

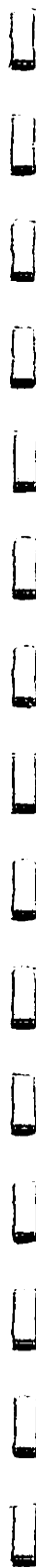
Linda Hobbes



ENTERPRISE STATE JUNIOR COLLEGE
Enterprise, Alabama



1992-1993 Catalog



ENTERPRISE STATE JUNIOR COLLEGE
P. O. Box 1300
Enterprise, Alabama 36331
(205) 393-ESJC
CATALOG
1992-93

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.

Careers -- For students who expect to complete their formal education upon graduation from junior college.

Accreditation

Enterprise State Junior College
is accredited by the Commission on Colleges
of the Southern Association of Colleges and Schools
to award the Associate's Degree.

Member

Southern Association of Colleges and Schools
Alabama College Association
Southern Association of Collegiate Registrars and Admissions Officers
National Association of College and University Business Officers
Association of Alabama College Administrators
National Association of Student Financial Aid Administrators
Alabama Association of Student Financial Aid Administrators

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 28

June 1992

Although the publisher of this catalog has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors or errors occasioned by honest mistake. All information contained in this catalog is subject to change by the appropriate officials of Enterprise State Junior College and the Alabama College System without prior notice; officials reserve the right to modify, revoke, or add to the college regulations at any time. The provisions of this catalog are not to be regarded as an irrevocable contract.





ENTERPRISE STATE JUNIOR COLLEGE

Your Investment in Excellence

OFFICE OF THE PRESIDENT

June 1, 1992

Dear Prospective Student:

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

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

We want you to become a part of our ESJC family. Please call us or visit our campus to discuss your educational goals. We look forward to making you a part of Enterprise State's tradition of excellence.

Sincerely,

Joseph D. Talmadge
President

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On April 13, 1991, ESJC's Fitness Trail was dedicated to former Coach and Chairperson of the Health, Physical Education and Recreation Division, Dean Craig. Coach Craig was instrumental in developing the Fitness Trail. He is pictured here during the unveiling of the entrance sign.

Students converse in the Student Center Multipurpose Room prior to a Lyceum Distinguished Lecturer Series presentation.



GENERAL INFORMATION

COLLEGE CALENDAR 1992-93

FALL QUARTER, 1992

Registration/Faculty Work Day. September 8, Tuesday
Classes Begin. September 9, Wednesday
Last Day to Add. September 15, Tuesday
Mid-term. October 13, Tuesday
Registration Begins for Winter Quarter, 1992-93. November 9, Monday
Holiday, Veterans' Day. November 11, Wednesday
Last Class Day. November 17, Tuesday
Final Exams. November 18 & 19, Wednesday & Thursday
Grades Due, Faculty Work Day. November 20, Friday
Professional Development Workshops/
Student Holidays. November 23, 24, 25, Monday, Tuesday, Wednesday
Holidays, Thanksgiving. November 26 & 27, Thursday & Friday

WINTER QUARTER, 1992-93

Registration/Faculty Work Day. November 30, Monday
Professional Development. December 1, Tuesday
Classes Begin. December 2, Wednesday
Last Day to Add. December 8, Tuesday
Last Class Day Before Christmas Holidays. December 18, Friday
Holiday, New Year's Day. January 1, 1993, Wednesday
Classes Resume. January 4, Monday
Holiday, Robert E. Lee/Martin L. King's Birthdays. January 18, Monday
Mid-term. January 19, Tuesday
Registration Begins for Spring Quarter, 1992. February 22, Monday
Last Class Day. February 26, Friday
Final Exams. March 1 & 2, Monday & Tuesday
Grades Due, Faculty Work Day. March 3, Wednesday
Professional Development. March 4 & 5, Thursday & Friday

SPRING QUARTER, 1993

Registration/Faculty Work Day. March 8, Monday
Classes Begin. March 9, Tuesday
Last Day to Add. March 12, Friday
Spring Vacation, Faculty and Students. March 29 - April 2, Monday - Friday
Mid-term. April 21, Wednesday
Registration Begins for Summer Quarter, 1992. May 24, Monday
Registration Begins for Fall Quarter, 1992. May 24, Monday
Last Class Day. May 28, Friday
Final Exams. May 31 & June 1, Monday & Tuesday
Grades Due/Faculty Work Day. June 2, Wednesday
Graduation/Faculty Work Day. June 3, Thursday
Faculty Work Day. June 4, Friday

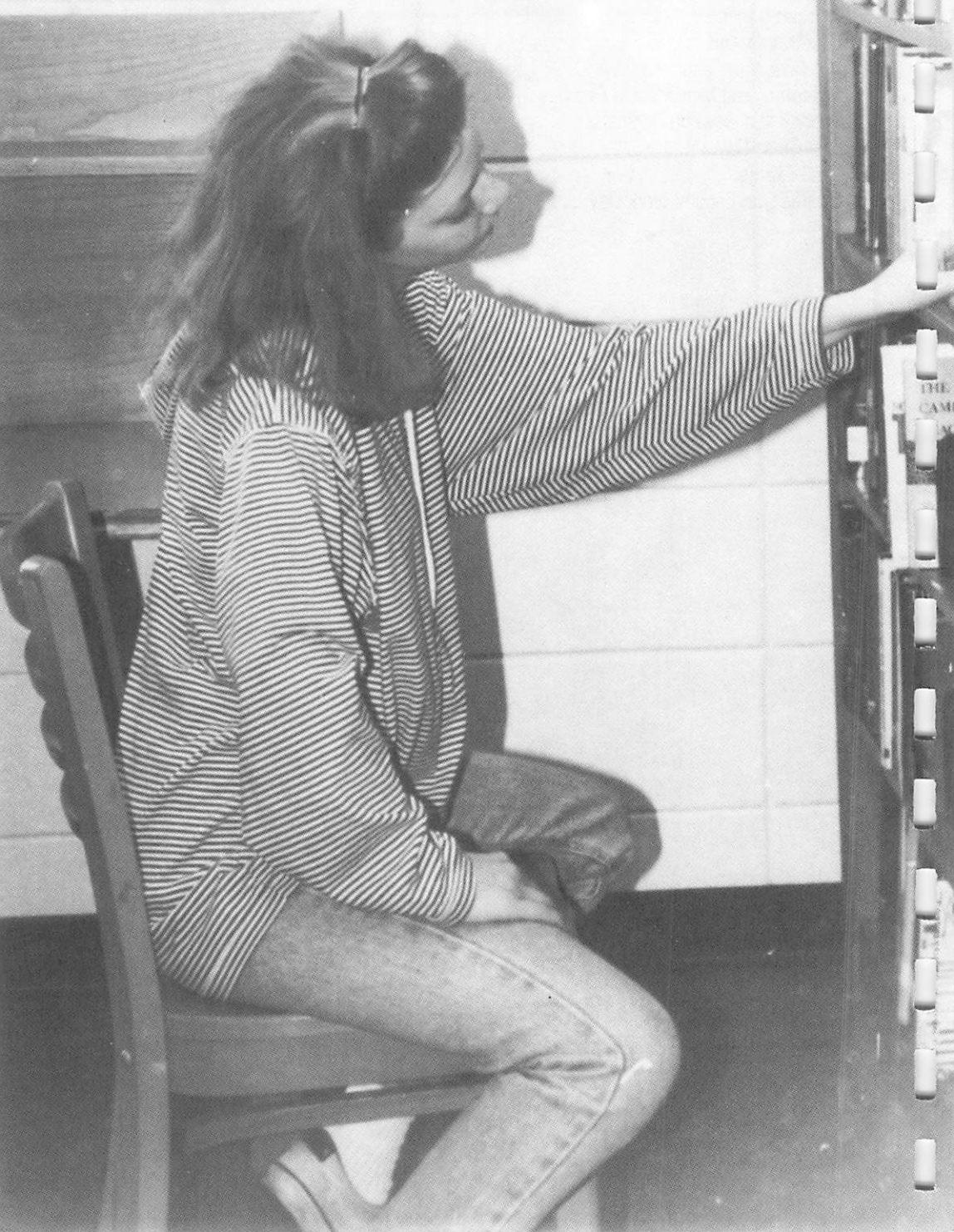
SUMMER QUARTER, 1993

Registration/Faculty Work Day.....	June 7, Monday
Classes Begin.....	June 8, Tuesday
Last Day to Add.....	June 11, Friday
Holidays, Independence Day.....	July 5, Monday
Mid-term, First Mini-session Ends.....	July 13, Tuesday
Second Mini-session Begins.....	July 14, Wednesday
Last Class Day.....	August 17, Tuesday
Final Exams.....	August 18 & 19, Wednesday & Thursday
Grades Due/Faculty Work Day.....	August 20, Friday



Librarian, Mrs. Jean Southwell assists students with their various research topics.

Students frequent the ESJC Library and Learning Resources Center to research projects, to study, and to find good books to read.





Chief Joe Blalock heads ESJC Campus Security. He's a familiar face to employees and students driving onto campus each morning.

GENERAL INFORMATION

MISSION OF ENTERPRISE STATE JUNIOR COLLEGE

Philosophy and Goals

The mission of Enterprise State Junior College, a public two-year college located in rural southeast Alabama, is to offer educational opportunities for personal growth and fulfillment and the enhancement of the quality of life within the community. To accomplish its mission, Enterprise State employs several institutional strategies, including, but not limited to, open access, diversity in curriculum, high quality staff, and convenient locations. The purposes of the College guide the institutional programs provided, and these programs help to achieve the desired expected outcomes for the institution. Assessment of expected College outcomes provides information for planning and improvement. The diagram on the following page portrays this process.

To implement the College's Mission, the following institutional purposes are established:

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1. to develop human potential.
2. to transmit knowledge.
3. to supply educated talent.
4. to cultivate responsible citizenship.
5. to facilitate lifelong learning.
6. to offer appropriate cultural and recreational activities.
7. to supply educational resources for community development.
8. to ensure equal access to higher education.

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

- 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

Purposes are pursued through: INSTITUTIONAL STRATEGIES

- 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 Min)
Seminars
Short Courses
Internships
- Active Pursuit of Development Opportunities Through Grants and The Foundation
- Continuing Assessment of Educational Needs
- Comprehensive Public Information

Strategies and Purposes Guide: INSTITUTIONAL PROGRAMS

- 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

Programs Achieve: INSTITUTIONAL OUTCOMES

- 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
- ### INSTITUTIONAL OUTCOMES ASSESSED BY:
- 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	Mr. John M. Tyson, Jr.	1991-95
Second	Mr. Steadman Shealy, Jr.	1991-95
Third	Mr. Dan Cleckler	1991-95
Fourth	Dr. Ethel H. Hall	1991-95
Fifth	Mr. Willie J. Paul	1991-95
Sixth	Mrs. Bettye Fine Collins	1991-95
Seventh	Victor P. Poole	1991-95
Eighth	Mr. Taze Shepherd	1991-95

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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.

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 only during the first year, for in the fall of 1966, the present campus was occupied.

Over the years, the College's enrollment has grown steadily. Fall quarter enrollments number more than 2,000 students in credit courses, with an additional 5,000 adults registered in continuing education programs annually. The campus, too, has grown and now consists of seven 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.

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 to adult women, persons employed in business and industry, and military service members and their families are available.

The College has also received state and national recognitions for a variety of student activities. For thirteen of the last fifteen 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.

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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. The College has also received three major five-year development grants and three endowment grants totalling more than \$7 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 and foundation grants enabled the College to establish the Tutorial Assistance Program for Students, the Adult Basic Education Program, the Wellness Center, and the Workplace Literacy 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 over twenty-five years 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.

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 (LRC), 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 Plaza Drive and the Enterprise By-Pass. Land behind the buildings has been developed into recreation areas for softball, baseball, tennis, jogging, 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 a 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. The classrooms and offices in this building are air-conditioned. An indoor swimming pool was added in 1974; two classrooms and offices were added in 1990.

Lurleen B. Wallace Hall (1969). This large and fully equipped student center contains a snack bar, cafeteria, book store, student lounge, meeting rooms, the counseling suite, the Career Development Center, Dean of Student Affairs office, and Student Financial Aid office. 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 and music. A tiered lecture room, a large choral lecture room, and a state-of-the-art music MIDI laboratory are special features of the building. The building was named for Benjamin Abb Forrester, 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. The Conner Gallery, a unique art display room, enables the College to show valuable exhibits to students and the 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 and the Americans with Disabilities Act of 1992. Inquiries concerning this policy may be directed to Dr. Tim Alford, P. O. Box 1300, Enterprise, Alabama 36331. Telephone (205) 393-ESJC.

SEXUAL HARRASSMENT

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

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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 Affairs is responsible for administering this policy.

MEASLES VACCINATION POLICY

The State Board of Education has instituted a measles vaccination policy effective Spring Quarter 1991. Any student born in or after 1957 must present documentation to show he or she has had at least two doses of live measles-containing vaccines; or has had the measles disease as diagnosed by a physician; or has laboratory evidence to indicate an immunity to the measles disease.

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.

Several military units from nearby Ft. Rucker participated in a 5K run during ESJC's 1991 Wellness Spring Fling.



June Snellgrove of ESJC's Admissions Office assists a student during registration.



ADMISSIONS
POLICIES
&
PROCEDURES

ADMISSION POLICIES AND PROCEDURES

GENERAL ADMISSION POLICIES

Admission of First-time College Students

Applicants who have not previously attended any regionally accredited postsecondary institution will be considered first-time college students or "native" students.

Admission to Courses Creditable Toward an Associate Degree:

To be eligible for admission to courses creditable toward an associate degree, a first-time college student must meet one of the following criteria:

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 of the above conditions may submit a Certificate of High School Equivalency (GED Certificate) issued by Alabama or other state departments of education.

Students who meet one of these criteria shall be classified as "Degree-Eligible" students.

Colleges may establish educational admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure ability to benefit.

Admission to Courses Not Creditable Toward an Associate Degree:

Applicants to courses not creditable toward an associate degree and programs comprised exclusively of courses not creditable to 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 recom-

mentation of the local superintendent) and have specifically documented ability to benefit.

These students shall be classified as "Non-Degree-Eligible" students and shall not be allowed to enroll in courses creditable toward an associate degree.

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.

Unconditional Admission of First-Time College Students

For unconditional admission, applicants must have on file at the College a completed application for admission and either an official transcript from the high school attended or an official GED Certificate. For admission to courses not creditable toward an associate degree, applicants must have on file documented ability to benefit.

Conditional Admission of First-Time College Students

Applicants who do not have on file an official transcript from the high school attended or an official GED certificate may be granted Conditional Admission. No student shall be allowed to enroll for a second quarter unless all required admissions records have been received by the College prior to registration for the second quarter.

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If all required admissions records have not been received by the College prior to issuance of first quarter grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

ADMISSION OF TRANSFER STUDENTS

Applicants who have previously attended another regionally accredited postsecondary institution will be considered transfer students and will be required to furnish official transcripts of all work attempted at all said institutions. Institutions may also require of transfer students documents required of first-time college students.

Transfer students who meet requirements for admission to courses creditable toward an Associate Degree shall be classified as "Degree-Eligible" students. Transfer students who do not meet these requirements shall be classified as "Non-Degree-Eligible" students.

Applicants who have been suspended from another institution for academic or disciplinary reasons will not be considered for admission except upon appeal to the College Admissions Committee.

Unconditional Admission of Transfer Students

For unconditional admission, transfer students must have submitted to the College an application for admission and official transcripts from all regionally accredited postsecondary institutions attended and, as designated by the institution, any other documents required for first-time college students.

Transfer students who attend another postsecondary institution and who wish to earn credits for transfer to that parent institution may be admitted to the College as transient students. The students must submit an application for admission and an official letter from the institution they have been attending which certifies that the credits they earn at the College will be accepted as a part of their academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions.

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Applicants who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

Conditional Admission of Transfer Students

Transfer students who do not have on file official transcripts from all postsecondary institutions attended and any additional documents required by the institution may be granted conditional admission. No transfer student shall be allowed to enroll for a second quarter unless all required admission records have been received by the College prior to registration for the second quarter.

If all required admissions records have not been received by the College prior to issuance of first-quarter grades, the grades will be reported on the transcript, but the transcript will read CONTINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records.

Initial Academic Status of Transfer Students

Transfer students whose cumulative grade point average at the transfer institution(s) is 2.0 or above on a 4.0 scale will be admitted on *clear* academic status.

Transfer students whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted only on ***academic probation***. The transcript will read ADMITTED ON ACADEMIC PROBATION.

Applicants who have been academically suspended from another regionally accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the institution for "native" students who have been academically suspended. If the transfer student is admitted upon appeal, the student will enter the institution on ***academic probation***. The transcript will read ADMITTED UPON APPEAL--ACADEMIC PROBATION.

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Courses completed at other regionally accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable toward graduation requirements. Transfer students admitted on academic probation will have course grades of C or better only accepted for transfer.

Awarding of transfer credit to fulfill graduation requirements will be based on applicability of the credits to the requirements of the degree sought.

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Credit may be extended based on a comprehensive evaluation of demonstrated and documented competencies and previous formal training.

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.

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.

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 ESJC counseling staff. College credit may not be substituted for high school credit.

26 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.

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

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

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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.

Transfer students should request that all colleges and universities previously attended mail official transcript(s) of academic record(s) directly to the Registrar. Students who have completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

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 re-admission application. Official transcripts from the college or university attended are to be mailed to the Registrar.

Students Entering Continuing Education and Community Service Courses

(Seminars, Workshops, and Short Courses)

The College offers a program of continuing education and community services. 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.

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Harvey Watt, Associate Dean for the ESJC Ft. Rucker Campus, and his secretary, Betty Phillips, are familiar faces to students attending classes there.

T U I T I O N A N D F E E S



Students purchase textbooks and supplies in the ESJC Bookstore located in the Student Center.

TUITION AND FEES

TUITION

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 credit hours.	\$200
11 credit hours.	\$220
12 credit hours.	\$240
13 or more credit hours.	\$240 + \$10 per each additional credit hour

Out-of-state or foreign students pay 175% of the tuition of a comparable Alabama resident.

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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. These scholarships apply only to credit courses in which space is available and only to tuition, not to registration fees, other fees, books or 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

MATRICULATION FEE - \$2.00 per quarter hour

OTHER FEES

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

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 \$15.00, and if payment is not cleared promptly, the student's registration will be cancelled.

Late Registration Fee. A \$10.00 (non-refundable) fee is incurred if registration is not completed on the designated date without special provision being made.

Transcript Fee. Students enrolled at ESJC prior to Fall Quarter 1991 may get one official transcript issued free. A \$2.00 fee is charged for each additional transcript.

TUITION, FACILITIES RENEWAL AND MATRICULATION FEE REFUNDS

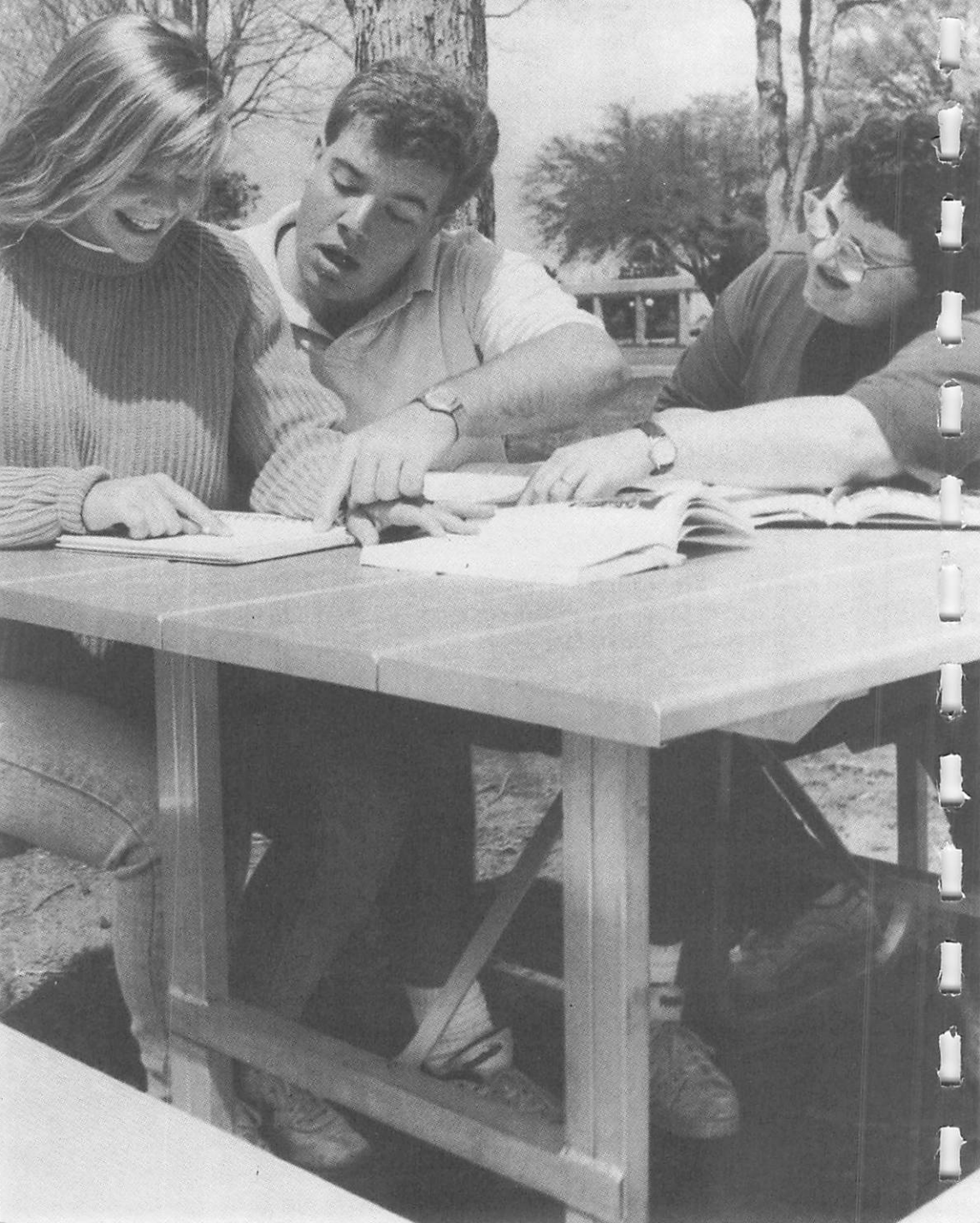
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Time Limit. No refunds will be made after the first three weeks of any given quarter. Computations are made from the first official class day and are computed according to the date the student actually appears at the College to withdraw and not according 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:

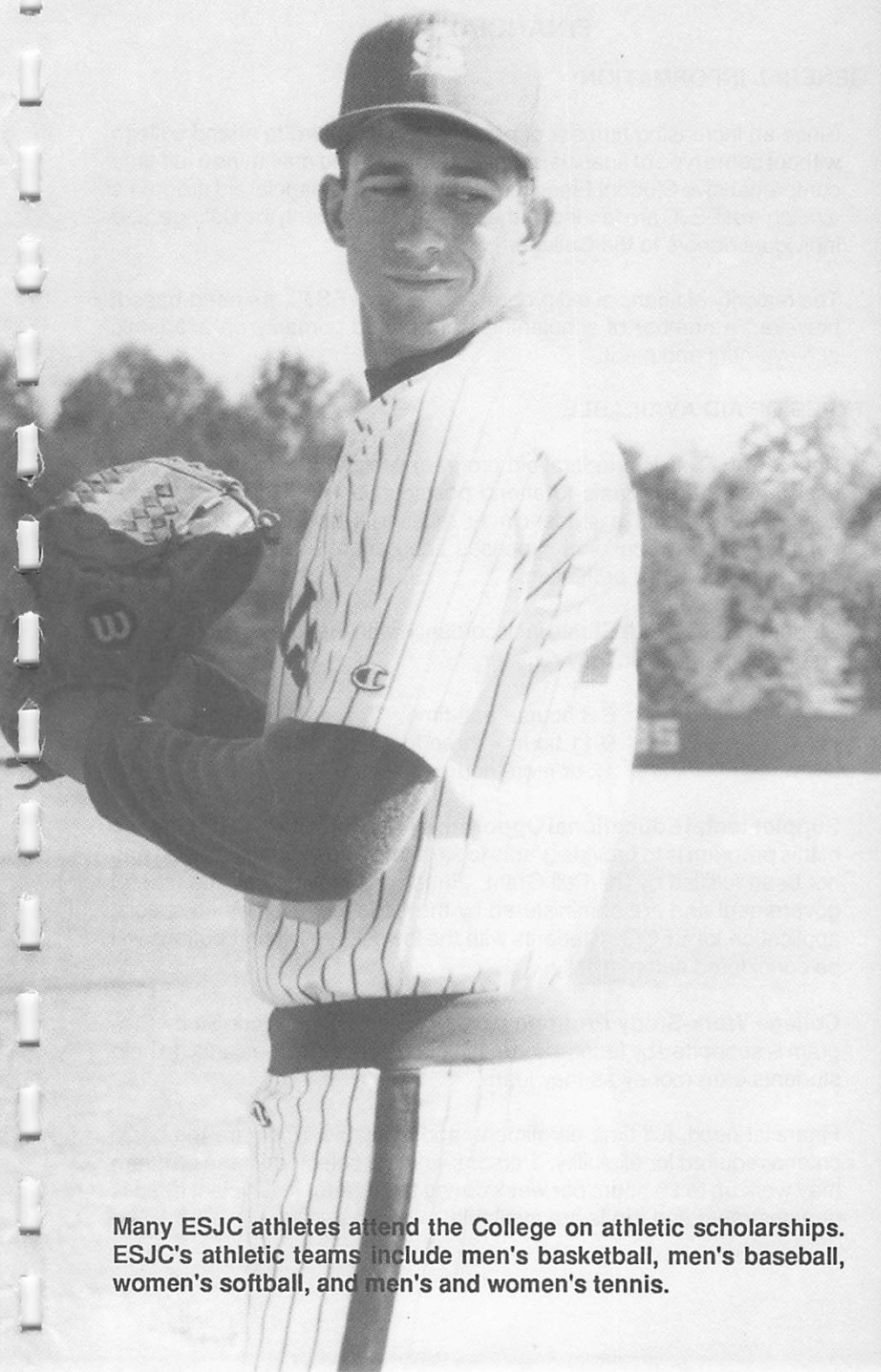
Withdrawal during first week of classes.	75% refund
Withdrawal during second week of classes.	50% refund
Withdrawal during third week of classes.	25% refund
Withdrawal during fourth week of classes.	no refund
Short course refunds.	no refund after second class meeting

The following fees are no longer charged: lab fees, application fees, student identification card fees, and transcript fees.

Students take advantage of a pretty day and study outside at one of the campus picnic tables



FINANCIAL AID



Many ESJC athletes attend the College on athletic scholarships. ESJC's athletic teams include men's basketball, men's baseball, women's softball, and men's and women's tennis.

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.

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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. 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 if sufficient need is demonstrated and funds are available.

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 eight 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 \$50 per month unless the lender agrees to a lesser amount. 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.

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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 FEDERAL FINANCIAL AID

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

Pick up an application packet in the Financial Aid Office (Room SC100).

Complete the ESJC Student Data Form and return it to the Student Financial Aid Office at the address given on the form.

Complete the ACT Family Financial Statement (FFS).

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.

When completing the forms, provide all information requested. If the forms are incomplete, the application cannot be considered. If the application is selected for verification, the student will be asked to provide a copy of his/her Federal Income Tax Return and other documents to the Financial Aid Office before receiving any financial aid. Students are asked to please retain copies of these records.

Approximately four to six weeks after completing and mailing the FFS, the student will receive a three-part Student Aid Report (SAR). This should be delivered to the Financial Aid Office as soon as possible.

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

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VETERANS' BENEFITS

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

To be eligible to receive educational benefits, all veterans must also be enrolled in an approved course of study. Applications for VA educational assistance may be obtained from the Veterans' Services Office (Room SC100) 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.

They should 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*.

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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 Student Financial Aid office 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. Auditions are required.

Enterprise State offers scholarships for participation in the ESJC Band, Singers, and Entertainers. The performing ensembles provide 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, women's softball, men's baseball, and in men's and women's tennis 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, Dean of Continuing Education and 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.

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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, is 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.

The Conner Scholarships. These scholarships are named for and sponsored by Mrs. Robert Conner and the late Mr. 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 was established by Mrs. June Morgan in memory of her 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, established by Mrs. Louise Donaldson and the late Mayor Don Donaldson, is given in memory of their son Cleve and his artistic talents. Students who think 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 Ona Mae Ellis Memorial Scholarship. Established by Mrs. Linda E. Bolton in memory of her mother. Both scholarship and financial need will be considered with preference given to graduating members of the Enterprise High School Anchor Club.

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 Enterprise Rotary Club Scholarship. This scholarship was established by the members of the Enterprise Rotary Club. No GPA is required to apply for this scholarship. Preference will be given to a graduate of Enterprise High School.

The Fuller-Pittman Scholarship. Established by Mrs. Colley E. Pittman and the late Mr. 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.

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The Doctor E. L. Gibson Scholarships. 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 demonstrates financial need and shows academic promise as evidenced by a **B** or better grade point average.

The R. O. Nichols Scholarship. This scholarship is given in memory of Rensol O. Nichols by his wife, Frances D. Nichols and their children, Neal Nichols and Charlotte N. Griffin. The scholarship is based upon the same criteria as the College's academic scholarships. (To be initially awarded in April of 1992.)

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 Southland Broilers, Inc. Scholarships. These scholarships are presented by Southland Broilers, Inc. for their employees, their dependents, contract growers and their dependents. The criteria will be the same as ESJC's academic scholarships.

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

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.

The Virgil O. Warren/Enterprise Oil Company Scholarship. This scholarship was established by family and friends of Mr. Virgil O. Warren and patrons of Enterprise Oil Company.

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
Debutantes - 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 Micolas 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 student must:

Apply for admission to ESJC.

Complete a scholarship application.

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

Note: Contact the Student Financial Aid Office 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:

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

<u>If a student has attempted:</u>	<u>Minimum GPA</u>
12-32 quarter hours	1.50
33-48 quarter hours	1.75
49 or more quarter hours	2.00

Financial Aid Probation/Suspension. In the event a student's GPA drops below the required level, the student is given one quarter's probation (with financial aid) to raise the GPA to the required level. 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.

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:

<u>Full-time quarters enrolled</u>	<u>Minimum hours passed</u>
1	10
2	20
3	30
4	41
5	52
6	63
7	74
8	85
9	96

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

Change in Program. Any student who wishes to change a program of study and continue to receive financial aid should file a list of the specific courses needed to complete the graduation requirements of the new program. This list should be filed in the Student Financial Aid Office 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.

Attendance Policy. No penalty will be imposed for a total number of absences in a class until the number of absences exceeds 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.

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.

Appeals. Any student placed on financial aid probation or suspension may appeal his/her status to the Assistant Dean of Students for 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.

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IMPORTANT NOTE! Enterprise State Junior College reserves the right to revise its standards of academic progress as circumstances warrant. 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.

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

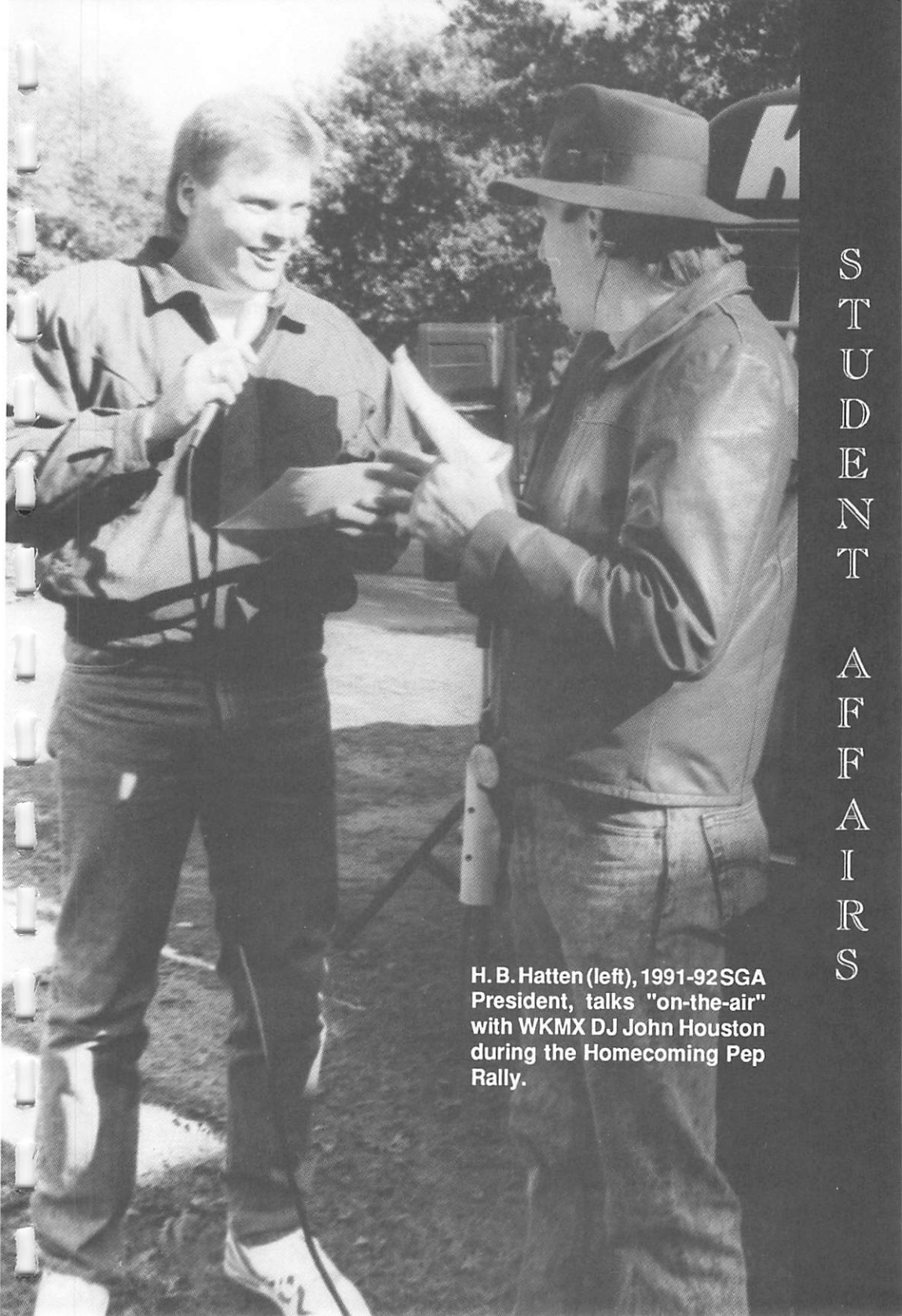
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The 1992 Homecoming Queen, Agnes McKinney (left) was crowned by the 1991 Homecoming Queen, Kelli Watts.

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H. B. Hatten (left), 1991-92 SGA President, talks "on-the-air" with WKMJ DJ John Houston during the Homecoming Pep Rally.

STUDENT AFFAIRS

MISSION AND GOALS

The mission of the Enterprise State Student Development Program is to provide a learning environment which maximizes the opportunity for student growth, both individually and collectively, by establishing provisions for the development of the mind and body; not aside from curriculum instruction, but in partnership with it; not as a supplement, but as a complement.

Goals:

To provide admission, registration, counseling services, and other support services to meet students' needs for access to the institution.

To assist in creating an environment which is conducive to student development.

To provide services which will facilitate the successful movement of the student through the educational process to completion of his/her identified goals.

To provide a system of accurately recording and retrieving student records.

To provide orientation, advising, career planning, and leadership training for the development of future growth opportunities.

To provide a program of financial assistance for students.

To provide job placement services for students with employment as an immediate goal.

To provide academic support services for students to facilitate academic achievement.

To provide institutional leadership in the development and implementation of marketing strategy, including recruitment and retention activities.

To participate in the governing system of the College in the areas of long-range planning, fiscal management, policy regulation, curriculum development, due process in student discipline, and student life.

To assist in satisfying community needs for information, for facilities and programs, and for manpower and economic development.

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 8:00 a.m. until 4:00 p.m. Evening counseling hours are available on the main campus and at the Ft. Rucker campus. Students may make individual appointments with a counselor at the Counseling Center (SC 102) or by calling 393-ESJC (Ext. 295).

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) and Student Advancement Services (SAS) referrals. In addition, a counselor is always available to aid students with information concerning transfer requirements. 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.

ORIENTATION

Orientation for new students at ESJC is a college-wide effort which is coordinated by Student Advancement Services. 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. During summer quarter students are administered the ASSET Placement Test as a part of orientation 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, 393-ESJC (Ext. 304).

STUDENT ADVANCEMENT SERVICES (SAS)

The 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 development students, College Success Skills courses, and the Tutorial Assistance Program for Students.

SAS LEARNING LAB

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

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The SAS Lab is equipped with computers and a generous amount of educational software. Also, instructional video tapes are available. 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.

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. If eligible, the student may then 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 one-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 ten 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.

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COLLEGE SUCCESS SKILLS, IDS 110

This course taught by ESJC 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. 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." For further information, contact the Associate Dean of Students at 393-ESJC, ext. 233.

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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 45,479 volumes and approximately 81,300 government publications which are received through the U. S. Government Printing Office Federal Depository program. The LRC receives 349 periodical titles through subscriptions, government documents, and gifts. 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 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 comprehensive facility offering students and area residents information on a wide range of career-related subjects. Resources available in the CDC include: career reference books, materials from professional organizations, job search, resume and interview information and videotapes on a variety of topics. In addition to materials providing answers to questions on most careers, the Center maintains current information on colleges and universities from throughout the United States including lists of majors, transfer requirements, sources of financial aid and scholarships. The Career Development Center provides career planning and job search workshops throughout the year and special assistance is available to help students in the selection of a college major. Computer interactive evaluation and guidance activities are available in the CDC through the use of SIGI Plus. The CDC also offers information on-line from Guidance Information System through the SOICC network. The Career Development Center is located in Room 102 of the Student Center Building. There is no charge for any service.

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JOB PLACEMENT

Job Placement assistance for off-campus employment is available to currently enrolled students and graduates of the College. All job openings listed with the placement service are posted on the JOBS bulletin board. A listing of jobs available through the Alabama State Employment Service is posted daily and a listing of current state and federal job openings is also available. Workshops and related resources are available on job search, resumes and preparing for the job interview. All students interested in full-time or part-time employment are encouraged to register with the placement office and to check the JOBS bulletin board on a regular basis. Job Placement is located in the Career Development Center.

RE-ENTRY WOMEN'S RESOURCE CENTER

The Re-entry Women's Resource Center, located in the Career Development Center, contains special materials which describe and offer practical solutions for the wide range of problems facing re-entry women. Topics include: single parenting, coping with divorce or widowhood, living alone, managing family finances, returning to school, re-entering the workforce, changing careers and owning a business. These resources, in addition to other Career Development Center materials, are available to anyone who can profit from them.

KINDERCOLLEGE

The Kindercollege, a child study laboratory located behind the Learning Resources Center, is a program for the children of full-time students. Enrollment is limited to 20 children; all of whom have to be three or four years old by September 2 of the current academic year. The Kindercollege is in session during all school days of the Fall, Winter, and Spring Quarters. Children should be brought to the Kindercollege between 7:50 and 8:00 a.m. They must be picked up between Noon and 1:20 p.m. The program does not provide for the children after 1:20 p.m. Children are provided with experiences to foster development in physical abilities, social awareness, emotional health, intellectual skills, and creativity. Students who are in the 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 L102.

STUDENT ORGANIZATIONS

African-American Club. The African-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.

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.

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. Weekly meetings, *Bible* studies, fellowships, state conventions, retreats, mission trips, and other activities provide opportunities for fun and spiritual growth. All students who are interested in growing spiritually and in making new friends are welcome.

ESJC Chamber Ensemble. The chamber ensemble provides an opportunity for instrumental students to perform chamber music literature in small group settings.

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.

ESJC Singers. Singers is a concert choir. Annually they combine with Community Chorus to present a seasonal choral masterwork at Christmas.

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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, outgoing, and enjoy helping ESJC freshmen make the transition to college life. Students with a 2.5 GPA compete for FIT selection in an application, role-playing, and interview process.

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.

Interclub Council. The Interclub Council is a branch organization of the Student Government Association. It was organized in the fall of 1968 with the purpose of aiding the SGA in coordinating club activities. The Interclub Council promotes communication among campus organizations and coordinates projects of mutual benefit and interest. Membership in the Interclub Council consists of one representative chosen by each campus organization. The SGA vice president serves as president of the Council and other officers are selected by the Council.

International Students Cultural Club (ISCC). The International Students Cultural Club promotes brotherhood and understanding among the peoples of the world. A further purpose of the ISCC is to help its members in their adjustment to life in the United States and at ESJC. Membership is open to all currently enrolled students of the College.

The Mentors. The Enterprise State Junior College Mentors serve as the official hosts and hostesses for the College. These students act as tour guides for visiting groups and also help with events on campus such as English and Math Tournaments and Scholars Bowl. In order to be selected as a Mentor, students must be enrolled full-time, have a 2.5 GPA, complete an application and participate in an interview.

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.

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.

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.

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 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 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 fellow man, 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.

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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, and/or distribution of narcotics, dangerous drugs, or other controlled substances, 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.

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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.

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, 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.

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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 the 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.



At the first sign of spring, students spend their morning break outside.

ACADEMIC POLICIES



"It was once said that 'a school is a building that has four walls and tomorrow inside.' And indeed, throughout America's history, the key that has unlocked tomorrow's door of opportunity has been found in our schoolhouses."
— Secretary of Labor Elizabeth Dole, in her 1989 State of the Work Force address.

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
B - Good	80-89	(official withdrawal only)
C - Average	70-79	WF - Withdrew Failing
D - Poor	60-69	I - Incomplete
F - Failure	Below 60	AU - Audit

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

INSTITUTIONAL CREDIT COURSES

Institutional credit courses are those courses which are not creditable toward a formal award and which include Training-for-Business and Training-for-Industry courses and courses numbered below the 100 level.

An institution may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP).

(S) Satisfactory = 0 points (U) Unsatisfactory = 0 points
(IP) In Progress = 0 points

Special Standards of Progress for students enrolled in these courses are as follows:

A student who is enrolled in an institutional credit course and who receives a grade of U or IP two quarters may not take the course a third quarter until he/she receives special academic advising.

After the third quarter in which the student receives a grade of U or IP in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

QUALITY POINTS

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

ENTERPRISE STATE

A - 4 quality points per hour
B - 3 quality points per hour
C - 2 quality points per hour

D - 1 quality point per hour
F - 0 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.

COURSE FORGIVENESS

Any course for which the student has previously registered may be repeated. When a course is repeated, only the last grade awarded is included in calculating the GPA for graduation purposes. However, a course may be counted only once toward fulfillment of credit hours for graduation.

If a student repeats a course once, the second grade awarded (excluding grades of W and WP) replaces the first grade in the computation of the cumulative grade point average. The quarterly grade point average during the quarter in which the course was first attempted will not be affected.

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When a course is repeated more than once, all grades for the course - excluding the first grade - will be employed in computation of the cumulative grade point average. Official records at the institution will list each course in which the student has enrolled.

It is the student's responsibility to request of the Registrar that the forgiveness policy be implemented.

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

A student may be granted an award other than a degree upon satisfactory completion of the requirements of the specific program as specified by the college granting the award in accordance with policies of the State Board of Education.

A student must:

Satisfactorily complete an approved program of study.

Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. All grades in repeated courses shall be averaged into the grade point average; however, a course may be counted only once for purposes of meeting graduation requirements.

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Complete at least one-half of the total quarter credit hours required in the program at the college granting the award.

Be enrolled during the quarter in which the award is earned or, with approval of the Dean of Instruction and within a calendar year of the last quarter of attendance, transfer from a regionally accredited institution no more than the last ten hours required for completion of the program, with a minimum grade of "C" in the courses transferred.

Complete a formal application for graduation in accordance with institutional policy.

Fulfill all financial obligations to the College.

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

A student shall be awarded the Associate in Arts, Associate in Science, Associate in Applied Science, or Associate in Applied Technology degree upon satisfactory completion of the requirements of the specific program as specified by the college granting the degree and the State Board of Education.

A student must:

Satisfactorily complete a minimum of 96 quarter hours of college credit in an approved program of study, including prescribed general education courses.

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Earn a 2.0 cumulative grade point average in all courses attempted at the College. The calculation of the grade point average for graduation shall not include grades earned in institutional credit courses. A course may be counted only once for purposes of meeting graduation requirements. A student must present a "C" average in both English 101 and 102.

Complete at least 24 quarter credit hours at the college granting the degree.

Be enrolled during the quarter in which the degree is earned; or, with approval of the Dean of Instruction, within a calendar year of the last quarter of attendance receive the degree by transferring from a regionally accredited institution no more than the last ten hours required for completion of the program with a minimum grade of "C" in the courses transferred. Those students enrolled in linkage programs explicitly approved in writing by the Chancellor who have successfully completed a prescribed program mutually acceptable to the colleges involved are exempted from this requirement.

Submit a formal application for graduation in accordance with institutional policy.

Fulfill all financial obligations to the College.

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:

Instructors will maintain regular attendance records for students enrolled in their classes.

Instructors will inform students that the College attendance policy is clearly stated in this *College Catalog*.

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Students are expected to attend, on time, all sessions of their registered classes; therefore, all absences from class should be due to unavoidable circumstances.

No absences exempt 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.

Instructor class policy determines whether students are allowed to make up class work, assignments or tests missed during any absence.

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.

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.

Instructors will notify the Dean of Student Affairs when a student has been warned about absences.

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.

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 Affairs.

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 Affairs and evening students to the Evening Director.

If a student's appeal is approved by the Dean of Student Affairs or the Evening Director, the student will receive a class readmittance form and will be readmitted to class.

All subsequent appeal approvals for the same student will be made only after the student has furnished the instructor and the Dean of Student Affairs or Evening Director with written, verifiable proof that the absence was unavoidable.

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When a student neglects to appeal a withdrawal or fails to gain readmittance by appeal, the Dean of Student Affairs 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.

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.

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.

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.

STANDARDS OF ACADEMIC PROGRESS

These standards of progress shall apply to all students unless otherwise noted. Exceptions:

Programs within the institution which are subject to external licensure, certification, and/or accreditation or which are fewer than six quarters in length may have higher standards of progress than the institutional standards of progress.

Selected transfer students will be placed on academic probation upon admission and must transition to these standards of academic progress.

Special standards of academic progress have been established for students enrolled in institutional credit courses carrying optional grades and for students who wish to remain eligible to receive Title IV financial aid.

STANDARDS OF PROGRESS POLICY

Required GPA Levels for Students According to Number of Hours Attempted at the Institution:

Students who have attempted 12-32 credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

Students who have attempted 33-48 credit hours at the institution must maintain a 1.75 Cumulative Grade Point Average.

Students who have attempted 49 or more credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

INTERVENTION FOR STUDENT SUCCESS

When a student is placed on Academic Warning, Academic Probation, One Quarter Academic Suspension, or One Calendar Year Academic Suspension, college officials may provide intervention for the student by taking steps, including but not limited to, imposing maximum course loads, requiring a study skills course, and/or prescribing other specific courses.

APPLICATION OF STANDARDS OF PROGRESS

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is *Clear*.

When a student's cumulative GPA is below the GPA required for the number of credit hours attempted at the institution, the student is placed on ***Academic Warning***.

When the cumulative GPA of a student who is on academic warning remains below the GPA required for the total number of credit hours attempted at the institution but the quarterly GPA is 2.0 or above, the student remains in academic warning.

When the cumulative GPA of a student who is on academic warning remains below the GPA required for the total number of credit hours attempted at the institution and the quarterly GPA is below 2.0, the student is placed on ***Academic Probation***.

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.

When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution but the quarterly GPA is 2.0 or above, the student remains on academic probation.

When the cumulative GPA of a student who is on academic probation remains below the GPA required for the total number of credit hours attempted at the institution and the quarterly GPA is below 2.0, the student is suspended for one quarter. The transcript will read **SUSPENDED - ONE QUARTER**.

When the cumulative GPA is at or above the GPA required for the total number of credit hours attempted at the institution, the student's status is clear.

The student who is suspended for one quarter may appeal. If, after appeal, the student is readmitted without serving the one quarter suspension, the transcript will read **SUSPENDED - ONE QUARTER/ READMITTED UPON APPEAL**.

The student who is readmitted upon appeal re-enters the institution on academic probation.

The student who serves a one-quarter academic suspension re-enters the institution on academic probation.

A student who is on academic probation after being suspended for one quarter (whether the student has served the suspension or has been readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA falls below the level required for the total number of hours attempted at the institution but whose quarterly GPA is 2.0 or above will remain on academic probation.

A student who is on academic probation after being suspended for one quarter (whether the student served the suspension or was readmitted upon appeal) without having since achieved clear academic status and whose cumulative GPA remains below the level required for the total number of hours attempted at the institution and whose quarterly GPA is below 2.0 will be suspended for one calendar year. The transcript will read SUSPENDED - ONE YEAR.

The student suspended for one calendar year may appeal. If, upon appeal, the student is readmitted, the transcript will read SUSPENDED - ONE YEAR/READMITTED UPON APPEAL.

The student who is readmitted upon appeal re-enters the institution on academic probation.

The student who serves the calendar year suspension re-enters the institution on academic probation.

All applicable academic designations except *Clear* will appear on the student's transcript.

PROCESS FOR APPEAL FOR READMISSION

If a student declares no contest of the facts leading to suspension but simply wishes to request consideration for readmission, the student may submit a request in writing for an "appeal for readmission" to the Admissions Committee within a designated, published number of days of receipt of the notice of suspension. During the meeting of the Admissions Committee, which shall not be considered a "due process" hearing but rather a petition for readmission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate readmission. The decision of the Admissions Committee, together with the materials presented by the student, shall be placed in the College's official records. Additionally, a copy of the written decision shall be provided to the student. Equity, reasonableness, and consistency should be the standards by which such decisions are measured.

DEFINITION OF TERMS

Quarterly Grade Point Average (GPA) - The grade point average based on all hours attempted during one quarter at the institution based on a four-point scale.

Cumulative Grade Point Average (GPA) - The grade point average based on all hours attempted at the institution based on a four-point scale.

Clear Academic Status - The status of a student whose cumulative grade point average (GPA) is at or above the level required by this policy for the number of credit hours attempted at the institution.

Academic Warning - The status of a student showing academic status the previous quarter was clear and whose cumulative grade point average falls below the level required by this policy for the total number of credit hours attempted at the institution; or the status of a student who was on academic warning the previous quarter and whose cumulative GPA remained below the level required by this policy for the total number of credit hours attempted at the institution but whose quarterly GPA for that quarter was 2.0 or above.

Academic Probation - The status of a student who was on academic warning the previous quarter and whose cumulative GPA that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution and whose quarterly GPA for that quarter was below 2.0; or...the status of a student who was on academic probation the previous quarter and whose cumulative GPA for that quarter remained below the level required by this policy for the total number of credit hours attempted at the institution but show quarterly GPA for that quarter was 2.0 or above; or...the status of a student who has re-entered the institution after being suspended for one quarter or one year (or after being granted readmission upon appeal).

One Quarter Academic Suspension - The status of a student who was on academic probation the previous quarter but who has never been suspended or who, since suspension, had achieved Clear Academic Status and whose cumulative GPA that quarter was below the level required by this policy for the total number of credit hours attempted at the institution and whose quarterly GPA for that quarter was below 2.0.

One Calendar Year Academic Suspension - The status of a student who was on academic probation the previous quarter and who had been previously suspended without since having achieved Clear Academic Status and show cumulative GPA that quarter remained below the level

required by this policy for the total number of credit hours attempted at the institution and whose quarterly GPA for that quarter was below 2.0.

Appeal of Suspension - The process by which an institution shall allow a student suspended for one quarter or one year (whether a "native" student or a transfer student) to request readmission without having to serve the suspension.

TRANSFER STUDENTS

A transfer student who is admitted on Clear Academic Status is subject to the same standards of academic progress as a "native" student. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student who is admitted on Academic Probation retains that status until the student has attempted at least 12 credit hours at the institution. If, at the conclusion of the quarter in which the student has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is below 1.5, the student is suspended for one quarter. The transcript will read **SUSPENDED - ONE QUARTER**.

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If, at the conclusion of the quarter in which the transfer student admitted on academic probation has attempted a total of 12 or more credit hours at the institution, the cumulative GPA at the institution is 1.5 or above, the student's status is clear.

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, 10 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.

COURSE PLACEMENT POLICIES

Reading Placement Policy. Students are required to address reading deficiencies their first quarter of enrollment. Students scoring 35 or below on the ASSET test will be placed in a developmental reading class. However those students testing out of reading but scoring in the lower range between 36 and 45 on the ASSET test would benefit from taking College Reading, RDG 113. Students will progress through the appropriate sequence of reading courses. When their improvement places them at the appropriate reading level and they have earned a "C" or higher grade in their respective reading class, they will be eligible to progress to the next higher level reading course, or if enrolled in RDG 085, to progress to college level classes. Students who are unsuccessful (D, F) and/or who have not achieved their competencies as determined by the instructor must repeat the appropriate reading course the next quarter of attendance.

English Placement Policy. Students are required to address their writing deficiencies their first quarter of enrollment. Students unsuccessfully completing their initial writing sample and/or scoring 33 or below on the ASSET test will be placed into either ENG 091 or ENG 093 as determined by the placement level of their writing sample. Students scoring 34 or above on the ASSET test may be required to enroll in either ENG 091 or ENG 093 if their writing sample is unsatisfactory. Students who are unsuccessful (D, F) must retake the appropriate English course. Students may choose the quarter they wish to repeat an English course.

Math Placement Policy. Students will be advised as to the proper math course they are required to take according to their ASSET scores, their major requirements, and close evaluation of their math history. Students will be evaluated holistically for proper math placement. Initial placement will be determined by the ASSET math cut-off score for respective math courses to include MTH 090, Basic Math; MTH 108, Elementary Algebra; MTH 109, Intermediate Algebra; MTH 112, Precalculus Algebra; MTH 113, Trigonometry; and MTH 115, Calculus I. Students who are unsuccessful (D, F) in their math course will be required to retake the same or lower level math course before progressing to the next higher level course in the sequence.

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

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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.

ACADEMIC BANKRUPTCY

A student may request in writing to the Registrar to declare academic bankruptcy under the following conditions:

If fewer than three (3) calendar years have elapsed since the quarter for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one quarter provided the student has taken a minimum of 30 quarter credit hours of coursework at the institution since the bankruptcy quarter occurred. All coursework taken, even hours completed satisfactorily, during the quarter for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

If three (3) or more calendar years have elapsed since the most recent quarter for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 quarters provided the student has taken a minimum of 30 quarter credit hours of coursework at the institution since the bankruptcy occurred. All coursework taken, even hours completed satisfactorily, during quarter(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

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When academic bankruptcy is declared, the term "ACADEMIC BANKRUPTCY" will be reflected on the transcript for each quarter affected.

When academic bankruptcy is declared, the transcript will reflect the quarter of its implementation and the transcript will be stamped "ACADEMIC BANKRUPTCY IMPLEMENTED".

A student may declare academic bankruptcy only once.

Implementation of academic bankruptcy at an institution does not guarantee that other institutions will approve such action. This determination will be made by the respective transfer institutions.

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 for Degrees. Superior academic achievement by graduating students shall be recognized by the following designations on transcripts:

Graduation with Honors (or Cum Laude) - 3.50 to 3.69 GPA.

Graduation with High Honors (or Magna Cum Laude) -
3.70 to 3.89 GPA.

Graduation with Highest Honors (or Summa Cum Laude) -
3.90 to 4.00 GPA.

Graduation Honors for Other Formal Awards (Diploma or Certificate).

Graduation with Distinction - 3.50 to 4.00 GPA.

NOTE: Calculation of the grade point average (GPA) for graduation honors shall be identical to that method used to calculate the GPA to fulfill graduation requirements for the degree, diploma, or certificate being earned. In addition, in order to be eligible for a graduation honor, the student must have completed a minimum of 48 quarter credit hours at the college conferring the degree or other formal award.

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Dean's List. A Dean's List shall be compiled at the end of each quarter. Requirements for the Dean's List shall be (1) a quarterly grade point average of 3.5 or above but below 4.0 and (2) completion of a minimum quarterly course load of 12 quarter credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the quarterly GPA. However, developmental courses will not count toward the minimum course load requirement.

President's List. A President's List shall be compiled at the end of each quarter. Requirements for the President's List shall be (1) a quarterly grade point of 4.0 and (2) completion of a minimum quarterly course load of 12 quarter credit hours of college-level work. Developmental (pre-collegiate) courses carrying grades of A-F will be calculated in the quarterly GPA. However, developmental courses will not count toward the minimum course load requirement.

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 Colleges. A faculty committee annually chooses those students who have distinguished

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

COLLEGE LEVEL EXAMINATION PROGRAM

As part of a trend 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 review AP grades of "3," "4" and "5".

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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:

Students having one or two years of foreign language (French, Spanish, or German) may be placed, at the 104 or 105 level.

Students having three or more years of foreign language (French, Spanish, or German) may 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.

80 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 at 393- ESJC, ext. 233 and the Community Service Director for non-credit offerings at ext. 218.

CONTINUING EDUCATION AND 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 5,000 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.

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.

Continuing Education Units. There are no tests or grades given and college credit is not awarded in continuing education and 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 Continuing Education. 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 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.

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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's 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, Foreign Languages, and Communication 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.

Math Tournament. The Division of Math and Sciences sponsors an annual Math Tournament of junior and senior high school students in the service area of the College. The Division awards scholarships, first, second, and third place trophies, and honorable mention ribbons in individual and team competition, in the three categories of algebra, geometry, and advanced math.

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.

The digital piano lab allows students to practice without disturbing others by using electronic pianos with headphones.



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PROGRAMS OF STUDY

GENERAL EDUCATION

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

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

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

GENERAL EDUCATION COURSES

Quarter
Hours Credit

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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 10 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 two activities courses.

Art, Music or Speech. 5

Orientation. 1

Total Basic Credit. 70

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

ASSOCIATE IN ARTS DEGREE

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

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

CUMULATIVE RECORD SHEET

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

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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 exceptions; five hours fewer in English, 10 hours fewer in Social Science, five hours fewer in Science and/or Mathematics and five 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**

Social Sciences..... 10 Hours Required

Sciences and/or Mathematics. 15 Hours Required

Orientation.....	1
Total Basic Credits.....	45
Electives.....	51

Total. 90

Physical Education.....4 Hours Required

11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 222. 223. 224. 225. 226. 227. 228. 229. 230. 231. 232. 233. 234. 235. 236. 237. 238. 239. 240. 241. 242. 243. 244. 245. 246. 247. 248. 249. 250. 251. 252. 253. 254. 255. 256. 257. 258. 259. 260. 261. 262. 263. 264. 265. 266. 267. 268. 269. 270. 271. 272. 273. 274. 275. 276. 277. 278. 279. 280. 281. 282. 283. 284. 285. 286. 287. 288. 289. 290. 291. 292. 293. 294. 295. 296. 297. 298. 299. 300. 301. 302. 303. 304. 305. 306. 307. 308. 309. 310. 311. 312. 313. 314. 315. 316. 317. 318. 319. 320. 321. 322. 323. 324. 325. 326. 327. 328. 329. 330. 331. 332. 333. 334. 335. 336. 337. 338. 339. 340. 341. 342. 343. 344. 345. 346. 347. 348. 349. 350. 351. 352. 353. 354. 355. 356. 357. 358. 359. 360. 361. 362. 363. 364. 365. 366. 367. 368. 369. 370. 371. 372. 373. 374. 375. 376. 377. 378. 379. 380. 381. 382. 383. 384. 385. 386. 387. 388. 389. 390. 391. 392. 393. 394. 395. 396. 397. 398. 399. 400. 401. 402. 403. 404. 405. 406. 407. 408. 409. 410. 411. 412. 413. 414. 415. 416. 417. 418. 419. 420. 421. 422. 423. 424. 425. 426. 427. 428. 429. 430. 431. 432. 433. 434. 435. 436. 437. 438. 439. 440. 441. 442. 443. 444. 445. 446. 447. 448. 449. 450. 451. 452. 453. 454. 455. 456. 457. 458. 459. 460. 461. 462. 463. 464. 465. 466. 467. 468. 469. 470. 471. 472. 473. 474. 475. 476. 477. 478. 479. 480. 481. 482. 483. 484. 485. 486. 487. 488. 489. 490. 491. 492. 493. 494. 495. 496. 497. 498. 499. 500. 501. 502. 503. 504. 505. 506. 507. 508. 509. 510. 511. 512. 513. 514. 515. 516. 517. 518. 519. 520. 521. 522. 523. 524. 525. 526. 527. 528. 529. 530. 531. 532. 533. 534. 535. 536. 537. 538. 539. 540. 541. 542. 543. 544. 545. 546. 547. 548. 549. 550. 551. 552. 553. 554. 555. 556. 557. 558. 559. 560. 561. 562. 563. 564. 565. 566. 567. 568. 569. 570. 571. 572. 573. 574. 575. 576. 577. 578. 579. 580. 581. 582. 583. 584. 585. 586. 587. 588. 589. 590. 591. 592. 593. 594. 595. 596. 597. 598. 599. 600. 601. 602. 603. 604. 605. 606. 607. 608. 609. 610. 611. 612. 613. 614. 615. 616. 617. 618. 619. 620. 621. 622. 623. 624. 625. 626. 627. 628. 629. 630. 631. 632. 633. 634. 635. 636. 637. 638. 639. 640. 641. 642. 643. 644. 645. 646. 647. 648. 649. 650. 651. 652. 653. 654. 655. 656. 657. 658. 659. 660. 661. 662. 663. 664. 665. 666. 667. 668. 669. 670. 671. 672. 673. 674. 675. 676. 677. 678. 679. 680. 681. 682. 683. 684. 685. 686. 687. 688. 689. 690. 691. 692. 693. 694. 695. 696. 697. 698. 699. 700. 701. 702. 703. 704. 705. 706. 707. 708. 709. 710. 711. 712. 713. 714. 715. 716. 717. 718. 719. 720. 721. 722. 723. 724. 725. 726. 727. 728. 729. 730. 731. 732. 733. 734. 735. 736. 737. 738. 739. 740. 741. 742. 743. 744. 745. 746. 747. 748. 749. 750. 751. 752. 753. 754. 755. 756. 757. 758. 759. 760. 761. 762. 763. 764. 765. 766. 767. 768. 769. 770. 771. 772. 773. 774. 775. 776. 777. 778. 779. 780. 781. 782. 783. 784. 785. 786. 787. 788. 789. 790. 791. 792. 793. 794. 795. 796. 797. 798. 799. 800. 801. 802. 803. 804. 805. 806. 807. 808. 809. 810. 811. 812. 813. 814. 815. 816. 817. 818. 819. 820. 821. 822. 823. 824. 825. 826. 827. 828. 829. 830. 831. 832. 833. 834. 835. 836. 837. 838. 839. 840. 841. 842. 843. 844. 845. 846. 847

ling: teaching, interpreting, translating

these careers may follow a two-year

in foreign languages.

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
Suggestion:
ENG 251, 252, 261, 262

Social Sciences - 10 Hours Required
Science & Mathematics - 15 Hours Required
Physical Education - 4 Hours Required
Orientation - 1 Hour Required
Foreign Languages - 30 Hours Required

Option 1:

Six courses in one language (first- and second-year sequences of either French, German, or Spanish).

Option 2:

Three courses in one language at the second-year level (203, 204, 205), and three 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 30-35 hours of general education and 61-65 hours of concentrated study in the specific area (to include four hours of physical education and one hour of orientation - orientation is required 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 on page 90.

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Minimum Requirements

Quarter Hours Required/Earned

Area I - Oral and Written Communication. 10

Area II - Math, Science and Computer Sciences. 15

a. Mathematics. 5

b. Electives. 10

(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

Total Basic Credits. 31-35

Physical Education. 4 Hours Required
Earned

Orientation. 1

Area Requirements. 56-59

Area IV - Humanities and Fine Arts. 3-5

Minimum Total. 31-35

Total. 96-109

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

Office Information Processing

Concentrations: Accounting

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. Program outlines and course descriptions are available in the office of the Dean of the College.

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 possibi-

ties 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 (104 Total Hours)

General Course Requirements:

| | |
|--|---|
| ENG 101 Freshman Composition I. | 5 |
| ENG 130 Technical Report Writing OR
ENG 102 Freshman Composition II. | 5 |
| (Students desiring to transfer should take ENG 102.) | |

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 |

Business Administration Major Course Requirements:

| | |
|--|-----------|
| OAD 103 Introductory Typewriting I. | 5 |
| (Waived by passing grade in prior course. Substitute a 5 hour OAD or BUS course.) | |
| MTH 102 Business Math OR Business Statistics I. | 5 |
| (Prerequisite required - see course description.) | |
| OAD 130 Machine Calculations. | 5 |
| BUS 215 Business Communication. | 5 |
| BUS 241 Principles of Accounting I OR
BUS 148 Basic Accounting. | 5 |
| (BUS 148 is recommended prior to BUS 241 for students with no prior accounting instruction.) | |
| BUS 263 The Legal and Social Environment of Business. | 5 |
| BUS 275 Principles of Management. | 5 |
| ECO 231 Principles of Economics I. | 5 |
| CIS 146 Microcomputer Applications. | 5 |
| BUS or OAD Electives. | 10 |
| TOTAL HOURS. | 55 |

Business Administration Degree with Major Concentrations

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

To major in a Business Administration concentration, complete at LEAST 15 hours in that concentration - subject area. Choose from Accounting, Management and Supervision, Sales and Marketing, Professional Development, or International Business.

Business Administration Degrees Without Major Concentrations

Complete at LEAST 15 credit hours mixed from the concentrations to meet your own career interests.

Courses with prerequisites are starred. Catalog 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*
- BUS 296 Business Internship (work experience)

Management and Supervision Concentration

- BUS 188 Personal Development (3 credit hours)
- BUS 189 Human Relationships (3 credit hours)
- BUS 190 Management Workshops - Limit of 5 one-hour courses for certificate/degree credit.
- BUS 276 Personnel Management
- OAD 218 Office Procedures
- OAD 220 Records and Information Management
- BUS 272 Business Statistics II*
- OAD 247 Supervision of Word Processing
- BUS 279 Small Business Management
- BUS 296 Business Internship (work experience)

Sales and Marketing Concentration

| | |
|---------|---------------------------------------|
| BUS 177 | Salesmanship |
| BUS 285 | Marketing* |
| ECO 232 | Economics II* |
| BUS 296 | Business Internship (work experience) |
| RE 201 | Fundamentals of Real Estate |
| RE 202 | Real Estate Financing |
| RE 203 | Real Estate Appraisal |
| RE 204 | Real Estate Law |
| RE 205 | Property Management |

Professional Development Concentration

| | |
|---------|--|
| OAD 223 | Word Perfect I* |
| OAD 132 | Business English |
| OAD 125 | Word Processing or Desktop Publishing (2 - 3 credit hour courses) |
| OAD 107 | Typing Speed and Accuracy (2 hours) |
| BUS 188 | Personal Development (3 hours) |
| BUS 189 | Human Relationships (3 hours) |
| BUS 190 | Management Workshops - any five workshops - limit of 5 one-hour courses for certificate/degree credit. |
| BUS 296 | Business Internship (work experience) |

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
Business Internship - BUS 296 (work experience)

Business Administration Degree without Major Concentrations

Complete those courses listed under major course requirements plus 15 additional OAD or BUS elective hours. (70 hours total)

Business Administration Certificate with Major Concentrations

A Business Administration Certificate with stated major may be earned by completing AT LEAST 15 hours listed in a specific concentration category

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AND ALSO the 45 required hours of those courses listed under MAJOR BUSINESS 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 jobs associated with speech and mass communication. In addition to academic studies, communication 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 I & II. | 10 |
| ENG 251 - 252, or 261 - 262 American or English Literature. | 10 |
| HIS 101 - 102 Western Civilization or
HIS 201 - 202 U. S. History. | 10 |
| MTH 101 Mathematical Insights or higher. | 5 |
| SCI XXX-XXX (electives) | 10 |
| PED Electives or HED 224. | 5 |
| PSY 100 Orientation. | 1 |
| ART 173 Photography I. | 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 |
| *Electives. | 15 |

95

In addition, students should select two of the following:

| | |
|--|-------|
| SPH 107 Fundamentals of Public Speaking. | 5 |
| MCM 230 Survey of Advertising. | 5 |
| MCM 250 Mass Communication Practicum. | 4 - 5 |
| RTV 117 Television Production and Direction. | 5 |

TOTAL. 96-97

Check with your transfer institution for the specific courses needed to fulfill transfer requirements.

* Suggested Courses for electives: SPH 107, 206, 228; MCM 230, 250; RTV 117; OAD 103, 107, 111, 125, 228, 240; POL 211; CRJ 220; PSY 200; SOC 200.

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

| Course | 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 three 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 |
| <u>Select one:</u> (Prerequisite required. See course descriptions.) | |
| CIS 231 Fortran Programming | |
| CIS 221 Pascal Programming. | 5 |
| <u>Select one:</u> (Prerequisite required. See course descriptions.) | |
| CIS 241 RPG II Programming | |
| CIS 261 COBOL Programming. | 5 |
| <u>Select one:</u> (Prerequisite required. See course descriptions.) | |
| CIS 242 Advanced RPG II Programming | |
| CIS 262 Advanced COBOL Programming. | 5 |
| CIS Approved Electives | |
| (no more than 10 hours of applications). | 20 |
| (Include any CIS courses not selected above and which appear in the course descriptions.) | |
| TOTAL. | 106 |

Certificate in Computer Programming

| Course | Hours |
|---|-------|
| 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 |

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| | | |
|---|---|-----------|
| BUS 241 | Principles of Accounting I. | 5 |
| BUS 242 | Principles of Accounting II. | 5 |
| | (Prerequisite required - see course description.) | |
| ECO 231 | Principles of Economics I. | 5 |
| CIS 191 | Introduction to Computer Science I. | 5 |
| <u>Select one:</u> (Prerequisite required for the following courses - see course descriptions.) | | |
| CIS 241 | RPG II Programming | |
| CIS 261 | COBOL Programming. | 5 |
| <u>Select one:</u> (Prerequisite required for the following courses - see course descriptions.) | | |
| CIS 252 | Advanced RPG II Programming | |
| CIS 262 | Advanced COBOL Programming. | 5 |
| <u>Select one:</u> (Prerequisite required for the following courses - see course descriptions.) | | |
| CIS 221 | Pascal Programming | |
| CIS 231 | Fortran Programming | |
| CIS 271 | Assembly Language Programming. | 5 |
| <u>Select one:</u> | | |
| CIS 146 | Microcomputer Applications | |
| CIS 196 | Commercial Software Applications. | 5 |
| CIS Approved Electives | | |
| | (no more than five hours of applications). | 15 |
| | (Include any CIS courses not selected above and which appear in the course descriptions.) | |
| TOTAL | | 70 |

97

Certificate in Microcomputer Technology

| Course | Hours |
|---|---|
| BUS 241 | Principles of Accounting I. 5 |
| BUS 242 | Principles of Accounting II. 5 |
| | (Prerequisite required - see course description.) |
| 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 |
| | (Prerequisite required - see course description.) |
| CIS 221 | Pascal Programming. 5 |
| | (Prerequisite required - see course description.) |
| <u>Select one:</u> (Prerequisite required for the following courses - see course descriptions.) | |
| CIS 231 | Fortran Programming |
| CIS 271 | Assembly Language Programming. 5 |
| <u>Select one:</u> (Prerequisite required for the following courses - see course descriptions.) | |
| CIS 222 | Advanced Pascal Programming |
| CIS 212 | Advanced BASIC Programming. 5 |
| <u>Select two:</u> | |
| CIS 146 | Microcomputer Applications |
| CIS 147 | Advanced Microcomputer Applications |
| | (Prerequisite required - see course description.) |

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| | | |
|---------|---|----|
| CIS 196 | Commercial Software Applications. | 10 |
| CIS | Approved Elective. | 5 |
| | (Include any CIS courses not selected above and which appear in the course descriptions.) | |
| TOTAL | | 70 |

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

98

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 |

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| | | |
|--|--|-----------|
| 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 |
| (To be chosen with consent of advisor. Approved electives in this curriculum include PSY 200, PSY 210, RDG 113, CIS 146, SOC 247, CHD 208, CHD 109, CHD 110, CHD 111.) | | |
| TOTAL. | | 99 |

Certificate

| 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 Young Children. | 5 |
| CHD 106 | Health, Safety, and Nutrition for the Young Child. | 5 |
| CHD 205 | Program Planning for Young Children. | 5 |
| CHD 215 | Supervised Practical Experience. | 5 |
| Electives - choose one of the following: | | |
| CHD 109 | Infant and Toddler Programs | 5 |
| CHD 110 | Early Education and the Exceptional Child | |
| CHD 111 | Child Development Seminar | |
| CHD 208 | Administration of Programs for Young Children. | |
| TOTAL | | 45 |

Note: 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 |

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| | | |
|---------------------------|--------------------------------|----|
| HIS 202 | United States History II. | 5 |
| Fine Arts electives. | | 3 |
| TOTAL. | | 61 |

OFFICE INFORMATION PROCESSING

In the Office 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, 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.

100 An Associate in Applied Science Degree and/or a certificate may be earned in Information Processing, and in these concentration options: Word Processing, Legal, Medical, Management and Supervision, Accounting, and Professional Development.

Associate in Applied Science Degree (109 hours total)

General Course Requirements:

| | Hours |
|--|--------------|
| ENG 101 Freshman Composition I. | 5 |
| ENG 102 Freshman Composition II OR | |
| ENG 130 Technical Report Writing. | 5 |
| 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. | 34 |

Office Information Processing Major Course Requirements:

Courses with prerequisites are starred. See course descriptions.

| | | |
|--|--|----|
| OAD 103 | Typing I - Keyboarding. | 5 |
| OAD 104 | Typing II -Document Formatting*. | 5 |
| OAD 105 | Typing III - Document Production *OR | |
| OAD 201 | Legal Typing * OR | |
| OAD 205 | Medical Typing*. | 5 |
| OAD 130 | Machine Calculations. | 5 |
| (Students may qualify to waive OAD 103, 104, 105, 201, 205, 148, and/or 130 based on high school records and on a personal interview with the chairperson of the Business Division. Students must complete another 5-hour BUS or OAD elective course for each 5 hours waived.) | | |
| OAD 218 | Office Procedures. | 5 |
| OAD 220 | Records and Information Management. | 5 |
| OAD228 | Word Processing I (Word Perfect)*. | 5 |
| OAD 132 | Business English. | 5 |
| BUS 215 | Business Communication. | 5 |
| BUS 148 | Basic Accounting OR | |
| BUS 241 | Principles of Accounting I. | 5 |
| CIS 146 | Microcomputer Applications. | |
| MTH 102 | Business Math OR | 5 |
| BUS 271 | Business Statistics I*. | 5 |
| TOTAL HOURS. | | 55 |

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Office Information Processing Degrees with Major Concentrations

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

To major in a concentration of Office Information Processing, complete at LEAST 15 hours in one concentration elective area. Choose from Word Processing, Legal, Medical, Management/Supervision, Accounting, and/or Professional Development.

Office Information Processing Degrees Without Major Concentrations

Complete 15 credit hours mixed from the concentrations to meet your career interests. Courses with prerequisites are followed by an asterisk. Check course descriptions for these prerequisites.

Word Processing Concentration

- OAD 224 Machine Transcription
- OAD 247 Word Processing Supervision or Principles of Management or Personnel Management

- OAD 125 Other than Word Perfect (2 credits each package)
- OAD 126 Advanced Word Processing (2 credits each package)
- OAD 231 Practicum (work experience)

Legal Concentration

- OAD 125 Legal Word Processing Applications* - 3 credits
- OAD 225 Legal Transcription* (Required Course)
- CRJ 140 Criminal Law and Procedure
- BUS 263 The Legal and Social Environment of Business or
BUS 261 Business Law I
- OAD 231 Practicum (work experience)

Medical Concentration

- OAD 204 Medical Terminology (Required.)
- OAD 221 Medical Records Management
- OAD 226 Medical Transcription* (Required Course)
- BIO 201 Human Anatomy and Physiology I*
- OAD 125 Medical Word Processing Applications* - 3 credits
- OAD 231 Practicum (Work Experience)

102 Management and Supervision Concentration

- BUS 188 Personal Development - 3 credits
- BUS 189 Human Relationships - 3 credits
- BUS 276 Personnel Management
- BUS 272 Business Statistics II*
- ECO 201 Principles of Economics I
- OAD 231 Practicum (work experience)
- BUS 275 Principles of Management
- OAD 217 Office Management
- BUS 263 Legal and Social Environment of Business
- ECO 232 Principles of Economics II*
- BUS 296 Internship (work experience)

Accounting

- BUS 242 Accounting II*
- BUS 248 Managerial Accounting *
- BUS 249 Payroll Accounting*
- BUS 246 Accounting on Microcomputer*
- BUS 253 Income Tax*
- BUS 296 Internship (work experience)

Professional Development Concretion

- OAD 125 Word Processing or Desktop Publishing (2-3 credits each)
- OAD 126 Advanced Word Processing or Desktop Publishing
- BUS 190 Management Workshops (limit of 5 credits for degree or certificate)
- BUS 188 Personal Development (3 credits)
- BUS 189 Human Relations
- OAD 107 Typing Speed and Accuracy (2 credits)
- OAD 231 Practicum (work experience)
- OAD 230 CPS Practicum

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

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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.

ENTERPRISE STATE

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 |
| (Auburn transfers must take HIS 101-102.) | |
| 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 |
| 104 ENG 261 English Literature I OR | |
| MUS 101 Music Appreciation I OR | |
| ART 100 Art Appreciation. | 5 |
| Electives (To be chosen with the consent of advisor.) | 5 |
| TOTAL. | 102 |

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:

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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 the 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 of the Associate in Applied Science Degree by taking the general education courses listed on the following pages:

ENTERPRISE STATE

| | | |
|---|----------------------------|---------|
| English101 | Freshman Composition I | 5 hours |
| English 130 | Technical Report Writing | 5 hours |
| Math | Elective | 5 hours |
| Science | Elective | 5 hours |
| (These electives are to be chosen with the consent of advisor. It is recommended that any student enrolled in any of the technical programs take HED 231 or have EMT training.) | | |
| CIS 146 | Microcomputer Applications | 5 hours |
| Psychology 200 | General Psychology | 5 hours |
| Speech 106 | Fundamentals of Speech | 5 hours |

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

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| | 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 | April 1 | Fall | 4 Terms |
| Medical Records 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 fee. Hospitalization insurance is required and is available from the UAB Student Health Service if the student is not otherwise insured.

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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, AL 35294. (Phone: 205/934-8223), or the UAB Housing Office, 1604 Ninth Avenue South, Birmingham, AL 35294 (Phone: 205/934-2092).

For 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 |

ENTERPRISE STATE

| | | |
|--------------|---|-----------|
| HUM | Elective | 5 |
| PED | Electives | 4 |
| Electives | (Recommended electives:
advanced math, computer science,
physics or chemistry.) | 13 |
| TOTAL | | 49 |

EMERGENCY MEDICAL TECHNICIAN

| Course Prerequisites | | Quarter Hours |
|----------------------|---|---------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra
(Or higher level math course.) | 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 | 5 |
| PED | Electives | 4 |
| Electives | (Recommended electives: abnormal
psychology, speech, chemistry.) | 5 |
| TOTAL | | 49 |

MEDICAL ASSISTANT

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| Course Prerequisites | | Quarter Hours |
|----------------------|--|---------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra
(Or higher level math course.) | 5 |
| BIO 103 | Principles of Biology | 5 |
| CHM 113 | College Chemistry I | 5 |
| PSY 200 | General Psychology | 5 |
| OAD 104 | Typewriting II
(Waived in lieu of 40 net wpm typing proficiency - to be
tested at SHRP. If waived, substitute approved electives.) | 5 |
| HUM | Elective | 5 |
| PED | Electives | 4 |
| Electives | (Recommended electives: speech
Principles of Accounting, computer
science.) | 5 |
| TOTAL | | 49 |

MEDICAL LABORATORY TECHNICIAN

| Course Prerequisites | | Quarter Hours |
|----------------------|--|---------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra
(Or higher level math course.) | 5 |

ENTERPRISE STATE

| | | |
|---|----------------------------|-----------|
| 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 |
| (May substitute another social science course.) | | |
| HUM | Elective | 5 |
| PED | Electives | 4 |
| TOTAL | | 49 |

Note: ACT--composite of at least 18 on Enhanced ACT (15 if taken prior to October 1989.) Nelson Denny Reading Test - 10th grade level - to be tested at SHRP.

MEDICAL RECORD TECHNICIAN

| Course Prerequisites | | Quarter Hours |
|----------------------|---|---------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra
(Or higher level math course.) | 5 |
| BIO 103 | Principles of Biology | 5 |
| BIO 201, 202 | Human Anatomy and Physiology I and II | 10 |
| OAD 104 | Typewriting II
(Waived in lieu of 40 net wpm typing proficiency -- to be tested at SHRP. If waived, select BUS 241, Principles of Accounting I.) | 5 |
| PSY 200 | General Psychology | 5 |
| HUM | Elective | 5 |
| PED | Electives | 4 |
| TOTAL | | 49 |

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Note: Nelson Denny Reading Test - 10th grade level - to be tested at SHRP.

MULTIPLE COMPETENCY CLINICAL TECHNICIAN

| Course Prerequisites | | Quarter Hours |
|----------------------|--|---------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra
(Or higher level math course.) | 5 |
| BIO 103 | Principles of Biology | 5 |
| CHM 113 | College Chemistry I | 5 |
| PSY 200 | General Psychology | 5 |
| OAD 104 | Typewriting II
(Waived in lieu of 40 net wpm typing proficiency -- to be tested at SHRP. If waived, substitute approved electives.) | 5 |
| HUM | Elective | 5 |
| PED | Electives | 4 |
| Electives | (Recommended electives: speech,
Principles of Accounting,
computer science.) | 5 |
| TOTAL | | 49 |

OCCUPATIONAL THERAPY ASSISTANT

| Course Prerequisites | | Quarter Hours |
|--------------------------------|---------------------------------------|----------------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra | 5 |
| (Or higher level math course.) | | |
| 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 | Electives | 5 |
| PED | Electives | 4 |
| TOTAL | | 49 |

Note: Nelson Denny Reading Test -- 10th grade level -- to be tested at SHRP.

PHYSICAL THERAPIST ASSISTANT

| Course Prerequisites | | Quarter Hours |
|--------------------------------|---------------------------------------|----------------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra | 5 |
| (Or higher level math course.) | | |
| BIO 103 | Principles of Biology | 5 |
| BIO 201, 202 | Human Anatomy and Physiology I and II | 10 |
| CHM 113 | College Chemistry I | 5 |
| PSY 200 | General Psychology | 5 |
| HUM | Elective | 5 |
| PED | Electives | 4 |
| TOTAL | | 49 |

Note: Nelson Denny Reading Test - 10th grade level - to be tested at SHRP.

RADIOGRAPHER

| Course Prerequisites | | Quarter Hours |
|--------------------------------|---------------------------------------|----------------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 112 | Precalculus Algebra | 5 |
| (Or higher level math course.) | | |
| 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 | 5 |
| PED | Electives | 4 |
| TOTAL | | 49 |

Note: Nelson Denny Reading Test - 10th grade level - to be tested at SHRP.

RESPIRATORY THERAPIST

| Course Prerequisites | | Quarter Hours |
|----------------------|--|---------------|
| ENG 101, 102 | English Composition I and II | 10 |
| MTH 109 | Intermediate College Algebra
(Or higher level math course.) | 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 | 5 |
| PED | Electives | 4 |
| TOTAL | | 54 |

Note: Nelson Denny Reading Test - 10th grade level - to be tested at SHRP.



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Each spring ESJC holds a Career Fair. College students as well as area high school students come to talk with experts in various fields about vocational opportunities and educational preparation for careers.



The Kindercollege offers childcare for some ESJC students. The children participate in learning and play activities. Early Childhood Development students observe the Kindercollege participants.

Mr. Gary Deas, Assistant to the Dean of Students for Academic Support, operates the Career Development Center located in the Student Center.



COURSE DESCRIPTIONS

BUSINESS AND CAREER PROGRAMS DIVISION

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 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. 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 employer rating.

BUS 188. PERSONAL DEVELOPMENT (3 credits)

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

BUS 189. HUMAN RELATIONSHIPS (3 credits)

This course is designed to help students better understand actions and motivations of others 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, resumes, 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 managerial accounting.

BUS 246. ACCOUNTING ON THE MICROCOMPUTER (5 credits)

PREREQUISITE: BUS 241.

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 software programs for accounting applications with emphasis on managerial applications.

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.

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.

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 261. BUSINESS LAW I (5 credits)

This course is an introduction to the definition, objectives, and administration of business law, both criminal and civil, as it relates to business. Emphasis is placed on principles of contractual law.

BUS 263. THE LEGAL AND SOCIAL 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 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 279. SMALL BUSINESS MANAGEMENT (5 credits)

This course examines reasons for the successes and failures of small businesses. Special attention is given to buying a franchise, starting a new business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, and inventory systems, purchasing insurance, and obtaining appropriate legal counsel.

BUS 285. PRINCIPLES OF MARKETING (5 credits)

PREREQUISITE: ECO 231.

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

BUS 190-191-192.

BUS 293-294-295. MANAGEMENT WORKSHOP (1-5 credits each)

These seminars consist of presentations of current topics of interest to managers, supervisors, secretaries, and other business personnel.

BUS 296-297. BUSINESS INTERNSHIP I and 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.

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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.

OFFICE INFORMATION PROCESSING

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 (KEYBOARDING) (5 credits)

Typewriting I - Elementary (Keyboarding) 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 (DOCUMENT FORMATTING) (5 credits)

PREREQUISITE: OAD 103 or EQUIVALENT

Typewriting II - Intermediate (Document Formatting) 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 (DOCUMENT PRODUCTION) (5 credits)

PREREQUISITE: OAD 104.

Typewriting III - Advanced (Document Production) is a course in the improvement of production typewriting skills using the touch system of typewriting. Emphasis is on the development of responsibility for production of high-quality typewritten work including business forms, government documents, statistic 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 111. SPEEDWRITING I (5 credits)

Speedwriting I and II are a two-course sequence designed to familiarize students with the theory and practice of an alphabetic speedwriting system.

OAD 112. SPEEDWRITING II (5 credits)

Prerequisite OAD 111.

Speedwriting II is a continuation of OAD 111.

OAD 125. WORD PROCESSING ON THE MICROCOMPUTER (Various software packages) (1-5 credits)

PREREQUISITE: Permission of the instructor and the ability to key by touch.

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, Displaywrite, WordPerfect, Microsoft, 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 132. BUSINESS ENGLISH (5 credits)

Business English is a course that provides basic skills in grammar, spelling, punctuation, word usage, word division, and proofreading.

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 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 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 (WORDPERFECT) (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.

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**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 Information Processing faculty member.

**OAD 240. ELECTRONIC PUBLISHING (DESKTOP 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, and 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:
(See quarterly class schedule for individual software packages offered.) (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-computer 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.

124 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 mathe-

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.

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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

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MCM 100. INTRODUCTION TO MASS COMMUNICATION (5 credits)

This course provides the student with a 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 COMMUNICATION 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 080. ENGLISH LABORATORY (2 credits)

This independent laboratory is designed to aid those students who are deficient in basic language skills.

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.

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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:** Courses ENG 091, 092, 093 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.

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.)

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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 credits)**

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

SPH 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 Phonic 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 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, wheelthrowing, 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.

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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.

MUSIC

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 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 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.

MUSIC ENSEMBLES

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MUE 120. ESJC SINGERS I (1-2 credits)

Chorus I should be taken by freshman students.

MUE 121. ESJC ENTERTAINERS I (1-2 credits)

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

MUE 131. CONCERT BAND I (1-2 credits)

Concert Band I should be taken by freshman students.

MUE 132. CHAMBER ENSEMBLE I (2 credits)

The Chamber Ensemble is designed to provide instrumental participation in small groups of two to nine members (duets, trios, etc.) playing classical and semi-classical chamber music literature. Chamber Ensemble I should be taken by freshman students.

MUE 220. ESJC SINGERS II (1-2 credits)

Chorus II should be taken by sophomore students.

MUE 221. ESJC ENTERTAINERS II (1-2 credits)

Jazz/Show Choir II should be taken by sophomore students.

MUE 231. CONCERT BAND II (1-2 credits)

Concert Band should be taken by sophomore students.

MUE 232. CHAMBER ENSEMBLE II (2 credits)

The Chamber Ensemble is designed to provide instrumental participation in small groups of two to nine members (duets, trios, etc.) playing classical and semi-classical chamber music literature. Chamber Ensemble II should be taken by sophomore students.

MUSIC PERFORMANCE INSTRUCTION

Private performance 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 private performance instruction for elective credit.

Curriculum requirements in Music Performance Instruction for music majors are 4 credit hours per quarter; 2 credit hours for principal instrument instruction; and, 1 credit hour for secondary instrument instruction or elective credit. A performance major is one who intends to pursue a career as a concert performer. Principal instrument instruction is intended for music majors desiring to become music educators. Secondary instrument instruction is intended for music minors and elective credit.

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All music majors are expected to develop considerable keyboard skills. A minimum of three hours of practice time each week is required for each hour of credit attempted. Final examination is by faculty jury.

THE NUMBER OF MUSIC PERFORMANCE INSTRUCTION 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.

Music Performance 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 a more accurate listing.

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

MUSIC
APPLIED (PRIVATE LESSONS)

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

HEALTH, PHYSICAL EDUCATION AND RECREATION DIVISION

EMERGENCY MEDICAL TRAINING

EMS 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 40 hours of hospital emergency room service. Approved by the Emergency Medical Services Division, Alabama Department of Public Health, for Basic EMT licensure.

EMS 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.

EMS 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 180 hours of hospital CCU experience and 20 hours field experience with an ALS ambulance service.

EMS 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 and 20 hours field experience with an ALS ambulance service. Approved by the Emergency Medical Services Division, Alabama Department of Public Health, for intermediate EMT licensure.

EMS 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.

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 226. WELLNESS (2 credits)

This course is designed to define the characteristics of wellness and promote a lifestyle of wellness. The course includes eight areas of a comprehensive wellness concept: physical fitness, cardiovascular health, nutrition, weight management, substance abuse, stress management, smoking cessation, and medical screening.

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 276. CPR CERTIFICATION (1 credit)

This course provides instruction in skills required by American Red Cross or American Heart Association for certification in community CPR (ARC) or certification in Basic Cardiac Life Support (AHA). The student must satisfactorily meet the standards of skill execution as required by the certifying agency.

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 or satisfactorily execute skills as required by the American Red Cross for certification in community CPR.

PHYSICAL EDUCATION

PED 101-102. SLIMNASTICS - (BEGINNING - INTERMEDIATE) (2 credits each)

PED 103-104. WEIGHT TRAINING - (BEGINNING - INTERMEDIATE) (2 credits each)

PED 105. PERSONAL FITNESS (2 credits)

PED 106. AEROBICS (2 credits)

**PED 107-108. AEROBIC DANCE - (BEGINNING - INTERMEDIATE)
(2 credits each)**

PED 109. JOGGING (2 credits)

**PED 121-122. BOWLING - (BEGINNING - INTERMEDIATE)
(2 credits each)**

PED 123-124. GOLF - (BEGINNING - INTERMEDIATE) (2 credits each)

PED 126. RECREATIONAL GAMES (2 credits)

PED 127. ARCHERY (2 credits)

**PED 131-132. BADMINTON - (BEGINNING - INTERMEDIATE)
(2 credits each)**

**138 PED 133-134. TENNIS - (BEGINNING - INTERMEDIATE)
(2 credits each)**

PED 137. PICKLE BALL (2 credits)

**PED 140-141-142. SWIMMING - (BEGINNING - INTERMEDIATE -
ADVANCED) (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 credits)

PREREQUISITE: Entry level skill - 500 yard swim

This course provides the individual with special training in handling emergencies, aquatic 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 166. MODERN DANCE (2 credits)

**PED 176-177. VOLLEYBALL - (BEGINNING - INTERMEDIATE)
(2 credits each)**

PED 180. FLAG FOOTBALL (2 credits)

**PED 186-187. SOFTBALL - (BEGINNING - INTERMEDIATE)
(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 classwork, students will receive at least three hours of practical experience in officiating.

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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 255. VARSITY TENNIS (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 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.

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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 in 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.

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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 problems 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)

This course is an introduction to the child care profession. An overview of the six functional areas of the Child Development Association (CDA)

credential will be discussed with emphasis on using positive guidance techniques, setting up a classroom and planning a schedule.

**CHD 101. PRINCIPLES OF CHILD GROWTH AND DEVELOPMENT
(5 credits)**

This course is a systematic study of child growth and development from conception through early childhood. 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 YOUNG CHILD
(5 credits)**

This course emphasizes fostering creativity in preschool children and developing a creative attitude in teachers. Topics covered are selecting and developing creative experiences in language arts, music, art, science, math and movement. Scheduled observations and participation with young children are 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 young children are required.

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**CHD 104. METHODS AND MATERIALS OF TEACHING YOUNG
CHILDREN (5 credits)**

This course identifies the basic methods and materials used in teaching young children. Students will compile a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Scheduled observations and participation with young children are required.

CHD 106. HEALTH AND SAFETY 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 for young children.

CHD 109. INFANT AND TODDLER PROGRAMS (5 credits)

This course is 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)**

This is 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. CHILD DEVELOPMENT SEMINAR (1-2 credits)

Workshops in various subjects relating to young children; provides teachers, program directors, food service personnel, and students the 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

This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Examinations of various kinds of programs and curriculums will be studied. Scheduled observation and participation with children will be required.

**CHD 208. ADMINISTRATION OF PROGRAMS FOR YOUNG CHILDREN
(5 credits)**

This course includes appropriate administrative policies and procedures relevant to child care programs. Included in this course are local, state, and federal regulations; budget planning; record keeping; personnel policies; and parent involvement.

CHD 215. SUPERVISED PRACTICAL EXPERIENCE (1-5 credits)

PREREQUISITE: Permission of the instructor.

Supervised experience in an approved program for young children. The coordinator of the program will place the student who will be supervised jointly by the teacher and the college instructor.

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

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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 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. Students will be given learning skills, personality, and learning styles inventories.

IDS 200. SCHOLAR BOWL (2 credits)

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

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.

PSYCHOLOGY

PSY 100. ORIENTATION (1-3 credits)

A college-wide orientation committee is responsible for an extensive orientation program for new students annually. This orientation program helps new students with their transition to ESJC, 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 of strengths and weaknesses, general information about careers and job skills, value techniques 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, preparing for test-taking, and succeeding in 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.

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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.

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 court 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.

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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.

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.

ERG 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, and appropriate mathematics placement score of C in MTH 109.

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 curriculum 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.

152 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 111. PHYSICAL SCIENCE I (5 credits)

PREREQUISITE: Suitable mathematics placement score.

This course provides the nontechnical student with an introduction to the basic principles of astronomy, geology, and meteorology. Laboratory is required.

PHS 112. PHYSICAL SCIENCE II (5 credits)

PREREQUISITE: Suitable mathematics placement score.

This course provides the nontechnical student with an introduction to the basic principles of physics and chemistry. Laboratory is required.

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: For PHY 213 - Calculus I or COREQUISITE: Calculus I and permission of the instructor. For PHY 214 - PHY 213 and Calculus II or COREQUISITE: Calculus II and permission of instructor. For PHY 215 - PHY 214 and Calculus II or COREQUISITE: Calculus II and permission of instructor.

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



Some ESJC staff members eagerly await a Lyceum Distinguished Lecturer Series presentation which was held in the Student Center's Multipurpose Room.

COLLEGE
PERSONNEL



Mrs. Ella Davis displays one of the t-shirts designed for the College
in ESJC's Bookstore.

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. *Dean of Continuing Education
and Community Services*
B.A., University of Montevallo
M.A., University of Alabama
Ed.D., Auburn University

JOHNSON, TOMMY N. *Dean of Student Affairs*
B.S., Troy State University
M.S., Troy State University
Additional Graduate Study

MILLER, JUDITH G. *Director, Institutional Research*
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*
B.S., William Carey College
M.B.A., University of Southern Mississippi
Ed.D., University of Alabama

PROFESSIONAL STAFF

BIERBAUM, BETTY. *Director, Computer Services*
B.S., Kansas State University
M.S., Kansas State University

CHALKER, C. DAVID. *Associate Dean of Students/
Registrar*
A.A., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University
Ed.D., Auburn University

CULLY, BETTY R. *Assistant to the Dean of Students
for Academic Support*
B.A., West Virginia University
M.S., Troy State University
Additional Graduate Study

DEAS, M. GARY. *Assistant to the Dean of Students
for Student Services*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

LAMBERT, R. REID. *Director, Evening Division*
B.S., Livingston State University
M.A., University of Alabama
Additional Graduate Study

MOODY, BILL F. *Director, Physical Plant*
Enterprise State Junior College
Troy State University

157

QUISENBERRY, JR., HENRY L. *Assistant to the Dean of Students
for Student Financial Aid*
B.S., Auburn University
M.Ed., Auburn University
Additional Graduate Study

STEVENS, PAMELA L. *Director, Tutorial Assistance Program
for Students*
A.A., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University
M.S., Troy State University
Additional Graduate Study

VICKERS, JR., LEWIE M. *Media Technician*
Tallahassee Technical School
Professional Experience

VICKERS, MONTEZ M. *Director, Public Relations*
B.A., University of Alabama
Additional Graduate Study

WATT, T. HARVEY *Associate Dean,*
B.S., Livingston State University *Fort Rucker Campus*
M.S., Livingston State University

WYATT, ROBIN M. *Coordinator, Recruiting and*
B.A., University of Alabama *Special Projects*
M.A., University of Alabama
Additional Graduate Study

DIVISION CHAIRPERSONS

BAUM, SUE A. *Computer and Information*
A.S., Enterprise State Junior College *Science Division*
B.S., Florida State University
M.B.A., Troy State University
Additional Graduate Study

BYRD, DAVID L. *Mathematics and Science Division*
B.S., Troy State University
M.S., University of South Carolina
Ed.D., Auburn University

158 HOWARD, PHILIP J. *Social Sciences Division*
B.A., University of Houston
M.A., Middle Tennessee State University
Ed.D., Auburn University

NEWMAN, JOAN. *Health, Physical Education*
B.S., Judson College *and Recreation Division*
M.Ed., Auburn University
Ed.D., Auburn University

SMITH, SCOTT R. *English, Foreign Languages, and*
B.A., Samford University *Communication Division*
M.A., Auburn University
Ed.D., Auburn University

SNYDER, JAMES R. *Fine Arts Division*
B.M.Ed., Troy State University
M.A., University of Alabama
Ed.D., University of Alabama

SNYDER, JUDY L. *Business Division*
B.S., Troy State University
M.A., University of Alabama
Ed.D., University of Alabama

SUMBLIN, SUSAN S. *Director, Learning Resources Center*
B.S., University of Southern Mississippi
M.L.S., University of Alabama
Additional Graduate Study

FACULTY

ADKISON, CHARLA S. *Biology*
B.S., University of Montevallo
M.Ed., Auburn University at Montgomery
Additional Graduate Study

ALFORD, FREDDIE *Counselor/Senior College Liaison*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

ARMSTRONG, REBECCA B. *English*
B.A., University of Alabama
M.A., University of Alabama
Ph.D., University of Alabama

AUTREY, JOSEPH L. *Business Administration*
B.S., Troy State University
M.Ed., Auburn University
Ed.D., Auburn University

AUTREY, PEGGY. *Office Management/
Business Administration*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

BEASLEY, MICHAEL H. *English*
B.S., Troy State University
M.A., Florida State University
D.A., Middle Tennessee State University

BIRKMEYER, PATRICIA K. *History*
B.S., Ohio State University
M.S., Alfred University
Additional Graduate Study

BRYAN-ELLIOTT, PANSY. *Physical Education*
A.A., Enterprise State Junior College
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

CARPENTER, COMER L. *Criminal Justice*
B.S., Florida State University
M.S., Troy State University
Additional Graduate Study

CARPENTER, NINA H. *Office Management/Typewriting*
B.S., Troy State University
M.Ed., Auburn University
Additional Graduate Study

CHALKER, PATSY T. *Computer Science*
A.A., Enterprise State Junior College
B.S., Troy State University
M.B.A., Troy State University

ELLIOTT, THOMAS SIDNEY. *Physical Education*
B.S., University of Tennessee *Athletic Director*
M.S., University of Tennessee
Additional Graduate Study

160 EMANUEL, RICHARD C. *Communication*
B.S., University of Montevallo
M.S.C., Auburn University
Ph.D., Florida State University

EVERAGE, REX. *English*
A.B., Huntingdon College
M.A., University of Alabama
Additional Graduate Study

FLOWERS, WANDA J. *Computer Science*
A.S., Enterprise State Junior College
B.S., Troy State University
M.B.A., Troy State University
Additional Graduate Study

GORDON, LINDA K. *English*
A.A., Enterprise State Junior College
B.S., Austin Peay State University
M.A., Austin Peay State University
Additional Graduate Study

HATTEN, HARRY JAMES. *Biology*
B.S., William Carey College
M.S., Northeast Louisiana State College
Additional Graduate Study

- HAYNES, ALLEN DEAN. *History*
B.S., Western Carolina College
M.A., Appalachian State Teachers College
Additional Graduate Study
- HAYNES, KATHY S. *Mathematics*
B.S., Auburn University
M.S., Troy State University
Additional Graduate Study
- HULSEY, WILLIAM T. *Physical Education*
B.S., Auburn University
M.Ed., University of South Alabama
Additional Graduate Study
- LEWIS, ROBERT C. *Chemistry*
B.S., Lambuth College
M.S., Memphis State University
Ph.D., Memphis State University
- LOGAN, JOHN B. *Mathematics*
B.S., Auburn University
M.S., Auburn University
Additional Graduate Study
- LOGAN, JOSEPH C. *Business Administration*
B.S., Auburn University
M.A.C.T., Auburn University
Additional Graduate Study
- LOGAN, KAREN W. *Office Management/Typewriting*
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Graduate Study
- LUNCEFORD, SANDRA M. *English*
B.A., Mississippi College
M.Ed., Auburn University
Additional Graduate Study
- MATTHEWS, PAUL R. *Physics/Physical Science*
B.A., David Lipscomb College
M.C.S., University of Mississippi

MOTES, WANDA *Mathematics*
 B.S., Troy State University
 M.Ed., Troy State University

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. *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. *Counselor*
 B.S., Campbell University
 Ed.M., Boston University
 Additional Graduate Study

- STEPHENS, LINDA J. *Librarian*
A.A., Selma University
B.S., Alabama State University
M.L.S., University of Alabama
Additional Graduate Study
- WILSON, LINDA. *Business Administration*
A.A., Enterprise State Junior College
B.S., Troy State University
M.B.A., Troy State University
- YELVERTON, GLADYS. *Career Counselor*
A.A., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University
Ed.S., University of Alabama
J.D., Jones School of Law



Math instructors Mrs. Kathy Haynes (left) and Mrs. Wanda Motes demonstrate graphic calculators.

Potato Bar

Your choice of these delicious items:

cheddar cheese
sour cream with chives
onion
chili

butter
bacon bits
Ranch dressing

Just \$1.39 - tax

Pick up your plate at the register.

Over Avon Bosarge's fine meals are served at banquets, luncheons, and other special occasions and receive many compliments. Mr. Bosarge also operates the Snack Bar on a daily basis for ESJC students and staff.

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Students relax during break in the Student Center Snack Bar.

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Members of the 1991-92 Tommy Thomas Honda/Enterprise State Junior College Investment Team were cash prize winners in the national AT&T Investment Challenge. From left to right are faculty winners for first place, Dr. David Chalker and for second place, Mrs. Wanda Flowers, both of Enterprise, Sam Boswell, Manager of Tommy Thomas Honda and Joseph Logan, ESJC team sponsor, student winners for first place, Bill Currie of Enterprise, for second place, Jackie Calhoun of Dozier, and for third place, Beau Logan of Enterprise. Not pictured is John Pittman of A. G. Edwards and Sons who served as the team's advisor.



The ESJC Cheerleaders performed during Homecoming Pep Rally.



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 _____

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 _____

From --

Place
Stamp
Here

TO -- REGISTRAR
Enterprise State Junior College
P. O. Box 1300
Enterprise, Alabama 36331

From --

Place
Stamp
Here

TO -- REGISTRAR
Enterprise State Junior College
P. O. Box 1300
Enterprise, Alabama 36331



Enterprise State Junior College
P. O. Box 1300
Enterprise, AL 36331

TO:
