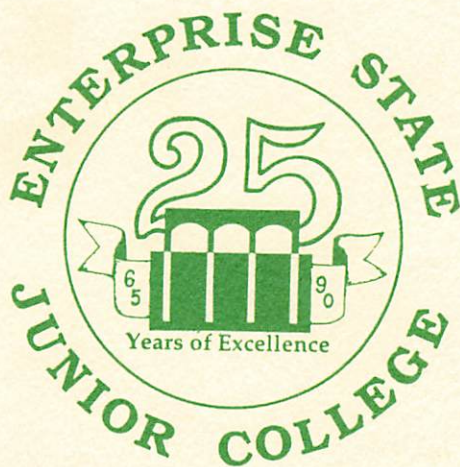


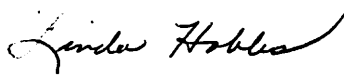
Linda's Copy



1990 - 1991

Catalog

and the tradition continues...



Enterprise, Alabama

ENTERPRISE STATE JUNIOR COLLEGE

P.O. BOX 1300

Enterprise, Alabama 36331

(205) 393-ESJC

CATALOG

1990-1991

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

Member

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

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

Volume 26

June, 1990

About the cover: ESJC celebrates 25 years of success. Pictured are former students now successful in their careers. Front row, left to right, are Dr. Bruce Donaldson, partner, Lester & Donaldson Veterinary Hospital, P.A.; Jennifer Wilkerson, partner/instructor, Jen-Deb School of Dance, Inc.; Jerome Walton, Chicago Cubs, 1989 Rookie of the Year; Wanda Flowers, ESJC Computer Science instructor; and Bob DeVaughan, forester, Alabama Forestry Commission. Back row, left to right, are Randy Halcomb, owner, Video, Etc. stores; Winston Brunson, partner, Barr, Brunson, Wilkerson & Bowden, P.C., C.P.A.s; Cindy Dunaway, Detective Sergeant, Enterprise Police Department; Dr. Velvet J. Maddox, optometrist; Captain Ricky Snellgrove, Administrative Officer, 31st Spt. Bn., Alabama National Guard; and Ricky Adams, Executive Editor, *The Southeast Sun* Newspaper.





ENTERPRISE STATE JUNIOR COLLEGE

Your Investment in Excellence

OFFICE OF THE PRESIDENT

March 1, 1990

Dear Prospective Student:

This past year has been an exciting one at ESJC as we have celebrated our 25th year as a college. Perhaps many of your family members received their first college education at ESJC. We know that over 34,000 individuals have taken credit courses and thousands more have taken non-credit courses, attended meetings or used ESJC facilities in some way over the past years. We feel good that we have been able to provide educational services to the Wiregrass for a quarter of a century.

As proud as we are of our earlier students and past successes, we realize that much must yet be done to prepare new generations of students for the challenges of living and working in the 21st century. We want to be the college to prepare you to do just that. We want to help you decide on a career, get a good educational foundation, develop your leadership skills and prepare you for the exciting challenges ahead.

Come for a visit and become a part of the growing ESJC family.

Sincerely,

Joseph D. Talmadge
President

JDT/md

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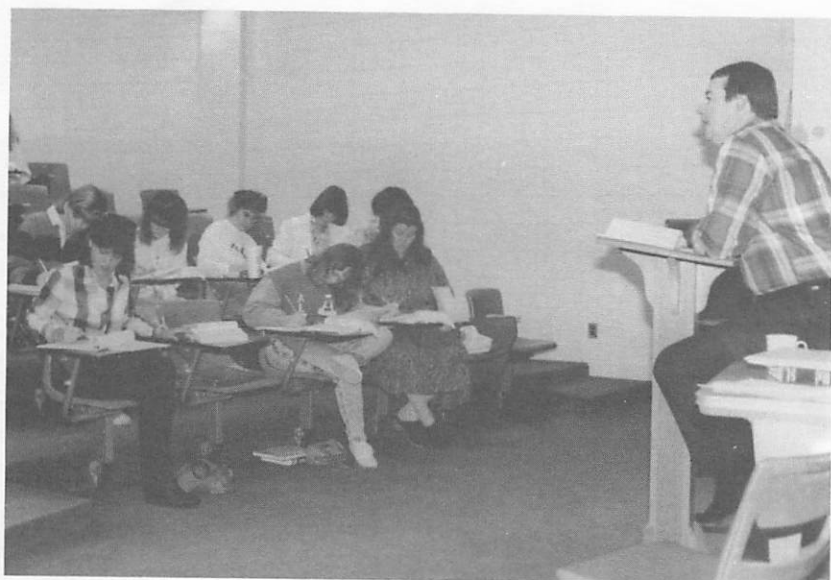
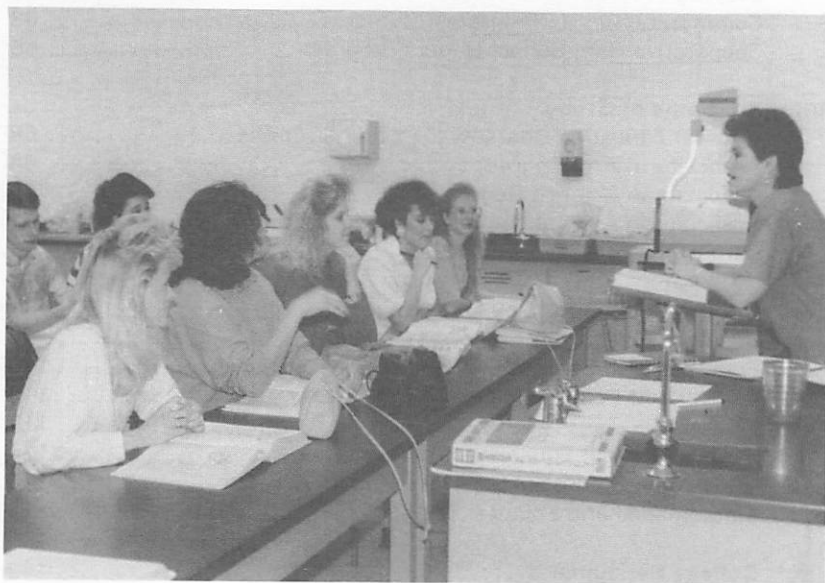
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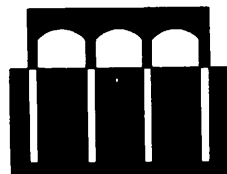
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General Information

March 11, 1991, Monday.....	Last Day to Add
March 25-29, 1991, Monday-Friday	Spring Vacation
	Faculty and Students
4 April 12, 1991, Friday	Mid-Term
May 13, 1991, Monday.....	Registration Begins
	for Summer Quarter, 1991
5 May 20, 1991, Monday.....	Registration Begins
	for Fall Quarter, 1991
May 27, 1991, Monday.....	Last Class Day
May 28, 29, 1991, Tuesday, Wednesday	Final Exams
May 30, 1991, Thursday	Grades Due/Faculty Work Day
May 31, 1991, Friday	Graduation/Faculty Work Day

SUMMER QUARTER, 1991

6 June 10, 1991, Monday	Registration/Faculty Work Day
June 11, 1991, Tuesday	Classes Begin
June 13, 1991, Thursday	Last Day to Add
7 July 4, 5, 1991, Thursday, Friday.....	Holidays, Independence Day
July 16, 1991, Tuesday	Mid-Term,
	First Mini-Session Ends
July 17, 1991, Wednesday	Second Mini-Session Begins
August 20, 1991, Tuesday.....	Last Class Day
8 August 21, 22, 1991, Wednesday, Thursday	Final Exams
August 23, 1991, Friday.....	Grades Due/Faculty Work Day
August 26, 1991.....	Faculty Work Day



GENERAL INFORMATION

MISSION OF ENTERPRISE STATE JUNIOR COLLEGE			
To offer educational opportunities for personal growth and fulfillment and the enhancement of the quality of life within the community...			
The mission is further defined by: INSTITUTIONAL PURPOSES	Purposes are pursued through: INSTITUTIONAL STRATEGIES	Strategies and Purposes Guide: INSTITUTIONAL PROGRAMS	Programs Achieve: INSTITUTIONAL OUTCOMES
<ul style="list-style-type: none"> To Develop Human Potential To Transmit Knowledge To Supply Educated Talent To Cultivate Responsible Citizenship To Facilitate Lifelong Learning To Offer Appropriate Cultural and Recreational Activities To Supply Educational Resources For Community Development To Ensure Equal Access To Higher Education 	<ul style="list-style-type: none"> Open Access, Low Tuition, Financial Assistance, College Transition Programs Diversity in Curriculum, Support Services, and Instructional Methods High Quality Staff and Programs High Quality Materials and Equipment Convenient Locations, Main Campus, Ft. Rucker Convenient Course Schedules, Quarters, Day, Evening, Weekends, Summer Sessions (Regular and Mini), Seminars, Short Courses, Internships Active Pursuit of Development Opportunities Through Grants and The Foundation Continuing Assessment of Educational Needs Comprehensive Public Information 	<ul style="list-style-type: none"> Comprehensive Curriculum, General Education, Transfer parallel, Vocational, Developmental Comprehensive Support Services: Counseling, Tutoring, Career Development, Child Care, Financial Aid, Learning Resources Center, Transportation, Job Placement Educational Levels: Associate Degrees, Certificates, In-service Training, Job Skills, Upgrading, Cultural Enrichment Student Activities: Student Government, Clubs, Athletics, Intramurals Community Services: Continuing Education, Seminars, Workshops, Short Courses, Adult Literacy Program, GED Preparation/Testing, Women's Center, Professional Development Public Relations/Marketing Program 	<ul style="list-style-type: none"> For Students: Greater Achievement of Personal Potential, Greater Social and Economic Mobility, Improved Self-confidence For Employers: Educated Talent, Employee Training For Community: Cultural Enrichment, Recreational Activities, Economic Contributions For Society: Respect for Excellence, Respect for Education, Responsible Citizenship For Staff: Challenging, Rewarding Careers, Economic Stability, Professional Growth For the College: Positive Reputation, Institutional Integrity <p>INSTITUTIONAL OUTCOMES ASSESSED BY:</p> <ul style="list-style-type: none"> Accreditation Self-study Institutional Research Program Employer Feedback Community Information Special Studies

ADMINISTRATION AND CONTROL

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

**Board of Trustees-Alabama Junior, Community
and Technical Colleges**

Governor Guy Hunt, President

Dr. Fred Gainous, Chancellor

District		Term
First	John M. Tyson, Jr.	1987-91
Second	Steadman Shealy, Jr.	1987-91
Third	Mrs. Isabelle Thomasson	1987-91
Fourth	Dr. Ethel H. Hall	1987-91
Fifth	Willie J. Paul	1987-91
Sixth	Spencer Bachus III	1987-91
Seventh	Victor P. Poole	1987-91
Eighth	Dr. Evelyn Pratt	1987-91

HISTORY

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. Area citizens and civic groups 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 college and community cooperation for which Enterprise State Junior College is noted.

In early 1965, the citizens' hopes for a college became a reality when the founding president, Mr. B. A. Forrester, 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.

Over the years, College enrollment has grown steadily. Annually, more than 2,000 students enroll in credit courses, and an additional 5,000 adults register in continuing education programs. The campus, too, has grown and 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 employed an outstanding faculty and first developed a sound university-parallel academic curriculum, which remains the heart of the college program. As the resources of the College increased, quality technical/occupational programs were added to the curriculum. These include computer and information science, criminal justice, and office administration. In cooperation with the University of Alabama in Birmingham and the Alabama Aviation and Technical College in nearby Ozark, Alabama, the College offers a number of degree programs in health and aviation-related fields.

In addition to its primary focus on academic excellence, throughout its history Enterprise State has emphasized student service through special attention to the needs of certain groups of citizens and a varied program of student activities.

Special programs and services available to adult women, persons employed in business and industry, and military service members and their families are described in this catalog. 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 in the nation 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.

The College has also received state and national recognitions for a variety of student activities. For thirteen of the last fourteen years, the campus chapter of Phi Theta Kappa, the national honor fraternity of the American two-year college, has been recognized as one of the top ten chapters in the nation. In 1984, the chapter was named The Most Distinguished Chapter in the Nation and in 1986-87 the sponsor was named The Most Distinguished Sponsor in the Nation. The Compass Club and Phi Beta Lambda business honorary have also won state and national awards. The ESJC baseball team won the Alabama State junior college championship in 1982 and the Southern Division Championship in 1986. In 1985, the College's Weevil Women earned the runner-up trophy in the State championship tournament in women's basketball.

Throughout its history, Enterprise State Junior College has been highly successful in attracting federal and private funds that have enabled the College to develop innovative programs and services. In 1987-88, the

College received one of only 16 general grants awarded in the nation by the Women's Educational Equity Act Program. The College has also received three major five-year development grants and two endowment grants totalling more than \$6 million from the Title III Institutional Aid Program in the U.S. Department of Education. In addition to comprehensive faculty development and curriculum improvement projects, these grants have financed the purchase of state-of-the-art computer equipment throughout the campus as well as the establishment of the Career Development Center, the Women's Center, the Learning Resources Center, and the KinderCollege. Other federal grants enabled the College to establish the Tutorial Assistance Program for Students and the Adult Basic Education Program.

The ESJC Foundation was established in 1982 to enhance the College's efforts to seek private funding. Administered by a Board of Directors composed of business and civic leaders, the Foundation has developed an endowment program that funds student scholarships as well as faculty development, curriculum improvement, and continuing education projects.

In 1981 upon the retirement of President Forrester, Dr. Joseph D. Talmadge, who had served as Dean of the College since its establishment and who had provided dynamic leadership for the development of the College's academic program, was appointed President of the College.

In more than two decades of service to the citizens of Southeast Alabama, the hallmarks of Enterprise State Junior College have been a superior academic program and steady growth and development. With the publication of this catalog, the College reaffirms its commitment to continuing this tradition.

THE PHYSICAL PLANT

Seven 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, an English and social sciences building and a student center. An addition to the LRC, and an addition to the health building were occupied Spring Quarter 1990. Convenient driveways and paved parking areas are provided for students and faculty.

The buildings are situated on a 125-acre tract approximately one and one-half miles east of Enterprise at the intersection of Highway 12 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 and computer science. 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 walk-way 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 students 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 fine arts building contains classrooms and office space for art, music, and photography. A tiered lecture room and a large choral lecture room are special features of the building. The building was named for Benjamin Abb Forresster, first president of Enterprise State Junior College.

Talmadge Hall (1990). The newest building on campus houses classrooms and offices for the English and history departments. A unique art display room in the building enables the college to show valuable exhibits to students and community. The building was named for Joseph D. Talmadge, current 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.

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. Tim Alford, P.O. Box 1300, Enterprise, Alabama 36331. Telephone (205) 393-ESJC.

SEXUAL HARASSMENT

Harassment on the basis of sex is a violation of Section 703 of Title VII of the Civil Rights Act of 1974. Sexual harassment is any repeated or unwanted verbal or physical sexual advance, sexually explicit derogatory statements, or sexually discriminatory remarks made by someone on campus, which is offensive or objectionable to the recipient or which causes the recipient discomfort or humiliation or which interferes with the recipient's performance. ESJC does not condone such sexual harassment, and any questions or allegations should be directed to Dr. Tim Alford.

DRUG ABUSE PREVENTION POLICY

Enterprise State Junior College is committed to the maintenance of a drug-free environment for its employees and students. The College has in operation a drug abuse prevention program which is accessible to all officers, employees, and students. This program includes but is not limited to classroom presentations, lectures, conferences and referral services.

CONTAGIOUS DISEASE POLICY

Enterprise State Junior College will not discriminate against any employee or student who has a contagious disease or who is suspected of having such a disease and is otherwise qualified to be employed or enrolled at ESJC according to the standards set by ESJC for initial and/or continued employment or enrollment.

As a condition of employment or enrollment, the College reserves the right to require a person with a contagious disease to provide medical certification that the condition is such that it does not pose a risk to other employees or students. Such information will be regarded as strictly confidential. Any release of such information will be discussed with the person prior to release and will be limited to those college personnel with a legitimate need to know.

The College further requires that all surfaces or substances contaminated with blood or other body fluids must be cleaned with a disinfectant or disposed of in an aseptic manner.

Instructors and students in teaching laboratories requiring exposure to human blood or other body fluids must use only disposable equipment and dispose of used equipment in an aseptic and safe manner. No student shall be required to obtain or process the blood of other students.

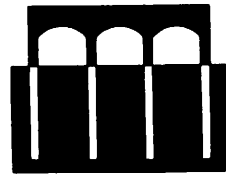
This policy is based upon current legal and medical information and is subject to revision as new information becomes available.

The Dean of Student Services is responsible for administering this policy.

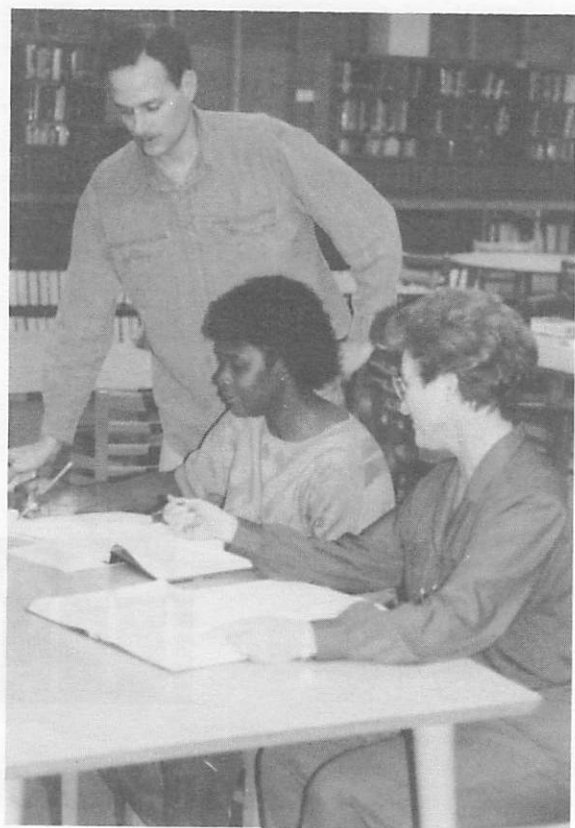
GRIEVANCE PROCEDURE FOR STUDENTS AND EMPLOYEES

The purpose of this grievance procedure is to provide a means for resolving legitimate grievances at the earliest possible times and at the most immediate level of responsibility. Persons having complaints or grievances should first discuss the matter orally with the immediate college official responsible for the area in which the grievance occurs within five (5) working days of the incident. If a mutually satisfactory agreement is not reached within five (5) days from the time of notification, a person may submit the grievance in writing to the appropriate Dean with copies to the immediate college official responsible for the area in which the grievance occurred. The Dean will give a written response to the grievant within five (5) working days. If a mutually satisfactory solution is not reached, the person may submit his/her complaint within three (3) days to the President who will appoint a fact-finding committee consisting of an employee or student selected by the grievant, an employee or student selected by the appropriate Dean, and a third party to be mutually agreed upon by the other two. The Committee will hold a hearing for all parties concerned and call witnesses. The Committee, within ten (10) working days of appointment, shall submit its findings and recommendations to the President who will make the final decision.

Formal grievance procedures relating to compliance with Title IX or tenured employment status must comply with State Board of Education Policies 616 and 617, SBPM. Other formal grievances should follow procedures outlined above except in cases where federal or state law or State Board of Education policy specifies otherwise.



Admission Policies and Procedures



ADMISSION POLICIES AND PROCEDURES

GENERAL ADMISSION POLICIES

Freshmen Who Have Never Attended College

Any applicant who has not attended a postsecondary institution may be considered for admission as a freshman student and must meet one of the following criteria to be eligible for admission:

1. Applicants who hold a diploma issued by a regionally and/or State accredited high school are eligible for admission. Applicants who hold a certificate or any other award issued in lieu of a diploma are ineligible for admission.
2. Applicants who have attended a nonaccredited high school may be admitted upon presentation of a diploma indicating successful completion of courses of study on the secondary level and based on the minimum Carnegie units required by the State Education Agency at the time of award.
3. Applicants who cannot comply with either condition above may submit a Certificate of High School Equivalency (GED Certificate) issued by Alabama or other state departments of education.
4. Colleges may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission to other programs and services at a state junior college or the academic division of a state community college.

Applicants to customized training for business programs and other courses not creditable toward an associate degree may be admitted provided they meet the above standards or provided they are at least 16 years of age and have not been enrolled in secondary education for at least one calendar year (or upon the recommendation of the local superintendent) and have specifically documented ability to benefit. However, colleges may establish higher or additional admission requirements for specific programs or services when student enrollment must be limited or to assure ability to benefit.

POLICY ON PLACEMENT TESTING

Effective Fall Quarter, 1988, beginning freshmen at Enterprise State Junior College must take the ASSET placement test to insure that they possess the basic skills required for success in college courses. All other students must take the asset placement test prior to registering for English Composition or mathematics courses. Students registering only for a special purpose course

(such as emergency medical technology, art studio, real estate, computer applications, or physical education activity classes) should contact the Registrar, the Associate Dean for the Fort Rucker campus, the Evening Director or the Dean of the College to be exempt from the placement test.

Transfer Students From Other Colleges and Universities

Any applicant who has previously attended another college will be considered a transfer student and will be required to furnish an official transcript of all work attempted at all institutions before he/she will be considered for admission to a State junior college/division.

1. Courses completed at other regionally accredited postsecondary institutions with a passing grade or better will be accepted for transfer. Higher grades may be required by individual colleges for selected courses provided the higher grades are also required in said courses for native students.
2. Credit extended to an applicant for graduation requirements will be granted based on the applicability of previous courses accepted to the requirements of the degree pursued. All transfer students must complete at least 24 quarter hours with the institution which awards the degree.
3. Transfer students whose cumulative grade point average is less than 2.0 on a 4.0 scale will be admitted only on academic probation and will be subject to the same probation and suspension regulations as returning students at a State junior college. Transfer students admitted on academic probation will have course grades of C or better only accepted for transfer.
4. Any applicant who is on temporary academic suspension from another postsecondary institution may be considered for admission to the junior college upon appeal to the college admissions committee.
5. Students from other institutions who are on permanent academic suspension may, after twelve month's duration, be considered for admission upon appeal to the college admissions committee.
6. Any applicant who has been suspended from another institution for disciplinary reasons will not be considered for admission to a State junior college except upon appeal to the college admissions committee.

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 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 in the Test of English as a Foreign Language (TOEFL).

Adequate academic background transcripts to prove an education 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

Student 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. 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. 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.

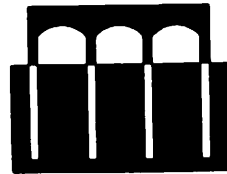
Re-Admission Students

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 or have attended another college or university, will be required to complete a readmission application. Official transcripts from the college or university attended 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 \$200.00

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

1 credit hour.....	\$ 20
2 credit hours.....	\$ 40
3 credit hours.....	\$ 60
4 credit hours.....	\$ 80
5 credit hours.....	\$100
6 credit hours.....	\$120
7 credit hours.....	\$140
8 credit hours.....	\$160
9 credit hours.....	\$180
10-21 credit hours	\$200
22-or more credit hours.....	\$200 + \$20 per credit

Out-of-State or foreign students pay 175% of 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 admission 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.

FACILITIES RENEWAL FEE

1 Credit Hour	\$ 1.50
2 credit hours	3.00
3 credit hours	4.50
4 credit hours	6.00
5 credit hours	7.50
6 credit hours	9.00
7 credit hours	10.50
8 credit hours	12.00
9 credit hours	13.50
10 or more credit hours	15.00

OTHER FEES

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

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

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 Tuition. Any student who registers for a total of 10-21 hours during the summer shall not pay more than \$200.00. A student enrolled in fewer than 10 hours, in either the regular or the first mini-session or both, shall pay \$20.00 for each additional hour added in the second mini-session. The facilities renewal fee will be assessed on the total number of hours registered for during the summer term.

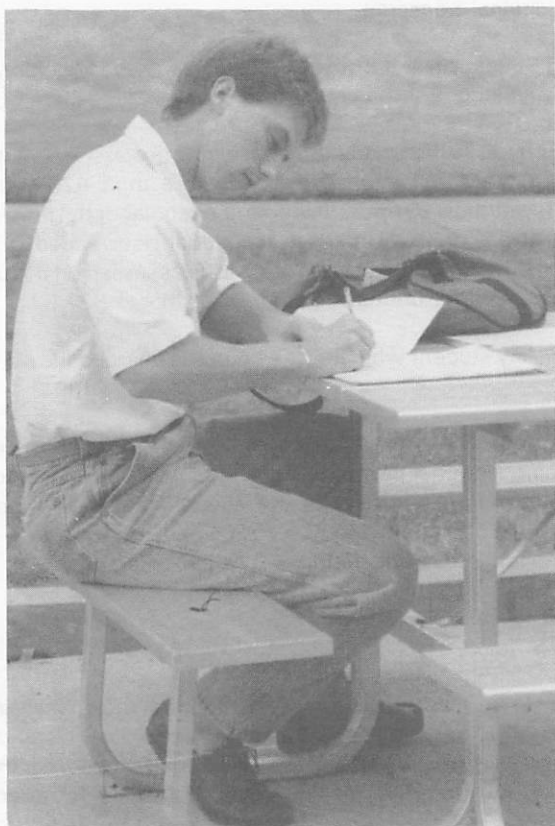
Audit Fees. Any student who audits a course is charged the regular fees for the course.

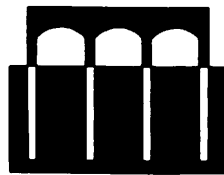
Returned Check Fee. Checks given in payment of fees and charges are accepted subject to final payment. If the student's bank does not honor the demand for payment and returns the check unpaid, the student will be assessed a returned check fee of \$10.00, and if payment is not cleared promptly, the student's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

TUITION AND FACILITIES RENEWAL FEE 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 official class day, all fees are refunded. No refunds are issued for a partial withdrawal after classes begin. 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





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 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. There is no special application for SEOG. Students with the lowest family contributions will be considered automatically.

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.

Stafford Loan. The Stafford 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 \$2,625 a year. The interest rate on these loans is currently 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)/Supplemental Loans for Students (SLS). 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.

Alabama Student Assistance Program (ASAP). This state- and federally-funded grant program provides additional assistance to exceptionally needy students on a first-come, first-served basis. There is no special application for these funds; completion of the FFS is all that is required to apply for ASAP.

HOW TO APPLY FOR FINANCIAL AID

In order to apply for a Pell Grant, College Work-Study, SEOG, ASAP, or Stafford Loan, a student must:

1. Pick up an application packet in the Financial Aid Office (Room A-114).
2. Complete the ESJC Student Data Form and return it to the Director of Student Financial Aid at the address given on the form.
3. Complete the ACT Family Financial Statement (FFS), making sure to answer "Yes" to questions 4-8 a-d and listing "0045" as the first ACT code in question 49.

4. Enclose a personal check, cashier's check, or money order for the appropriate fee with your FFS and mail them in the envelope provided by ACT to:

ACT Student Financial Aid Services
P.O. Box 4005
Iowa City, Iowa 52243

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

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

You will be notified of the action taken on your completed application.

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 Veteran's 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. Veterans receiving Chapter 106 educational benefits (the "new GI bill") will not be paid by the VA for any remedial courses taken at ESJC.

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 Director of Student Financial Aid 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.

ALABAMA G.I. AND DEPENDENTS EDUCATIONAL BENEFIT ACT

Benefits: This program pays tuition, instructional fees and required book costs for up to 36 months or four standard academic years at any State supported community, junior or technical college.

Eligibility Criteria: Any child, spouse, widow or widower or an honorably discharged veteran who is or was: (1) Twenty (20) percent or more service connected disabled; (2) killed or died in line of duty; (3) died as a result of service connected disability(s); (4) a Prisoner of War; (5) listed as Missing in Action.

Residence Requirement: The veteran must have been a permanent civilian resident of Alabama one year immediately prior to any entry into military service. A 100% permanent and total service connected disabled veteran may also meet requirements if a resident of Alabama for five years immediately prior to date of application or date of death if deceased.

Application Information: To apply, contact your local County Veterans Service Officer or write Alabama Department of Veterans Affairs, P.O. Box 1509, Montgomery, Alabama, 36192-3701.

ESJC SCHOLARSHIPS

Academic. High School seniors in the upper 25 percent of their graduating class and those with a 90 or better average have until April 1st of each year to apply for academic scholarships. An application form and a copy of the high school transcript must be submitted to the Director 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 extracurricular activities, community service and other awards and honors.

Academic scholarships may be given for six quarters, provided the recipient has maintained a "B" average each quarter (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 concert 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 maintain a grade point average of 2.0 and a minimum course load of 15 credit hours each quarter.

Athletics. Athletic scholarships in men's basketball and women's basketball and softball 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.

Cheerleader. Scholarships are awarded to students who demonstrate ability in the various aspects of cheerleading. Students must maintain a grade point average of 2.0. Tryouts are required.

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 Dr. Mary D. Bauer Scholarship. This scholarship is given by Barbara and Terry Everett in honor of Dr. Mary D. Bauer, Director of Community Services at ESJC. The scholarship is awarded annually with priority given to a re-entry woman desiring to continue her education. In addition to the College's standard scholarship application, applicants for this scholarship must submit two letters of recommendation and a brief narrative describing financial need and short- and long-range goals.

The W. T. Benson Memorial Scholarship. Established by the Benson family in memory of their husband and father, this scholarship is awarded to an applicant from Geneva County who demonstrates financial need and academic promise (no minimum grade point average required).

The Jimmy and David Boyle Memorial Scholarship. This scholarship is named in memory of James Dale Boyle and Robert David Boyle, former students of Enterprise State Junior College. Presented by Mr. and Mrs. Gordon Boyle in memory of their sons, the scholarship is based upon the same criteria as the College's academic scholarships.

The Brunson Memorial Scholarship. This scholarship is named in memory of Mary Bailey and Fox Brunson, Sr., and Fox Brunson, Jr. Presented by Judge and Mrs. Marion Brunson in memory of Marion's parents and brother, the scholarship is awarded annually to a deserving graduate of Elba High School. Criteria are the same as for ESJC's academic scholarships.

The Dr. Emmett Thomas Brunson Scholarship. This scholarship is awarded in memory of Dr. Emmett Thomas Brunson, a practicing physician in Enterprise until his death in 1982. Presented by Mrs. Jackie Brunson, Emmett, Eric, and Beth Brunson in memory of their husband and father, the scholarship is awarded annually to a graduate of Enterprise High School. Criteria are the same as for ESJC's academic scholarships.

The Dr. Emmett Treadwell Brunson Scholarship. This scholarship is awarded in memory of Dr. Emmett Treadwell Brunson, who practiced medicine in Geneva County for more than 50 years. Presented on behalf of Mrs. Foy T. Brunson (Dr. Brunson's wife), Mrs. Jackie Brunson and her children, and Mrs. Winfield Baird (Dr. Brunson's daughter), the scholarship is awarded annually to a graduate of Samson High School. Criteria are the same as for ESJC's academic scholarships.

The Brantley Eugene and Ethel Erin Chapman Bush Scholarship. This scholarship is named in memory of Brantley Eugene and Ethel Erin Chapman Bush. Presented by Mrs. J. L. (Ruth) Warren in memory of her parents, the scholarship is based upon the same criteria as the College's academic scholarships.

The Gladys Clark Scholarship. This scholarship, presented by Miss Gladys Clark, will be awarded annually to a graduate of a Coffee County high school. Miss Clark was a Coffee County Circuit Clerk for 36 years. In giving the scholarship, Miss Clark expressed her appreciation to the people of Coffee County for their devoted support during her years in office. The scholarship is based upon the same criteria as the College's academic scholarships. (To be awarded for the first time in April, 1991.)

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. Six scholarships are awarded annually and 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. & Mrs. Robin Earl Morgan in memory of Mrs. Morgan's father. Criteria are the same as for ESJC's academic scholarships.

The R. A. Culpepper Scholarship. Established by his family, this scholarship is named in memory of Mr. R. A. Culpepper, a prominent businessman of Enterprise and Columbus, Georgia.

The Charlie Davis Scholarship. This scholarship is named in memory of Charlie Davis, former ESJC student. Established by family and friends of Charlie Davis, the scholarship is based upon the same criteria as the College'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 Director 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 annually according to the same criteria as the College's academic scholarships. Preference is given to qualified applicants from Enterprise.

The Fuller-Pittman Scholarship. Given by Mr. and Mrs. Colley E. Pittman, this scholarship is named for Mr. and Mrs. Pittman and Mrs. Pittman's late parents, Mr. and Mrs. S. Don Fuller. The scholarship is based upon the same criteria as the College's academic scholarships.

The Charlie Gibson Scholarship. This scholarship is named in memory of one of ESJC's employees. Charlie's friends, both in the College and the community, established this scholarship to be awarded annually according to the same criteria as the College's academic scholarships.

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

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

The Dr. 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 Neva W. Hughes Scholarship. This scholarship is named in memory of Mrs. Neva W. Hughes, mother of Mackie H. Jordan, former ESJC employee. The scholarship was given by Dick and Mackie Jordan, Mrs. Winnie G. Whaley (Mrs. Hughes' sister), and friends of Mrs. Jordan. The scholarship is based upon the same criteria as the College's academic scholarships, but priority is given to a re-entry woman over the age of 25.

The Steve H. McGregor Memorial Scholarship. This scholarship, presented by Mr. and Mrs. Milton McGregor, is given in memory of their son, Steve. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually to an individual majoring in business.

The Roy Martin Memorial Scholarship. This scholarship is named in memory of Roy Martin, an Enterprise State Junior College alumnus who was active in the ESJC Entertainers. Mr. Martin's friends from the college and community established the scholarship which is awarded annually based upon the same criteria as the College's academic scholarships.

The Foy Whigham Mixson Scholarship. This scholarship, presented by Mr. and Mrs. Yancey Parker, is given in memory of Mrs. Parker's mother. The scholarship is awarded annually to a graduate of George W. Long High School in Skipperville who shows academic promise as evidenced by a B or better grade point average.

The V. W. Paschal Scholarship. This scholarship is awarded in memory of Mr. Vela W. Paschal, a pioneer in the dairy business in Coffee County. In 1940, Mr. Paschal established the first processing plant in the county making it possible for the consumers to have pasteurized milk. Presented by Mrs. Paschal in memory of her husband, the scholarship will be awarded annually to a graduate of Enterprise High School.

The Phillip Stewart Scholarship. This scholarship is named in memory of Phillip Stewart. Presented by Joe Paul Stewart and the Coffee County Bank in memory of Mr. Stewart's brother, the scholarship will be awarded annually to a deserving graduate of Carroll High School or Long High School.

The Fred and Nina Taylor Scholarship. This scholarship is given by Taylor's Super Valu 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.

The Mae Turner Scholarship. Established by friends and former students whom she taught at Coffee Springs, this scholarship is named in honor of Mrs. Mae Turner. Mrs. Turner taught for forty-eight years in public schools throughout the area. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually to a person from the Coffee Springs area.

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. A one-year tuition scholarship available to a graduating senior at 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.

The Ray Hughes Scholarship. Awarded annually on Honors Day to the graduating ESJC business major who has achieved the highest grade point average and who plans to transfer to a School of Business at a four-year institution.

Other scholarships periodically made available include the following:

- Alabama Indian Affairs
- Aid Association for Lutherans
- AUSA
- Altrusa Club, Enterprise Chapter
- American Association of University Women
- American Business Women's Association, Enterprise Chapter
- Amoco Foundation
- Andalusia Health Services
- Debutants — Enterprise
- District 9 School Office Personnel — Coffee County Board of Education
- Dixie Youth Baseball
- Ebony Las Donas — Elba
- Elba Business and Professional Women's Club
- Enterprise Junior Women's Club
- Enterprise Kiwanis Club
- Enterprise Music Club
- Enterprise State Junior College Education Association
- Humana Hospital — Enterprise
- New Brockton Sorosis Club

NCO Wives Club, Fort Rucker
 Officers Wives Club, Fort Rucker
 Opp Micolos Mills
 Ozark Business and Professional Women's Association
 Pilot Club of Daleville
 Pilot Club of Enterprise
 Pilot Club of Ozark
 Phi Delta Kappa — Choctawhatchee Bay Florida, Chapter
 Plain 'n Fancy
 Sikorsky Aircraft
 Showman's League of America
 Southeast Alabama Traffic Club — Dothan
 United Methodist Women, Dothan District
 WalMart Scholarship Foundation
 USPA & IRA Educational Foundation — Texas

HOW TO APPLY FOR SCHOLARSHIPS (ESJC Academic, Athletic, Performing Arts or the ESJC Foundation Scholarships)

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

1. Apply for admission to ESJC.
2. Complete a scholarship application provided by the Director of Student Financial Aid.
3. Submit the completed scholarship application and any other required documents to the Director of Student Financial Aid by April 1. (Early application for scholarships is essential. Most scholarships are awarded by the first week in April.)

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

REQUIRED STANDARDS OF PROGRESS

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

1. **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

- 2. 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 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. 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.

- 3. 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.

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

5. **Attendance Policy.** No penalty will be imposed for a total number of absences in a class but equal to the number of times the class meets per week. Students are responsible for all quizzes, tests, assignments and other materials missed during absences. A financial aid award will be reduced or terminated if the student receiving financial aid exceeds the allowed number of absences per class.

When a student exceeds the maximum number of absences, the instructor shall initiate the withdrawal of a student from class for excessive absences by turning in the proper form to the Office of Dean of Student Services. The Dean of Student Services shall, after review, instruct the Dean of Admissions to withdraw a student from class. Such withdrawals will be assigned a grade of "W" through mid-quarter or a "W" or "WF" thereafter.

6. **Withdrawals and Audits.** 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.

7. **Appeals.** Any student placed on financial aid probation or suspension may appeal his/her status to the Director 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 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

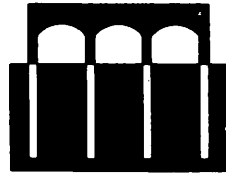
Students who receive payment from Pell Grant and/or other aid programs in excess of tuition costs and subsequently withdraw from school or reduce their class loads are subject to the school repayment policy. If a student drops out, the last recorded day of class attendance by the student shall be used 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 a 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 caseload 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 Director of Student Financial Aid, P.O. Box 1300, Enterprise, AL 36631.





**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 seven p.m. Students may make individual appointments with a counselor at the Counseling Center (SC 102) or by calling 393-ESJC (Ext. 295).

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 service is a confidential information 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.

STUDENT ADVANCEMENT SERVICES (SAS)

The new, comprehensive component is an excellent resource available for incoming and continuing students. Some of the services provided are an orientation to college each quarter, the SAS Learning Laboratory, an early alert system for developmental students, and College Success Skills courses.

ORIENTATION

Orientation for new students at ESJC is a college-wide effort which is coordinated by Student Advancement Services. The theme for orientation is **FIRST IMPRESSIONS**. Administration, faculty, counselors, staff and students are involved in orientation programs held each quarter.

All orientation programs help first time students with their transition to ESJC, expose students to academic and social opportunities, and integrate new students into college life. Students are administered the ACT ASSET Placement Test and receive individualized academic advisement when registering for classes. Students earn one (1) credit hour for completing this course.

A student organization, **THE FIRST IMPRESSIONS TEAM (FIT)**, works with all orientations offering friendship, fun, and guidance to new students. The team members are each awarded a one-quarter scholarship for their efforts.

Orientation is a required course for all new freshmen. Orientation dates are published in the quarterly schedule. Students needing more information about orientation should contact the SAS Lab, 347-2623 (Ext. 304).

SAS LEARNING LAB

The SAS Learning Lab is a new facility located in the Student Center designed to offer students academic reinforcement and enrichment.

The SAS Lab is equipped with Tandy 1000 TX computers (IBM compatible) and a generous amount of educational software; televisions, VCR's and accompanying video tapes; and cassette players and educational cassette tapes. Materials available are integrated with math, English, and reading courses and supplement many other college courses. Also, tests are available to identify students' strengths and weaknesses in study skills and to identify learning styles. Plus, the lab offers many programs on "how to study."

The SAS Learning Lab staff includes a director/counselor and a secretary who are available to personally assist students with the operation of the equipment and use of the lab instructional materials.

The SAS Learning Lab is open Monday through Friday. There is no charge for use of this facility.

COLLEGE SUCCESS SKILLS, IDS 110

This course taught by the ESJC college personnel is designed for first-time freshmen. The purpose of the College Success Skills class is to provide an opportunity for students to learn and adopt methods to promote their success in school. Topics included are: time management, note-taking, test-taking, study skills, career awareness, communication skills, and critical thinking. Enrolled students will be given a learning skills inventory, personality inventory, and a learning styles inventory.

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. 295) 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. 295).

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. 295).

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 review AP grades of "3," "4," and "5"

TUTORIAL ASSISTANCE PROGRAM FOR STUDENTS (TAPS) STUDENT SUPPORT SERVICES

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 receive tutoring or be referred to the Career Development Center, Counseling Department, Financial Aid Office or Student Advancement Services Learning Laboratory.

If a student is determined eligible for services and specific help is needed in an academic area, an appointment for a 30 minute or 1 hour study session with a tutor will be scheduled at a convenient time. Free workshops in math, study skills, and coping skills are offered each quarter. In addition, students may receive individualized instruction from the staff. Getting help early in the quarter or as soon as even minor difficulties are encountered increases a student's opportunity for success.

The TAPS staff includes a director, a counselor, an instructional coordinator, a secretary, and twelve student tutors. TAPS offers part-time employment for students who have at least a 3.0 grade point average, faculty recommendation, A's in the courses they wish to tutor, and who successfully complete an interview with the director.

Students are always welcome in the TAPS office where the atmosphere is informal. Any student enrolled may come by the TAPS office in the Student Center to fill out an application or to obtain further information. There is no charge for TAPS services.

LIBRARY/LEARNING RESOURCES CENTER (LRC)

The College Learning Resources Center provides printed and audio-visual materials to support the educational and recreational needs of students and faculty.

Current holdings include over 44,000 volumes and approximately 81,300 government publications which are received through the U.S. Government Printing Office Federal Depository program. The LRC receives 352 periodical titles through subscriptions, government documents, and gifts. Back issues of periodicals are maintained in bound, unbound, and microform format. Audio-visual materials, consisting of records, audio and video tapes, filmstrips and films are available as well as audio-visual equipment. A special collection of genealogical books and periodicals is maintained.

Interlibrary loan service is offered upon request to provide access to materials in other libraries.

A photocopying machine provides an easy and inexpensive method of reproducing items which need copying. Microfiche readers and microfilm/fiche readers and printers are located in the periodicals department.

Staff members offer assistance in the location and use of materials to individuals or groups.

The Library/Learning Resources Center is open Monday through Friday.

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 the students and employers. Students or graduates who desire employment or who need help with applications, resumes, interviews, or any related topics should contact the Placement Office located in the Career Development Center.

DISPLACED HOMEMAKER RESOURCE CENTER

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

KINDERCOLLEGE

The Kindercollege, a child study laboratory located in the Science Building, is a program for the children of full-time students. Enrollment is limited to 15 children; 10 children who are 4 years old by October 2 of the current academic year and 5 children who are 3 years old by October 2. The Kindercollege has a morning session during the school days of the Fall, Winter, and Spring Quarters. Children are provided with experiences to foster development in physical abilities, social awareness, emotional health, intellectual skills, and creativity. Students who are in Child 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, seven sophomore senators and seven 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 relationships 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.

HPR. 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 HPR 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 concert 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 Jazz Band. The Jazz Band is made up of both credit and non-credit members and is open to interested students and community members already having a background in instrumental music. Emphasis is upon jazz repertoire and preparation for performance.

ESJC Singers. Singers is a concert choir of approximately 40 voices. The group sings many programs for area civic, school, and church organizations. Membership is open to any student by audition.

ESJC Theatre. The ESJC Theatre is a group of individuals banded together for the expressed purpose of providing live theatre on the campus. Two productions are undertaken annually 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.

ESJC 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.

The ESJC Baptist Campus Ministries (BCM). The BCM is a Christian fellowship and service organization open to students of all denominations who are looking for an opportunity to get to know other Christian students. The weekly meetings, Bible studies, fellowships, State conventions, retreats, mission trips, and other activities provide lots of opportunities for fun and spiritual growth. All students who are interested in growing spiritually and in making new friends are welcome to meet on Mondays at break in room S100.

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

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

The First Impressions Team (FIT) is an organization that participates in all ESJC orientations. FIT acts as student guides, directs get-acquainted activities, assists advisors in scheduling, and presents several orientation workshops. This group of students are positive, out-going, and enjoy helping ESJC freshmen make the transition to college life.

STUDENT PUBLICATIONS

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

THE WEEVIL EYE. The student newspaper is sponsored by the Division of English, Foreign Languages, and Communication. It is published twice each quarter and it provides current information about academic and social activities of interest to the student body..

Much of the work on the WEEVIL EYE 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 program. 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.

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 is prohibited, except as expressed by law.

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

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

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

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

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

DISREGARD OF COLLEGE POLICIES AND OFFICIALS: Violation of any College policies or 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.

VIOLATIONS 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 President of the College is responsible for all general discipline. Any student involved in unacceptable conduct will be disciplined by the President commensurate with the severity of the act of misconduct.

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, or 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.

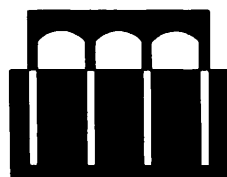
The accused shall have the right at hearing to confront and cross-examine adverse witnesses and to present testimony and evidence on his/her behalf.

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

The decision of the President shall be final.

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—Withdraw 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 to 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 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 at least 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 Art or the Associate in Science degree applicable courses earned at other institu-

tions on which the student has made a grade of "D" or above, except in English Composition the grade must be "C" or higher.

Submit application for graduation to the Dean of the College.

Fulfill all financial obligations to the College.

Remove all admissions 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.

Enterprise State Junior College maintains the following institutional policy governing attendance:

1. Instructors will maintain regular attendance records for students enrolled in their classes.
2. Instructors will inform students that the College attendance policy is clearly stated in the College Catalogue.
3. Students are expected to attend, on time, all sessions of their registered classes; therefore, all absences from class should be due to unavoidable circumstances.
4. No absences exempts a student from meeting established class-policy academic requirements which may include grade penalties; students are responsible for all class assignments, tests or other materials missed during absence.
5. Instructor class-policy determines whether students are allowed to make up class work, assignments or tests missed during any absence.
6. Procedures to withdraw students from class for excessive absences will not be imposed until the number of absences exceeds the number of times a class meets per week.
7. Instructors will verbally warn students when the number of absences in a class is equal to the number of times that class meets per week.
8. Instructors will notify the Dean of Student Services when a student has been warned about absences.
9. Students who have been warned about their absences must immediately justify any subsequent absence to the Instructor's satisfaction before

returning to class; failure to do so will result in the student's withdrawal from class for excessive absences.

10. If a student neglects or fails to justify each excessive absence to the Instructor's satisfaction, the Instructor can initiate the student's withdrawal from class by notifying the Dean of Student Services.
11. Students desiring to appeal a withdrawal must do so within three days following the Instructor initiated withdrawal; day students may appeal to the Dean of Student Services and evening students to the Evening Director.
12. If a student's appeal is approved by the Dean of Student Services or the Evening Director, the student will receive a class readmittance form and will be readmitted to class.
13. All subsequent appeal approvals for the same student will be made only after the student has furnished the Instructor and the Dean of Student Services or Evening Director with written verifiable proof that the absence was unavoidable.
14. When a student neglects to appeal a withdrawal or fails to gain readmittance by appeal, the Dean of Student Services will instruct the Dean of Admissions to withdraw the student for excessive absences; "WP" will be assigned through mid-quarter and "WP" or "WF" thereafter.
15. Absences incurred on college-sponsored events or activities and excused by memorandum from the Dean of the College are not counted in the total number of student absences; however, instructors will make provisions to allow these students to make up regularly scheduled class assignments without penalty.
16. Instructors will not count absences against a student until that student is officially enrolled in class; however, the student is still responsible for all class assignments, tests or other materials missed.
17. Instructors may implement a class tardy policy for those students who are habitually late for class; this policy will be clearly stated in the class syllabus.

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 month 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.

Under the Federal Family Educational and Privacy Rights Act, 20 U.S.C. 1232g, ENTERPRISE STATE JUNIOR COLLEGE may disclose certain student information as "directory information". Directory Information includes the names, addresses, telephone numbers, dates of birth, and major fields of study of students as well as information about students' participation in officially recognized activities and sports, the weight and height of members of athletic teams, the date of attendance by students, degrees and awards received, and the most recent previous educational agency or institution attended by a respective student. If any student has an objection to any of the aforementioned information being released about himself/herself during any given quarter or academic year, the student should notify, in person or in writing, the Dean of Students or the Registrar during the first three weeks of the respective quarter or academic year.

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 must have approval from the instructor and the Dean of the College (to receive a grade of "W"). 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 at the time of withdrawal. Withdrawals (with a grade of "W") 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 those courses.

FORGIVENESS POLICY

After being out of college for at least three years, students may petition the Presidents 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 average 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 who has earned 70 or more quarter hours 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 review AP grades of "3," "4" and "5".

FOREIGN LANGUAGE PLACEMENT POLICY

All students will be given an entrance placement examination to validate their language proficiency. Both high school studies and exam scores will be used to secure accurate placement.

Generally, one year of foreign language study at the high school level will substitute for one quarter of college-level study. Students receiving an "A" or "B" in the higher-level course(s) will be given credit for the previous course(s).

No credit will be automatically granted for high school courses, unless a higher-level course is successfully completed at ESJC. Credit will be awarded for CLEP and Advanced Placement Exams after the completion of the 205-level course with an "A" or "B" average.

In order to place students at the appropriate level of proficiency, Enterprise State Junior College may grant credit for foreign language studies according to the following guidelines:

1. Students having one or two years of foreign language (French, Spanish, or German) may be placed, at the 104 or 105 level.
2. Students having three or more years of foreign language (French, Spanish, or German) will be placed at the 203, 204, or 205 level.

CERTIFIED PROFESSIONAL SECRETARY (CPS)

Persons who have received certification as a Certified Professional Secretary may be granted credit toward an Associate in Applied Science Degree in Information Processing. Credits will be distributed as follows:

BUS. 189 (3) Human Relations; BUS 263 (5) Legal Environment of Business; BUS. 241 (5) Principles of Accounting I; BUS. 275 (5) Principles of Management; BUS. 215 (5) Business Communication; OAD 104 (5) Typewriting II; OAD 218 (5) Office Procedures. Credit will be given after student completes three OAD 230 CPS review courses at ESJC and after ESJC receives official CPS passing exam score reports from the Institute for Certifying Secretaries. Credits will appear on a student's permanent record as earned credit only, without any indication of grades or quality points.

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 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 Thursday. 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 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. Four 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 Officers 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 obligations 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 and non-credit short courses.

A student may obtain two years of college by attending classes in the evenings. 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 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 the 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 juniors and seniors. With their principal's recommendation, students 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.

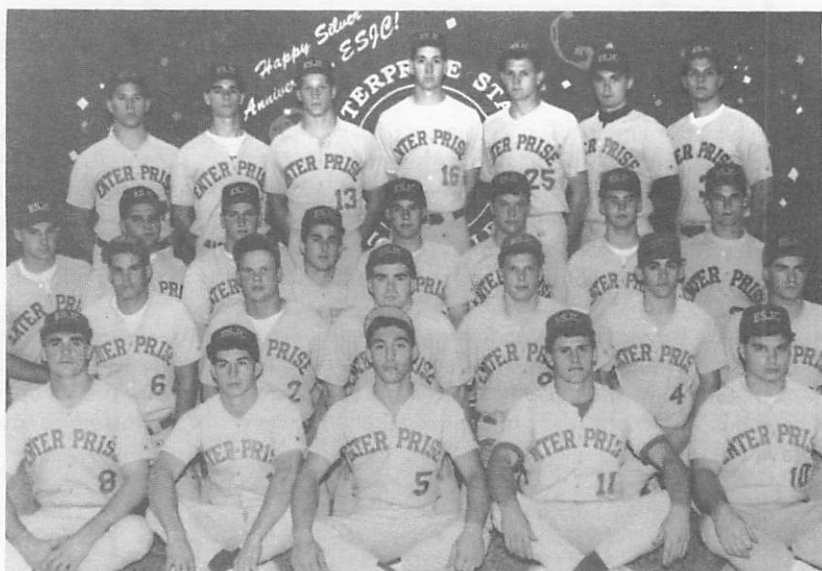
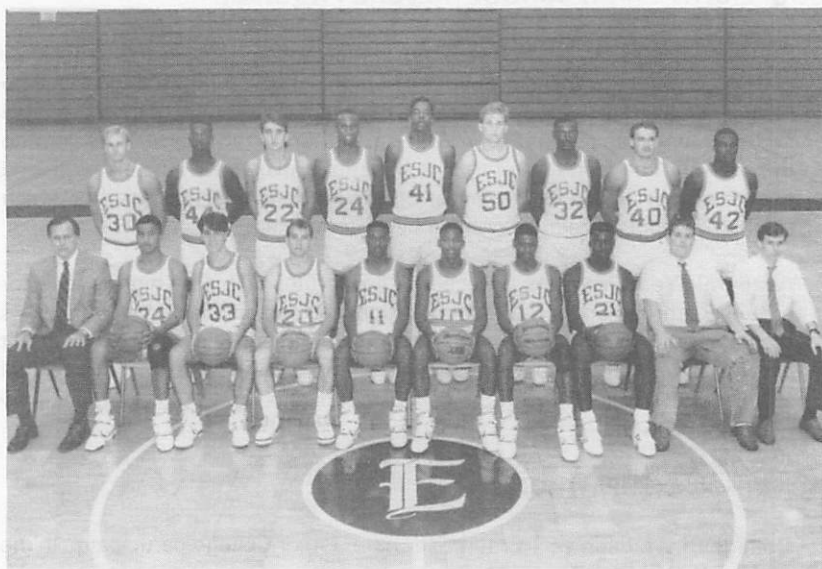
ACADEMIC COMPETITIONS

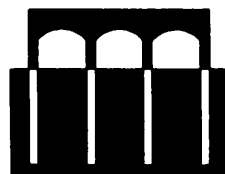
College Bowl. Each year Enterprise State Junior College participates in the Alabama College Bowl. This intercollegiate competition between the Junior/Community Colleges of the state involves students in a series of exciting competitive matches where knowledge in a broad variety of subject areas determines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

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 of 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.





Programs of Study

PROGRAMS OF STUDY

GENERAL EDUCATION

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

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

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

GENERAL EDUCATION COURSES

	<i>Quarter Hours Credit</i>
English	20
These 20 units of credit are to include 10 quarter hours of Freshman Composition and 10 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	4
P.E. requirements may be met by completing 2 activities courses.	
Art, Music or Speech	5
Total Basic Credit	69

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, Mathe-

matics 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 4 Hours Required
_____	_____
_____	_____
_____	_____
History 10 Hours Required	_____
_____	Orientation 1
_____	Total Basic Credits 70
Other Social	Electives 26
Sciences 10 Hours Required	_____
_____	_____
_____	_____
Sciences and	_____
Mathematics . . . 20 Hours Required	_____
_____	_____
_____	_____
_____	_____
_____	_____
Art, Music or	_____
Speech 5 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 5 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 Credits	45
_____	_____	Electives	51
_____	_____	_____	_____
Social		_____	_____
Sciences	10 Hours Required	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Science and/or		_____	_____
Mathematics . . .	15 Hours Required	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Physical		_____	_____
Education	4 Hours Required	_____	_____
_____	_____	Total	96
_____	_____		

ASSOCIATE IN SCIENCE DEGREE

(Foreign Languages Concentrations)

Foreign language proficiency provides an excellent background for those considering one or more of the following: teaching, interpreting, translating, editing, or working in government or international commerce. Students interested in pursuing one of these careers may follow a two-year degree program with a concentration in foreign languages.

English 15 Hours Required

English Composition 10 Hours

Elective in

English 5 Hours

Suggested: ENG 251, 252, 261, 262

Social Sciences 10 Hours Required

Science and

Mathematics . . . 15 Hours Required

Physical

Education 4 Hours Required

Orientation 1 Hour Required

Foreign

Languages 30 Hours Required

Option 1: 6 courses in one language. (First and Second year sequences of either French, German or Spanish)

Option II: 3 courses in one language at the second year level (203, 204, 205), and 3 courses at either the elementary (103, 104, 105) or the second year level (203, 204, 205) in another language.

General

Electives 21 Hours Required

(Students should select electives to meet the requirements of their transfer institutions.)

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 31-35 hours of general education and 61-65 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.

Minimum Requirements	Quarter Hours Required	Hours Earned	Physical Education 4 Hours Required	Hours Earned
Area I — Oral and Written Communication	10	_____	_____	_____
Area II — Math, Science and Computer Sciences	15	_____	Orientation.....	1
a. Mathematics	5 hours	_____	Total Basic Credits.....	31-34
b. Electives	10 hours	_____	Area Requirements	61-64
(If a computer science elective is chosen, it should be a "language course or a course giving the student experience in operating a computer.)		_____	_____	_____
Area III — Social and Behavioral Science	3-5	_____	_____	_____

Area IV — Humanities and				
Fine Arts.....	3-5		Total.....	96
Minimum Total	31-35*			

CAREER PROGRAMS

Enterprise State Junior College is meeting the needs of a growing and diversified regional job market by offering a number of Career 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 program will enable students to enter a variety of occupations with specific job skills. Students may earn a certificate or associate degree in each area. 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

Concentration: Poultry Management

Business Administration

Concentrations: Accounting

*Finance Administration

Management/Supervision

Professional Development

Sales and Marketing

Communication

Computer and Information Science

Criminal Justice

Child Development

Engineering Technology

*Food Service Management

Information Processing

Concentrations: Accounting

Desktop Publishing

Legal

Management/Supervision

Medical

Professional Development

Word Processing

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 or OAD elective	5
CIS 146 - Computer Applications	5
MTH 102 - 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 OR ENG 102 - Freshman Composition II	5
BIO 103 - Principles of Biology OR BIO 117 - Biology of Human Concern	5
Choose one course:	
ECO 232 - Principles of Economics II OR HIS 201 - United States History I OR HIS 202 - United States History II OR HIS 101 - Western Civilization I OR HIS 102 - Western Civilization II OR PSY 200 - General Psychology OR SOC 200 - Introduction to Sociology.....	5
ART 100 - Art Appreciation OR MUS 101 - Music Appreciation OR ENG 261 - English Literature I OR ENG 251 - American Literature I.....	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
- AgB 201 - Soil Science
- AgB 202 - Agribusiness Management

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

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.

Certificate

Course	Hours
AgB electives ¹	15
OAD 100 - Keyboarding OR	
OAD 103 - Typewriting I	5
MTH 102 - Business Math	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
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.

BUSINESS ADMINISTRATION

The Business Administration Program is designed to prepare individuals for entry level positions in business or industry or to enter their own businesses.

Graduates may choose careers in sales, marketing, banking, real estate, insurance, management, supervision, accounting, or other related business occupations.

Elective courses selected by students in consultation with their advisors allow the program to be tailored to students' objectives. The curriculum provides sufficient knowledge of business theory to enhance the possibilities for future advancement as well as the basic skills necessary for entry level positions.

An Associate in Applied Science Degree and/or a certificate may be earned in Business Administration, and in these specific concentration options: Accounting, Management and Supervision, Sales and Marketing, Professional Development, Finance Administration, and International Business.

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
Choose one course:	
ECO 232 - Economics II OR	
HIS 101 or 102 - Western Civilization I, II OR	
HIS 201 or 202 - United States History I, II OR	
PSY 200 - General Psychology OR	
SOC 200 - Introduction to Sociology	5
BIO 103 - Principles of Biology OR	
BIO 117 - Biology of Human Concern	5
SPH 106 - Fundamentals of Speech Communication	5
ART 100 - Art Appreciation OR	
MUS 101 - Music Appreciation OR	
ENG 261 - English Literature I OR	
ENG 251 - American Literature I	5
PED electives	4
TOTAL HOURS	34

¹Students desiring to transfer should take ENG 102.

*Prerequisite required — see course description.

Business Course Requirements:

OAD 103 - Introductory Typewriting I ²	5
MTH 102 - Business Math OR Business Statistics I	
OAD 130 - Machine Calculations	5
BUS 215 - Business Communication	5
BUS 241 - Principles of Accounting I ³	5
or BUS 148 — Basic Accounting	
BUS 263 - The Legal Environment of Business	5
BUS 275 - Principles of Management	5

ECO 231 - Principles of Economics I	5
CIS 146 - Microcomputer Applications	5

TOTAL HOURS **45**

²Waived by passing grade in prior course.

³BUS 148 is recommended prior to BUS 241 for students with no prior accounting instruction.

*Prerequisite required — see course description.

Business Administration Degree with Major Concentrations

A major concentration = at LEAST 15 credit hours in one subject area.

To major in a concentration of Business Administration, complete 15 hours in one concentration elective area plus an additional 10 hours in that area or any other concentration — a total of 25 credit hours based on your career choice.

Example: Business Administration/Accounting Concentration

1. 15 credit hours from the Accounting Concentration PLUS
2. 10 additional credit hours from Accounting or any other Concentrations

Business Administration Degrees Without Major Concentrations

Complete 25 credit hours mixed from the concentrations to meet your career interest.

Courses with prerequisites are starred. Course descriptions show prerequisites.

Business Administration Concentration Electives:

Accounting Concentration

- BUS 242 Accounting II*
- BUS 248 Managerial Accounting*
- BUS 249 Payroll Accounting*
- BUS 246 Accounting on the Microcomputer*
- BUS 253 Income Tax*

Management and Supervision Concentration

- BUS 186 Elements of Supervision
- BUS 276 Personnel Management
- OAD 218 Office Procedures
- OAD 220 Records and Information Management
- BUS 288 Problems in Management/Supervision
- BUS 272 Business Statistics II
- OAD 217 Office Management

- OAD 247 Supervision of Word Processing
- BUS 277 Management Seminar
- BUS 279 Small Business Management
- BUS 296 Business Internship

Sales and Marketing Concentration

- BUS 175 Retailing
- BUS 285 Marketing*
- ECO 232 Economics II
- BUS 176 Promotional Strategies
- BUS 177 Salesmanship
- BUS 296 Business Internship
- ISM 231 Principles of Insurance
- ISM 232 Life and Health Insurance
- ISM 233 Property and Casualty Insurance
- ISM 234 Pre-License for Property/Casualty Agents
- ISM 235 Pre-License for Life/Disability Agents
- RE 201 Fundamentals of Real Estate
- RE 202 Real Estate Financing
- RE 203 Real Estate Law
- RE 205 Property Management

Professional Development Concentration

- OAD 114 Shorthand I
- OAD 115 Shorthand II
- OAD 125 Word Processing or Desk Top Publishing (2-3 hrs.)
- OAD 107 Typing Speed and Accuracy (2 hours)
- BUS 188 Personal Development (3 hours)
- BUS 189 Human Relationships (3 hours)
- BUS 190-206 Management Workshops — any 5 workshops¹
- BUS 298-299 Directed Studies 1-5 hours.

Finance Administration (Banking) Concentration

- BFN 100 Principles of Banking
- BFN 106 Money and Banking
- BFN 150 Bank Investments and Fund Management
- BFN 136 Commercial Lending
- BFN 147 Consumer Lending
- BFN 236 Analyzing Financial Statements

International Business Concentration

Elementary French Sequence — FRN 103, 104, 105
Intermediate French Sequence — FRN 203, 204, 205

Elementary German Sequence — GRN 103, 104, 105
Intermediate German Sequence — GRN 203, 204, 205

Elementary Spanish Sequence — SPA 103, 104, 105
 Intermediate Spanish Sequence — SPA 203, 204, 205

¹Includes Title III Success Seminars

Business Administration Certificate

A Business Administration Certificate may be earned by completing a MINIMUM of 15 credit hours of the courses listed in a specific concentration elective category AND ALSO those courses listed under MAJOR COURSE REQUIREMENTS for the Associate in Applied Science Degree program. A MINIMUM of 60 hours is required for the certificate.

COMMUNICATION

This career program will lead to a variety of exciting jobs associated with speech and mass communication. In addition to academic studies, communications students get practical experience working on the student newspaper, the *Weevil Eye*.

Enterprise State Junior College awards the 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
ENG 101-102 Freshman Composition	10
ENG 251-252, or 261-262 American or English Literature	10
HIS 101-102 Western Civilization	10
MTH 101 - Mathematical Insights	5
PHS 101-102 Introduction to Physical Science I & II	10
PED Electives or HED 224	5
Orientation	1
ART 173 - Photography I	5
SOC 200 or PSY 200 Introductory Sociology or General Psychology	5
OAD 125 - Word Processing on the Microcomputer	5
MCM 100 - Introduction to Mass Communication	5
MCM 113 or MCM 213 Student Publications	2
MCM 114 or MCM 214 Student Publications	2
MCM 115 or MCM 215 Student Publications	2
MCM 130 - News Reporting	5
SPH 106 - Fundamentals of Speech Communication	5
SPH 107 - Fundamentals of Public Speaking	5

Those students who are seeking an emphasis in Speech Communication should select two of the following courses:

SPH 108 - Voice and Diction	5
SPH 206 - Oral Interpretation	5
SPH 228 - Group Communication	5

Those students who are seeking an emphasis in Mass Communication should select two of the following courses:

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	102
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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 in Computer & Information Science

	Hours
ENG 101 - English Composition I	5
ENG 102 - English Composition II	5
SPH 106 - Fundamentals of Speech Communication	5
BIO 103 - Principles of Biology	5
MTH 112 - Precalculus Algebra	5
Approved Social Science Elective	5
Approved Humanities or Fine Arts Elective	5
PED Any 3 activities	6
BUS 241 - Principles of Accounting I	5
BUS 242 - Principles of Accounting II	5
BUS 271 - Business Statistics I	5
ECO 231 - Principles of Economics I	5
ECO 232 - Principles of Economics II	5
CIS 191 - Introduction to Computer Science I	5
Select one:	
CIS 231 - Fortran Programming	
CIS 221 - Pascal Programming	5

Select one:

CIS 241 - RPG II Programming

CIS 261 - Cobol Programming 5

Select one:

CIS 242 - Advanced RPG II Programming

CIS 262 - Advanced Cobol Programming 5

CIS Approved Electives

(no more than 10 hours of applications) 20

TOTAL

106

Certificate in Computer Programming

SPH 106 - Fundamentals of Speech Communication 5

MTH 112 - Precalculus Algebra or

MTH 102 - Business Math 5

ENG 101 - English Composition I or

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

CIS 191 - Introduction to Computer Science I 5

CIS Approved Elective 5

Select one:

CIS 241 - RPG II Programming*

CIS 261 - Cobol Programming* 5

Select one:

CIS 242 - Advanced RPG II Programming*

CIS 262 - Advanced Cobol Programming* 5

Select one:

CIS 221 - Pascal Programming*

CIS 231 - Fortran Programming*

CIS 271 - Assembly Language Programming* 5

Select one:

CIS 146 - Microcomputer Applications*

CIS 196 - Commercial Software Applications 5

CIS Approved Electives

(no more than 5 hours of applications) 10

TOTAL

70

Certificate in Micro-Computer Technology

Hours

BUS 241 - Principles of Accounting I 5

BUS 242 - Principles of Accounting II* 5

ECO 231 - Principles of Economics I 5

ENG 101 - English Composition I or

BUS 215 - Business Communication 5

MTH 112 - Precalculus Algebra or	
MTH 102 - Business Math	5
CIS 191 - Introduction to Computer Science I	5
CIS 211 - BASIC Programming*	5
CIS 221 - Pascal Programming*	5
Select one:	
CIS 231 - Fortran Programming*	
CIS 271 - Assembly Language Programming*	5
Select one:	
CIS 222 - Advanced Pascal Programming*	
CIS 212 - Advanced BASIC Programming*	5
Select two:	
CIS 146 - Microcomputer Applications*	
CIS 147 - Advanced Microcomputer Applications*	
CIS 196 - Commercial Software Applications	10
CIS Approved Elective	5
TOTAL	70

*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.

CHILD 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 Child Development.

Associate in Applied Science Degree

Course	Hours
CHD 100 - Introduction to Child Care	5
CHD 101 - Principles of Child Growth and Development	5
CHD 102 - Creative Experiences for the Preschool Child	5
CHD 103 - Children's Literature and Language Development	5
CHD 104 - Methods and Materials of Teaching Preschool Children	5
CHD 205 - Program Planning for Young Children	5
CHD 106 - Health, Safety, and Nutrition for the Young Child	5
CHD 215 - Supervised Practical Experience	5
ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing OR	
ENG 102 - Freshman Composition II	5
HIS 202 - United States History II	5
BIO 117 - Biology of Human Concern OR	
BIO 103 - Principles of Biology	5
MTH 102 - Business Math OR	
MTH 109 - Intermediate College Algebra	5
SPH 106 - Fundamentals of Speech Communication	5
PHS 101 - Introduction to Physical Science I	5
ART 100 - Art Appreciation OR	
MUS 101 - Music Appreciation	5
ELECTIVE COURSES:	
PED Electives	4
*Approved Electives	15
TOTAL	99

*To be chosen with consent of advisor. Approved electives in this curriculum include PSY 200, PSY 210, MUS 280, RDG 113, CIS 146, SOC 247, CHD 108, CHD 109, CHD 110, CHD 111.

Certificate

CHD 100 - Introduction to Child Care	5
CHD 101 - Principles of Child Growth and Development	5
CHD 102 - Creative Experiences for the Preschool Child	5
CHD 103 - Children's Literature and Language Development	5
CHD 104 - Methods and Materials of teaching Preschool Children	5
CHD 205 - Program Planning for Young Children	5
CHD 106 - Health, Safety, and Nutrition for the Young Child	5
CHD 215 - Supervised Practical Experience	5
Electives: choose one of the following	
CHD 208 - Administration of Programs for Young Children	
CHD 109 - Infant and Toddler Programs	
CHD 110 - Early Education and the Exceptional Child	
CHD 111 - Preschool Seminar	5
TOTAL	45

**In addition to all required major courses, students must be eligible for ENG 101.

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 113 - Precalculus with 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 125 - 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 electives	3
TOTAL	61

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 Elective	25
OAD 103 - Typewriting I	5
MTH 102 - 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 I	5
ENG 101 - Freshman Composition I	5
ENG 130 - Technical Report Writing OR ENG 102 - Freshman Composition II	5
PSY 200 - General Psychology OR SOC 200 - Introduction to Sociology	5

ECO	232	- Economics II OR	
		HIS 101 OR 102 - Western Civilization I, II OR	
		HIS 201 or 202 - United States History I, II	5
BIO	117	- Biology of Human Concern OR	
		- BIO 103 - Principles of Biology	5
SPH	106	- Fundamentals of Speech Communication	5
HED	224	- Personal and Community Health	5
CIS	146	- Microcomputer Applications	5
ART	100	- Art Appreciation OR	
		MUS 101 - Music Appreciation OR	
		ENG 261 - English Literature I OR	
		ENG 251 - American Literature	5
TOTAL			100

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 OR	
SOC 200 - Introductory Sociology	5
SPH 106 - Fundamentals of Speech Communication	5
TOTAL	50

INFORMATION PROCESSING

In the information Processing curriculum people develop the knowledge, skills, and attitudes needed by professional business workers in today's changing work environment. Students learn to use the business technologies of today and tomorrow. The program integrates a variety of technical, human interaction, and communication skills. A variety of office positions in industry, banking, education, the professions, and government are available to graduates. Specific job titles may include: legal or medical secretary, administrative assistant, word processing specialist or executive secretary, or office manager or supervisor.

Elective courses selected by students in consultation with their advisors allow a program tailored to students' objectives. The curriculum provides sufficient knowledge and theory to enhance the possibilities for future advancement as well as the basic skills necessary for entry level positions.

An Associate in Applied Science Degree and/or a certificate may be earned in Information Processing, and in these concentrations options: Word Process-

ing, Legal, Medical, Desktop Publishing, Management and Supervision, Accounting, and Professional Development.

Associate in Applied Science Degree (103 hours total)

General Course Requirements:

ENG 101 - Freshman Composition I	5
ENG 102 - Freshman Composition II OR	
ENG 130 - Technical Report Writing	5
Choose one course:	
ECO 231 - Principles of Economics I OR	
HIS 101 or 102 - Western Civilization I, II OR	
HIS 201 or 202 - United States History I, II OR	
PSY 200 - General Psychology OR	
SOC 200 - Introduction to Sociology	5
BIO 103 - Principles of Biology OR	
BIO 117 - Biology of Human Concern	5
SPH 106 - Fundamentals of Speech Communication.....	5
ART 100 - Art Appreciation OR	
MUS 101 - Music Appreciation OR	
ENG 261 - English Literature I OR	
ENG 251 - American Literature I.....	5
PED electives.....	4
TOTAL	<hr/> 34

Major Course Requirements:

OAD 103 - Keyboarding (Typing I)*.....	5
OAD 104 - Document Formatting (Typing II)*	5
OAD 105 - Document Production (Typing III) OR	
OAD 201 - Legal Typing OR	
205 Medical Typing*	5
OAD 130 - Machine Calculations*	5
OAD 218 - Office Procedures.....	5
OAD 220 - Records and Information Management	5
OAD 223 - Fundamentals of Business Communication	5
(Transcription Skills)	
BUS 215 - Business Communication	5
BUS 148 - Basic Accounting or BUS 241*	5
CIS 146 - Microcomputer Applications	5
MTH 102 - Business Math OR	
BUS 271 - Bus. Stat. I	5
TOTAL HOURS	<hr/> 55

*Students may qualify to waive based on high school records and on a personal interview with the Chairman of the Business Division. Students must complete another 5-hour BUS or OAD elective course for each 5 hours waived.

Information Processing Degrees with Major Concentrations

A major concentration = at LEAST 15 credit hours in one subject area.

To major in a concentration of Information Processing, complete 15 hours in one concentration elective area plus an additional 5 hours in that area or in any other concentration - a total of 20 credit hours based on your career choice.

Example: Information Processing/Word Processing

1. 15 credit hours from the Word Processing Concentration PLUS
2. 5 additional credit hours from Word Processing or any other Concentrations

Information Processing Degrees Without Major Concentrations

Complete 20 credit hours mixed from the concentrations to meet your career interest.

Courses with prerequisites are starred. Course descriptions show prerequisites.

Word Processing Concentration

- OAD 228 - Word Star*
- OAD 247 - Word Processing Supervision or Personnel Management
- OAD 125 - Choose 3 packages - other than
Word Perfect (2 credits - each package)
- OAD 126 - Advanced Word Processing (2 credits each package)
- OAD 224 - Machine Transcription*
- OAD 231 - Practicum (Work Experience)

Legal Concentration

- OAD 225 - Legal Transcription
- OAD 125 - Legal Word Processing Applications:
Word Perfect
- CRJ 140 - Criminal Law and Procedure
- BUS 263 - The Legal Environment of Business
- OAD 231 - Practicum (Work Experience)

Medical Concentration

- OAD 204 - Medical Terminology
- OAD 221 - Medical Records Management
- OAD 226 - Medical Machine Transcription
- BIO 201 - Human Anatomy and Physiology I*
- OAD 125 - Medical Word Processing Applications
- OAD 231 - Practicum (Work Experience)

Desktop Publishing Concentration

- OAD 125 - Desktop Publishing Applications I (3 credits)
- OAD 126 - Desktop Publishing Applications II (3 credits)
- CIS 246 - Advanced Microcomputer Applications
- CIS 196 - Commercial Software Applications
- OAD 240 - Electronic Publishing (5 credits)

Management and Supervision Concentration

- BUS 276 - Personnel Management
- BUS 272 - Business Statistics II
- ECO 201 - Principles of Economics I
- OAD 231 - Practicum (Work Experience)
- BUS 186 - Elements of Supervision
- BUS 275 - Principles of Management
- OAD 217 - Office Management
- BUS 263 - Legal Environment of Business
- ECO 232 - Principles of Economics II

Accounting

- BUS 242 - Accounting II*
- BUS 248 - Managerial Accounting*
- BUS 249 - Payroll Accounting*
- BUS 246 - Accounting on Microcomputer
- BUS 253 - Income Tax*

Professional Development Concentration

- OAD 114 - Shorthand I - Notehand I
- OAD 115 - Shorthand II - Notehand II
- OAD 125 - Word Processing or Desktop Publishing
- BUS 190-295 Management Workshops (1 credit each)¹
- BUS 188 - Personal Development (3 credits)
- BUS 189 - Human Relationships (3 credits)
- OAD 107 - Typing Speed and Accuracy (2 credits)
- OAD 231 - Practicum (Work Experience)
- OAD 230 - CPS Practicum²

¹Includes Title III Success Seminars

²Persons who have received certification as a Certified Professional Secretary may be granted credit toward an Associate in Applied Science Degree in Information Processing.

INFORMATION PROCESSING CERTIFICATES

An Information Processing Certificate may be earned in each of the Concentration Elective Categories listed in the Associate in Applied Science Degree Program outline.

An Information Processing Certificate may be earned by completing a MINIMUM of 15 credit hours of the courses listed in a specific concentration elective category AND ALSO any 45 hours of those courses listed under MAJOR COURSE REQUIREMENTS for the Associate in Applied Science Degree Program. A MINIMUM of 60 hours is required for the certificate.

EXAMPLE:

Certificate in Word Processing

Select 15 hours of Word Processing Concentration Electives:

OAD 228

OAD 247

OAD 125 - 3 other than Word Perfect

OAD 126

OAD 224

PLUS the Business Course Requirements for Associate in Applied Science Degree.

OAD 103

OAD 104

OAD 105 or 201 or 205

OAD 130

OAD 218

OAD 220

BUS 148 or BUS 241

CIS 146

MTH 102 or BUS 271

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	5
REC 255 - Camping and Outdoor Recreation	3

HED 231 - First Aid	5
PED 216 - Sports Officiating	5
REC 250 - Introduction to Recreation	5
REC 257 - Recreational Leadership	5
PED electives	6
PED Activities	8
ENG 101 - Freshman Composition I	5
ENG 102 - Freshman Composition II	5
HIS 101 - Western Civilization I AND HIS 102 - Western Civilization II*	10
OR	
HIS 201 - United States History I AND HIS 202 - United States History II	10
MTH 101 - Mathematical Insights	5
BIO 103 - Principles of Biology	5
CIS 146 - Computer Applications	5
SPH 106 - Fundamentals of Speech Communication	5
ART 173 - Photography I	5
PSY 200 - General Psychology OR SOC 200 - Introductory Sociology	5
ENG 261 - English Literature I OR MUS 101 - Music Appreciation I OR ART 100 - Art Appreciation	5
Electives**	5
TOTAL	102

*Auburn transfers must take HIS 101-102

**To be chosen with consent of advisor.

Certificate

Course	Hours
HED 224 - Personal and Community Health	5
REC 255 - Camping and Outdoor Recreation	3
HED 231 - First Aid	5
REC 250 - Introduction to Recreation	5
REC 257 - Recreational Leadership	5
REC 290 - Practicum in Recreation	2
PED Activities	8
ENG 101 - Freshman Composition I	5
SPH 106 - Fundamentals of Speech Communication	5
MUS 101 - Music Appreciation OR ART 100 - Art Appreciation	5
BIO 117 - Biology of Human Concern OR BIO 103 - Principles of Biology	5
TOTAL	53

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 five 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

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 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 35 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 35 hours of general education offered by Enterprise State Junior College and presenting appropriate certificates from the Alabama Aviation and Technical College in lieu of 61 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
Math	*Elective	5 hours
Science	*Elective	5 hours
CIS 146	Microcomputer Applications	5 hours
Psychology 200	General Psychology	5 hours
Speech 106	Fundamentals of Speech	5 hours

*To be chose with consent of advisor. It is recommended that any student enrolled in any of the technical programs take HED 231 or have EMT training.

**COOPERATIVE LINKAGE PROGRAM
SCHOOL OF HEALTH RELATED PROFESSIONS (SHRP)
THE UNIVERSITY OF ALABAMA AT BIRMINGHAM**

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

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

Students interested in pursuing a Linkage program should contact the Linkage Coordinator, Dr. Nancy Smith, 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 special application materials for admission to SHRP.

Qualified applications with required transcripts received by the SHRP Admissions Office on or before the deadlines shown above are first priority candidates for the program. Applications from qualified candidates received after these dates will be considered on a position-available basis. To make application to SHRP, students must have completed a minimum of 15 quarter (10 semester) hours of transferable credit with an academic grade average of C or better in prerequisites as well as in courses required for the associate degree.

Prior to enrollment in the SHRP phase of the program, each prerequisite must be completed with a minimum grade of C, and a minimum of 48 quarter hours, including all requirements for the associate degree, must be completed with a

minimum grade average of C. Since admission and course prerequisites are subject to change, students should contact the Linkage Coordinator, Dr. Nancy Smith, 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 Enterprise State Junior College and a certificate of completion by The University of Alabama at Birmingham.

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

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

Additional information on the admission and prerequisite requirements and enrollment information, please contact the SHRP Admissions and Enrollment Services Office, School of Health Related Professions, University of Alabama at Birmingham, Birmingham, AL 35294 (phone: 205/934-4194). For information on SHRP programs or to request a tour of the SHRP facilities, please contact the SHRP Office of Student Affairs, School of Health Related Professions, University of Alabama at Birmingham, Birmingham, AL 35294 (phone: 205/934-4216).

BIOMEDICAL EQUIPMENT TECHNICIAN

Course Prerequisites

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 112	Precalculus Algebra	5
BIO 103	Principles of Biology	5
PHS 102	Physical Science II	5
PSY 200	General Psychology	5
HUM	Elective	3-5
Electives*		13
TOTAL		48

*Recommended Electives: Advanced Math, Computer Science, Physics or Chemistry

EMERGENCY MEDICAL TECHNICIAN**Course Prerequisites**

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109*	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
BIO 201, 202	Human Anatomy and Physiology I and II	10
PSY 200	General Psychology	5
HUM	Elective	3-5
Electives**		8
TOTAL		48

*Or higher level math course

**Recommended Electives: Abnormal Psychology, Speech, Chemistry

MEDICAL ASSISTANT**Course Prerequisites**

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109**	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
CHM 113	College Chem. I	5
PSY 200	General Psychology	5
OAD 104*	Typewriting II	5
HUM	Elective	3-5
Electives***		8
TOTAL		48

*Waived in lieu of 40 net wpm typing proficiency — to be tested at SHRP

**OR HIGHER LEVEL MATH COURSE

***Recommended Electives: Speech, Principles of Accounting, Computer Science

MEDICAL LABORATORY TECHNICIAN**Course Prerequisites**

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109*	Intermediate College Algebra	5

BIO 103	Principles of Biology	5
BIO 104	Animal Biology	5
CHM 113, 114	College Chemistry I and II	10
PSY 200**	General Psychology	5
HUM	Elective	3-5
Electives		3
TOTAL		48

ACT — composite of at least 18 on Enhanced ACT (15 if taken prior to October 1989)

*OR HIGHER LEVEL MATH COURSE

**May substitute another social science course

MEDICAL RECORD TECHNICIAN

Course Prerequisites

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109**	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
BIO 201, 202	Human Anatomy and Physiology I and II	10
OAD 104*	Typewriting II	5
PSY 200	General Psychology	5
HUM	Elective	3-5
Electives		3
TOTAL		48

*Waived in lieu of 40 net wpm typing proficiency — to be tested at SHRP

**OR HIGHER LEVEL MATH COURSE

MULTIPLE COMPETENCY CLINICAL TECHNICIAN

Course Prerequisites

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109**	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
CHM 113	College Chem. I	5
PSY 200	General Psychology	5
OAD 104*	Typewriting II	5
HUM	Elective	3-5
Electives***		8
TOTAL		48

*Waived in lieu of 40 net wpm typing proficiency — to be tested at SHRP

**OR HIGHER LEVEL MATH COURSE

***Recommended Electives: Speech, Principles of Accounting, Computer Science.

OCCUPATIONAL THERAPY ASSISTANT

Course Prerequisites

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109*	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
BIO 201, 202	Human Anatomy and Physiology I and II	10
PSY 200	General Psychology	5
PSY 210	Human Growth and Development	5
HUM	Elective	3-5
Electives		3
TOTAL		48

Nelson Denny Reading Test — 10th grade level — to be tested at SHRP

*OR HIGHER LEVEL MATH COURSE

PHYSICAL THERAPIST ASSISTANT

Course Prerequisites

		Quarter Hours
ENG 101, 102	English Composition I and II	10
MTH 109*	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
BIO 201, 202	Human Anatomy and Physiology I and II	10
CHM 113	College Chem. I	5
PSY 200	General Psychology	5
HUM	Elective	3-5
Electives		3
TOTAL		48

*OR HIGHER LEVEL MATH COURSE

RADIOGRAPHER**Course Prerequisites**

		Quarter Hours
ENG 101, 102	English Composition I & II	10
MTH 109*	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
BIO 201, 202	Human Anatomy and Physiology I and II	10
PHS 102	Physical Science II	5
PSY 200	General Psychology	5
HUM	Elective	3-5
Electives		3
TOTAL		48

*OR HIGHER LEVEL MATH COURSE

RESPIRATORY THERAPIST**Course Prerequisites**

		Quarter Hours
ENG 101, 102	English Composition I & II	10
MTH 109*	Intermediate College Algebra	5
BIO 103	Principles of Biology	5
BIO 201, 202	Human Anatomy and Physiology I and II	10
CHM 113, 114	College Chemistry I and II	10
PSY 200	General Psychology	5
HUM	Elective	3-5
Elective		3
TOTAL		48

*OR HIGHER LEVEL MATH COURSE



Course Descriptions

COURSE DESCRIPTIONS

BUSINESS AND CAREER PROGRAMS DIVISION

AGRIBUSINESS

AgB101. 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 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 156. INVESTMENTS I 5 credits

This course covers rules, or principles of procedure, that may be used as a guide for the small investor.

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.

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 limitation of methods and strategies and the fundamentals of managerial decision making.

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.

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 188. PERSONAL DEVELOPMENT 3 credits

This course is designed to help business students improve self-concepts, self-confidence, and personal appearance for business success.

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 248. MANAGERIAL ACCOUNTING 5 credits

PREREQUISITE: BUS 242

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures. Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

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.

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.

BUS 263. THE LEGAL ENVIRONMENT OF BUSINESS 5 credits

A study of the legal environment of business including ethical, social, and political influences on both profit and non-profit organizations.

BUS 267. SUPERVISION FOR THE FRONT-LINE SUPERVISOR 2 credits

This course covers successful management techniques for practicing supervisors.

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 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 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.

BUS 277 MANAGEMENT SEMINAR**5 credits**

This course offers study in current problems, issues, and developments in the area of management. Students are guided through individual projects and outside research related to their areas of concentration and employment training.

**BUS 283. DIRECTED STUDIES IN BUSINESS
MANAGEMENT****5 credits**

PREREQUISITE: BUS 267 and BUS 275.

This course offers study and analysis of current writing, publications, and research in the area of small business and office management.

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 288. PROBLEMS IN MANAGEMENT/SUPERVISION 1-5 credits

PREREQUISITE: BUS 275.

This course offers systematic study of hours, techniques, practices, and problems applicable to management and supervision. Emphasis is placed on practical application.

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.

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 her 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 employer's evaluation of the student, and the development and assessment by the student of a learning contract.

BUS 298-299. DIRECTED STUDIES IN BUSINESS 1-5 credits each

These courses offer independent study under faculty supervision. Emphasis is placed on subject relevancy and student interest and need.

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.

ECO 231. PRINCIPLES OF ECONOMICS I 5 credits

This course is an introduction to macro-economic 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.

ECO 232. PRINCIPLES OF ECONOMICS II 5 credits

This course is an introduction to micro-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.

FINANCE ADMINISTRATION**BFN 100. PRINCIPLES OF BANKING 5 credits**

This course examines nearly every aspect of banking, providing a comprehensive introduction to the diversified services and operations of the banking industry today. It also explores new trends in several important areas of banking.

BFN 106. MONEY AND BANKING 5 credits

This course introduces the concept of money supply and the role of banks as money creators and as participants in the nation's payment mechanism. It explains topics pertinent to its theme: financial intermediaries; the Federal Reserve and bank regulation; tools of monetary and fiscal policy; monetary theory; and international banking.

BFN 136. COMMERCIAL LENDING 5 credits

This course focuses on how the commercial lending business is organized and how it contributes to bank profitability. It covers the commercial lending process from the initial loan request through collection.

BFN 147. CONSUMER LENDING 5 credits

This course provides a thorough presentation of the consumer credit function. It includes discussion of loan products and the lending process.

BFN 150. BANK INVESTMENTS AND FUNDS MANAGEMENT 5 credits

This course provides students with the knowledge and skills needed to

implement a bank's investment and funds management strategies to earn an acceptable return without undue risk.

BFN 236. ANALYZING FINANCIAL STATEMENTS 5 credits

This course is a practical means of discovering how financial data are generated and their limitations. It presents techniques for analyzing the flow of a business' funds, methods for selecting and interpreting financial ratios, and analytical tools for predicting and testing assumptions about a firm's future performance.

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 store-room 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, pre-

venting 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 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 ACT 748, Alabama Legislature, 1979, to prepare students desiring a Property and Casualty Insurance license. All aspects of Property and Casualty Insurance as well as appropriate review material will be included in this course.

ISM 235. PRE-LICENSE FOR LIFE/DISABILITY AGENTS**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.

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.

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.

OAD 105. TYPEWRITING III-ADVANCED**5 credits**

PREREQUISITE: OAD 104.

Typewriting III-Advanced is a course in the improvement of production typew-

riting 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.

**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.

OAD 113. BASIC SHORTHAND

5 credits

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

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.

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.

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.

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 126. ADVANCED WORD PROCESSING ON THE
MICROCOMPUTER**

(Various software packages)

1-5 credits

PREREQUISITE: OAD 125

This course provides the students with hands-on experience in using the advanced features of commercially available word processing software packages.

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.

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.

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.

OAD 205. MEDICAL TYPEWRITING**5 credits**

PREREQUISITE: Permission of 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 doctor's offices, hospitals, and extended care facilities.

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.

OAD 219. ADVANCED SECRETARIAL OFFICE PROCEDURES**5 credits**

PREREQUISITE: OAD 218.

Advanced Secretarial Office Procedures is a course that continues the refinement of skills and decision-making competencies. Topics include correct,

effective use of written and verbal communication, travel and conference arrangements, and financial and legal aspects of the profession.

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.

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.

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.

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.

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.

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.

OAD 229. WORD PROCESSING II 5 credits

PREREQUISITE: OAD 103.

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.

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.

OAD 231. OFFICE ADMINISTRATION PRACTICUM

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.

OAD 240. ELECTRONIC PUBLISHING

5 credits

PREREQUISITE: OAD 125 or equivalent.

This course is designed to introduce students to the elements and techniques of page design, layout and typography. Hands-on experience is provided in the utilization of commercially available page composition software, graphic tools, and electronic input/output devices to design, build and print high-quality publications such as newsletters, brochures and fliers.

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.

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 the Instructor

This course is an introduction to the most common software applications for microcomputer. 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 147. ADVANCED MICROCOMPUTER APPLICATIONS **5 credits**

PREREQUISITE: CIS 146 or permission of instructor

This is a skill development course in which students use the advanced features of data base, spreadsheet, and word processing packages to perform such management tasks as sales analysis, financial planning and projection. There will also be a review of basic bookkeeping, financial reporting principles, and the role of microcomputers in business. Students will also learn to use an integrated accounting package to do such things as accounts receivable, payable, and purchasing.

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

PREREQUISITE: MTH 109.

This course is an overview of computer information systems in problem solving. It includes a study of the interaction of hardware, software and human resources. The fundamentals of programming and structured design using high level programming language such as Fortran, BASIC or Pascal are presented. The completion of computer programming projects are a requirement of the course.

CIS 191. INTRODUCTION TO COMPUTER SCIENCE I**5 credits**

COREQUISITE: MTH 115.

This course introduces fundamental concepts, including an algorithmic

approach to problem solving via the design and implementation of programs in Pascal. Structured programming techniques and simple data structures are introduced.

CIS 196. COMMERCIAL SOFTWARE APPLICATIONS 1-5 credits

This course is a hands-on introduction to software packages, languages, and utility programs currently in use. Each offering focuses on one software package, with credit being received for each different package.

CIS 197. ADVANCED COMMERCIAL SOFTWARE APPLICATIONS: (Name to be filled in) 1-5 credits

PREREQUISITE: CIS 196

This course provides the student with hands-on experience in using the advanced features of software packages, languages, and utility programs currently in use. Each offering focuses on one software package with credit being received for each different package.

CIS 206. CONTROL LANGUAGE AND UTILITIES APPLICATIONS 5 credits

PREREQUISITE: CIS 130 or 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 system concepts including scheduling, are introduced; both batch and on-line techniques are studied.

CIS 211. BASIC PROGRAMMING 3 or 5 credits

PREREQUISITE: CIS 130, CIS 190 or equivalent or MTH 109.

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

CIS 212. ADVANCED BASIC PROGRAMMING 3 or 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 221. PASCAL PROGRAMMING 3 or 5 credits

PREREQUISITE: MTH 109 or higher math.

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

CIS 222. ADVANCED PASCAL PROGRAMMING 3 or 5 credits

PREREQUISITE: CIS 221 or equivalent.

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

CIS. 231. FORTRAN PROGRAMMING 5 credits

PREREQUISITES: Business math or MTH 109 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 241. RPG II PROGRAMMING 5 credits

PREREQUISITE: CIS 130 or 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 242. ADVANCED RPG II 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 246. RPG III PROGRAMMING 5 credits

PREREQUISITE: CIS 241.

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

CIS 251. C PROGRAMMING 5 credits

This course is an introduction to the C programming language. Included in this course are topics in an algorithmic approach to problem solving, structured programming techniques and constructs, using functions and macros, simple data structures, and using files for input and output.

CIS 261. COBOL PROGRAMMING 5 credits

PREREQUISITE: Previous computer science course or equivalent.

This course is an introduction to the COBOL programming language; included are structured programming techniques, report preparation; arithmetic operations, conditional statements, group totals, and table processing.

CIS 262. ADVANCED COBOL PROGRAMMING 5 credits

PREREQUISITE: CIS 261.

This course consists of the development, completion, testing, and execution of complex problems in COBOL using various data file structures. A structural approach will be implemented as a methodological system.

CIS 271. ASSEMBLY LANGUAGE PROGRAMMING 5 credits

PREREQUISITE: CIS 130, CIS 190 or equivalent.

This course is a study of the Assembly Language; it includes such topics as instruction syntax, addressing techniques, and digital representation of data.

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 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 289. COMPUTER PROBLEM DETERMINATION 1-5 credits

PREREQUISITE: Permission of the Instructor.

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

**ENGLISH, FOREIGN LANGUAGES AND
COMMUNICATION DIVISION****MASS COMMUNICATION****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.

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

These courses offer practical experience in journalism skills through working on the staff of student publications.

MCM 130. NEWS REPORTING 5 credits

PREREQUISITE: Ability to typewrite

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

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.

MCM 240. INTRODUCTION TO PUBLIC RELATIONS 5 credits

PREREQUISITE: Ability to typewrite

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

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.

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 091. BASIC WRITING I 3-5 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 092. BASIC WRITING II 3-5 credits

PREREQUISITE: ENG 091 or equivalent.

This course is a continuation of ENG 091.*

ENG 093. BASIC WRITING III 3-5 credits

PREREQUISITE: ENG 092 or equivalent

This course is a continuation of ENG 092.*

*Note: this course will NOT substitute for the composition requirement which may be met only through successful completion of English 101 and 102.

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 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.

Count
as English

ENG 251. AMERICAN LITERATURE I 5 credits

PREREQUISITE: ENG 102 or equivalent.

This course is a study of representative American writers from the Colonial Period to the middle of the nineteenth century.

ENG 252. AMERICAN LITERATURE II 5 credits

PREREQUISITE: ENG 102 or equivalent

This course is a study of representative American writers from the mid-nineteenth century to the present.

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**FRENCH****FRN 103-104-105. ELEMENTARY FRENCH I-II-III 5 credits each**

A study of French grammar and vocabulary. This sequence includes practice in conversation and composition as well as an introduction to French Culture. (FRN 103 or equivalent is prerequisite for FRN 104; FRN 104 or equivalent is prerequisite for FRN 105.)

FRN 203-204-205. INTERMEDIATE FRENCH

I-II-III

5 credits each

An intense study of French grammar, phonetics and diction. This sequence includes readings in French literature, practice in spoken and written language, and an overview of French civilization. (Completion of the elementary French sequence or equivalent is prerequisite for FRN 203; FRN 203 is prerequisite for FRN 204; FRN 204 is prerequisite for FRN 205.)

GERMAN**GRN 103-104-105. ELEMENTARY GERMAN**

I-II-III

5 credits each

A study of German grammar and vocabulary. This sequence includes practice in conversation and composition as well as an introduction to German culture. (GRN 103 or equivalent is prerequisite for GRN 104; GRN 104 or equivalent is prerequisite for GRN 105.)

GRN 203-204-205. INTERMEDIATE GERMAN

I-II-III

5 credits each

An intense study of German grammar, phonetics and diction. This sequence

includes readings in German literature, practice in spoken and written language, and an overview of German civilization. (Completion of the elementary German sequence or equivalent is prerequisite for GRN 203; GRN 203 is prerequisite for GRN 204; GRN 204 is prerequisite for GRN 205.)

SPANISH

SPA 103-104-105. ELEMENTARY SPANISH

I-II-III

5 credits each

A study of Spanish grammar and vocabulary. This sequence includes practice in conversation and composition as well as an introduction to Hispanic culture. (SPA 103 or equivalent is prerequisite for SPA 104; SPA 104 or equivalent is prerequisite for SPA 105.)

SPA 203-204-205. INTERMEDIATE SPANISH

I-II-III

5 credits each

An intense study of Spanish grammar, phonetics and diction. This sequence includes readings in Hispanic literature, practice in spoken and written language, and an overview of Hispanic civilization. (Completion of the elementary Spanish sequence or equivalent is prerequisite for SPA 203; SPA 203 is prerequisite for SPA 204; SPA 204 is prerequisite for SPA 205.)

SPEECH COMMUNICATION

SPH 106. FUNDAMENTALS OF SPEECH COMMUNICATION 3-5 credit

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 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 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 Phonetic Alphabet is included.

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 228. GROUP COMMUNICATION 5 credits

This course offers a study of the nature, uses, and types of group discussion, interpersonal communication, and intrapersonal communication. It includes

a study of the role of democratic leadership in organizing and conducting group meetings. Group problem-solving and the individual's role in a functioning group are also explored.

FINE ARTS DIVISION

ART

ART 100. ART APPRECIATION

5 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 101-102. ART WORKSHOP I-II

1-5 credits each

PREREQUISITE: Permission of instructor.

These courses are designed for both non-art and art majors who are interested in a variety of art projects concerned with community or college-related activities.

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 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 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 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, wheel-throwing, and glazing are included.

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 203-204-205. ART HISTORY I-II-III

5 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 216-217. PRINTMAKING I-II

5 credits each

PREREQUISITE: ART 113 and ART 123 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 231-232. WATERCOLOR PAINTING I-II

5 credits each

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

These courses are an introduction to techniques and materials appropriate to painting on paper with water-based medium. Emphasis is on developing proficiency in technical and creative expression.

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 291-292. SUPERVISED STUDY IN STUDIO ART I-II 1-5 credits each

PREREQUISITE: All studio courses offered in the selected area of study and permission of instructor.

These courses are designed to enable the student to continue studio experience in greater depth.

ART 299. ART PORTFOLIO

1 credit

PREREQUISITE: Permission of instructor.

This course is designed to help the art major in preparation and presentation of an art portfolio. This portfolio is developed with faculty consultation and should reflect the quality of art work completed during the first quarters of the program.

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.

THR 131. ACTING TECHNIQUES I

5 credits

This is the first in 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.

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.

THR 236. STAGECRAFT**5 credits**

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

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.

IDS 200. COLLEGE BOWL**2 credits**

This course offers the student preparation, practice, and participation in the College Bowl program. This course may be repeated for credit each quarter that the student is enrolled in college.

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 101. MUSIC APPRECIATION**5 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 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 111. MUSIC THEORY I**5 credits**

PREREQUISITE: MUS 100 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 160. MUSIC WORKSHOP I **5 credits**

PREREQUISITE: Permission of the instructor.

This course is a seminar/clinic in advanced rehearsal/performance techniques. It may be repeated for credit.

MUS 260. MUSIC WORKSHOP II **5 credits**

PREREQUISITE: MUS 160 or permission of the instructor.

This course is a seminar/clinic in advanced rehearsal/performance techniques. It may be repeated for credit.

MUS 161. MUSICAL THEATRE WORKSHOP I **3 credits**

PREREQUISITE: Permission of the instructor.

This course offers the student a study of music theatre history, styles, performance and production. It may include the preparation, production, and performance of scenes from or complete musicals. It may be repeated for credit.

MUS 261. MUSICAL THEATRE WORKSHOP II **3 credits**

PREREQUISITE: Permission of the instructor.

This course offers the student a study of music theatre history, styles, performance and production. It may include the preparation, production, and performance of scenes from or complete musicals. It may be repeated for credit.

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 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 217. COMPOSITION I**3 credits***PREREQUISITE: MUS 113 or permission of the instructor.*

This is the first in a three-course sequence which includes study and application of music compositional techniques. Composition and presentation of original works is required.

MUS 218. COMPOSITION II**3 credits***PREREQUISITE: MUS 217.*

This is a continuation of MUS 217.

MUS 219. COMPOSITION III**3 credits***PREREQUISITE: MUS 218.*

This is a continuation of MUS 218.

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

Chorus I should be taken by freshman students.

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

Chorus II should be taken by sophomore students.

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

Jazz/Show Choir I should be taken by freshman students.

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

MUS 131. CONCERT BAND I **1-2 credits**
Concert Band I should be taken by freshman students.

MUS 133. JAZZ/SHOW BAND II **2 credits**
Jazz/Show Band I should be taken by freshman students.

MUS 231. CONCERT BAND II **1-2 credits**
Concert Band should be taken by sophomore students.

MUS 233. JAZZ/SHOW BAND II **2 credits**
Jazz/Show Band II should be taken by sophomore students.

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

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.

APPLIED MUSIC

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 electives, 1-2 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
Organ
Harpsichord
Voice
Violin
Viola
Cello

Bassoon
Clarinet
Saxophone
Trumpet
French Horn
Trombone
Euphonium

String Bass
Flute
Oboe

Tuba
Percussion
Guitar

**MUSIC
APPLIED (PRIVATE LESSONS)**

*MUA
MUS
ART*

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, 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. BASIC EMT I **12 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. BASIC EMT REFRESHER I **3-6 credits**

PREREQUISITE: EMT 104

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

EMT 110. INTERMEDIATE EMT I **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. INTERMEDIATE EMT II **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), defibrilla-

tion 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 5 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.

HED 231. FIRST AID 5 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.

HED 277. CPR RECERTIFICATION 1 credit

In this course, instruction and review of up-dated information concerning cardio-pulmonary resuscitation (CPR) is presented. The student must satisfactorily execute skills needed to meet requirements for recertification in Basic Cardiac Life Support (BCLS) as required by the American Heart Association.

PHYSICAL EDUCATION

PED 101-102. SLIMNASTICS-(BEG-INTER) 2 credits each

PED 103-104. WEIGHT TRAINING-(BEG-INTER) 2 credits each

PED 105. PERSONAL FITNESS 2 credits

PED 106. AEROBICS 2 credits

PED 107-108. AEROBIC DANCE-(BEG-INTER) 2 credits each

PED 109. JOGGING 2 credits

PED 121-122. BOWLING-(BEG-INTER) 2 credits each

PED 123-124. GOLF-(BEG-INTER) 2 credits each

PED 126. RECREATIONAL GAMES 2 credits

PED 127. ARCHERY 2 credits

PED 131-132. BADMINTON-(BEG-INTER) 2 credits each

PED 133-134. TENNIS-(BEG-INTER) 2 credits each

PED 137. PICKLE BALL 2 credits

PED 140-141-142. SWIMMING-(BEG-INTER-ADV) 2 credits each

PED 143. AQUATIC EXERCISE 2 credits

PED 147. WATER SAFETY INSTRUCTOR 3 credits

PREREQUISITE: PED 142 or PED 148

This course prepares the student to serve as an American National Red Cross Water Safety Instructor. It includes a thorough review of swimming lifesaving skills, all phases of water safety skills, and techniques for instructing the skills. (This course must be taught by a qualified Water Safety Instructor Trainer).

PED 148. LIFEGUARD TRAINING 3 or 5 credits

PREREQUISITE: Entry level skill - 500 yard swim

This course provides the individual with special training in handling emergencies, water-search and rescue operations, health and sanitation inspections and types and uses of equipment. It also includes Standard First Aid, and Red Cross or American Heart Association CPR requirements. (For a student to be a certified lifeguard, the student must have current certification in Standard First Aid, and either the Red Cross or the American Heart Association CPR course.)

PED 153-154. KARATE-(BEG-INTER) 2 credits

PED 155. SELF DEFENSE 2 credits

PED 166. MODERN DANCE 2 credits

PED 176-177. VOLLEYBALL-(BEG-INTER) 2 credits each

PED 178-179. SOCCER-(BEG-INTER) 2 credits each

PED 180. FLAG FOOTBALL 2 credits

PED 186-187. SOFTBALL-(BEG-INTER) 2 credits each

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.

PED 216. SPORTS OFFICIATING 5 credits

This course surveys the basic rules and mechanics of officiating a variety of sports, including both team and individual sports. In addition to class-work, students will receive at least 3 hours of practical experience in officiating.

PED 226. HIKING 2 credits

PED 227. ANGLING 2 credits

PED 236. CANOEING 2 credits

PED 251. VARSITY BASKETBALL 2 credits*

PED 252. VARSITY BASEBALL 2 credits*

PED 254. VARSITY SOFTBALL 2 credits*

PED 257. VARSITY CHEERLEADING 2 credits*

PED 295. PRACTICUM IN PHYSICAL EDUCATION 2 credits

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

RECREATION

REC 250. INTRODUCTION TO RECREATION 5 credits

This course includes instruction in the philosophy, purpose, objectives, and principles of recreation with emphasis on program content and development.

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.

REC 257. RECREATIONAL LEADERSHIP 5 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.

REC 290. PRACTICUM IN RECREATION 2 credits

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

CRJ 216. POLICE ORGANIZATIONS 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.

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.

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.

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.

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 280-281-282. INTERNSHIP IN CRIMINAL JUSTICE

I-II-III

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 repeated with the approval of the department head.

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 prob-

lems faced by the criminal justice system. This course may be repeated with the approval of the department head.

CHILD DEVELOPMENT

CHD 100. INTRODUCTION TO CHILD CARE 5 credits

A survey of the role and responsibilities of preschool teachers including classroom organization, discipline techniques and strategies and maintaining a healthy and safe environment. The six functional areas of Child Development Associate (CDA) training will be covered in this course also. Scheduled observations and participation with preschoolers is required.

CHD 101. PRINCIPLES OF CHILD GROWTH AND DEVELOPMENT 5 credits

This course is a systematic study of the behavior and psychological development of the child from conception to adolescence. Emphasis will be placed on principles underlying physical, mental, emotional and social development, methods of child study, and practical implications.

CHD 102. 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. Scheduled observations and participating with preschoolers is required.

CHD 103. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT 5 credits

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading and writing skills. Scheduled observations and participation with preschoolers is required.

CHD 104. METHODS AND MATERIALS OF TEACHING PRESCHOOL 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. Scheduled observations and participation with preschoolers is required.

CHD 106. HEALTH, SAFETY, AND NUTRITION FOR THE YOUNG CHILD 5 credits

This course emphasizes setting up and maintaining a safe, healthy environment for young children. Topics covered are nutritional needs, communicable diseases and illnesses, and safety procedures of preschoolers.

CHD 109. INFANT AND TODDLER PROGRAMS 5 credits

A survey of the development of children from infancy to thirty months of age with emphasis on planning programs using materials developmentally appropriate for this age child.

CHD 110. 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.

CHD 111. PRESCHOOL SEMINAR 1-2 credits

Workshop in various subjects relating to preschool children; provides for preschool teachers, program directors, food service personnel, and students an opportunity to select activity sessions constructed around a yearly workshop theme. Child Development Center facilities are used. May be taken for credit more than once.

CHD 205. PROGRAM PLANNING FOR YOUNG CHILDREN 5 credits
PREREQUISITE: CHD 104

In this course short and long term planning, daily lesson plans, and the development of goals and behavioral objectives are surveyed. Scheduled observations and participation with preschoolers is required. (CHD 105)

CHD 208. ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN 5 credits

This course includes appropriate administrative policies and procedures relevant to preschool programs. Included in this course are: local, state and federal regulations; budget planning; record keeping; personnel policies; and parent involvement. (CHD 108)

CHD 215. SUPERVISED PRACTICAL EXPERIENCE 5 credits
PREREQUISITE: Thirty hours of CHD Coursework

A minimum of 100 hours of supervised experience in an approved preschool program. The coordinator of the program will place the student who will be supervised jointly by the preschool teacher and the college instructor. (CHD 107)

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.

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 concludes 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.

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.

IDS 110. COLLEGE SUCCESS SKILLS 2 credits

This course taught by the ESJC college personnel is designed for first-time freshmen. The purpose of the College Success Skills class is to provide an opportunity for students to learn and adopt methods to promote their success in school. Topics included are: time management, note-taking, test-taking, study skills, career awareness, communication skills, and critical thinking. Enrolled students will be given a learning skills inventory, personality inventory, and a learning styles inventory.

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.

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 Plato to Sartre. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision-making and problem solving.

POLITICAL SCIENCE

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.

PSYCHOLOGY

PSY 100. ORIENTATION 1-3 credits

Student Advancement Services, working with a college-wide orientation committee, is responsible for an extensive orientation program for new Fall Quarter students annually. This orientation program held during the summer helps new students with their transition to E.S.J.C., exposes new students to academic and social opportunities, and integrates new students into college life. (Orientation is a required course for all new freshmen.)

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 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.

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 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 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.

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.

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.

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.

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 religions of Africa, the orient, and the western world. An historical analysis of the origins of the various religions is included in the course.

SOCIOLOGY

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

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

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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 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.

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.

MATHEMATICS AND SCIENCE DIVISION**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 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 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 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 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 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 featured in the required lab.

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 courses must be taken in sequence.

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.

ENGINEERING

EGR 125. MODERN GRAPHICS FOR ENGINEERS 5 credits

This course provides an introduction to manual and computer-assisted techniques of graphic communication employed by professional engineers. Topics include: lettering, instrumental and computer-aided drafting; technical sketching; orthographic projection; pictorial, sectional, and auxiliary views; and dimensioning.

EGR 226. ENGINEERING MECHANICS-STATICS 5 credits

PREREQUISITE: MTH 215, PHY 213.

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

MATHEMATICS**MTH 090. BASIC MATHEMATICS****5 credits**

This developmental course constitutes a review of arithmetical principles and computations designed to help the student develop mathematical proficiency for selected curriculum entrance.

MTH 101. MATHEMATICAL INSIGHTS**5 credits**

This is a terminal course in mathematics for students in areas requiring no specialized mathematical skills. An appreciation of mathematics as a tool and a way of thought is emphasized by studying concepts such as sets, logic, numeration systems, elementary number theory, the metric system, probability, consumer mathematics, sequences, and an introduction to computers.

MTH 102. BUSINESS MATH**5 credits**

This general education course includes such topics as fundamentals of arithmetic, fundamentals of algebra, statistical methods, simple and compound interest, credits, trade and bank discounts, annuities, amortization, depreciation, stocks and bonds, and insurance.

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. *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: *Two units of high school mathematics (one unit of algebra and one unit of geometry or two units of algebra) and an appropriate mathematics placement score or C in MTH 108 (or equivalent).*

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, logarithms, roots, radicals, linear equations and inequalities, quadratic equations, and graphing.

MTH 112. PRECALCULUS ALGEBRA**5 credits**

PREREQUISITE: *Two years of high school algebra, trigonometry, and appropriate mathematics placement score or C in MTH 109.*

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This is a course for a student whose curriculum requires calculus. In this course, 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 113. PRECALCULUS WITH TRIGONOMETRY 5 credits

PREREQUISITE: MTH 112 or equivalent.

This course is designed for students whose curricula requires calculus. Emphasis is placed on algebraic and trigonometric functions, graphic representations, laws of sines and cosines, trigonometric equations, inverse functions, and complex numbers.

MTH 115. ANALYTIC GEOMETRY AND CALCULUS I 5 credits

PREREQUISITE: MTH 112 & MTH 113 or equivalent

Topics studied in this course include limits, the derivative, applications of the derivative, antiderivatives, definite integral, and fundamental theorem of integral calculus.

MTH 156. MATHEMATICS COMPUTER PROGRAMMING 5 credits

PREREQUISITE: MTH 115

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 77 language.

**MTH 169. BUSINESS MATHEMATICS WITH
CALCULUS APPLICATIONS**

5 credits

PREREQUISITE: MTH 115.

Designed for students majoring in business curricula. Topics include selections from calculus, elementary combination analysis, probability theory, linear and quadratic equations, derivatives and related applications, integration, matrix algebra, mathematical sequences, permutations, linear programming with emphasis on business applications.

MTH 215. ANALYTIC GEOMETRY AND CALCULUS II 5 credits

PREREQUISITE: MTH 115

Topics studied in this course include integrals, applications of the integral, the calculus of the exponential and logarithmic functions, the calculus of the trigonometric and inverse trigonometric functions, hyperbolic functions, and techniques of integration.

MTH 218. DIFFERENTIAL EQUATIONS 5 credits

PREREQUISITE: MTH 227.

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

MTH 219. LINEAR ALGEBRA 5 credits

PREREQUISITE: MTH 115.

Topics in this course include linear spaces, vector spaces, linear transformations, matrices, and determinants.

MTH 226. ANALYTIC GEOMETRY AND CALCULUS III 5 credits**PREREQUISITE: MTH 215**

Topics studied in this course include techniques of integration, indeterminate forms, polar coordinates, vectors, solid analytic geometry, centroids, and multiple integrals.

MTH 227. ANALYTIC GEOMETRY AND CALCULUS IV 5 credits**PREREQUISITE: MTH 226**

Topics studied in this course include infinite series, partial derivatives, and vector calculus.

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 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.

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

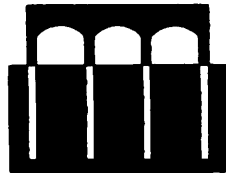
PHY 213-214-215. GENERAL PHYSICS WITH CALCULUS I-II-III 5 credits**PREREQUISITE: PHY 213: Calculus I or COREQUISITE: Calculus I and permission of the instructor.**

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

This courses provide a calculus-based treatment of principal subdivisions of classical physics: mechanics, thermodynamics, electricity and magnetism, sound, and light. Laboratory is required.





College Personnel

COLLEGE PERSONNEL

ADMINISTRATION

TALMADGE, JOSEPH D. *President*

B.A., Vanderbilt University

M.A., Vanderbilt University

Ed.D., Auburn University

GUTHRIE, TOMMY M. *Dean of the College*

B.S., Louisiana College

M.A., University of Southern Mississippi

Ed.D., Mississippi State University

ALFORD, TIM O. *Dean of Development*

B.S., Auburn University

M.Ed., Auburn University

Ed.D., Auburn University

BAUER, MARY D. *Director, Community Services*

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M.A., University of Alabama

Ed.D., Auburn University

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B.S., Troy State University

M.S., Troy State University

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B.S., Radford University

M.S., Troy State University

Ed.S., Troy State University

Ed.D., Vanderbilt University

NICHOLS, ALAN M. *Dean of Administration and Finance*

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M.B.A., University of Southern Mississippi

Ed.D., University of Alabama

PROFESSIONAL STAFF

CHALKER, C. DAVID *Associate Dean for Admissions and*

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B.S., Troy State University

M.S., Troy State University

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- COWDEN, BETTY** *Director, Computer Services*
B.S., Kansas State University
M.S., Kansas State University
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B.A., West Virginia University
M.S., Troy State University
Additional Graduate Study
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Additional Graduate Study
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B.S., Auburn University
M.Ed., Auburn University
- VICKERS, JR., LEWIE M.** *Media Technician*
Tallahassee Technical School
Professional Experience
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B.A., University of Alabama
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B.S., Livingston State University
M.S., Livingston State University
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B.A., University of Alabama
M.A., University of Alabama
Additional Graduate Study

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BAUM, SUE A. *Chairman, Computer and
Information Science Division*
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 M.B.A., Troy State University
 Additional Graduate Study

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 M.S., Troy State University
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 M.A., Middle Tennessee State University
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 Ed.D., University of Alabama

SNYDER, JUDY L. *Chairman, Business Division*
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 Ed.D., University of Alabama

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 M.L.S., University of Alabama
 Additional Graduate Study

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Additional Graduate Study
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D.A., Middle Tennessee State University
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M.S., Alfred University
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M.S., Troy State University
Additional Graduate Study
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M.Ed., Auburn University
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M.S., University of Tennessee
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M.S.C., Auburn University
Ph.D., Florida State University
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M.A., University of Alabama
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Additional Graduate Study
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B.S., Alabama State University
M.L.S., University of Alabama
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M.S., Northeast Louisiana State College
Additional Graduate Study
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M.A., Appalachian State Teachers College
Additional Graduate Study

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M.S., Troy State University
Additional Graduate Study
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M.Ed., University of South Alabama
Additional Graduate Study
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M.S., Memphis State University
Ph.D., Memphis State University
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M.S., Auburn University
Additional Graduate Study
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M.A.C.T., Auburn University
Additional Graduate Study
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M.Ed., Mississippi State University
Additional Graduate Study
- LUNCEFORD, SANDRA M.** *English*
B.A., Mississippi College
M.Ed., Auburn University
Additional Graduate Study
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B.A., David Lipscomb College
M.C.S., University of Mississippi
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M.B.A., Troy State University
- MULLER, PATRICIA ANN** *Music*
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M.S., Auburn University
Additional Graduate Study

- NEWMAN, JOAN** *Physical Education*
B.S., Judson College
M.Ed., Auburn University
Additional Graduate Study
- ODEN, JACK P.** *History*
B.S., University of Southern Mississippi
M.A., Northeast Louisiana State College
Ph.D., Mississippi State University
- RICHTER, REBECCA S.** *Child Development, Reading*
B.S., Troy State University
M.A., Tennessee Technological University
Additional Graduate Study
- ROWE, BOBBY L.** *History*
B.S., Troy State University
M.A., Appalachian State Teachers College
Ph.D., Walden University
- SMITH, CINDY D.** *Foreign Languages/English*
B.A., University of Southern Mississippi
M.A., Mississippi State University
- SMITH, CHARLES EUGENE** *Music*
B.M., Baylor University
M.M., Baylor University
Additional Graduate Study
- SMITH, NANCY B.** *Director, Guidance Services*
B.S., Mississippi State University
M.A., University of Alabama
Ed.D., Auburn University
- SOUTHWELL, JEAN** *Librarian*
B.S. Auburn University
M.Ed., Auburn University
M.L.S., University of Alabama
- SPRADLEY, JAMES MICHAEL** *Business Administration*
B.S., Auburn University
M.A.C.T., Auburn University
- STECK, SUSAN D.** *Displaced Homemaker Program*
B.S., Campbell University
Ed.M., Boston University
Additional Graduate Study

YELVERTON, GLADYS *Career Counselor*

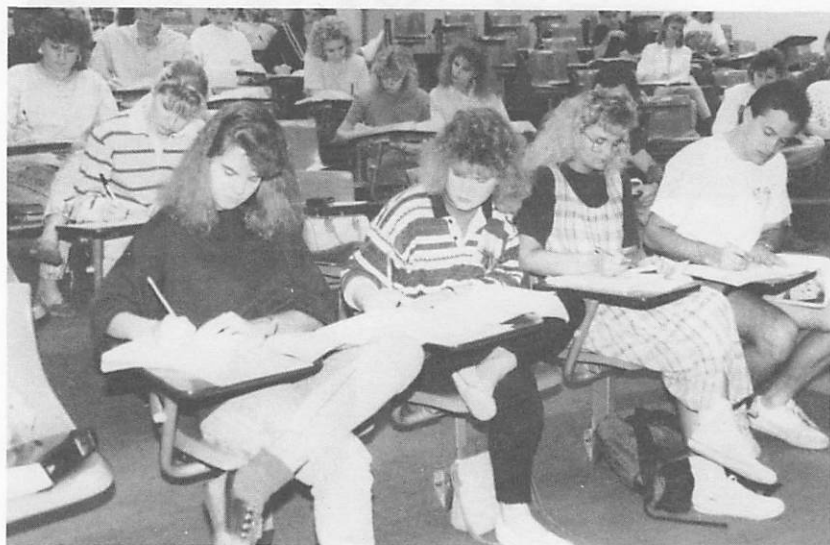
A.A., Enterprise State Junior College

B.S., Troy State University

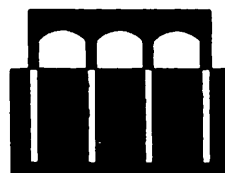
M.S., Troy State University

Ed.S., University of Alabama

J.D. Degree, Jones School of Law







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Please check one of the items below.

I am interested in attending Enterprise State Junior College. Please send me the necessary Admission Forms.

- ☐ Application for Admission
- ☐ Application for Financial Aid
- ☐ Have a Counselor Call Me
- ☐ Other

Name _____

Address _____

Telephone _____

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- ☐ Other

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

P.O. Box 1300

Enterprise, Alabama 36331

TO: _____

