use. (MED 231)

OAD 205. MEDICAL TYPEWRITING **5 credits**

PREREQUISITE: Permission of the Instructor.

Medical Typewriting is a course in the development of production typewriting skills using the touch system of typewriting. Emphasis is on the high-quality production of medical documents including insurance forms, histories, correspondence, and other documents prepared for doctors' offices, hospitals, and extended care facilities. (BUS 105)

OAD 217. OFFICE MANAGEMENT **5 credits**

Office Management is a course that provides an introduction to office organization and layout; the selection, training, and promotion of personnel; and the supervision of office functions.

OAD 218. SECRETARIAL OFFICE PROCEDURES **5 credits**

PREREQUISITE: OAD 104.

Secretarial Office Procedures is a course that emphasizes the role of the secretary and the responsibilities and opportunities of the secretarial profession. Topics of study include office organization, career paths, and office layout. Proper grooming, good attitude, and effective work habits are stressed. (BUS 222)

OAD 220. RECORDS AND INFORMATION MANAGEMENT 5 credits

Records and Information Management is a course in the study of managing office records and information. Included are fundamentals of filing methods, systems, supplies, and equipment; basic manual and automated procedures for information handling; collecting, processing, and presenting data; and information creation, collation, storage, control, and retrieval. (BUS 221)

OAD 221. MEDICAL RECORDS MANAGEMENT 5 credits

PREREQUISITE: Permission of the Instructor.

Medical Records Management is a course that includes the structure and analysis of medical records, the filing, numbering, and managing of medical records in hospitals, the coding of diseases and operations, and legal aspects of medical records. (MED 234)

OAD 223. TRANSCRIPTION SKILLS FOR INFORMATION PROCESSING 5 credits

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 223)

OAD 224. MACHINE TRANSCRIPTION 5 credits

PREREQUISITE: OAD 104.

Machine Transcription is a course designed to develop marketable skills in transcribing various forms of dictated material. (BUS 224)

OAD 225. LEGAL MACHINE TRANSCRIPTION 5 credits

PREREQUISITE: OAD 104.

Legal Machine Transcription is a course that familiarizes students with legal terms and provides transcription skill development in the production of legal correspondence, forms, and court documents.

OAD 226. MEDICAL MACHINE TRANSCRIPTION 5 credits

PREREQUISITE: OAD 104.

Medical Machine Transcription is a course that orients students to standard medical reports, correspondence, and related documents transcribed in hospitals and physicians' offices. (MED 232)

OAD 228. WORD PROCESSING I 5 credits

PREREQUISITE: OAD 103.

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. (BUS 228)

OAD 229. WORD PROCESSING II**5 credits***PREREQUISITE: OAD 228.*

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. (BUS 229)

**OAD 230. CERTIFIED PROFESSIONAL SECRETARY (CPS)
PRACTICUM****1-6 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. (BUS 230)

OAD 231. OFFICE ADMINISTRATION PRACTICUM**1-5 credits***PREREQUISITE: Permission of the Instructor.*

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. (BUS 231)

OAD 247. WORD PROCESSING SUPERVISION**5 credits***PREREQUISITE: Permission of the Instructor.*

This course provides a study of the word processing supervisor's responsibilities. It includes feasibility studies, equipment selection, budget preparation, word processing area design, personnel selection, productivity measurement, and other related supervisory functions and word processing topics. (MGT 247)

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

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**

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**

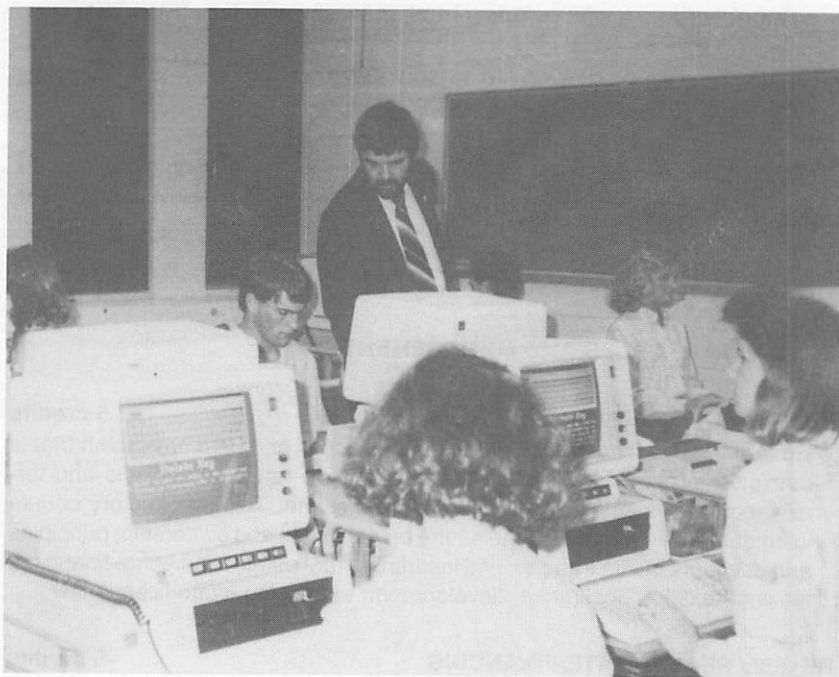
An examination of the nature of real property value, the functions and purposes of appraisal, the function and methods of estimating value with emphasis on residential market value.

RE 204. REAL ESTATE LAW**5 credits**

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**

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.



COMPUTER AND INFORMATION SCIENCE DIVISION**CIS 146. MICROCOMPUTER APPLICATIONS** **5 credits**

PREREQUISITE: Permission of Instructor.

This course is an introduction to the most common software applications for microcomputers. It includes "hands-on" use of microcomputers and some of the major commercial software. These software packages may include word processing, spread sheets, database systems, electronic filing systems, and general accounting programs. CIS 146 deals exclusively with the use of existing computer software. (CIS 241)

CIS 190. INTRODUCTION TO COMPUTERS **5 credits**

PREREQUISITE: INTERMEDIATE ALGEBRA.

This course is an overview of computer information systems including hardware, software, procedures, systems, and human resources. The fundamentals of computer problem-solving and programming in a high-level programming language such as Fortran or BASIC are presented. The completion of computer programming projects is a requirement of the course. (CIS 201)

CIS 206. CONTROL LANGUAGE AND UTILITIES APPLICATIONS **5 credits**

PREREQUISITE: CIS 190.

This course introduces computer operation and the job or executive language on a mini or mainframe computer. Utilities including sorts, screen design aids, and control programs may be taught. Operating systems concepts, including scheduling, are introduced; both batch and on-line techniques are studied. (CIS 215)

CIS 211. BASIC PROGRAMMING **5 credits**

PREREQUISITE: CIS 190 or equivalent.

This course introduces fundamental concepts of the BASIC programming language, including file processing, internal sorts, and data structures. (CIS 206)

CIS 212. ADVANCED BASIC PROGRAMMING **5 credits**

PREREQUISITE: CIS 211 or equivalent background.

This course is a continuation of BASIC programming with emphasis on such topics as advanced file handling techniques, simulation, and assembly language subroutines. (CIS 207)

CIS 221. PASCAL PROGRAMMING **5 credits**

COREQUISITE: College algebra or higher math.

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in PASCAL. Structure programming techniques and simple data structures are introduced. (CIS 216)

CIS 222. ADVANCED PASCAL PROGRAMMING**5 credits***PREREQUISITE: CIS 221.*

This course covers the concepts of algorithm specifications, structured programming, data representation, searching, sorting, recursion, simple data structures, language description, and program testing. Emphasis is placed on development of problem-solving skills. (CIS 217)

CIS 231. FORTRAN PROGRAMMING**5 credits***PREREQUISITE: Business math or college algebra and a previous computer science course or equivalent.*

This course introduces fundamental concepts of Fortran, such as mathematical and relational operators, branching, the use of input/output devices, arrays, subprograms, and introductory file and disk operation. (CIS 221)

CIS 241. RPG II PROGRAMMING**5 credits***PREREQUISITE: CIS 190 or equivalent.*

This course introduces the fundamental concepts of RPG II (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. (CIS 211)

CIS 242. ADVANCED RPG II PROGRAMMING**5 credits***PREREQUISITE: CIS 241.*

This course is a continuation of CIS 241; it includes such topics as sequential and random access file processing techniques. (CIS 212)

CIS 246. RPG III PROGRAMMING**5 credits***PREREQUISITE: CIS 241.*

This course is a study of RPG III computer language. It covers all structured programming commands, externally described files, display files, and capabilities unique to RPG III. (CIS 271)

CIS 261. COBOL PROGRAMMING**5 credits***PREREQUISITE: Previous computer science course or equivalent.*

This course is an introduction to the COBOL programming language; it includes such topics as structured programming techniques, report preparation, arithmetic operations, conditional statements, group totals, and table processing. (CIS 231)

CIS 262. ADVANCED COBOL PROGRAMMING**5 credits***PREREQUISITE: CIS 261.*

This course is a continuation of CIS 261; it includes such topics as a sequential and random file processing. (CIS 232)

CIS 271. ASSEMBLY LANGUAGE PROGRAMMING**5 credits***PREREQUISITE: CIS 190 or equivalent.*

This course is an introduction to Assembly Language; it includes such topics as instruction, syntax, addressing techniques, and digital representation of data. (CIS 275)

CIS 281. SYSTEMS ANALYSIS AND DESIGN **5 credits**

PREREQUISITE: Any advanced programming course.

This course is a study of contemporary theory and procedures of investigating, analyzing, designing, implementing, and documenting computer systems. (CIS 250)

CIS 282. DATA BASE MANAGEMENT SYSTEMS **5 credits**

PREREQUISITE: Any advanced programming course.

This course is an introduction to application program development in the data base environment. It includes such topics as hierarchial, network, and relational models and data structure techniques used with data bases. (CIS 261)

CIS 287. COMPUTER CONTROLLED DEVICES **5 credits**

PREREQUISITE: Any advanced programming course.

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.

CIS 288. DATA COMMUNICATIONS **5 credits**

PREREQUISITE: Any advanced programming courses.

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.

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

PREREQUISITE: Any advanced programming course.

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

CIS 296. COMMERCIAL SOFTWARE APPLICATIONS

(NAME TO BE FILLED IN)

1-5 credits

Each course provides the student with hands-on experience with specific commercially available software packages. Students may take any, or all, of the workshops and receive credit for each. A workshop may not be repeated for credit, however. Currently, courses are available in such areas as:

- | | |
|-------------------|-------------------|
| A. Lotus 1-2-3 | K. PC File |
| B. SuperCalc | L. PC Write |
| C. Multiplan | M. dBase II |
| D. PerfectCalc | N. dBase III |
| F. Display Write | P. Jazz |
| G. Perfect Writer | Q. Symphony |
| H. PeachText 5000 | R. MagicWindow II |
| I. PFS: Write | |

ENGLISH AND COMMUNICATIONS DIVISION**MASS COMMUNICATIONS****MCM 100. INTRODUCTION TO MASS COMMUNICATION 5 credits**

This course provides the student with general study of mass communication and journalism, this course includes theory, development, regulation, operation, and effects upon society. (CM 100)

MCM 113-114-115.**213-214-215. STUDENT PUBLICATIONS 1-2 credits each**

These courses offer practical experience in journalism skills through working on the staff of student publications. (CM 111-112-113, 211-212-213)

MCM 130. NEWS REPORTING 5 credits

This course includes instruction and practice in newsgathering and news-writing techniques, including methodology, observation, interviews, and use of sources. (CM 200)

MCM 140. FEATURE WRITING 5 credits

This course includes instruction and practice in writing feature articles for newspapers, magazines, and broadcast media.

MCM 210. MASS MEDIA AND SOCIETY 5 credits

This course traces the effects of media upon American moral, cultural, economic, and political trends. (CM 150)

MCM 220. INTRODUCTION TO BROADCAST JOURNALISM 5 credits

This course includes instruction and practice in basic skills and techniques of broadcasting, including announcing, producing, advertising, newsreporting, and writing. (CM 202)

MCM 230. SURVEY OF ADVERTISING 5 credits

This course includes instruction in the structure and functions of the advertising agency and the elements of effective advertisement. (CM 203)

MCM 240. INTRODUCTION TO PUBLIC RELATIONS 5 credits

This course is an introduction to public relations techniques, including the grouping of publics, publication strategies, and preparation of publicity for various media. (CM 215)

MCM 250. MASS COMMUNICATIONS PRACTICUM 3-5 credits

This course provides practical experience in media through supervised part- or full-time employment with a newspaper, radio or television station, or public relations/advertising agency. (CM 240)

RTV 117. TELEVISION PRODUCTION AND DIRECTION **5 credits**

Theory and application of television production techniques are covered in this course. Practical experience in planning, developing, directing, and producing programming for television is provided.

ENGLISH**ENG 090. BASIC WRITING** **5 credits**

This course is designed to meet the needs of students with writing deficiencies. It may include instruction in grammar, usage, mechanics, sentence structure, and paragraph development. (ENG 100) *NOTE: This course will NOT substitute for the composition requirement which may be met only through successful completion of English 101 and 102 or 130. (English 090 provides elective credits toward A.S. or A.A.S. degrees.)*

ENG 101. ENGLISH COMPOSITION I **5 credits**

PREREQUISITE: Satisfactory score on English placement test or equivalent.

A major writing course, English 101 includes instruction and frequent practice in developing paragraphs and essays, with emphasis on both composing process and final product. English 101 may include library orientation, research skills, and critical reading of literature with primary emphasis on composition.

ENG 102. ENGLISH COMPOSITION II **5 credits**

PREREQUISITE: Satisfactory completion of ENG 101.

English 102 includes instruction and frequent practice in developing essays with emphasis on both composing process and final product. The writing assignments are based primarily on a critical analysis of literature.

ENG 127. VOCABULARY EXPANSION **3-5 credits**

This course includes a study of word analysis, dictionary usage, etymologies, and analogies. (ENG 210)

ENG 130. TECHNICAL REPORT WRITING **3-5 credits**

PREREQUISITE: ENG 101 or equivalent.

This course includes instruction in various types of writing required in scientific and technical fields. (ENG 103)

ENG 250. SURVEY OF AMERICAN LITERATURE **5 credits**

PREREQUISITE: ENG 102 or equivalent.

This course is a study of the development of American literature from its beginnings in Colonial America to present time. (ENG 251)

ENG 261. ENGLISH LITERATURE I **5 credits**

PREREQUISITE: ENG 102 or equivalent.

This course is a survey of English literature from the Anglo-Saxon Period to the Romantic Age.

ENG 262. ENGLISH LITERATURE II**5 credits***PREREQUISITE: ENG 102 or equivalent.*

This course is a survey of English literature from the Romantic Period to the present.

FOREIGN LANGUAGES**FRN 103. ELEMENTARY FRENCH I****5 credits**

This is the first in a three-course sequence which offers the student an introduction to understanding, speaking, reading, and writing the French language (FRENCH 101)

FRN 104. ELEMENTARY FRENCH II**5 credits***PREREQUISITE: FRN 103.**This course is a continuation of FRN 103. (FRENCH 102)***FRN 105. ELEMENTARY FRENCH III****5 credits***PREREQUISITE: FRN 104.*

This course is a continuation of the FRN 103-104 sequence. (FRENCH 103)

FRN 203. INTERMEDIATE FRENCH I**5 credits***PREREQUISITE: FRN 105 or successful completion of two years of high school French.*

This is the first in a three-course sequence which offers the student advanced study in the understanding, speaking, reading, and writing of the French language. (FRENCH 201)

FRN 204. INTERMEDIATE FRENCH II**5 credits***PREREQUISITE: FRN 203.*

This course is a continuation of FRN 203. (FRENCH 202)

FRN 205. INTERMEDIATE FRENCH III**5 credits***PREREQUISITE: FRN 204.*

This course is a continuation of the FRN 203-204 sequence. (FRENCH 203)

GRN 103. ELEMENTARY GERMAN I**5 credits**

This is the first in a three-course sequence which offers the student an introduction to understanding, speaking, reading, and writing the German language.

GRN 104. ELEMENTARY GERMAN II**5 credits***PREREQUISITE: GRN 103.*

This course is a continuation of GRN 103.

GRN 105. ELEMENTARY GERMAN III**5 credits***PREREQUISITE: GRN 104.*

This course is a continuation of the GRN 103-104 sequence.

SPA 103. ELEMENTARY SPANISH I **5 credits**

This course is the first in a three-quarter sequence of courses which offer the student an introduction to understanding, speaking, reading and writing the Spanish language. (SPANISH 101)

SPA 104. ELEMENTARY SPANISH II **5 credits**

PREREQUISITE: SPA 103.

This course is a continuation of SPA 103. (SPANISH 102)

SPA 105. ELEMENTARY SPANISH III **5 credits**

PREREQUISITE: SPA 104.

This course is a continuation of the SPA 103-104 sequence. (SPANISH 103)

SPA 203. INTERMEDIATE SPANISH I **5 credits**

PREREQUISITE: SPA 105 or successful completion of two years of high school Spanish.

This course is the first in a three-quarter sequence which offers the student advanced study in understanding, speaking, reading, and writing the Spanish language. (SPANISH 201)

SPA 204. INTERMEDIATE SPANISH II **5 credits**

PREREQUISITE: SPA 203.

This course is a continuation of SPA 203. (SPANISH 202)

SPA 205. INTERMEDIATE SPANISH III **5 credits**

PREREQUISITE: SPA 204.

This course is a continuation of the SPA 203-204 sequence.

SPEECH COMMUNICATION**SPH 106. FUNDAMENTALS OF SPEECH COMMUNICATION** **3-5 credits**

This performance course includes study of the principles of human communication: intrapersonal, interpersonal, and public. It surveys current communication theory and provides practical application. (SPH 101)

SPH 107. FUNDAMENTALS OF PUBLIC SPEAKING **5 credits**

This course explores principles of audience and environment analysis as well as the actual planning, rehearsing, and presenting of formal speeches to specific audiences. The study of speaking situations is emphasized. (SPH 103)

SPH 108. VOICE AND DICTION **5 credits**

This course provides training for improvement in use of the speaking voice. Attention is focused on range, flexibility, clarity of articulation, and standards of pronunciation with individual help in the correction of faulty speech habits. A study of the International Phonic Alphabet is included. (SPH 102)

SPH 206. ORAL INTERPRETATION**3-5 credits**

This course is designed to help students develop specific skills in the analysis and oral interpretation of poetry, prose, and drama. It includes a study of the elements of oral communication such as imagery, structure, and dramatic timing. Opportunity is given for public/classroom performance of literature. (SPH 211)



FINE ARTS DIVISION**ART****ART 100. ART APPRECIATION****3 credits**

This course is designed to help the student find personal meaning in works of art and develop a better understanding of the nature and validity of art. Emphasis is on the diversity of form and content in original works of art. (ART 101)

ART 103-104-105. INTRODUCTION TO ART I-II-III**3 credits each**

These courses are an introduction to visual art. They are designed to acquaint the student with various art media. (ART 100)

ART 113-114-115. DRAWING I-II-III**5 credits each**

These courses provide the student with opportunities to develop the ability to draw using a variety of art media. (ART 211-212)

ART 123-124-125. DESIGN I-II-III**5 credits each**

These courses, designed to be taken in sequence, are an introduction to the theory and practice of both two and three-dimensional composition. These courses are open to all students and are especially recommended for those who plan further study in art, art education, interior design, and related fields. (ART 114)

ART 133-134-135. CERAMICS I-II-III**5 credits each**

These courses, to be taken in sequence, are an introduction to methods of clay forming as a means of expression. Experience in handforming, wheelthrowing, and glazing are included. (ART 222)

ART 173-174-175. PHOTOGRAPHY I-II-III**5 credits each**

These courses, to be taken in sequence, are an introduction to photography. Emphasis is placed on aesthetic as well as technical aspects of photography and on darkroom techniques. A camera on which both shutter speed and lens opening can be set is required. Advanced standing may be granted by the instructor. (ART 223-224-225)

ART 203-204-205. ART HISTORY I-II-III**3 credits each**

These courses offer study of the chronological development of sculpture, painting, and architecture. Ancient through Contemporary Periods are included in the three-course sequence. These courses are open to all students and are especially recommended for those who plan further study in art, art education, history, and related fields. (ART 201-202-203)

ART 216-217. PRINTMAKING I-II**5 credits each**

PREREQUISITE: ART 113 and ART 123 or ART 121 are strongly recommended but not required.

These courses are an introduction to various printmaking processes, which may include relief, intaglio, serigraphy, or other media selected by the instructor. Emphasis is on both technical and creative abilities.

ART 233-234-235. PAINTING I-II-III**5 credits each**

PREREQUISITE: ART 113 or ART 123 are strongly recommended but not required.

These courses, to be taken in sequence, introduce the student to fundamental painting processes and materials. Emphasis is on self-expression and the capacity for creative, independent thought. (ART 231-232)

THEATRE ARTS**THR 113-114-115. THEATRE WORKSHOP I-II-III****2 credits each**

These courses provide practical experience in the production and performance of a dramatic presentation with assignments in scenery, lighting, props, choreography, sound, costumes, make-up, publicity, acting, directing, and other aspects of theatre production. (DRM 115-116-117)

THR 131. ACTING TECHNIQUES I**5 credits**

This is the first of a two-course sequence in which the student will focus on the development of the body and voice as the performing instruments in acting. Emphasis is placed on pantomime, improvisation, acting exercises, and building characterizations in short acting scenes. (DRM 212)

THR 132. ACTING TECHNIQUES II**5 credits**

PREREQUISITE: THR 131

This course is a continuation of THR 131.

THR 213-214-215. THEATRE WORKSHOP IV-V-VI**2 credits each**

These courses are a continuation of THR 113-114-115. (DRM 215-216-217)

THR 236. STAGECRAFT**5 credits**

This course is a study of the principles, techniques, and materials in theatrical scenery and lighting. (DRM 210)

INTERDISCIPLINARY STUDIES**IDS 100. FORUM****1 credit**

In this course, credit is given in recognition of attendance at academic lectures, concerts and other events. IDS 100 requires attendance at designated events which are chosen from various lectures, concerts, and programs given by the college or in the community. IDS 100 may be repeated for credit each quarter that a student is enrolled. (FRM 101-102-103)

IDS 200. SCHOLAR BOWL**2 credits**

This course offers the student preparation, practice, and participation in the college Scholar's Bowl program. This course may be repeated for credit each quarter that the student is enrolled in college. (HNR 101-102-103-201-202-203)

MUSIC**MUS 100. CONVOCATION****1 credit**

This course is required of all music majors each quarter and consists of attendance at performances and lectures by guest artists, faculty, and students. May be repeated for credit. (MUS 150)

MUS 101. MUSIC APPRECIATION**3 credits**

This course for non-majors requires no previous musical experience. It emphasizes listening skills and includes a survey of various types and styles of music. (MUS 115)

MUS 110. BASIC MUSICIANSHIP**5 credits**

This course is designed to provide rudimentary music knowledge and skills for the student with limited music background. It includes a study of notation, scales, keys, and intervals with some sight reading and ear training. (MUS 100)

MUS 111. MUSIC THEORY I**5 credits**

PREREQUISITE: MUS 110 or appropriate placement score or permission of the instructor.

This is the first course in a three-course sequence which offers the student a study of the foundation of musical materials (scales, terminologies, intervals, diatonic harmonies) through analysis, writing, sight-singing, dictation, and keyboard skills in the eighteenth and early nineteenth centuries.

MUS 112. MUSIC THEORY II**5 credits**

PREREQUISITE: MUS 111

This course is a continuation of MUS 111.

MUS 113. MUSIC THEORY III**5 credits**

PREREQUISITE: MUS 112

This course is a continuation of MUS 112.

MUS 201. SURVEY OF MUSIC LITERATURE I**3 credits**

PREREQUISITE: MUS 113 or permission of instructor.

This is the first of a three-course sequence which surveys instrumental, vocal solo, and choral music to acquaint the student with musical compositions and composers of western civilization. (MUS 116)

MUS 202. SURVEY OF MUSIC LITERATURE II **3 credits***PREREQUISITE: MUS 201*

This course is a continuation of MUS 201.

MUS 203. SURVEY OF MUSIC LITERATURE III **3 credits***PREREQUISITE: MUS 202*

This course is a continuation of MUS 201-202.

MUS 211. MUSIC THEORY IV **5 credits***PREREQUISITE: MUS 113*

This is the first in a three-course sequence which offers study and practical application of musical materials, forms, modulation, chromatic harmonies, and impressionistic devices through more advanced analysis, writing, sight-singing, dictation, and keyboard skills. It includes an introduction into twentieth century music theory practices.

MUS 212. MUSIC THEORY V **5 credits***PREREQUISITE: MUS 211*

This course is a continuation of MUS 211.

MUS 213. MUSIC THEORY VI **5 credits***PREREQUISITE: MUS 212*

This course is a continuation of MUS 212.

MUS 280. FUNDAMENTALS OF MUSIC **5 credits**

This course includes study of elements of music, including notation, clefs, scales, key signatures, intervals, and chords. It is designed to help the student develop sight-reading, rhythmic, and melodic skills using the piano or other instruments. Application will be made through the use of songs and instruments used in elementary grades. (MUS 216)

MUS 281. INTRODUCTION TO CONDUCTING **3-5 credits***PREREQUISITE: MUS 113 or permission of instructor.*

This course introduces fundamentals of conducting, including elementary baton techniques and score reading. (MUS 217)

MUS 120. CHORUS I **1-2 credits**

Chorus I should be taken by freshman students. (MUS 125-126-127)

MUS 220. CHORUS II **1-2 credits**

Chorus II should be taken by sophomore students. (MUS 225-226-227)

MUS 121. JAZZ/SHOW CHOIR I **1-2 credits**

Jazz/Show Choir I should be taken by freshman students. (MUS 145-146-147)

MUS 221. JAZZ/SHOW CHOIR II **1-2 credits**
Jazz/Show Choir II should be taken by sophomore students. (MUS 245-246-247)

MUS 131. CONCERT BAND I **1-2 credits**
Concert Band I should be taken by freshman students. (MUS 135-136-137)

MUS 231. CONCERT BAND II **1-2 credits**
Concert Band II should be taken by sophomore students. (MUS 235-236-237)

MUC 101-102-103. PIANO CLASS **1-2 credits**
Fundamentals of keyboard techniques for beginning piano students. (MUS 120)

MUC 104-105-106. VOICE CLASS **1-2 credits**
Fundamentals of correct breathing, tone production, diction. For students with little or no previous voice training. (MUS 120)

MUSIC, APPLIED

Applied private instruction is available to students who wish to major or minor in music. Students who wish to study for cultural enrichment or general knowledge may take applied private instruction for elective credit.

Curriculum requirements in Applied Music for music majors are 2-4 credit hours per quarter; for music minors, 1-3 credit hours; and for electives, 1-2 credit hours.

Instrumental and vocal majors will be expected to develop considerable keyboard skills. A minimum of five hours of practice time each week is required for each hour of credit attempted. Final examination is by faculty jury.

THE NUMBER OF APPLIED CREDIT HOURS TO BE TRANSFERRED AND THE LEVEL OF ATTAINMENT WILL BE DETERMINED BY THE STANDARDS REQUIRED BY THE INSTITUTION TO WHICH THE STUDENT IS TRANSFERRING.

Applied private instruction is available on the instruments listed below. Instruction on selected instruments may not be available due to low student demand. Refer to current schedule for an accurate listing.

Piano	Bassoon
Organ	Clarinet
Harpsichord	Saxophone
Voice	Trumpet
Violin	French Horn
Viola	Trombone
Cello	Euphonium
String Bass	Tuba
Flute	Percussion
Oboe	Guitar

**MUSIC
APPLIED (PRIVATE LESSONS)**

MUA 101, 102, 103, 201, 202, 203 Piano	1-4 credits each
MUA 107, 108, 109, 207, 208, 209 Organ	1-4 credits each
MUA 113, 114, 115, 213, 214, 215 Harpsichord	1-4 credits each
MUA 119, 120, 121, 219, 220, 221 Voice	1-4 credits each
MUA 125, 126, 127, 225, 226, 227 Violin	1-4 credits each
MUA 131, 132, 133, 231, 232, 233 Viola	1-4 credits each
MUA 137, 138, 139, 237, 238, 239 Cello	1-4 credits each
MUA 143, 144, 145, 243, 244, 245 String Bass	1-4 credits each
MUA 149, 150, 151, 249, 250, 251 Flute	1-4 credits each
MUA 155, 156, 157, 255, 256, 257 Oboe	1-4 credits each
MUA 161, 162, 163, 261, 262, 263 Bassoon	1-4 credits each
MUA 167, 168, 169, 267, 268, 269 Clarinet	1-4 credits each
MUA 173, 174, 175, 273, 274, 275 Saxophone	1-4 credits each
MUA 176, 177, 178, 276, 277, 278 Trumpet	1-4 credits each
MUA 179, 180, 181, 279, 280, 281 French Horn	1-4 credits each
MUA 182, 183, 184, 282, 283, 284 Trombone	1-4 credits each
MUA 185, 186, 187, 285, 286, 287 Euphonium	1-4 credits each
MUA 188, 189, 190, 288, 289, 290 Tuba	1-4 credits each
MUA 191, 192, 193, 291, 292, 293 Percussion	1-4 credits each
MUA 197, 198, 199, 297, 298, 299 Guitar	1-4 credits each

HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION**EMERGENCY MEDICAL TRAINING****EMT 104. EMERGENCY MEDICAL CARE I 8 credits**

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

PREREQUISITE: EMT 104

A review of the concepts and skills developed in EMT 104. Classroom experience only.

EMT 110. EMERGENCY MEDICAL CARE II -LEVEL ONE 10 credits

PREREQUISITE: EMT 104 or permission of the instructor.

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.

EMT 111. EMERGENCY MEDICAL CARE II -LEVEL TWO 10 credits

PREREQUISITE: EMT 110

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.

EMT 112. BASIC EMERGENCY CARDIAC CARE I 7 credits

PREREQUISITES: EMT 104 or permission of the instructor. Must be licensed LPN or RN.

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.

EMT 113. BASIC EMERGENCY CARDIAC CARE II 7 credits

PREREQUISITE: State of Alabama licensure as an RN, LPN, or Intermediate EMT.

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.

EMT 201. ADVANCED EMERGENCY CARDIAC CARE 8 credits

PREREQUISITE: State of Alabama licensure as an RN, LPN, or Intermediate EMT; EMT 111 or EMT 112 or equivalent.

A study of advanced cardiac rhythm interpretation, cardiac catheterization, useful cardiac drugs, acid-base balance and interpretation. Requires sixty hours hospital CCU experience.

HEALTH EDUCATION**HED 224. PERSONAL AND COMMUNITY HEALTH 3 credits**

This course covers health problems for the individual and for the community. Areas of study include mental health, family life, physical health, chronic and degenerative diseases, control of communicable diseases, and the understanding of depressants and stimulants. Healthful living habits will be emphasized. (HPR 200)

HED 231. FIRST AID 3 credits

This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illnesses. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included. (HPR 201)

PHYSICAL EDUCATION

PED 101-102. SLIMNASTICS - (BEG-INTER) 1 credit each
(HPR 162-163)

PED 103-104. WEIGHT TRAINING - (BEG-INTER) 1 credit each
(HPR 160-161)

PED 105. PERSONAL FITNESS 1 credit
(HPR 164)

PED 106. AEROBICS 1 credit
(HPR 130)

PED 107-108. AEROBIC DANCE - (BEG-INTER) 1 credit each
(HPR 131-132)

PED 109. JOGGING 1 credit

PED 111-112. TRAMPOLINING - (BEG-INTER) 1 credit each
(HPR 142)

PED 116-117. TUMBLING - (BEG-INTER) (HPR 140)	1 credit each
PED 123-124. GOLF - (BEG-INTER) (HPR 153-154)	1 credit each
PED 126. RECREATIONAL GAMES (HPR 158)	1 credit
PED 127. ARCHERY (HPR 150)	1 credit
PED 131-132. BADMINTON - (BEG-INTER) (HPR 151)	1 credit each
PED 133-134. TENNIS - (BEG-INTER) (HPR 157-257)	1 credit each
PED 137. PICKLE BALL (HPR 137)	1 credit
PED 140-141-142. SWIMMING - (BEG-INTER-ADV) (HPR 140-141)	1 credit each
PED 143. AQUATIC EXERCISE (HPR 133)	1 credit
PED 146. ADVANCED LIFE SAVING <i>PREREQUISITE: PED 141 or equivalent skills</i> This course provides the individual with knowledge and skills designed to save his life or the life of another in an emergency. This course is not a complete lifeguard training course although all lifeguard candidates must complete this course successfully to be certified by the Red Cross. (HPR 225)	1 credit
PED 153-154. KARATE - (BEG-INTER) (HPR 165-166)	1 credit
PED 155. SELF DEFENSE (HPR 167)	1 credit
PED 166. MODERN DANCE (HPR 171)	1 credit
PED 171-172. BASKETBALL - (BEG-INTER) (HPR 101-111)	1 credit

PED 176-177. VOLLEYBALL - (BEG-INTER) **1 credit each**
(HPR 159)

PED 178-179. SOCCER - (BEG-INTER) **1 credit each**
(HPR 115)

PED 181-182. BASEBALL - (BEG-INTER) **1 credit each**
(HPR 103-113)

PED 186-187. SOFTBALL - (BEG-INTER) **1 credit each**
(HPR 123)

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION **5 credits**
In this course, the history, philosophy, and objectives of Health, Physical Education and Recreation are studied with emphasis on the physiological, sociological, and psychological values of physical education. It is required of all physical education majors. (HPR 203)

PED 216. SPORTS OFFICIATING **3 credits**
This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to classwork, students will receive at least 3 hours of practical experience in officiating. (HPR 204)

PED 251. VARSITY BASKETBALL **2 credits***

PED 252. VARSITY BASEBALL **2 credits***

*Varsity sports may be repeated for credit up to a maximum of six (6) credit hours.

RECREATION

REC 250. INTRODUCTION TO RECREATION **3 credits**
This course includes instruction in the philosophy, purpose, objectives, and principles of recreation with emphasis on program content and development. (HPR 280)

REC 255. CAMPING AND OUTDOOR RECREATION **3 credits**
This course provides instruction and experience in camping. Camping leadership program planning, the function of the camping education and personnel, staff organization, maintenance of property, buildings and equipment, and financial management are considered. (HPR 201)

REC 256. ORGANIZATION AND MANAGEMENT OF RECREATION **5 credits**

This course covers planning and administration of recreation programs in communities, private agencies, and industry. It includes legal aspects, policies, operations, personnel management, financing, budgeting, and maintenance of recreational programs. (HPR 282)

REC 257. RECREATIONAL LEADERSHIP**3 credits**

This course is a study of theory and practice in planning, organization, and administration of recreational activities in the public, private or industry setting. (HPR 281)

REC 291. RECREATION FIELD EXPERIENCE**5 credits**

This course includes practice, assigned by the instructor, in the operation of recreation programs under supervision of trained recreation leaders. (HPR 283-284-285-286-287-288)



HISTORY AND SOCIAL SCIENCE DIVISION**ANTHROPOLOGY****ANT 200. INTRODUCTION TO ANTHROPOLOGY****5 credits**

This course is a survey of physical, social, and cultural development and behavior of human beings. (ANT 201)

CRIMINAL JUSTICE**CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE****5 credits**

An examination of the total criminal justice process from law enforcement through the administration of justice, probation, prisons and correctional institutions, and parole. History and philosophy, career oriented. (CJ 100)

CRJ 116. POLICE PATROL**5 credits**

Duties, responsibilities, and supervision of the uniformed police patrol. Importance of patrol functions. Patrol activities; type of patrol, patrol tools, patrol allocation, methods and procedures. (CJ 101)

CRJ 117. COMMUNITY RELATIONS**5 credits**

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. (CJ 210)

CRJ 140. CRIMINAL LAW AND PROCEDURE**5 credits**

Substantive crimes and their punishment; elements of various crimes; criminal procedure and mechanics of the courts; Alabama Code provisions. (CJ 110)

CRJ 146. CRIMINAL EVIDENCE**5 credits**

Considers origin of the law of evidence and the current rules of evidence; type of evidence, their definitions and uses and the functions of the courts with regard to evidence. (CJ 112)

CRJ 150. INTRODUCTION TO CORRECTIONS**5 credits**

Philosophical foundations of punishment. Historical development in American penology from the earliest times up to the present, corrections in contemporary America. (CJ 236)

CRJ 208. INTRODUCTION TO CRIMINOLOGY**5 credits**

This course delves into the nature and extent of crime in the United States; criminal and delinquent behavior and the theories of causation. It also includes the criminal personality; the principles of prevention, control and treatment. (SOC 225)

- CRJ 209. JUVENILE DELINQUENCY** **5 credits**
Emphasizes the theories of causation in delinquency; police and juvenile court roles; programs of prevention and control of juvenile delinquency. (CJ 212)
- CRJ 216. POLICE ORGANIZATION AND ADMINISTRATION** **5 credits**
General principles of organization and administration of law enforcement, structure of organization, police management, recruitment, selection, training, discipline and inspection are the primary areas covered in this course. An analysis of the functional divisions of the modern law enforcement agency and the future professionalization of the police service are also included. (CJ 205)
- CRJ 218. TRAFFIC CONTROL** **5 credits**
A course designed to teach the student traffic safety planning, traffic law enforcement, regulation and control; the Alabama Motor Vehicle Code enforcement. (CJ 215)
- CRJ 219. FIREARMS** **5 credits**
PREREQUISITE: CRJ 100 and permission of Department Head.
The moral aspects, legal provisions, safety precautions, and restrictions governing the use of firearms; target analysis and range drill work; and firing sidearms and riot guns at stationary and combat targets.
- CRJ 220. CRIMINAL INVESTIGATION** **5 credits**
Theory and scope of criminal investigation; duties and responsibilities of the investigator; collection, preservation and transportation of physical evidence; scientific aids; interrogations; identification; follow-up and case preparation; modus operandi. (CJ 114)
- CRJ 230. CRIMINALISTICS** **5 credits**
A survey of the different methods of scientific investigation, techniques. Includes fingerprints, photography, cast and molds, ballistics procedures, and criminal evidence. How to utilize crime laboratories. (CJ 203)
- CRJ 236. ADVANCED CRIMINALISTICS** **5 credits**
Techniques of collecting physical evidence from a crime scene, the examination of such evidence in the laboratory and the proper presentation of such in court. Subjects covered include: hairs, fibers, blood and seminal stains, firearms examination, glass, paint, drugs, document examination, restoration of serial numbers and footprints; laboratory examinations and experiments.
- CRJ 280. INTERNSHIP IN CRIMINAL JUSTICE** **1-5 credits**
Practical experience with faculty supervision in some area of criminal justice. Students are placed on the job for practical experience in their chosen profession by the program coordinator; students will be supervised jointly by the faculty and by personnel employed by the organization. This course may be repetitive with the approval of the department head. (CJ 218-219-220)

CRJ 290. SELECTED TOPICS-SEMINAR IN CRIMINAL JUSTICE**1-5 credits**

Directed reading, research, writing and discussion of selected subjects relating to criminal justice including the analysis of various contemporary problems faced by the criminal justice system. This course may be repeated with the approval of the department head. (CJ 244-245-246-247-248-249)

EARLY CHILDHOOD DEVELOPMENT**ECD 231. GROWTH AND DEVELOPMENT OF CHILDREN****5 credits**

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**

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**

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**

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**

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**

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**

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**

PREREQUISITE: Consent of Instructor.

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.

ECD 271. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT **5 credits**

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**

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.

GEOGRAPHY**GEO 100. WORLD REGIONAL GEOGRAPHY** **5 credits**

This course surveys various countries and major regions of the world with respect to location and landscape, world importance and political status, population, type of economy, external and internal organization and relations, problems and potentials. (GEO 101)

GEO 200. GEOGRAPHY OF NORTH AMERICA **5 credits**

This course is a survey of geography 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. (GEO 201)

HISTORY**HIS 101. HISTORY OF WESTERN CIVILIZATION I****5 credits**

This course is a survey of social, intellectual, economic, and political developments which have molded the modern western world. The course covers the ancient and medieval periods and concluded in the era of the Renaissance and Reformation.

HIS 102. HISTORY OF WESTERN CIVILIZATION II**5 credits**

This course is a continuation of HIS 101; it surveys development of the modern western world from the era of the Renaissance and Reformation to the present.

HIS 201. UNITED STATES HISTORY I**5 credits**

This course surveys United States history during colonial, Revolutionary, early national, and antebellum periods. It concludes with the Civil War and Reconstruction.

HIS 202. UNITED STATES HISTORY II**5 credits**

This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HIS 220. CONTEMPORARY HISTORY**5 credits**

This course studies contemporary world issues and problems in their historical perspective. (HIS 218)

HONORS**IDS 100. FORUM****1 credit**

In this course, credit is given in recognition of attendance at academic lectures, concerts and other events. IDS 100 requires attendance at designated events which are chosen from various lectures, concerts, and programs given by the college or in the community. IDS 100 may be repeated for credit each quarter that a student is enrolled. (FRM 101-102-103)

IDS 200. SCHOLAR BOWL**2 credits**

This course offers the student preparation, practice, and participation in the college Scholars' Bowl program. This course may be repeated for credit each quarter that the student is enrolled in college. (HNR 101-102-103-201-202-203)

PHILOSOPHY**PHL 106. INTRODUCTION TO PHILOSOPHY****5 credits**

The purpose of this course is to familiarize the student with basic concepts of philosophy. Major ideas will be covered in a historical survey from Plat to Sartre. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making and problem solving. (PHIL 200)

POLITICAL SCIENCE**POL 103-104-105. CURRENT AFFAIRS** **2 credits each**

This course sequence is designed to acquaint major issues and problems of contemporary society through an examination of current events. (POL 105-106-107-205-206-207)

POL 211. AMERICAN NATIONAL GOVERNMENT **5 credits**

This course is a study of the origins, constitutional background, development, organization, and operation of our national government.

POL 236. INTRODUCTION TO INTERNATIONAL RELATIONS **5 credits**

This course is an examination of rudiments of international politics. Foreign policy positions of communist-block nations, the Free World and Third World nations will be emphasized. (POL 228)

PSYCHOLOGY**PSY 100. ORIENTATION** **1-3 credits**

This course is designed to introduce the student to college life, responsibilities, rules and regulations.

PSY 106. CAREER EXPLORATION **1 credit**

This course is 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. (PSY 101)

PSY 107. STUDY SKILLS **1-3 credits**

In this course, emphasis is placed on the skills of "how to study." The course introduces the student to effective techniques for listening in class, note taking, preparation for test taking, and an overall system of successful study. (SS 100)

PSY 200. GENERAL PSYCHOLOGY **5 credits**

This course is a survey of behavior with an emphasis upon psychological processes. This course includes the biological bases of behavior, thinking, emotion, motivation, and the nature and development of personality. (PSY 201)

PSY 210. HUMAN GROWTH AND DEVELOPMENT **5 credits**

PREREQUISITE: PSY 200

This course is a study of the psychological, social and physical factors that affect human behavior from conception to death. (PSY 225)

PSY 230. ABNORMAL PSYCHOLOGY**5 credits***PREREQUISITE: PSY 200*

This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders and mental deficiencies will be covered. (PSY 238)

PSY 260. STATISTICS FOR THE SOCIAL SCIENCES**5 credits**

This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics. (PSY 230)

RELIGION**REL 100. HISTORY OF WORLD RELIGIONS****5 credits**

This course is designed to acquaint students with the beliefs and practices of the major contemporary religions of the world. This includes the religion of Africa, the orient, and the western world. An historical analysis of the origins of the various religions is included in the course. (REL 201)

SOCIOLOGY**SOC 200. INTRODUCTION TO SOCIOLOGY****5 credits**

This course is an introduction to vocabulary, concepts, and theory of sociological perspective of human behavior. (SOC 201)

SOC 208. INTRODUCTION TO CRIMINOLOGY**5 credits**

This course delves into the nature and extent of crime in the United States as well as criminal delinquent behavior and theories of causation. It also includes criminal personality, principles of prevention, control and treatment. (SOC 225)

SOC 209. JUVENILE DELINQUENCY**5 credits**

This course emphasizes theories of causation in delinquency, policy and juvenile course roles, programs of prevention, and control of juvenile delinquency. (CJ 212)

SOC 247. MARRIAGE AND THE FAMILY**5 credits**

This course is a sociological study of the family structure and analysis of family living in modern society; it covers preparation for marriage and factors involving marital success in contemporary society. (SOC 215)

MATH AND SCIENCE DIVISION**ASTRONOMY****AST 200. OBSERVATIONAL ASTRONOMY** **2 credits**

This is a laboratory course which introduces the student to the techniques of astronomical observation. Evening laboratory work will be required. (PHS 200)

BIOLOGY**BIO 103. PRINCIPLES OF BIOLOGY** **5 credits**

PREREQUISITE: Regular admission status.

This is an introductory course for both science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are taught through the study of cell structure, function, reproduction, and classical genetics. The scientific method, a brief overview of the diversity of life, and historical elements are also presented. Laboratory is required. (BIO 101)

BIO 104. ANIMAL BIOLOGY (ZOOLOGY) **5 credits**

PREREQUISITE: BIO 103.

This is an introduction to the basic principles of evolution and a survey of animal diversity including classification, morphology, physiology and reproduction. Laboratory is required. (BIO 103)

BIO 105. PLANT BIOLOGY (BOTANY) **5 credits**

PREREQUISITE: BIO 103.

This is an introduction to the basic principles of ecology and a survey of plant diversity including classification, morphology, physiology and reproduction. Laboratory is required. (BIO 102)

BIO 117. BIOLOGY OF HUMAN CONCERN **5 credits**

PREREQUISITE: Regular admission status.

This course is designed to give the nonscience major an understanding of humans as biological organisms and as members of ecosystems. Emphasis is placed on biological implications of man's activities, such as pollution, use of nuclear technology, genetic research, habitat destruction, and overpopulation. Laboratory may be required. (BIO 100)

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I **5-6 credits**

PREREQUISITE: BIO 103. (Some schools may require one college level chemistry course.)

This course and BIO 202 cover structure and function of the human body. Topics in BIO 201 include tissues and the following systems: integumentary, skeletal, muscular, nervous, and sensory. Associated biochemical phenomena are covered under each topic. Dissection, histological studies, and physiology are featured in the required lab. (BIO 220)

BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II**5-6 credits**

PREREQUISITE: BIO 201 or prerequisite for BIO 201 and permission of the instructor.

This course and Bio 201 cover the structure and function of the human body. Topics in BIO 202 include the endocrine, circulatory, respiratory, digestive, excretory, and reproductive systems. Associated biochemical phenomena are also presented. Dissection, histological studies, and physiology are feature in the required lab. (BIO 221)

CHEMISTRY**CHM 113-114-115. COLLEGE CHEMISTRY I-II-III****5 credits each**

PREREQUISITE: Intermediate Algebra or equivalent math placement.

This sequence of courses is primarily designed for the science or engineering major who is expected to have a strong background in mathematics. These courses include a study of chemical techniques, chemical bonding, gases, liquids, solids, solutions, kinetics, chemical equilibrium, thermodynamics, electrochemistry, and nuclear chemistry. Some organic chemistry may also be included. Laboratory work in CHM 113 and CHM 114 illustrates principles covered in lecture; CHM 115 is primarily devoted to qualitative analysis. These course must be taken in sequence. (CH 101-102-103)

CHM 233-234-235. ORGANIC CHEMISTRY I-II-III**5 credits each**

PREREQUISITE: CHM 114.

These courses cover the fundamentals of organic chemistry including a study of the nomenclature, structure, physical properties, synthesis, and typical reactions for the various series of aliphatic, alicyclic, and aromatic compounds with attention to reaction mechanisms. Emphasis is also placed on spectroscopy, stereochemistry, and biochemistry. Laboratory includes the synthesis of representative carbon compounds with emphasis on basic techniques. These courses must be taken in sequence. (CH 202-203-204)

ENGINEERING**EGR 113-114-115. ENGINEERING GRAPHICS I-II-III****3 credits**

These courses teach the use of instruments, lettering, principles of orthographic projections. The student does technical sketching and shop drawings. These courses also include graphical concepts, computational techniques, sections and isometrics. (EN 102-103-104)

EGR 226. ENGINEERING MECHANICS - STATICS**5 credits**

PREREQUISITE: MTH 215, COREQUISITE: PHY 213.

Forces and couples and resultants of force systems, freebody diagrams, equilibrium, problems involving friction, centroids, center of mass, distributed forces. (EN 205)

MATHEMATICS**MTH 108. ELEMENTARY ALGEBRA****5 credits**

PREREQUISITE: Appropriate math placement score.

This course is a review of the fundamental operations in arithmetic and algebra. The topics include the numbers of ordinary arithmetic and their properties; integers and rational numbers; solving equations; polynomials; polynomials and factoring; and an introduction to systems of equations and graphs. (MH 100) *NOTE: This course will not substitute for Math 112. Credit earned in Math 108 can be used as elective credit in meeting graduation requirements for the Associate in Applied Science degrees only.*

MTH 109. INTERMEDIATE COLLEGE ALGEBRA**5 credits**

PREREQUISITE: One year of high school algebra and appropriate math-placement score or MTH 108.

This course is designed to help students develop the basic principles and skills needed to solve algebraic problems. Topics include sets, real numbers, polynomials, exponents, roots, radicals, linear and quadratic equations, graphing, and inequalities. (MH 110) *NOTE: This course will not substitute for MATH 112. Credit earned in Math 109 can be used as elective credit in meeting requirements for the Associate in Science or Associate in Applied Science degree.*

MTH 111. PLANE TRIGONOMETRY**5 credits**

PREREQUISITE: MTH 110 or appropriate mathematics placement score.

This course covers properties of trigonometric functions and operations, radian measure, inverse functions, solutions of triangles, and complex numbers. (MH 112)

MTH 112. PRECALCULUS ALGEBRA.**5 credits**

PREREQUISITE: Two years of high school algebra, trigonometry, and appropriate mathematics placement score.

This is a course for a student whose curriculum requires calculus. In this course, the emphasis is placed on the algebra of functions and includes polynomial, rational, exponential, and logarithmic functions. Additional topics include systems of equations and inequalities, matrices, Cramer's Rule, mathematical induction, and binomial theorem, linear and quadratic inequalities, the circle, and parabola.

MTH 115. ANALYTIC GEOMETRY AND CALCULUS I**5 credits**

PREREQUISITE: MTH 113 or MTH 111 or appropriate mathematics placement score.

This is the first of a four-quarter sequence. Topics include a brief review of analytic geometry and functions, limits, the derivative, applications of the derivative, the differential, and antidifferentiation. (MH 114)

MTH 131. MATHEMATICS IN GENERAL EDUCATION I **5 credits**

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. (MH 230)

MTH 132. MATHEMATICS IN GENERAL EDUCATION II **5 credits**

PREREQUISITE: MTH 131 or appropriate mathematics placement score.

This course is a continuation of MTH 131.

MTH 156. MATHEMATICS COMPUTER PROGRAMMING **5 credits**

PREREQUISITE: MTH 110 or appropriate mathematics placement score.

This course involves 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. (MH 220)

MTH 215. ANALYTICAL GEOMETRY AND CALCULUS II **5 credits**

PREREQUISITE: MTH 115.

This is the second of a four-quarter sequence. Topics studies include: the definite integral, applications, trigonometric functions and their inverses, exponential and logarithmic functions, hyperbolic functions and the techniques of integration. (MH 215)

MTH 216. ANALYTICAL GEOMETRY AND CALCULUS III **5 credits**

PREREQUISITE: MTH 215.

This third course of a four quarter sequence presents applications of integration, polar coordinates, the conic sections, indeterminate forms, improper integrals, Taylors formula, infinite sequences, and series. (MH 216)

MTH 217. ANALYTICAL GEOMETRY AND CALCULUS IV **5 credits**

PREREQUISITE: MTH 216.

The final course in the calculus sequence covers: vectors in the plane, parametric equations, vectors in three-dimensional space, analytic geometry, differential calculus of several variables, applications of partial derivatives, multiple integration, and an introduction to differential equations. (MH 217)

MTH 218. DIFFERENTIAL EQUATIONS **5 credits**

PREREQUISITE: MTH 217.

This course is designed to include solutions of first-order and simple high-order ordinary differential equations with applications. (MH 218)

MTH 219. LINEAR ALGEBRA **5 credits**

PREREQUISITE: MTH 114.

Topics in this course include linear spaces, vector spaces, linear transformations, matrices, and determinants. (MH 219)

PHYSICS AND PHYSICAL SCIENCE**PHS 101. INTRODUCTION TO PHYSICAL SCIENCE I 5 credits**

This course provides the non-technical student with an introduction to the basic principles of astronomy, geology, and meteorology. Basic mathematics skills are necessary for success in this course. (PHS 201)

PHS 102. INTRODUCTION TO PHYSICAL SCIENCE II 5 credits

This course provides the non-technical student with an introduction to the basic principles of physics and chemistry. Basic mathematics skills are necessary for success in this course. (PHS 202)

PHY 201-202. GENERAL PHYSICS I-II 6 credits

PREREQUISITE: Trigonometry or equivalent math placement score.

These courses are designed to cover general physics at a level that assumes previous exposure to college algebra and basic trigonometry. Specific topics include mechanics, properties of matter, sound, heat, electricity and magnetism, light, and modern physics. Laboratory is required. (PS 205-206)

PHY 213-214-215. GENERAL PHYSICS WITH CALCULUS I-II-III 5 credits

PREREQUISITE: PHY 213: Calculus I or COREQUISITE: Calculus I and permission of the instructor.

PHY 214: PHY 213 and Calculus II or COREQUISITE: Calculus II and permission of instructor.

PHY 215: PHY 214 and Calculus III or COREQUISITE: Calculus III and permission of instructor.

These courses provide a calculus-based treatment of principal subdivisions of classical physics: mechanics, thermodynamics, electricity and magnetism, sound, and light. Laboratory is required. (PS 211-212-213)

SPECIAL SERVICES DIVISION**READING****RDG 083. DEVELOPMENTAL READING I 1-5 credits**

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 084. DEVELOPMENTAL READING II 1-5 credits

PREREQUISITE: RDG 083 or equivalent placement score.

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 085. DEVELOPMENTAL READING III 1-5 credits

PREREQUISITE: RDG 084 or equivalent placement score.

This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills. (SS 120)

RDG 113. COLLEGE READING I 1-5 credits

PREREQUISITE: RDG 085 or appropriate placement score.

This comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate. (SS 121)

RDG 114. COLLEGE READING II 1-5 credits

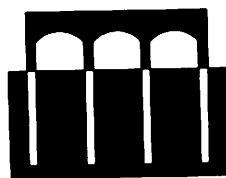
PREREQUISITE: RDG 113 or appropriate placement score.

This comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate.

RDG 115. COLLEGE READING III 1-5 credits

PREREQUISITE: RDG 114 or appropriate placement score.

This comprehensive reading course is designed to help readers improve comprehension, vocabulary, and reading rate.



**College
Personnel**

COLLEGE PERSONNEL

ADMINISTRATION

TALMADGE, JOSEPH D *President of the College*
 B.A., Vanderbilt University
 M.A., Vanderbilt University
 Ed.D., Auburn University

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 B.S., Louisiana College
 M.A., University of Southern Mississippi
 Ed.D., Mississippi State University

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 B.S., Troy State University
 M.S., Troy State University
 Additional Graduate Study

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 M.A., University of Alabama
 Ed.D., Auburn University

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 M.S., Auburn University
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 B.S., Florida State University

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M.S., Kansas State University
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M.S., Troy State University
Additional Graduate Study
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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*
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M.Ed., Auburn University
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B.S., Livingston State University
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 Additional Graduate Study

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M.S., Troy State University
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 M.A., University of Alabama
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- HAYNES, ALLEN DEAN..... *History*
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 M.A., Appalachian State Teachers College
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M.A.C.T., Auburn University
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 M.M., Baylor University
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 M.S., Troy State University
 Ed.S., University of Alabama
 Additional Graduate Study



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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 _____

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 _____

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: _____

