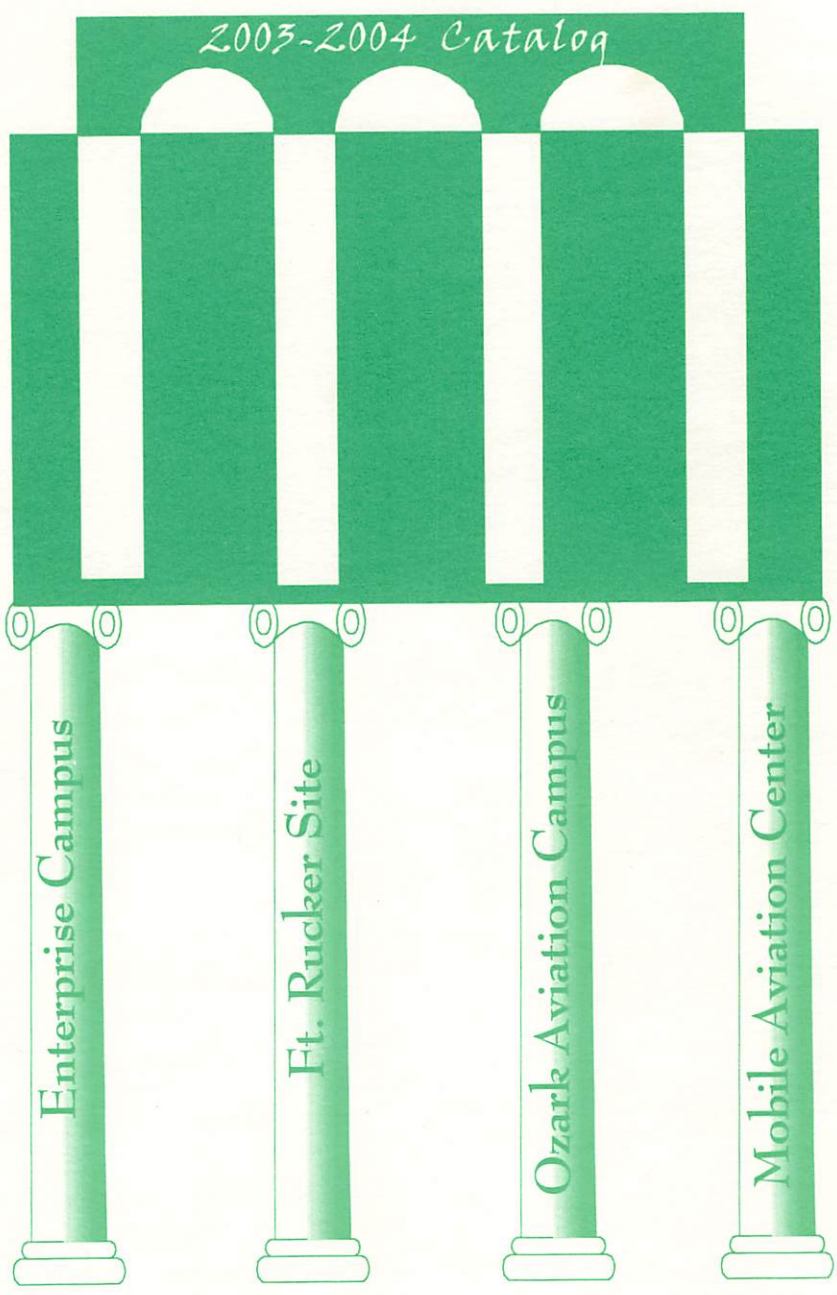*Steck*

ENTERPRISE-OZARK
COMMUNITY COLLEGE

2003-2004 Catalog

Enterprise Campus

Ft. Rucker Site

Ozark Aviation Campus

Mobile Aviation Center

ENTERPRISE-OZARK COMMUNITY COLLEGE

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Enterprise Campus, P. O. Box 1300
Enterprise, Alabama 36331
(334) 347-2623
Ft. Rucker Site, Building 4502, Kingsman Street
Ft. Rucker, AL 36362, telephone (334) 598-3438
Ozark Aviation Campus, 3405 South U.S. Highway 231,
Ozark, AL 36361, telephone (334) 774-5113
Mobile Aviation Center, 1975 Avenue C,
Mobile, AL 36615, telephone (251) 438-2816

CATALOG
2003-2004

Accreditation

Enterprise-Ozark Community College
is accredited to award Associate Degrees
by the Commission on Colleges
of the Southern Association of Colleges and Schools
1866 Southern Lane, Decatur, Georgia 30033-4097,
telephone 404-679-4501.
Inquiries to the Commission should relate only
to the accreditation status of the institution.

Member

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

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

Dr. Stafford L. Thompson, President

ENTERPRISE-OZARK
COMMUNITY COLLEGE

Dear Prospective Student:

Thirty-eight years ago this college opened its doors as Enterprise State Junior College, a public liberal arts transfer institution. In the Fall 2003, the College's doors will open as Enterprise-Ozark Community College (EOCC). This new entity will afford us the opportunity to address the needs of many more citizens in our service area. Even though our mission will change, our commitment to excellence will never be diminished. Employers in our area will soon come to recognize our diverse and comprehensive curricula.

We want you to become a part of our EOCC family. We welcome your visit to our campuses located in Enterprise and Ozark with a site at Ft. Rucker, AL, and an Aviation Center in Mobile, to discuss your educational objectives. We look forward to making you a part of our College's tradition of excellence.

Sincerely,

Stafford L. Thompson, Ph.D.
President

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Every year, art students prepare work to present in a special
student art show held in Conner Gallery in Talmadge Hall.

FALL SEMESTER, 2003

Faculty Duty Days . . . . August 18-20, Monday-Wednesday
Payment Due for Pre-registration by 4:30 p.m. . . . . August 18, Monday
Registration . . . . August 19, Tuesday
First Official Class Day . . . . August 21, Wednesday
Last Day to Add . . . . August 26, Tuesday
Holiday, Labor Day . . . . September 1, Monday
First Mini-term Ends . . . . .October 14, Tuesday
Second Mini-term Begins . . . . October 15, Wednesday
Last Day to Drop/Add 2nd Mini-Term . . . . October 16, Thursday
Holiday, Veteran's Day . . . . November 11, Tuesday
Priority Registration for Spring . . . . November 17-18, Monday-Tuesday
Registration Open to all Students . . . . November 19, Wednesday
Student Holidays (Prof. Dev.) . . . . November 24-26, Monday-Wednesday
Holidays, Thanksgiving . . . . November 27-28, Thursday-Friday
Last Class Day . . . . December 11, Thursday
Final Exams . . . . December 12-17, Friday-Wednesday
Student Holidays, Christmas & New Year . . . . .December 18-January 9
College Closed . . . . .December 24-31, Wednesday-Wednesday,
January 1-2, Thursday-Friday

SPRING SEMESTER, 2004

Faculty Duty Days . . . . January 5-8, Monday-Thursday
Payment due for Pre-registration by 4:30 p.m. . . . . January 6, Tuesday
Registration . . . . January 7, Wednesday
First Official Class Day . . . . .January 9, Friday
Last Day to Add . . . . January 14, Wednesday
Holidays, Lee/King Birthdays . . . . .January 19, Monday
Local Professional Development . . . . February 16, Monday
First Mini-term Ends . . . . March 8, Monday
Second Mini-term Begins . . . . March 9, Tuesday
Last Day to Drop/Add 2nd Mini-term . . . . March 10, Wednesday
Spring Break . . . . March 22-26, Monday-Friday
Classes Resume . . . . March 29, Monday
Priority Registration for Summer . . . . April 12-13, Monday-Tuesday
Registration Open to all Students . . . . April 14, Wednesday
Last Class Day . . . . .May 5, Wednesday
Final Exams . . . . May 6-11, Thursday-Tuesday
Graduation . . . . May 13, Thursday
Faculty Duty Days . . . . May 13-14, Thursday-Friday

SUMMER SEMESTER, 2004

Payment due for Pre-registration by 4:30 p.m. . . . . May 20, Thursday
Registration . . . . May 24, Monday
Faculty Duty Day . . . . May 25, Tuesday
First Official Class Day . . . . May 26, Wednesday
Holiday, Memorial Day . . . . May 31, Monday
Last Day to Add . . . . June 1, Tuesday
First Mini-term Ends . . . . June 30, Wednesday
Second Mini-term Begins . . . . July 1, Thursday
Last Day to Drop/Add a Course (2nd Mini) . . . . July 2, Friday
Holiday, Independence Day . . . . July 5, Monday
Last Class Day . . . . August 4, Wednesday
Final Exams . . . . August 5-9, Thursday-Friday
Faculty Duty Days . . . . August 9, Monday

OTHER CALENDAR EVENTS

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CHANGES IN PROGRAMS AND THIS CATALOG

The information and statements set forth in this catalog are for informational purposes only and should not be construed as the basis of a contract between a student and this institution. While provisions of this catalog will ordinarily be applied as stated, Enterprise-Ozark Community College reserves the right to change any provision listed in this catalog, including but not limited to academic requirements for graduation, without actual notice to individual students. Every effort is made to keep students advised of any such changes. It is especially important that students keep themselves apprised of current graduation requirements for their particular degree programs.

MISSION OF ENTERPRISE-OZARK COMMUNITY COLLEGE

Philosophy and Goals

The Alabama College System, consisting of public two-year community, junior, and technical colleges and an upper division college, seeks to provide accessible quality educational opportunities, promote economic growth, and enhance the quality of life for the people of Alabama.

The mission of Enterprise-Ozark Community College, a public two-year college located in rural Southeast Alabama (and a center located in Mobile), is to offer educational opportunities for personal growth and fulfillment, enhancement the quality of life in the region, and promote economic growth. To accomplish its mission, Enterprise-Ozark Community College 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 goals for the institution. Assessment of expected College goals 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:

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 enhance cultural and recreational development;

7. to supply educational resources for community development;

8. to ensure equal access to higher education.

Mission of Enterprise-Ozark Community College

To offer educational opportunities for personal growth and fulfillment, enhance the quality of life in the region, and promote economic growth.

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 Enhance Cultural and Recreational Development
- To Supply Educational Resources For Community Development
- To Ensure Equal Access To Higher Education
- To Strengthen Regional Ownership of and Support for the College

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 Facilities, Materials, and Equipment
- Convenient Locations: Enterprise, Ft. Rucker, Ozark, and Mobile
- Convenient Course Schedules
  - Semesters
  - Day, Evening, Weekends
  - Summer Sessions
  - Mini-term Courses
  - Seminars
  - Short Courses
  - Internships
  - Internet Courses
- Active Pursuit of Institutional Development
- Active Pursuit of Economic Development
- Continuing Assessment of Educational/Business/ Industry Needs
  - Programs
  - Services
  - Personnel
  - Facilities
  - Technology
- Public Relations

Strategies and Purposes Guide:
INSTITUTIONAL PROGRAMS

- Comprehensive Curriculum:
  - General Education, Transfer, Aviation, Technical, Developmental, Personal Enrichment
- Comprehensive Support Services:
  - Academic Advisement, Counseling, Financial Aid, Testing, Career Development, Bookstore, Tutoring, Learning Resources Center, Learning Laboratories, Child Care, Job Placement
- Educational Levels
  - Associate Degrees
  - Certificates
  - Continuing Education Units
- Student Activities
  - Student Government
  - Clubs
  - Athletics
  - Intramurals
  - Performing Arts
  - Publications
- Community Services/Continuing Education
  - Seminars
  - Workshops
  - Short Courses
  - Professional Development
  - Exhibitions
  - Facilities
  - Cultural Enrichment
- Institutional Development
- Skills Training
  - Adult Literacy Program
  - GED Preparation/Testing
  - Training for Business/Industry
  - Skills Assessment

Programs Achieve:
INSTITUTIONAL GOALS

- To Prepare Students for Transfer to Other Colleges and Universities
- To Provide Educational Leadership
- To Prepare Students for Immediate Employment
- To Upgrade Skills or Retrain Workers
- To Help Persons Improve Learning Skills and Overcome Educational Deficiencies
- To Assist Persons in Formulating and Achieving Their Educational Goals
- To Help Individuals Adapt Successfully to Personal, Technological, and Other Environmental Changes
- To Improve the Social, Economic, and Cultural/Recreational Life of Citizens
- To Aid Persons in Acquiring and Maintaining Wellness
- To Establish and/or Expand Collaborations and Partnerships to Promote Progress in the Region

Enterprise-Ozark Community College is part of the state system of two-year 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 Bob Riley, President

Dr. Roy W. Johnson, Chancellor

First District	Vacant
Second District	Mrs. Betty Peters
Third District	Mrs. Stephanie Bell
Fourth District	Dr. Ethel H. Hall
Fifth District	Mrs. Ella Bell
Sixth District	Mr. David F. Byers
Seventh District	Mrs. Sandra Ray
Eighth District	Dr. Mary Jane Caylor

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-Ozark Community 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.

Upon the retirement of President Forrester in 1981, Dr. Joseph D. Talmadge was appointed President of the College. Dr. Talmadge

had served as Dean of the College since its establishment and had provided dynamic leadership for the development of the College's academic program. He retired in September of 1994.

Upon Dr. Talmadge's retirement, Vice Chancellor for the Alabama Department of Postsecondary Education, Dr. Stafford L. Thompson, was appointed Interim President. Dr. Thompson was appointed President of the College on March 28, 1996. Dr. Thompson is continuing the College's legacy of excellence in education through dynamic leadership on all campuses and center and in the surrounding communities. He has established a 15-goal vision statement, which includes a computer technology program and a technology center.

Over the years, the College's enrollment has grown steadily. Fall semester enrollments number more than 1,700 students in credit courses, with an additional 5,000 adults registered in continuing education programs annually. The College has established and maintained a superior academic reputation.

The Enterprise Campus, too, has grown and now consists of seven modern buildings situated on a beautifully landscaped site. An addition to the LRC, an addition to the health building, and Talmadge Hall were occupied Spring Quarter 1990.

In addition to its primary focus on academic excellence, throughout its history Enterprise-Ozark Community College 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 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 years, the Enterprise Campus chapter of Phi Theta Kappa, the national honor society of American two-year colleges, has been recognized as one of the top ten chapters in the nation. In 1984 and 1992, 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 EOCC 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, and were fourth in the state championship tournament in

12 2003. Also in 2003, the men's basketball team was runner-up in the Alabma Junior College Division I Conference. Both head coaches, Chelita DuBois and Jimmy Messer, were named 2003 Coaches of the Year for the Alabama Junior College Athletic Division I.

Throughout its history, Enterprise-Ozark Community 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 totaling 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 (now known as the Success 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 Workplace Literacy Program, Student Academic Support Services Laboratory, and the National Science Foundation. In 2000 and 2001, National Science Foundation Grants provided scholarships to students majoring in science, engineering, or computer information science.

The EOCC Foundation was established in 1982 to enhance the College's ability 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.

Before his untimely death in 1993, Enterprise native and nationally renowned theatre director and producer, James Hatcher, made arrangements for his valuable collections of theatre memorabilia and literature to be displayed at EOCC. The James Hatcher Collection is housed in the Forrester Hall.

The Ozark Aviation Campus originated in 1960 as the Alabama Aviation and Technical College as a part of the educational program administered by the Ozark City Board of Education. In 1962, the institution's aviation maintenance program was certified by the Federal Aviation Administration. By act of the State Legislature in 1963, the institution, which was then known as Alabama Institute of Aviation Technology, was brought under the State Board of

Education as a state vocational trade school. In 1970, the institution was accredited by the Commission on Occupational Education Institutions of the Southern Association of Colleges and Schools. In 1973, the State Board of Education changed the name to Alabama Aviation and Technical College, and in 1976, the Board authorized the establishment of an off-campus center in Mobile, Alabama. In 1991, the College was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate in applied science degree, and the College's accreditation was reaffirmed in 1997. The Aviation Campus includes the Aviation Center at Mobile and the Fort Rucker Center.

THE PRESIDENT'S COUNCIL

The President's Council serves as the official policy making body of the College. It acts in an advisory capacity to the President and recommends policies to the President for his approval. The Council is composed of the College's deans and the Associate Dean of the Ft. Rucker Site.

PLANNING AND ASSESSMENT COUNCIL

The Planning and Assessment Council advises and makes recommendations to the President's Council on matters related to institutional planning, assessment, and evaluation policies and processes.

COLLEGE ASSEMBLY

The College Assembly serves as an open forum of all College employees for information sharing.

FACULTY SENATE

The Faculty Senate was established for the purpose of facilitating communication among faculty and between administration and the faculty. As a recommending body, the Faculty Senate provides a forum for the faculty to express its opinions and ideas relative to achieving the purposes, objectives, and mission of the College. The Faculty Senate strives to enhance a cooperative spirit among the professional staff and, further, to maintain an atmosphere conducive

14 and supportive of effective education. The Faculty Senate Council serves as the Faculty Advisory Committee to the President.

PARTICIPATION IN THE DECISION-MAKING PROCESS

The College encourages student participation in the decision-making process primarily through the Student Government Association and student membership on the following College committees: Disciplinary Committee, Student Affairs Advisory Committee, the College Planning and Assessment Council, the Intercollegiate Athletic Advisory Committee, and the Student Athlete Advisory Board.

THE PHYSICAL PLANT–ENTERPRISE CAMPUS

Seven modern, fully equipped and air-conditioned buildings are in use. They include 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. Convenient driveways and paved parking areas are provided for students and faculty.

The buildings are situated on a 160-acre tract approximately one and one-half miles east of downtown Enterprise at the intersection of Plaza Drive and the Boll Weevil Circle. Recreation facilities for softball, baseball, tennis, jogging, swimming, and volleyball have been developed for both college and community use.

Wallace Hall—WA (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 former Governor George C. Wallace.

Snuggs Hall—SN (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, a past president of the Alabama Education Association (AEA) and a past president of the Alabama Retired Teachers Association, who made one of the first cash contributions to the College. The building houses the Library, Media Department, the Kindercollege, Computer and Media Technology Department, and offices.

Sessions Hall—SE (1966). Laboratories, classrooms, and faculty offices for the teaching of zoology, botany, microbiology, 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—LO (1967). The health building is named for 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 Emergency Medical Services program and weight room facilites are also located here. 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—LW (1969). This large and fully equipped student center contains a snack area, bookstore, student lounge, meeting rooms, the counseling suite, the Success Center, the Tutorial Assistance Program for Students (TAPS), the Student Academic Support (SAS) laboratory, Dean of Student Affairs' office, and Registrar's office. It was named to honor the late Governor Lurleen B. Wallace.

Forrester Hall—FO (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 James Hatcher Collection is also housed here. The building was named for Benjamin Abb Forrester, first president of Enterprise-Ozark Community College.

Talmadge Hall—TA (1990). The newest building on campus houses classrooms and offices for the English and Social Sciences 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, Enterprise-Ozark Community College's second president.

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.

THE PHYSICAL PLANT—FT. RUCKER CAMPUS

Building 4502. Located on the corner of Andrews Avenue and Kingsman Street, this large building contains the offices and classrooms for this campus. The Ft. Rucker Campus was established in 1983 and has continued to grow in service to the soldiers in the United States Army and their families.

THE PHYSICAL PLANT—OZARK AVIATION CAMPUS

Sitting on a hill on Highway 231 in Ozark, the Aviation Campus features six classroom and office buildings with four additional buildings with work bays for mechanics and maintenance labs and work.

Henry B. Steagall II Hall. This building houses the administrative offices along with Student Services and the Learning Resources Center.

James B. Sasser Building. Fronted by large trees, this building contains classrooms and the cafetorium. Much activity occurs here throughout the year. The campus' honors program and graduation are among the events held in the cafetorium annually.

Automotive Technology Building. In addition to the aviation programs, a thriving automotive technology program is offered at the Ozark Campus.

James Douglas Brown Building. Sitting at the back of the campus across South Union Avenue, the Brown Building boasts a clear view of the Ozark Airport's runway. Housing the Aviation Maintenance Technology classes, it also features a mural, painted by the students, reflecting the various types of air travel in the past to celebrate 100 Years of Flight for 2003.

Rufus Barnett Building. In addition to and connected to the Brown Building, the Barnett Building also houses Aviation Maintenance Technology classes as well as offices.

Mobile Center Building. Located at 1975 Avenue C, near the Mobile airport, this building houses administrative and faculty offices, classrooms and work bays, and a library. The Mobile Center was established in 1976 and recently moved into the new building where it is now located. Offering Airframe Technology, General Aviation Technology, and Powerplant Technology, the Mobile Center is an extension of the Ozark Aviation Campus.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama State Department of Education and Enterprise-Ozark Community College that no person in Alabama shall, on the grounds of race, color, disability, 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-Ozark Community College complies with non-discriminatory regulations under Title VI and Title VII of the Civil Rights Act of 1964; and Title IX Educational Amendment of 1972. Inquiries concerning this policy may be directed to Enterprise-Ozark Community College, P. O. Box 1300, Enterprise, Alabama 36331. Telephone (334) 347-2623, ext. 2233.

AMERICANS WITH DISABILITIES ACT

It is the policy of Enterprise-Ozark Community College to provide reasonable accommodations for environmental and program accessibility for persons defined as disabled in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA) as amended.

REQUESTING ACCOMMODATIONS

Students with permanent or temporary disabilities that affect their participation in the academic environment are encouraged to request accommodations in a timely manner.

DOCUMENTATION OF DISABILITIES

It is necessary to provide recent documentation of disabilities in order to obtain appropriate accommodations. Guide-

18 lines for the documentation of disabilities may be obtained from the Office of the Registrar/Associate Dean of Students.

All requests for accommodations, documentation of disabilities, and questions concerning ADA should be directed to College Coordinator for ADA.

SEXUAL HARASSMENT

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

DRUG ABUSE PREVENTION POLICY

Enterprise-Ozark Community 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, and conferences.

TOBACCO USAGE POLICY

It is the policy of Enterprise-Ozark Community College that no student or College official use any tobacco products while engaged in any official College game, performance, practice, or activity, whether on or off the campus. Violation of this policy may result in disciplinary action.

CONTAGIOUS DISEASE POLICY

Enterprise-Ozark Community 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 EOCC according to the standards set by EOCC 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.

GRIEVANCE POLICIES AND PROCEDURES FOR STUDENTS

The purpose of the grievance procedure is to provide a means for resolving legitimate complaints quickly and at the most immediate level of responsibility. Students having complaints or grievances should take the following steps:

Complaints within the Academic Area:

1. The student should discuss the matter within five (5) class days with the immediate College official responsible for the area in which the grievance occurs (Division Chair, for example).
2. If a mutually satisfactory agreement is not reached within five (5) days from the time the student talks with the

College official, the student may submit the grievance in writing to the Dean of Instruction with copies to the immediate College official responsible for the area in which the grievance occurred.

3. The Dean of Instruction will give a written response to the student within five (5) class days.

4. If a mutually satisfactory solution is not reached, the student may submit his/her written complaint within three (3) days to the President.

5. The President will appoint a fact-finding committee consisting of an employee or student selected by the student with the complaint, an employee or student selected by the Dean of Instruction, and a third party to be mutually agreed upon by the other two.

6. The Committee will hold a hearing for all parties concerned and call witnesses.

7. The Committee, within ten (10) class days of appointment, shall submit its findings and recommendations to the President who will make the final decision.

8. The President's decision may be appealed to the Chancellor of the Department of Postsecondary Education.

Students with complaints in the academic area should first discuss the problem with the appropriate faculty member to attempt to resolve the problem. If that fails, the student should contact the Division Chair for the faculty member's division about the problem. If resolution is not satisfactory at the Division Chair level, the student should contact the Dean of Instruction, then the President if necessary. The stated time lines for these contacts are listed above.

Complaints within the Student Affairs Area

1. Students should first discuss the incident with the Student Affairs professional staff member responsible for the office/ area (Guidance Services, TAPS, etc.) in which the grievance occurred within five (5) working days of the incident.

2. If a mutually satisfactory resolution is not reached within five (5) days from the time of notification, the student may submit a complaint in writing to the Dean of Student Affairs with copies to the Student Affairs professional staff member responsible for the office/area in which the grievance occurred.

3. The Dean of Student Affairs will give a written response to the student within five (5) working days.

4. If a mutually satisfactory solution is not reached, the student may submit his/her complaint in writing within three (3) working days to the President.

SELECTIVE SERVICE REGISTRATION

No person who is required to register with the Selective Service System under the United States Military Selective Service Act (50 U.S.C. App. 453) shall be eligible to enroll in any State postsecondary institution of higher learning without proof of such registration. This proof shall be written notification from the Selective Service System or verification through Federal Financial Aid.

WHERE TO GO FOR INFORMATION

Enterprise Campus:

Absences
  Division Chairpersons
Academic Help
  Instructor for course
  Counselor, Guidance Services, LW102, ext. 2295
  Dr. Betty Cully, Success Center, LW102, ext. 2297
  Dr. Judy Miller, Dean of Instruction, WA106, ext. 2241
  Mrs. Pam Stevens, TAPS, LW105, ext. 2265
  Ozark Aviation Campus, Steagall Hall, 774-5113
  Mobile Aviation Center, 438-2816
Add/Drop A Course
  Registrar, LW100, ext. 2233
  Mr. Carlton Holbrook, Extended Programs Director, ext. 2208
Adult Education
  Supervisor, WA113, ext. 2218
Application for Admission
  Mrs. Robin Wyatt, Director of Admissions, WA114, ext. 2273
  Applications for Graduation
  Counseling Office LW102, ext. 2295
Campus Security
  Security Officer, Campus Security, WA101, ext. 2277

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Career Information
  Success Center, LW102, ext. 2297
  Counselors, Guidance Services, LW102, ext. 2295
Change of Address
  Registrar, LW100, ext. 2233
Change of Schedule
  Registrar, LW100, ext. 2233
Check on a Grade
  Instructor for course
Child Care
  Kindercollege, SN102, ext. 2219
Complaints and Grievances
  Dr. David Chalker, Dean of Student Affairs, LW100, ext. 2235
Complete Withdrawal
  Counselors, Guidance Services, LW102, ext. 2295
  Mr. Carlton Holbrook, Extended Programs Director, ext. 2208
Financial Aid (Grants and Work-study)
  Dr. Chip Quisenberry, Financial Aid, WA114, ext. 2214.
Grades
  Mr. Gary Deas, Registrar, LW100, ext. 2233
Help Finding a Job
  Success Center, LW102, ext. 2297
Help with Personal/Academic Problems
  Counselors, Guidance Services, LW102, ext. 2295
Intramural Sports
  Coach Jimmy Messer, LO101, ext. 2303
Locate a Student on Campus
  Mrs. Debbie Adams, Student Services, LW100, ext. 2235
Lost and Found
  Student Services, LW100, ext. 2235
Make Up a Grade of Incomplete
  Instructor for course
Making a Schedule
  Counselors, Guidance Services, LW102, ext. 2295
  Mr. Carlton Holbrook, Extended Program Director, ext. 2208
  Academic Advisor
Night Classes
  Mr. Carlton Holbrook, Extended Programs Director, ext. 2208
Orientation
  Dr. Betty Cully, Success Center, LW102, ext. 2297
Parking
  Campus Security, WA101, ext. 2277
Pay Tuition/Refunds
  Business Office, WA110, ext. 2211
Pay Phones
  Wallace Administration Building

Lurleen Wallace Student Center
<u>Research Help with Papers</u>
  Snuggs Learning Resources Center, ext. 2298
<u>Scholarship Application</u>
  Dr. Chip Quisenberry, Financial Aid, WA114, ext. 2214
<u>Services for Students with Disabilities</u>
  Mr. Gary Deas, 504 Compliance Officer, LW100, ext. 2233
<u>Short Courses</u>
  Mrs. Robin Wyatt, Short Course Office, WA114, ext. 2273
<u>Student Organizations and Activities</u>
  Mr. Gary Deas, Director of Student Activities, LW100, ext. 2233
<u>Student Publications</u>
  Dr. Scott Smith, TA101, ext. 2227
<u>Testing Services</u>
  Counselor, Guidance Services, LW102, ext. 2269
<u>Textbooks and Supplies</u>
  Bookstore, Lurleen Wallace Hall—Student Center, ext. 2278
<u>Transcripts</u>
  Mr. Gary Deas, Registrar, LW100, ext. 2233
<u>Transportation Needs</u>
  Dr. David Chalker, Dean of Student Affairs, LW100, ext. 2235
<u>Tutorial Assistance</u>
  Mrs. Pam Stevens, TAPS, LW105, ext. 2265
<u>Veterans Affairs</u>
  Mrs. Martha Ayers, Financial Aid, WA114, ext. 2214
<u>Withdrawals</u>
  Mr. Gary Deas, Registrar, LW100, ext. 2233
  <u>Work-study</u>
  Dr. Chip Quisenberry, Financial Aid, WA114, ext. 2214

Ft. Rucker Campus

For assistance in any matter: Building 4502, 334-598-3438

Ozark Aviation Campus

For assistance in any matter: Steagall Hall, 334-774-5113

Mobile Aviation Center

For assistance in any matter: Admissions Office, 251-438-2836

Admission Policies

GENERAL ADMISSION POLICIES AND PROCEDURES

ADMISSION OF FIRST-TIME COLLEGE STUDENTS

An applicant who has not previously attended any regionally or Council on Occupational Education accredited postsecondary institution will be designated a first-time student or a native student.

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:

- The student holds The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

- The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has passed the Alabama Public High School Graduation Examination; or

- The student holds a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

- The student holds the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

- The student holds a GED certificate issued by the appropriate state education agency.

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

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

Admission to 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 recommendation 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 at least one of the following:

- An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School Graduation Examination; or

- An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

● An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

● An official GED Certificate.

All male students between the ages of 18 and 26 must show proof of registration with the U. S. Selective Service System in accordance with P. 36-26-15.1 of the Code of Alabama of 1974 (as amended).

For admission to a course not creditable toward an associate degree, applicants with less than a high school diploma or GED must also have on file documented ability-to-benefit.

Conditional Admission of First-Time College Students

Conditional admission may be granted to an applicant who does not have on file at the College at least one of the following:

● An official transcript showing graduation with The Alabama High School Diploma, the high school diploma of another state equivalent to The Alabama High School Diploma, or an equivalent diploma issued by a non-public regionally and/or state accredited high school; or

● An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and proof of passage of the Alabama Public High School graduation Examination; or

● An official transcript showing graduation from high school with a high school diploma equivalent to The Alabama High School Diploma issued by a non-public high school and evidence of a minimum ACT score of 16 or the equivalent score on the SAT; or

● An official transcript showing graduation from high school with a high school diploma equivalent to the Alabama Occupational Diploma, the high school diploma of another state equivalent to the Alabama Occupational Diploma, or an equivalent diploma issued by a non-public

high school, and has achieved a minimum ACT score of 16 or the equivalent score on the SAT; or

● An official GED Certificate.

If all required admissions records have not been received by the College prior to issuance of first semester grades, the grades will be reported on the transcript, but the transcript will read CON-TINUED ENROLLMENT DENIED PENDING RECEIPT OF ADMISSIONS RECORDS. This notation will be removed from the transcript only upon receipt of all required admissions records. Also, EOCC transcripts will be held until all admissions records are received.

ADMISSION OF TRANSFER STUDENTS

An applicant who has previously attended another regionally or Council on Occupational Education accredited postsecondary institution will be considered a transfer student and will be required to furnish official transcripts of all work attempted at all said institutions. The College may also require the transfer of student 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 or are otherwise unable to re-enroll 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

A transfer student must have submitted to the College an appli-cation for admission and official transcripts from all regionally or Council on Occupational Education accredited postsecondary institutions attended and, as designated by the College, 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.

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 semester unless all required admissions records have been received by the College prior to registration for the second semester. Also, EOCC transcripts will be held until all admissions records have been received.

If all required admissions records have not been received by the College prior to issuance of first-semester 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.

An applicant who has been academically suspended from another regionally or Council on Occupational Education accredited postsecondary institution may be admitted as a transfer student only after following the appeal process established at the College 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 PROBA-TION.**

GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward an under-graduate program must represent collegiate coursework relevant to the formal award, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the institution's own undergraduate formal award programs. In assessing and documenting equivalent learning and qualified faculty, an institution may use recognized guides which aid in the evaluation for credit. Such guides include those published by the American Council on Education, The American Association of Collegiate Registrars and Admis-sions Officers, and the National Association of Foreign Student Affairs.

A course completed at other regionally or Council on Occupa-tional Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially credit-able toward graduation requirements.

A transfer student from a collegiate institution not accredited by the appropriate regional association or Council on Occupational Education may request an evaluation of transfer credits after completing 15 semester hours with a cumulative GPA of 2.0 or above.

A transfer grade of "D" will only be accepted when the transfer student's cumulative GPA is 2.0 or above. If the student has a cumulative 2.0 or above the "D" grade will be accepted the same as for native students.

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

ADMISSION OF TRANSIENT STUDENTS

Students in good standing at an accredited college or university may be admitted to Enterprise-Ozark Community 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 1988, beginning freshmen at Enterprise-Ozark Community College must take the ASSET or Compass placement test to ensure that they possess the basic skills required for success in college courses. All transfer students who have not taken math or English must take the ASSET or Compass placement test prior to registering for English composition or mathematics courses. Students registering only for a special purpose course (such as 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, the Dean of Instruction, or Guidance Services to exempt taking the placement test.

Any student scoring 480 or above on the SAT verbal and 526 or above on the SAT math, and 20 or above on the ACT English and 20 or above on the ACT math, who applies for admission to and enrolls in EOCC within two years of high school graduation is exempt from the placement test requirement.

ENROLLMENT FOR ACCELERATED HIGH SCHOOL STUDENTS

A high school student is eligible for early admission if the student meets the following criteria:

The student has successfully completed the tenth grade.

The student provides a certification from the local principal certifying that the student has a minimum cumulative "B" average and recommends the student be admitted under this policy.

The student may enroll only in postsecondary courses for which high school prerequisites have been completed (for example: a student may not take English Composition until all required high school English courses have been completed).

The student must comply with the college placement policy. Exceptions may be granted by the Chancellor of Postsecondary Education for a student documented as gifted or talented.

(See also Academic Policies section of this catalog.)

DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Institutions within The Alabama College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the college service area. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the postsecondary institution, or as stipulated in a contract for services between the two levels. A student is eligible for dual enrollment/dual credit if the student meets the following criteria:

- The student must meet the entrance requirements established by institutions of postsecondary education;

- The student must have a "B" average in completed high school courses;

- The student must have written approval of the appropriate principal and the local superintendent of education;

- The student must be in grade 10, 11, or 12, or have an exception granted by the participating postsecondary institution upon the recommendation of the students' principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students.

- Students may enroll in occupational/technical courses/ programs in accordance with guidelines of the Department of Postsecondary Education.

- Students enrolled in courses offered during the normal high school day on or off the high school campus shall have prior permission of the students' principal, superintendent, and the participating postsecondary institution president.

- Parental permission and travel for courses offered off the high school campus during the normal school day will be administered under the auspices of local boards of education;

- Six semester credit hours at the postsecondary level shall equal one credit at the high school level in the same or related subject. Partial credit agreements shall be developed between the participating postsecondary institution and the local board of education.

- **HOME SCHOOL**: Students enrolled at EOCC who are **CURRENTLY** home schooled will be limited to six semester hours per semester.

ADMISSION OF NON–CITIZENS/INTERNATIONAL STUDENTS

Individuals who are not citizens of the United States must use the following procedures for admission to EOCC.

Complete the application process at least 30 days prior to the beginning of the semester for which enrollment is sought. The application process includes these requirements:

- Apply for admission to the College as a full-time non-transient student.

- Request that an official copy of the high school or college transcript, in English, be mailed to:

  Office of Admissions
  Enterprise-Ozark Community College
  P. O. Box 1300
  Enterprise, AL 36331

- Score at least 500 on the Test of English as a Foreign Language (TOEFL). TOEFL applications and information may be obtained by writing to:

  TOEFL
  Box 899
  Princeton, NJ 08542 USA

- Request that the TOEFL score be mailed from the Educational Testing Service to the above Enterprise-Ozark Community College address.

- Provide the Office of Admissions with a signed notarized statement declaring that they will be fully responsible for their financial obligations while attending Enterprise-Ozark Community College.

- Purchase and verify <u>accident and health insurance policies</u> which include repatriation <u>expenses</u>. File copies of such in the Office of Admissions at the location where courses will be taken.

- Secure private housing since Enterprise-Ozark Community College provides no dormitory facility.

- Pay the <u>out-of-state</u> tuition fee if not a military spouse or dependent.

- Request and receive from Enterprise-Ozark Community College the I-20 form when all admission requirements have been completed. The I-20 forms will not be issued to transient or part-time students.

NOTE: Any and all elements of Enterprise-Ozark Community College admissions requirements are subject to change without prior notice.

SPECIAL STUDENTS

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

ADMISSION PROCEDURES

ALL STUDENTS EXCEPT THOSE REGISTERING FOR CONTINUING EDUCATION/COMMUNITY SERVICES COURSES <u>MUST</u> COMPLY WITH THE SELECTIVE SERVICE POLICY WHEN APPLICABLE.

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

Complete an application for admission. The application may be obtained from the EOCC Admissions Office at the Enterprise Campus—Wallace Hall (Administration), the Ft. Rucker Site—

Building 4502, Ozark Campus—Steagall Hall (Administration) Building, Mobile Center, or from area high school guidance counselors.

Provide the Admissions Office at the location where courses will be taken with either an official high school transcript that shows a date of graduation along with other documentation that may be required OR a Certificate of High School Equivalency (GED certificate).

Accelerated high school students should furnish an appropriate form signed by their principal or superintendent and an ACT score of 16 if attending a non-accredited high school.

Transfer Students

Complete an application for admission which may be obtained from the Admissions Office at the location where courses will be taken.

Request that all colleges and universities previously attended mail official transcript(s) of academic record(s) directly to the Admissions Office at the location where courses will be taken. Students who have completed the baccalaureate degree will be required to submit only the transcript from the degree-awarding institution.

Transient Students

Complete an application for admission which may be obtained from the Admissions Office at the location where courses will be taken.

Request that an official *Transient Permission Form* be mailed directly to the Admissions Office at the location where courses will be taken from the parent institution.

Re-Admission Students

Complete an application for re-admission if admitted for a specific semester and did not enroll OR if previously enrolled in EOCC and have not attended one or more terms (summer school excluded); OR have attended another college or university since attending EOCC.

Request that transcript(s) of academic record(s) be mailed directly to the Admissions Office at the location where courses will be taken if other colleges and universities have been attended SINCE attending EOCC.

The College offers a program of continuing education and community services at the Enterprise Campus. 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 334-347-2623, ext. 2234.

An official "Blue Banner" was set up to remind
faculty, staff, and students of those military members
among them who were sent overseas to serve in Iraq.

Tuition and Fees

TUITION

Tuition is $68.00 per credit hour and $84.00 per credit hour with no fees for internet courses.

Out-of-state or foreign students pay 200% of the tuition of a comparable Alabama resident.

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

Enterprise-Ozark Community 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. Senior citizens granted a tuition waiver under this program may receive the waiver only one time per course.

FACILITIES RENEWAL FEE

The Facilities Renewal Fee is $8.00 per semester credit hour. A Facilities Renewal Fee is not charged for classes at the Ft. Rucker campus.

TECHNOLOGY FEE

The technology fee is $8.00 per semester credit hour

OTHER FEES

Continuing Education and Short Course Fees. These fees vary according to the nature and length of 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 $25.00. Grades and transcripts for previous attendance will not be released.

Late Registration Fee. A $25.00 (non-refundable) fee is incurred if registration is not completed on the designated date without special provision being made.

TUITION, FACILITIES RENEWAL, AND TECHNOLOGY FEE REFUNDS

Time Limit For Complete Withdrawal. No refunds will be made after the first three weeks of any given semester. Computations are made from the <u>first official class day</u> 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 <u>first official class day</u>, all tuition and fees are refunded. Refunds are computed as follows:

Complete withdrawal during first week of classes. . . . . . 75% refund*
Complete withdrawal during second week of classes. . . 50% refund*
Complete withdrawal during third week of classes. . . . . 25% refund*
Complete withdrawal during fourth week of classes. . . . . no refund

*An administrative fee not to exceed five percent of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class.

Enterprise-Ozark Community College shall comply with federal regulations relative to refund of tuition and fees.

REFUND FOR PARTIAL WITHDRAWAL

Students who do not completely withdraw from the College but drop a class during the regular dop/add period will be refunded the difference in tuition paid and the tuition rate applicable to the reduced number of hours, including fees appropriate to the classes dropped. There is no refund due to a student who partially withdraws after the official drop/add period.

SHORT COURSE REFUNDS

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 class meeting.

Financial Aid

GENERAL INFORMATION

Enterprise-Ozark Community College maintains a full-time, comprehensive Office of Student Financial Aid for the purpose of assisting students and their families as they face the challenge of paying for college. EOCC encourages all students to apply for financial aid.

The financial aid programs available at EOCC are funded by the federal government, the State of Alabama, various lending institutions, Enterprise-Ozark Community College, and individual donors to the College.

The primary document used in determining eligibility for financial aid is the Free Application for Federal Student Aid, or FAFSA. The majority of the financial aid dollars at EOCC are awarded to students on the basis of financial need; however, a number of scholarships are awarded based on academic achievement, artistic ability, athletic skill, leadership, or other student attributes.

ELIGIBILITY

In order to be eligible to receive Title IV federal financial aid at EOCC, a student must:

- be admitted to EOCC as a regular student in a degree or certificate program;

- be a citizen of the United States or an eligible noncitizen;

- be enrolled at EOCC as at least a half-time student (minimum of six semester hours);

- be registered with the Selective Service, if required;

- be making satisfactory academic progress as defined elsewhere in this section of the *College Catalog*;

- not be in default on a federal student loan or owe a refund on a federal grant.

Federal Pell Grant. This federal student financial aid program is the foundation upon which financial aid packages are based. Annual award amounts vary according to student status and payment schedules provided to EOCC by the U. S. Department of Education. Federal Pell Grants do not have to be repaid except in cases involving complete withdrawal from EOCC after receiving payment. Students are paid once per semester. Students are paid only after all required documents are received, reviewed, and approved by the Financial Aid Office.

Actual Federal Pell Grant proceeds are prorated according to the number of hours a student takes each semester. Awards are prorated as shown in the following table:

> 6-8 semester hours—Student receives 50% of award
> 9-11 semester hours—Student receives 75% of award
> 12 or more semester hours—Student receives 100% of award

Students at EOCC are paid according to the number of credit hours they are enrolled in as of the end of the College's official drop/add period. Students taking fewer than six hours may not be eligible to receive Federal Pell Grant benefits.

Federal Supplemental Educational Opportunity Grant (FSEOG). FSEOG is similar to the Federal Pell Grant in that it also does not have to be repaid except in cases involving complete withdrawal from EOCC after receiving payment. FSEOG funds are extremely limited and are distributed to the neediest students based on a priority system using the student's family contribution. Students are paid once per semester. There is no special application for these funds; completion of the FAFSA is all that is required to apply for FSEOG.

Federal Work–Study (FWS). FWS provides jobs for qualified students who have financial need and who desire to earn part of their educational expenses. FWS awards vary widely. Currently students are not allowed to work more than 20 hours per week. Student workers are paid the prevailing minimum wage. Students are paid once per month, on the last working day of the month. Students interested in applying for FWS should so indicate their interest on the EOCC Student Data Form.

Alabama Student Assistance Program (ASAP). To be eligible, students must be residents of Alabama and be able to demonstrate financial need. Students are selected to receive ASAP based on a priority system using the student's family contribution. There is no special application for these funds; completion of the FAFSA is all that is required to apply for ASAP.

Federal Family Education Loans (Federal Stafford Loan and Federal PLUS Loan). Federal Stafford and Federal PLUS loans are low-interest bank loans available to students and parents to help pay the cost of higher education at approved postsecondary institutions such as EOCC. These loans are authorized by the federal government and are directly insured or guaranteed by the Kentucky Higher Education Assistance Authority (KHEAA) and/ or other loan guarantee agencies. Students are urged to consider borrowing only as a last resort, and to borrow no more than is absolutely necessary. Students interested in borrowing under the FFEL programs should contact Student Financial Aid for an application.

HOW TO APPLY FOR FEDERAL FINANCIAL AID

In order to apply for a Federal Pell Grant, Federal Work–Study, Federal SEOG, ASAP, or a Federal Family Education Loan, an eligible student must:

- Complete the Free Application for Federal Student Aid (FAFSA). Applications may be obtained through the mail by calling 334-347-2623, ext. 2214, and making a request. Students may apply on-line by visiting **http://www.fafsa. ed.gov**.

- Complete all sections of the FAFSA and mail it in the envelope provided, or if applying on-line, print and sign the signature page and mail it to the address given.

- Complete an EOCC Student Data Form (SDF). These are available in the EOCC Financial Aid Office. Return the completed SDF to the EOCC Financial Aid Office. Students may sign electronically by obtaining a Personal Identification Number (PIN) at **www.pin.ed.gov**.

When completing any financial aid forms, students must provide all information requested, even if it appears that the question

does not apply. If the application forms are incomplete, the student's application may not be considered.

Approximately four to six weeks after completing and mailing the FAFSA, the student should receive a three- or four-page Student Aid Report (SAR). EOCC will receive an ISIR (an electronic copy of the SAR) and will notify the student if additional items are needed.

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

VERIFICATION REQUIREMENTS

Federal regulations require the verification of adjusted gross income, tax paid, household size, untaxed income, and other items for at least 30% of federal financial aid recipients at EOCC. If the student's application is selected for verification, he/she will be asked to provide a copy of his/her and/or his/her parents' federal income tax returns (1040, 1040A, or 1040EZ) and other financial documents to the EOCC Financial Aid Office. This documentation must be received before the Financial Aid staff can complete processing of the application. For this reason, all students are urged to retain copies of these records.

REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

All EOCC students who receive assistance from the Federal Pell, Federal Work-Study, Federal Supplemental Opportunity Grant, Federal Family Educational Loan, or Alabama Student Assistance Programs are required to make satisfactory academic progress toward the goal of completing their chosen degree or certificate program. The progress of students who receive these benefits will be measured against the following standards, and all financial aid recipients will be subject to the policies listed in this section.

Grade Point Average Requirement—All students receiving Title IV federal financial aid must meet the same Standards of Student Progress applicable to all other students at the College (see Grading System for complete standards). Each student will be expected to meet or exceed the following cumulative GPAs based upon total hours attempted in his/her program:

Semester Credit Hours Attempted	Cumulative GPA
12–21	1.50
22–32	1.75
33 or more	2.00

Time Frame for Completion—Each student receiving aid will be expected to complete his/her course of study within a period of time not to exceed 1.5 times the normal length of his/her program (six semesters for a two-year program). Each student must successfully complete the number of credit hours indicated by the end of each increment period indicated:

No. of Full-time Semesters Student Received Title IV Aid	Number of Credit Hours Student Must Successfully Complete
1	10
2	20
3	31
4	42
5	53
6	64

Students receiving financial aid at EOCC are evaluated according to this table at the end of each semester. If a student fails to successfully complete the required number of hours at the end of the corresponding semester as listed above, he/she will receive a written notification of the deficiency in number of credit hours successfully completed. If the student fails to clear the deficiency by the end of the spring semester, he/she will be ineligible to receive federal financial aid until the deficiency is cleared. The student's financial aid will be reinstated when he/she successfully completes the number of credit hours required for the number of semesters the student has been enrolled.

Withdrawals and Audits—Effective Fall 2000, students who completely withdraw from EOCC after receiving Title IV federal financial aid will be required to repay all unearned Title IV funds to the federal financial aid programs at EOCC. Students will not be paid for any classes they audit, or for any classes they never attend.

Repeated Courses/Remedial Courses—If a student repeats a course which was previously successfully completed, the credit hours obtained the second time the course is attempted do not count toward the minimum number of academic hours required

for satisfactory progress. A Title IV federal financial aid recipient who is enrolled in a developmental (remedial) course may not enroll in the same course more than three times and continue to receive financial assistance. A Title IV federal financial aid recipient may not be paid for more than 32 credit hours of developmental work.

Appeals Process—Any student placed on Financial Aid Probation or Suspension may appeal his/her status. All appeals must be submitted to the Director of Student Financial Aid in writing within two weeks following the date the student receives notification of his/her status. All appeals should include the reason(s) the student failed to make satisfactory progress and any other documentation which supports the appeal.

Attendance Policy—Students are expected to attend all classes for which they are registered.

Refund Policy—The College's Refund Policy may be found in the section of this *Catalog* which deals with tuition and fees.

IMPORTANT NOTE! Enterprise-Ozark Community 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 and Foundation scholarships) than those listed in this section. See individual program guidelines for details.

For more information about EOCC's financial aid programs, visit the Enterprise Campus or call 334-347-2623, ext. 2214, visit the Ft. Rucker Site or call 334-598-3438, visit the Ozark Aviation Campus Student Affairs Office or call 334-774-5113, visit the Mobile Aviation Center or call 251-438-2816, or request an application by writing the Director of Student Financial Aid, Enterprise-Ozark Community College, P. O. Box 1300, Enterprise, AL 36331. The EOCC Financial Aid web site is located at **http://www.EOCC.cc. al.us/aid.htm.** It contains useful information and links to other financial aid sites.

VETERANS' BENEFITS

The Federal Government and the State of Alabama have programs which provide financial assistance to veterans and their dependents. Enterprise-Ozark Community College desires to assist veterans as

they attempt to receive educational benefits earned through service to their country. The following information is provided to aid veterans as they apply for their educational benefits.

Alabama G.I. and Dependents' Educational Benefit Act: The Alabama Department of Veterans Affairs offers financial assistance to eligible dependents (child, stepchild, spouse, or unmarried widow/er) of disabled veterans (living or deceased) who were permanent civilian residents of Alabama prior to entry into military service. Special consideration is given to permanently and totally disabled veterans who are bona fide residents or were prior to their death. Other qualifying veterans' categories are former prisoners of war (POW), declared missing in action (MIA), and those who died in service.

Maximum educational benefits include free tuition, required textbooks, and laboratory fees for four standard academic years or a prescribed technical course at any state-supported junior or community college, university or technical school.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases). A spouse or widow/er does not have a filing deadline or age limitation. For more information and application procedures, contact the nearest Veterans' Affairs Office located in each county courthouse or write the Alabama G.I. Dependents' Scholarship Program, P. O. Box 1509, Montgomery, AL 36102-1509.

Old G.I. Bill (Vietnam Era—Chapter 34): Benefits for veterans under the Old G.I. Bill were terminated December 31, 1989. Some veterans who received benefits under Chapter 34 may be eligible for benefits under the new bill (Montgomery G.I. Bill, Chapter 30). If a veteran has a question regarding remaining eligibility under Chapter 34, he/she may contact the Veterans' Administration at 1-800-827-1000. Veterans eligible for this chapter must provide the following:

- Completed application for educational benefits (Form 22–1990 available in the Veterans' Affairs Office at the location where you plan to attend classes.

- DD 214 (Separation Papers).

- Declaration of marital status (Form 21–686–C).

- Birth certificates for dependent children.

- Marriage certificate.

- Copy of divorce decree from prior marriage of veteran or spouse, if applicable.

- Official grade transcripts from any colleges previously attended.

Veterans Educational Assistance Program (Chapter 32): Service beginning on or after 1–1–77 through 6–30–85. Veterans under this chapter must provide the following to apply for these benefits:

- Completed application for educational benefits (Form 22–1990) available in the Veterans Affairs Office at the location where you plan to attend classes.

- DD 214 (Separation Papers).

- Official grade transcripts from any colleges previously attended.

Montgomery G.I. Bill—Active Duty Educational Assistance Program (Chapter 30): Certain veterans with an "Honorable" discharge and active duty servicepersons may qualify for the Montgomery G.I. Bill. Veterans applying for this program must provide the following items:

- Completed application for educational benefits (Form 22—1990) available in the Veterans' Affairs Office at the location where you plan to attend classes.

- DD 214 (Separation Papers). The DD 214 is not required for active duty servicepersons.

- Official grade transcripts from any colleges previously attended.

Montgomery G.I. Bill—Selected Reserve Educational Assistance Program (Chapter 1606): Members of the Selected Reserve who enlist, reenlist, or extend an enlistment in Selected Reserve so that the reservist has an obligation to serve for a period of not less than six years following the date of such action may qualify for benefits under Chapter 1606. Reservists under this program must provide the following:

- Completed application for educational benefits (Form 22–1990) available in the Veterans' Affairs Office at the location where you plan to attend classes.

- DD 2384 (Notice of Basic Eligibility) completed by Guard or Reserve unit.

- Official grade transcripts from any colleges previously attended.

Vocational Rehabilitation (Chapter 31): Vocational rehabilitation is intended to help the service-disabled veteran become independent in daily living and, to the extent possible, to select, prepare for, and secure employment which is compatible with his/her interests, abilities, physical capabilities, and goals. Under Chapter 31, the VA pays the cost of tuition fees, books, and supplies. The veteran also receives a subsistence allowance. Interested students should contact the VA Rehabilitation Office in Daleville at 334-598-1738 or the Veterans' Administration in Montgomery, Alabama at 1-800-827-1000.

REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

Each student receiving VA benefits will be expected to meet or exceed the following cumulative GPAs based upon total hours attempted in his/her program:

Semester Credit Hours Attempted	Cumulative GPA
12–21	1.50
22–32	1.75
33 or more	2.00

CERTIFICATION OF VETERANS

The following criteria will be used for certifying veterans or other eligible persons:

- Certification will be granted for only those courses which are applicable to the declared program of study. Students seeking certification under any VA chapter are responsible for providing the EOCC VA Office at the location where you plan to attend classes with a copy of their program sheet (printout) from the College counselors **prior to certification for their initial semester at EOCC.** Any deviation from this list of

courses must be approved in writing by the appropriate department chair, the EOCC counselors, or the Dean of the College. Veterans must have all military or transfer credits evaluated by the end of their first semester at EOCC, and must then furnish the VA Office with a copy of the updated program sheet from the EOCC counselors. It is the veteran's responsibility to submit a copy of the updated program sheet to the VA Office once prior credits and/or training have been evaluated by the Registrar.

- Courses which meet for only a portion of the semester (Friday and Saturday seminars, one– or two–week computer or business courses, and mini-session or inter-term courses) may be certified, but only for the portion of the term that the class is actually meeting. Students should check with the VA Office at the location where they plan to attend classes if they have any questions regarding these special calendar classes.

- Certification will be granted for only those hours required to complete the selected program of study. Certification will not be granted for audit or community services courses. Remedial classes will be certified if the need is indicated by ASSET test results. Veterans are also awarded up to four credit hours in Physical Education (PED) for 24 months active military service.

- Veterans must be recertified for educational benefits when they reenter college after an interruption of their educational program. This recertification must be initiated by the veteran.

- Benefits are paid on the following full–semester enrollment schedule:

> 12 or more credit hours—Full benefits
> 9 to 11 credit hours—Three-fourths benefits
> 6 to 8 credit hours—One-half benefits
> 5 or fewer credit hours—Tuition only

Processing by the Veterans Administration takes six to eight weeks (60 days), and the veteran must be prepared to pay tuition at final registration. ELIGIBILITY IS DETERMINED BY THE VETERANS ADMINISTRATION, NOT BY ENTERPRISE-OZARK COMMUNITY COLLEGE.

48 For additional information about the full range of veterans programs available through the Veterans' Administration, contact the Atlanta VA Regional Office, P. O. Box 100022, Decatur, GA 30031–7022, or the Veterans' Affairs Office at the location where you plan to attend classes.

EOCC SCHOLARSHIPS

Academic. These scholarships are open to students entering the College from high school, those entering with a GED certificate, or those students returning after a period of time since their high school graduation.

Students entering EOCC directly from high school must have been ranked in the upper 25 percent of their high school graduating class. An application form and a copy of the high school transcript must be submitted to the Student Financial Aid Office by March 1 for consideration by the EOCC Scholarship Committee. Applicants are evaluated according to class rank, grade point average, and test scores (ACT and/or SAT). Participation in extracurricular activities, community service, and other awards and honors may be considered by the Scholarship Committee.

Students who are not entering the College directly from high school and who do not have current ACT/SAT scores or class ranking, may also apply for institutional academic scholarshps. These returning students must complete 12 semester credit hours at EOCC with a 3.0 GPA or better before they can be considered for academic scholarships. Extracurricular activities, community service, employment, other life experiences, and other awards and honors will be considered by the Scholarship Committee.

Academic scholarships may be given for up to two academic years, provided the recipient has maintained a "B" average each semester (3.00 grade point average on a 4.00 scale) and completes a minimum of 15 credit hours per semester. Scholarship renewal for the sophomore year will be automatic upon review by the Scholarship Committee.

Performing Arts. These scholarships are available for students attending classes at the Enterprise Campus only. Students talented in music are invited to apply and audition for a Performing Arts Scholarship. Enterprise-Ozark Community College offers scholarships for participation in the EOCC Concert Band,

Singers, and Entertainers. These performing ensembles provide cultural enrichment for the College and surrounding communities.

Students on performing arts scholarships must maintain a grade point average of 2.0 and a minimum course load of 15 credit hours each semester.

Athletics. These scholarships are available for students attending classes at the Enterprise Campus only. Athletic scholarships in men's and women's basketball, men's baseball, and women's softball are awarded to students who demonstrate ability in these sports. Tryouts are required.

If awarded, these scholarships are for one year (renewable) and only applicable if the recipient participates in and is declared eligible in the sport for 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. These scholarships are available for students attending classes at the Enterprise Campus only. Students wishing to participate in the EOCC Cheerleaders must demonstrate ability in the various aspects of cheerleading and must be energetic and outgoing. Tryouts are held during spring semester each year to select a new squad. Scholarships are awarded to the members of the squad, with a maximum of ten scholarships awarded per year. Students on cheerleader scholarships must maintain a 2.0 grade point average with a minimum course load of 12 credit hours each semester. For more information contact the Dean of Student Affairs Office, 334-347-2623, ext. 2235.

Senior Adults. 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 fees, books, or supplies. Senior citizens granted a tuition waiver under this program may receive the waiver only one time per course.

The Enterprise-Ozark Community 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 scholarships which are based on the same general criteria as the EOCC 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 Delano Anderson Scholarship. This scholarship was established by Delano and Joann Anderson, their friends, and EOCC colleagues. Mr. Anderson was one of the first faculty members at Enterprise-Ozark Community College and served as a counselor and art instructor until his retirement in 1992. The scholarship award is based on the College's academic scholarship criteria.

The Dr. Mary D. Bauer Scholarship. This scholarship is given by Barbara and Terry Everett in honor of Dr. Mary D. Bauer, former Dean of Community Services and Continuing Education at EOCC. 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 members of 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-Ozark Community College. Presented by Mr. and Mrs. Gordon Boyle in memory of their sons, the scholarship is based upon the same criteria as the College's academic scholarships.

The Edna and Robert Brown Scholarship. This scholarship was established by Dr. Rebecca Armstrong, English instructor, in honor of her parents, Edna and Robert Brown.

The Brunson Memorial Scholarship. This scholarship is named in memory of Mary Bailey and Fox Brunson, Sr., and Fox Brunson, Jr. Presented by former 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 EOCC'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 EOCC's academic scholarships.

The Dr. and Mrs. Emmett Treadwell Brunson Scholarship. This scholarship is awarded in memory of Dr. Emmett Treadwell Brunson and Mrs. Foy T. Brunson. Dr. Brunson practiced medicine in Geneva County for more than 50 years. Presented by 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 EOCC'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 Scholarships. These scholarships, presented by Miss Gladys Clark, are awarded annually to graduates of a Coffee County high school. Miss Clark was the Coffee County Circuit Clerk for 36 years. In giving these scholarships, Miss Clark expressed her appreciation to the people of Coffee County for their devoted support during her years in office. The two scholarships are 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 given by Mr. and Mrs. Robin Earl Morgan in memory of Mrs. Morgan's father. Criteria are the same as for EOCC'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 scholarship is awarded annually to area students.

The Charlie Davis Scholarship. This scholarship is named in memory of Charlie Davis, a former EOCC student. Established by family and friends, the scholarship is based upon the same criteria as the College's academic scholarships.

The Dr. J. W. "Jim" Dobbs Memorial Scholarship. This scholarship is named in memory of Dr. J. W. "Jim" Dobbs, an Enterprise optometrist and businessman. Dr. Dobbs also served as a member of the Board of Directors of the EOCC Foundation. Dr. Dobbs's friends and family established this scholarship to be awarded to a deserving student.

The Cleve Donaldson Art Scholarship. This scholarship, presented by former Enterprise Mayor Don Donaldson and his wife Louise, is given in memory of their son Cleve and his artistic talents. Students who 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 EOCC Scholarship Committee. A letter of recommendation from an instructor, preferably an art instructor, must also accompany the application.

The Fred D. Donaldson Memorial Scholarship. This scholarship was endowed by the Citizens Bank in memory of Fred D. Donaldson, a community leader and businessman. The scholarship is currently awarded to EOCC faculty and staff for professional development.

The Mark T. Donnell Memorial Scholarship. This scholarship is named in memory of Mark Donnell, Sr., Mark (Pete) Donnell, Jr. and Mrs. Inez B. Donnell. Presented by Mrs. Doris Donnell Mezick, the scholarship will be awarded annually to a deserving student. The scholarship is based upon the same criteria as the College's academic scholarships.

The Edwards-Pridgen Memorial Scholarships. These scholarships are awarded annually to deserving honor students. These awards were the first endowments established at EOCC.

The Onna Mae Ellis Memorial Scholarship. This scholarship was established by Mrs. Linda E. Bolton in memory of her mother. Criteria are the same as the College's academic scholarships; preference is given to graduates of Enterprise High School who are members of the Anchor Club. The scholarship is awarded by a committee at Enterprise High School.

The Elizabeth Henderson Engram Scholarship. This scholarship was established in memory of Elizabeth H. Engram by her husband, Bart J. Engram, and her children Bart, Jr., Robert, and Sara Engram. The scholarship is awarded annually with priority given to a re-entry EOCC student desiring to continue his/her education at EOCC. In addition to the college's standard scholarship applications, applicants must submit a brief narrative describing financial needs as well as short- and long-term education and career goals.

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 Lions Club Scholarship. Given by the members of the Enterprise Lions Club, this scholarship is awarded to students of Enterprise High School.

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

The Shavonna Fiems Memorial Scholarship. Shavonna was a student at Enterprise-Ozark Community College. This scholarship was established by her parents, Mr. and Mrs. Tom Fiems, her brother, Thomas, and many friends. Criteria are the same as EOCC's academic scholarships and application is open to area female students.

The Rex L. Forehand Memorial Scholarships. These scholarships were established in memory of Mr. Rex L. Forehand, a prominent businessman of Enterprise, by his wife, Sara, and their

three children, Mary Joe, Rex Lloyd, and James Arthur. The scholarships are based upon the same criteria as the College's academic scholarships.

The Thomas Gregory Fortune Scholarship. The priority for this scholarship, given by Mr. Fortune, is to assist a student with physical disabilities or impairments, and/or financial need and good academic ability.

The Mamie Lois Fountain Memorial Scholarship. This scholarship is given by Mr. Allan B. Fountain in memory of his wife, Mamie Lois.

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

The B. F. and Gwendolyn Garth Scholarship. This scholarship is established by Enterprise community leaders B. F. and Gwendolyn Garth and was endowed by friends and former students of the outstanding educators. Mr. Garth was an educator for 42 years, serving as principal of Coppinville School for 35 years. He helped many young people prepare for postsecondary education and careers. Mrs. Garth was a teacher and counselor in the Lee County, Elba, and Enterprise Schools for 39 years and was an equally positive influence on the youth of these areas. The scholarship is awarded based on financial need and academic promise.

The Geneva High School Class of 1957 Scholarship. This scholarship was established by the Geneva High School graduating class of 1957. The scholarship is awarded to a Geneva High School student with a 2.5 to 3.5 GPA who has a financial need, but is ineligible for other government assistance.

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

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

The Dr. E. L. Gibson Scholarship. This scholarship is awarded in memory of Dr. E. L. Gibson, a pioneer in medicine in Coffee County. Currently this scholarship is awarded to faculty and staff for professional development.

The Dr. Herbert Gibson Scholarships. One of these scholarships is endowed by the E. L. Gibson Foundation in memory of Dr. Herbert Gibson, an outstanding physician in Coffee County. This scholarship is awarded annually to an academically promising student at Enterprise High School. Another scholarship is endowed by the Citizens Bank and is currently awarded to EOCC faculty and staff for professional development.

The Ronald W. Ginn Memorial Scholarship. Established in memory of Ronald W. Ginn by Dr. Robert Verona. Criterion is financial need rather than academic performance.

The Dr. Faye Loftin Grimmer Scholarship. This scholarship is named in memory of one of EOCC'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 EOCC's academic scholarships.

The Randy and Darlene Halcomb Scholarship. This scholarship was established by alumni Randy and Darlene Halcomb. The scholarship is awarded based upon the same criteria as the College'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 Adam Herbert Holland Scholarship. This scholarship was established by the Coffee County Bank and Adam's family and friends. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually.

The Neva W. Hughes Scholarship. This scholarship is named in memory of Mrs. Neva W. Hughes, mother of Dr. Mackie H. Jordan, former EOCC employee. The scholarship was given by Dick and Mackie Jordan, Mrs. Winnie G. Whaley (Mrs. Hughes' sister), and friends of Dr. 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 Roy Martin Memorial Scholarship. This scholarship is named in memory of Roy Martin, an Enterprise-Ozark Community College alumnus who was active in the EOCC 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 Selena Martin Memorial Scholarship. This scholarship is presented by Selena's parents, Mr. and Mrs. James C. Martin, her family, and friends. Selena was a student at EOCC and was very active in student activities. Based upon the same criteria as the College's academic scholarships, the scholarship is awarded annually.

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 critera as the College's academic scholarships, the scholarship is awarded annually to an individual majoring in business.

The Military Scholarship was established for dependents of military personnel by the members of the military, the retired military association and others.

The Foy Whigham Mixson Scholarship. This scholarship, presented by Mr. and Mrs. Yancey Parker, is given in memory of Mrs. Parker's mother. The scholarship is awarded annually to a graduate of George W. Long High School in Skipperville who shows academic promise as evidenced by a "B" or better grade point average and shows a demonstrated financial need. If there are no academically qualified and financially needy applicants from Long High School, the scholarship will be awarded to a student from the Enterprise area who does possess these characteristics.

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.

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 Regions Bank Scholarship. This scholarship is given by the bank in honor and appreciation of its loyal customers and employees. The scholarship is awarded annually to a student who plans to enter the field of business and finance and meets the criteria for the College's academic scholarships.

The Col. Jerry Sage Memorial Scholarship. This scholarship was established by the Enterprise Civitan Club and family of Col. Sage in his memory. Col. Sage was an American hero, a teacher, a writer, a lecturer, a devoted Christian, and a loyal Civitan. Criteria are the same as for EOCC's academic scholarships with preference given to a student planning to major in education and demonstrating financial need.

The L. H. Sessions Scholarship. This scholarship was established by Mrs. Gloria Ventress and Mr. William T. Ventress, Jr. in memory of their father and grandfather, Mr. L. H. Sessions. The criteria will be the same as EOCC's academic scholarships and is awarded annually.

The Robbie Sessions Scholarship. Established by Mrs. Robbie Sessions, this scholarship is awarded annually to a student who plans to enter the field of business and meets the criteria for the College's academic scholarships.

The Wayne Farms, Inc. Scholarships. These two scholarships are presented by Wayne Farms, Inc. for their employees and their dependents and contract growers and their dependents. The criteria are the same as EOCC'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 is 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 in 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.

SCHOLARSHIPS IN THE PROCESS OF BEING ENDOWED

The Jeffery Avery Scholarship is being established by family and friends in memory of a former EOCC student.

The Jerry Brunson Memorial Scholarship is being established by family and friends in memory of the former community leader.

The Elizabeth C. Dowling Scholarship is being established by R. W. Dowling and Dowling Truck and Tractor Company in memory of Mrs. Dowling.

The Ned Folmar Scholarship is being established by friends and colleagues of Mr. Folmar, who was a partner in the Pea River Timber Company.

The Geneva County Retired Teachers Association Scholarship is being established by the Geneva County Retired Teachers Association for a graduate of a Geneva County school.

The Michael Jay McDaniel "Mr. Mac" Scholarship is being established by family, friends, and students for a graduate of Wicksburg High School.

The **Shirley Merritt Memorial Scholarship** is being established by family and friends for this community volunteer and vocalist.

The **Lisa Mae Sutterfield Memorial Scholarship** is being established by friends of Phi Theta Kappa in memory of a former EOCC student.

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 scholarship awarded to a graduating senior at Enterprise High School. This scholarship is awarded by Enterprise High School.

The E. L. Gibson Foundation Scholarships. The E. L. Gibson Foundation was established for religious, charitable, scientific, literacy, or educational purposes and awards college scholarships annually. These scholarships are restricted to students pursuing courses of study in a health care field. Basic or general courses are not covered unless they are within a course of study in the health care field. The scholarships are also restricted to residents of Coffee, Dale, Pike, and Geneva Counties.

Annual scholarship programs include a program for licensed practical nurses at Lurleen B. Wallace Community College, Wallace Community College in Dothan, or an approved pre–nursing academic program at Enterprise-Ozark Community College. Annual scholarship programs also include a program for registered nurses at Wallace Community College in Dothan, Auburn University, Auburn University—Montgomery, University of Alabama, and Troy State University in Troy or an approved pre–nursing academic program at Enterprise-Ozark Community College.

Scholarship programs are also available for adults employed in health career fields who are residents of certain counties; students enrolled in advanced training, short courses, or specialized training in health career fields who are residents of Coffee County; and students enrolled at the University of Alabama in Birmingham Medical School or the University of South Alabama Medical School who are residents of certain counties. Such students must be previously accepted by the medical school.

The Ray Hughes Scholarship. This scholarship is awarded annually on Honors Day to the graduating EOCC Enterprise Campus 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.

The J. Warren Hutton Church Music Scholarship. Several of these scholarships are awarded each year to practicing or aspiring church musicians who wish to further their expertise in the field of church music by the private study of piano or organ. Nontraditional students are encouraged to apply.

Other scholarships periodically made available include the following:

Alabama Indian Affairs
·Alatex Biderman, Inc.
Alpha Delta Kappa
Alabama Federation of Music Clubs
Alabama Sports Hall of Fame
American Association of University Women
Amoco Foundation
Animal Health Center
AUSA
The Clinton Foundation
Coffee County Young Woman of the Year
Enterprise Bankers' Association
Enterprise Chamber of Commerce
Enterprise Homemakers
Enterprise Junior Women's Club
Enterprise-Ozark Community College Education Association
NCO Wives Club, Fort Rucker
Officers Wives Club, Fort Rucker
Opp Micolas Mills
Pilot Club of Enterprise
Pilot Club of Ozark
Vietnam Veterans of America, Inc.
Walton Foundation
Winn–Dixie
USPA & IRA Educational Foundation—Texas

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

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In order to apply for an EOCC Academic, Athletic, Performing
Arts, or Foundation Scholarships, a student must:

- Apply for admission to EOCC.

- Complete an EOCC scholarship application.

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

**Note: Contact the Student Financial Aid Office for specific informa-
tion on qualification and awarding dates for Memorial/Special
Scholarships. The Athletic, Cheerleader, and Performing Arts
Scholarships are available only for students attending classes at the
Enterprise Campus.**

Tom Kirk, Chairperson of the Aviation and
Automotive Divisions at the Ozark Campus is
also a talented trumpet player. He
entertained the audience recently at the
Honors Day program held there.

Student Affairs

MISSION AND GOALS

The mission of the Enterprise-Ozark Community College 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 Enterprise Campus and at the Ft. Rucker Site, Building 4502, telephone 334-598-3438. Students may make individual appointments with a counselor at the Counseling Center (LW 102) or by calling 347-2623, ext. 2295.

Each semester the EOCC Guidance Services Department provides students with a computerized individual educational planning form (IEP). The IEP is a blueprint for the best selection of classes that have previously transferred to selected colleges and is updated on an ongoing basis. Students are responsible for checking with their senior college about the transfer of credits.

Career interest testing is available to students. Appointments for testing are made at the student's convenience. Citizens within the College's service area may also use the testing services for a small fee. The services are confidential.

The Alabama Articulation Program (also called **STARS - Statewide Articulation Reporting System**) is a computerized articulation and transfer planning system designed to inform students who attend Alabama Community Colleges about degree requirements, course equivalents, and other transfer information pertaining to specific majors at each state funded four-year institution. STARS is an efficient and effective way of providing students, counselors, and educators with accurate information upon which transfer decisions can be made. STARS is the information link between the state's public two-year and four-year institutions. The STARS database, if used properly, can prevent the loss of course credit hours, can provide direction for the scheduling of course work, and can ease the transition from one

institution to another. Students who are interested in receiving a "Transfer Guide & Contract" should contact the Guidance Services Department at 334-347-2623, ext. 2295.

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 referrals to Tutorial Assistance Program (TAPS)–Enterprise Campus and Pathways—(Ozark Aviation Campus and Mobile Aviation Center)—both Student Support Services programs, and SAS (Student Academic Success Lab (Enterprise Campus). In addition, a counselor is 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 information about area colleges and careers is available in the Guidance Services Department at the Enterprise and Ozark Aviation Campuses. Students are encouraged to make use of these free, professional services.

TUTORIAL ASSISTANCE PROGRAM FOR STUDENTS (TAPS), STUDENT SUPPORT SERVICES—ENTERPRISE CAMPUS

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 a student is determined eligible for services, an interview is scheduled with a staff member. Following the interview, students may elect to take advantage of the following: career counseling, academic advisement, tutoring, financial aid information, personal counseling, transfer information, self-improvement workshops, diagnostic inventories, and cultural awareness. It is the student's responsibility to meet the program obligations by participating in tutoring, attending counseling sessions, meeting with the transfer coordinator, and selecting and attending cultural events that are appealing to them. Students may increase their opportunity for success if they get help early in the semester or as soon as even minor difficulties are encountered.

The TAPS staff includes a director, a counselor/tutor coordinator, a counselor/transfer coordinator, a secretary, and student tutors. TAPS offers part-time employment for students to work as tutors. In order to qualify, a student must have at least a 3.0 grade point average, a faculty recommendation, an "A" in the courses in which they will tutor, and a successful interview with the director.

Students are always welcome in the TAPS or Pathways office where the atmosphere is informal. Any EOCC student may come by the Student Support Services office at the location where they attend classes to fill out an application or to obtain further information. There is no charge for TAPS services.

PATHWAYS—OZARK AVIATION CAMPUS AND MOBILE AVIATION CENTER

Student Support Services is known as Pathways on the Ozark Aviation Campus. Pathways offers academic assistance and support services in English, mathematics, reading, and selected technical courses to students meeting requirements. Students desiring free tutoring are encouraged to apply. Any student interested in working as a tutor should contact the Pathways Department at ext. 3621. In addition to academic assistance, SSS offers a full range of counseling services and resources. Students also have the opportunity to participate in escorted visits to senior universities throughout the State of Alabama. SSS offers a supportive atmosphere that is conducive to students' academic and social development. A flexible schedule is offered to meet the needs of all students.

UPWARD BOUND—OZARK AVIATION CAMPUS

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. For more information, call ext. 3680.

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 or Compass test administered by one of the College's professional counselors

at the location where they plan to attend classes. The results of these tests are discussed with the student and are used to determine individual placement in the English, math and reading programs. These tests are offered each semester. College applicants are notified concerning the location and times these tests will be given.

Freshman placement also can be based on an ACT score of 20 on English and 20 on math or an SAT score of 480 on verbal and 526 on math. The SAT and ACT must be used within two years of high school graduation. Students who meet partial requirements, ACT, or SAT must take the ASSET or Compass test in the deficient area.

American College Test (ACT). The College's Enterprise Campus is an official center for administering the ACT. Students interested in taking this test may contact the Registrar at 334-347-2623, ext. 2233, or obtain information from high school counselors.

College-Level Examination Program (CLEP). Enterprise-Ozark Community College will accept credits earned on the CLEP tests toward the associate degree up to a total of 30 semester 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. Enterprise-Ozark Community College, however, is not a CLEP Testing Center. For further information, contact the location where you plan to attend classes.

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 tests. The College's Enterprise Campus is authorized to administer these tests to Alabama residents meeting the required standards. For additional information contact the Dean of Student Affairs at 334-347-2623, ext. 2235.

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-Ozark Community College will review AP grades of "3," "4," and "5." For further information, contact the campus where you plan to attend classes.

Tech Prep Credit. Enterprise-Ozark Community College will accept approved high school credits earned in high school Tech Prep Program sequences up to a total of 15 hours. Students must complete and pass a proficiency exam for each course. For further information, contact the location where you plan to attend classes.

LIBRARY/LEARNING RESOURCES CENTER (LRC)

The Learning Resources Centers located at the Enterprise Campus, Ozark Aviation Campus, and the Mobile Aviation Center, provide a variety of resources and services to support the educational, instructional, recreational, and lifelong learning needs of students, faculty, staff, and community. Students have access to LRC services at all locations. Librarians and other trained personnel are available during operational hours to provide reference and directional assistance.

Print, non-print, and electronic materials are available including books, periodicals, government documents, and indexes. The collections also contain audiovisual and microform materials. The Enterprise Campus LRC is a Federal Depository Library Program participant and maintains a government publications collection.

Access to the LRC collections is available through the online catalog Webcat. LRC identification cards are required to check out materials. Also, the Alabama Virtual Library (AVL) Web site provides a wealth of information for students, faculty, and staff. Registration for AVL cards is encouraged because it provides remote access to the AVL databases. Community patrons, nineteen years of age and older, may obtain a library card upon registration and payment of an annual fee. Interlibary loan service is offered upon request. Reproductive equipent including photocopiers, scanners, and microform reader printers are available. Copy fees are posted. Designated viewing and listening areas are provided to accommodate media formats.

Group and individual bibliographic instruction is a service offered by the LRC. It is an introduction to the many resources available for research purposes and instruction in the use of tools necessary for successful access and utilization.

The Success Center (SC) is a comprehensive computerized facility offering incoming and continuing students information on a wide range of services, including new student orientation, the *Master Student* courses, and career development services. Available in the SC are computers for career exploration, resume writing, interviewing tips, and job searching tips. A variety of new career software and books are avilable for browsing.

ACT DISCOVER Internet Version is a comprehensive interactive career computer program which is updated annually. The program provides an interest, abilities, and values inventory; detailed information for occupations, college majors, four- and two-year colleges search feature; job search tools to include resumes, cover letters, interviews, job openings, internships and apprentices occupations; and a personal portfolio builder. Users may easily explore all areas unassisted. Also, this software offers access to online college and financial applications and includes the costs for four-year and two-year colleges.

Students are also welcome to complete and print online transfer guides and contracts (STARS—Statewide Articulation Reporting System), online Pell Grant applications, online student loan counseling tutorial, or just check e-mail.

The Success Center's hours of operation are 7:45 a.m. to 4:30 p.m., Monday–Friday.

CAREER FAIR

Each year on the first Thursday in November a Career Fair is held in the Enterprise Campus Gymnasium. EOCC students, local high school students, and the community are welcome to discuss career opportunities with professionals representing diverse businesses, health-related occupations, and military occupations.

COLLEGE TRANSFER DAY

Each January, four-year college admissions representatives visit EOCC's Enterprise Campus to provide catalogs, admissions applications, and program information for potential transfer students.

JOB PLACEMENT

The Success Center, located in Room 102 of the Lurleen Wallace Student Center at the Enterprise Campus, provides an off-campus job placement service for currently enrolled students and graduates of the College. Job Placement is also available at the Ozark Aviation Campus located in the Student Affairs Department and in the main office at the Mobile Center. Listings for local part-time and full-time jobs are kept current. Students should obtain a referral form if they need employment.

STUDENT ACADEMIC SUCCESS (SAS) LAB

The Student Academic Success Lab. (SAS), located in at the Enterprise Campus Room 103 of the Student Center, is designed to offer all students academic reinforcement and enrichment.

The SAS Lab is equipped with up-to-date computers, a generous amount of educational software, and instructional video tapes for mathematics courses. Materials available are integrated with many college courses and supplement others. Students may conduct research using the Internet, apply for Pell Grants online, and be counseled for student loans online.

The SAS Lab serves as a Distance Learner Test Site for all EOCC distance learning classes.

MASTER STUDENT, ORI 103

This course taught by EOCC personnel is designed for first-time students. The purpose of the Master Student class is to provide an opportunity for students to learn and adopt methods to promote their success in school. Topics include: time management, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning. Students will be given a learning skills and a learning styles inventory.

ORIENTATION

Orientation is a required course for new students at EOCC. Administrators, faculty, counselors, staff, and students are involved in orientation programs held each semester. Orientation dates are published in the semester class schedule.

Orientation helps first-time and transfer students with their transition to EOCC, exposes students to academic and social

opportunities, and integrates new students into college life. Students are personally advised and preregistered for classes at orientation. Students earn one (1) credit hour for completing this course.

A student service organization, the First Impressions Team (FIT), works with all orientations offering friendship, fun, and guidance to new students.

Students needing more information about orientation should contact the Success Center, 334-347-2623, ext. 2297.

KINDERCOLLEGE

The Kindercollege, a child study laboratory located in the Learning Resources Center at the Enterprise Campus, 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 will also accept toilet-trained children who turn 2 1/2 by entry date. The Kindercollege is in session during all school days of the Fall and Spring Semesters. The hours of operation are from 8:00 a.m. through 12:30 p.m., Mondays through Fridays. Parents with labs or other on-campus commitments will be able to preregister for extended care to 2:30 p.m. at $2.00 per hour. Parent(s) provide lunch. During some semesters, the Kindercollege may be open in the evenings from 4:00-10:05 p.m., Mondays through Thursdays. A hot meal will be catered each evening for $3.50. 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 Admissions or from the director of the Kindercollege in Room SN102 of the Learning Resources Center at the Enterprise Campus.

THE EOCC BOOKSTORE

The primary purpose of the Enterprise-Ozark Community College Bookstores is to provide goods and services for fees which enhance, promote, or support the instructional purposes of the College.

The Bookstores have new and used books as well as a variety of composition books, pens, art materials and miscellaneous supplies. Assorted clothing items are also available at the Enterprise Campus. Students who are approved for the Pell Grant may charge supplies along with books after tuition is receipted.

Regular hours of operation: 7:45 a.m. - 4:00 p.m.

In addition to the regular hours, Bookstores will be open for one night during finals and the first three nights of class each semester. Books are also available at the Fort Rucker Site the first two nights of class, 4:30–7:30 p.m.

The College, along with wholesale textbook company representatives, purchase clean, used books for resale. Cash is paid to students for books that will be used in upcoming terms. Special hours for the BuyBack are scheduled during final exam week of each term.

Books on loan to scholarship recipients must be returned by the last day of final exams. Failure to return books will result in grades/transcripts being held and further enrollment denied.

STUDENT ORGANIZATIONS

Enterprise-Ozark Community College offers students activities and programs that promote leadership, academic support, social opportunities, and cultural experiences through clubs and organizations. These are listed alphabetically and are followed by a code indicating the campus, site, or center where the organization is available: Enterprise Campus (E), Fort Rucker Site (F), Ozark Aviation Campus (O), and Mobile Aviation Center (M).

African-American Association. The African-American Association strives to promote unity and black cultural awareness among students. Membership is open to all students and faculty members. (E)

Alumni Association. The EOCC Alumni Association was first organized in January 1972. The association provides a link between former students and the College for communication and support. The organization is open to all graduates, employees, and former students. Eligible persons must request membership and keep the association advised of their current address. (E)

Association of Legal Assistants. The Association of Legal Assistants is an extension of the Alabama association. The program is designed to bring together students undergoing academic training with people who are experienced in the workplace, in order to insure that academia meets the needs of the employer. The group meets monthly for a business meeting, presentations, updates, and social arrangements. (E)

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. (E)

College/Scholar Bowl. Each year Enterprise-Ozark Community 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. (E)

Community Band. The Community Band is open to all students already having a background in instrumental music by audition. The Pep Band provides an opportunity for instrumental students to perform popular styles of music in a small group setting. The Pep Band performs at some Athletics events and various concerts. (E)

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. (E)

Environmental Club. The Environmental Club is composed of students having interest in environmental issues and programs. Membership is open to all students of the College. (E)

EOCC Cheerleaders. The EOCC Cheerleaders promote the EOCC Athletics program and the College. In addition to cheering at basketball games, the cheerleaders are involved in many activities such as teaching clinics, judging high school cheerleader tryouts, parades, special programs for area schools and more. Students wishing to participate in the EOCC Cheerleaders must demonstrate ability in the various aspects of cheerleading and must be energetic and outgoing. Tryouts are

held during spring semester each year to select a new squad, with a maximum of ten scholarships awarded per year. (E)

EOCC Collegiate Investment Challenge Team. The EOCC Collegiate Investment Challenge Team consists of a minimum of fifty students and faculty members who compete for honors among the nation's colleges. The contest the team enters simulates the actual United States stock market in that each participant "trades" securities listed on the major exchanges in the country. The purpose of participating is to get the student closer to the real world of business and investing through simulation. The students involved in this competition are motivated to stay abreast of the nation's businesses and events through the various media supplementing their business education. An internet service is also used. The entry fee for competing is $50.00. Contact the team sponsor for additional details. (E)

The EOCC Fellowship of Christian Students (FCS). The FCS 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. (E)

The First Impressions Team (FIT) is a select organization of student orientation leaders who participate in all EOCC orientations. FIT acts as student guides, directs get-acquainted activities, assists advisors in scheduling, and presents several orientation workshops. This group of students is positive, outgoing, and enjoys helping EOCC 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. (E)

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

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. (E)

The Mentors. The Enterprise-Ozark Community 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. (E)

National Vocational–Technical Honor Society. The society is an honor organization for students enrolled in career-technical programs. The organization's purpose is to promote service, leadership, honesty, career development, and skilled workmanship; reward student achievement; assist career goal-setting; promote linkages between the College and business and industry; and enhance the image of career-technical education in America. To be eligible, students must be full-time, have completed 16 semester hours of study with a 3.9 grade point average, be of good moral character, possess good citizenship qualities, and have established academic excellence. Candidates are recommended by faculty members. (O) (M)

Phi Beta Lambda. Phi Beta Lambda is a national collegiate organization for students enrolled in business, office administration, 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 reponsibility. (E)

Phi Theta Kappa. The Tau Mu chapter of the Phi Theta Kappa, a national scholastic honorary society 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-Ozark Community College. (E) (O)

Professional Aviation Maintenance Association. The student chapter of the Professional Aviation Maintenance Association (PAMA) is a non-profit, non-union professional association that

offers members benefits such as tool discounts, job referral, and a bimonthly magazine with the latest news in aviation. (O)

Singers. The Singers is a concert choir open to all students. The choir presents several seasonal concerts and often meets concurrent with Community Chorus for the preparation and presentation of choral masterworks. (E)

Spirit Club. The main purpose of the Spirit Club is to promote and support College Athletics events. The club also performs service activities for the College. Membership is open to all EOCC students. (E)

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. (E) (O) (M)

Vocal Ensemble. The Vocal Ensemble is a small mixed ensemble open to all students by audition. The ensemble provides an opportunity to perform chamber and choral literature in a small group setting. (E)

STUDENT PUBLICATIONS

Begun in December 1966, EOCC student publications is recognized as both an academic class and a student club. The student newspaper/newsletter, *The Archway*, is sponsored by the Division of English, Foreign Languages, and Communication. *The Archway* is written, produced, and distributed by students for students at the Enterprise Campus. It provides information about newsworthy events of interest to the student body. While much of the work on *The Archway* is done by students enrolled in student publications classes, all students are encouraged to submit their work for publication. Limited scholarships are offered to some students enrolled in the classes.

CHAPERONED EVENTS

It is the College policy that all games, performances, practices or activities relating to Athletics, cheerleading, intramurals,

performing arts or any other student activity be supervised by the appropriate College personnel. If the responsible faculty/staff member is unable to be in attendance, he/she will ensure that a substitute faculty/staff member is in attendance or that the activity is cancelled.

OTHER STUDENT ACTIVITIES

Athletics. Enterprise-Ozark Community College encourages Athletics as a part of its educational program at the Enterprise Campus. All intercollegiate sports are under the supervision of the Athletics Director.

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

Participation in intercollegiate Athletics is one of the privileges afforded as an extracurricular activity to students enrolled in the institutions of The Alabama College System. The State Board of Education wishes to ensure that the health and safety of student athletes are not compromised and that student athletes are discouraged from the use and abuse of illegal drugs. Therefore, it is the policy of the State Board of Education that students participating in intercollegiate Athletics submit to urinalysis drug testing at regular and random intervals, both announced and unannounced. This policy only authorizes drug testing of students who voluntarily choose to participate in Athletics practice and/or competition at any of the institutions of The Alabama College System. Any student participating in Athletics practice and/or competition at any of the institutions of The Alabama College System will be required to submit to such testing.

The purpose of this policy is to prevent illegal drug usage, to alert student athletes to serious physical, mental and emotional harm caused by drug abuse, and to maintain an Athletics environment consistent with the high standards of the colleges and with the overall development and education of their student athletes.

Student athletes will be provided with educational programs, information and activities to prevent drug abuse, and to promote the personal well-being of the athlete.

The Chancellor shall issue guidelines to assist in adherence to, implementation of, and enforcement of this policy.

Intramurals. The purpose of the intramural sports program is to provide an opportunity for students at the Enterprise Campus to participate in selected individual, dual, and team sports. It is the desire of the College through the intramural program to promote 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.

ACADEMIC ADVISING

Academic advisement is a fundamental part of the educational experience at Enterprise-Ozark Community College. This experience includes the provision of academic advisors. Advisors assist students in such academic areas as registration advisement, course selection consultation, major and program of study selection, campus office and service referral, college and administrative policies, and regulations explanation. The academic advising relationship requires acceptance of mutual responsibilities by both advisor and advisee. When these responsibilities are effectively assumed, advising makes a vital contribution to the student's educational success. Ultimately, students are responsible for their own academic decisions; but the support of effective advising increases the student's chances to effectively meet all College and degree program requirements.

Advisor Role and Responsibilities

The academic advisor serves as a coordinator of the student's educational experiences and assists students in realizing the education benefits available to them. The advisor's task is to guide the student toward accepting responsibilities for mature academic decision making. If the advisor and the student take responsibility for their share of the partnership, then both should have a rich and satisfying experience. As such, the academic advisor's responsibilities include the following:

● Inform students of the nature of the advisor/student relationship

- Designate and post hours available for advising.

- Maintain an advising record for each student.

- Assist students in selecting a realistic program consistent with their abilities and interests.

- Discuss linkages and relationships between institutional programs and occupational careers.

- Assist students in monitoring and evaluating their educational progress.

- Approve all designated educational transactions.

- Interpret instructional policies, procedures and requirements.

- Refer students to appropriate campus resources.

- Encourage students to accept responsibility for their own actions and decisions.

- Evaluate the advising system, when requested, in order to strengthen the advising process.

Advisee Role and Responsibilities

Academic advising is a joint responsibility of advisors and students. Students carry a large portion of the responsibility in the advising process and should take the initiative to seek advisement and develop the advisor/advisee relationship. In order to contribute to an effective advising relationship, students are expected to:

- Make contact early in the term with the academic advisor, prior to any need for preregistration assistance.

- Meet with the advisor during the official academic advisement period prior to registration.

- Prepare for advising sessions and bring appropriate resources or materials.

- Communicate personal values, abilities, interests, and goals to the advisor.

- Be willing to seek out the academic advisor at times other than registration for advice.

- Follow through on actions identified during each advising session.

- Become knowledgeable of all graduation requirements and adhere to institutional policies, procedures, deadlines, and requirements.

- Become familiar with campus resources.

- Evaluate the advising system, when requested, in order to strengthen the advising process.

- Accept final responsibility for all decisions.

STUDENT CONDUCT CODE

This code of Student Conduct documents the standard of conduct by which students and organizations are expected to abide. Students and organizations shall be held accountable for compliance with the Code's provisions. By affiliation with the College, a student or organization does not escape the responsibility of local, state, or federal laws and regulations. The College is committed to maintaining an environment that contributes to its educational mission, as well as the safety, health, and well-being of all students and other persons at all EOCC locations.

Common courtesy and cooperation are expected of all students. Interference, injury, and the intentional attempt to injure or interfere with the personal or property rights of any person— whether a student, visitor, faculty, or staff member—or of the College itself, are strictly prohibited.

An instructor has the obligation to maintain order in the classroom to preserve the integrity of the learning environment. If the behavior of a student disturbs or otherwise interferes with instruction, then the student will be asked to leave the class. The student may be allowed to return to the next class meeting

after consultation with the instructor and a third party. The third party may be another faculty member from the division, division chairperson, or a dean. The instructor may have a consultation with the department chairperson and the Dean of Students to determine if the student should appear before the Discipline Committee.

A. Application

The Code of Student Conduct applies to individual students, as well as formal and informal groups either involved in College-related activities or functioning as official representative(s) of the institution. It is applicable to the behavior of students and organizations, both on and off any of EOCC's locations. The use of all College facilities and attendance at College-sponsored activities by a nonstudent is a privilege, not a right. All provisions of this Code are applicable to nonstudents on these occasions.

B. Misconduct

1. Forgery, alteration, or misuse of College documents, records, or identification;
2. Issuance of worthless checks made payable to the College;
3. Failure to comply with the authority of College officials acting within the capacity and performance of their positions;
4. Violation of written College rules, policies, and regulations;
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other College activities, or other activities on College premises by either College or non-College persons or groups;
6. Destruction, damage, or misuse of College, public, or private property (the student organization is responsible for any damage done to College property);
7. Conduct in violation of federal or state statutes or local ordinances which threatens the health and/or safety of the College community or adversely affects the educational environment of the College;
8. Conviction of any misdemeanor or felony which adversely affects the educational environment of the College (subject to Discipline Committee hearing);
9. Obtaining College services by false pretenses, including, but not limited to, misappropriation or conversion of

College funds, supplies, equipment, labor, material, space, facilities or services;

10. Hazing, i.e., any mental or physical requirement or obligation placed upon a person by a member of any organization, or by an individual, or by a group which could cause discomfort, pain, or injury, or which violates any legal statute of college rule, regulation, or policy. Hazing is an action taken or situation created to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing is also considered to include the creation of a situation which results in or might result in mental or physical discomfort, embarrassment, harassment or ridicule, including servitude often called "personal favors."

11. Lewd, obscene, licentious or indecent conduct or the verbal or written threat of such action against another person;

12. Lewd, obscene, licentious, or indecent or inappropriate dress;

13. Harassment, intimidation, bribery, physical assault, or any other means, implied or explicit, to influence any member of a judicial body named in the Code, including witnesses, faculty members, staff members, and students, before, during, or after a hearing. Organizations shall be responsible for the actions of their members, alumni, advisor(s), etc.;

14. Possession, while on the College-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities;

15. Possession, sale, and/or consumption of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;

16. Being under the influence of alcoholic beverages or non-prescribed, controlled drugs on College property or at a student or College-sponsored function;

17. Unauthorized manufacture, sale, delivery, or possession of any drug or drug paraphernalia defined as illegal under local, state, or federal law;

18. Theft, accessory to theft, and/or possession of stolen property;

19. Filing a false report or knowingly making a false statement about, or interfering with the investigation of, any situation described in this Code;

20. Physical or verbal abuse, threat of violence, intimidation, and physical or mental harassment;

21. Trespassing or unauthorized entry;

22. Entering false alarms, tampering with fire extinguishers, alarms, or other equipment;
23. Publishing, aiding in publishing, circulating or aiding in circulating anonymous unauthorized publications or petitions;
24. Disruptive devices such as tape players, radios, cellular telephones, pagers, or other electronic devices in the student center, hallways, classrooms, library, or any other place which will interfere with the normal activity of the College;
25. Any form of gambling;
26. Disruptive or disorderly conduct which interferes with the rights and opportunities of those who attend the College to utilize and enjoy educational facilities or activities.

The above list is not all inclusive. Violations of the above will render a student subject to disciplinary action under the procedure which provides for notice and a fair hearing.

C. Academic Dishonesty

Enterprise-Ozark Community College regards academic dishonesty as a serious offense against the integrity of the educational process. In particular, the College recognizes two forms of academic dishonesty as matter for disciplinary action. These are cheating and plagiarism.

1. Cheating

In any act of cheating, a student attempts to use dishonest measures to gain an academic advantage over other students and/or to be awarded a grade on some basis other than his/her own effort, knowledge, or skill in the subject being evaluated. Common examples of cheating include, but are not limited to, the unauthorized prior possession and/or the use of an examination or answer key, use of notes or "crib sheets" during a quiz or examination, the copying of answers from another student, and the copying of computer files. In cases in which a student knowingly allows another student to copy from his/her work, both the student who copies such work and the student who allows the copying to occur are guilty of cheating.

Cheating will be punished by a zero in the assignment on which the cheating occurred and referral of the offending student(s) to the Dean of Instruction. The Dean of Instruction may impose more serious penalties.

2. Plagiarism

The College distinguishes between two types of plagiarism: blatant and inadvertent.

Blatant plagiarism is the act of using the words and/or work of another author and attempting to pass it on as one's own work. Examples of blatant plagiarism include, but are not limited to, a student's submitting, under his/her own name, an essay, report, research paper, or some other assignment which has been written in part or in whole by another person. Blatant plagiarism also occurs when there is a pattern of failing to document and punctuate materials from research sources appropriately (as designated by the instructor and the research style that the instructor requires and publishes to his/her students); and/or the consistent failure to document accurately and in proper style any material that is not common knowledge which the student has included in an assignment.

Blatant plagiarism will be punished by a zero on the assignment, failure in the course, and referral of the case to the Dean of Instruction.

Inadvertent plagiarism involves the unintentional and occasional use of key phrases from a source and the failure to punctuate those key phrases as quotations and/or cite, in the prescribed style, the source of such phrases. It may also involve the occasional absence of documentation for a specific bit of paraphrased and/or summarized information that is not common knowledge. Inadvertent plagiarism may involve an occasional miscitation of a source or page reference for a specific bit of information. Inadvertent plagiarism does not indicate a pattern of deception or carelessness in the documentation of the paper as a whole.

Inadvertent plagiarism will be punished by grade penalties on the assignment. The instructor will publish to his/her students the grade penalties to be imposed in such cases.

3. Rights of Appeal and Further Due Process

Students who believe they are not guilty of cheating, as defined above, or of plagiarism, as defined above, may seek remedy by following the grievance procedures, as indicated in this publication.

D. Campus Computing and E-mail Policies

1. Institutional Purposes

This document constitutes college-wide policies intended to allow for the proper use of all Enterprise-Ozark Community College (EOCC) computing and network resources, effective protection of individual users, equitable access, and proper management of those resources.

2. Acceptable Use Policy

The use of all campus computing resources and access to the Internet is a PRIVILEGE, not a RIGHT. All students and college employees are responsible for using these resources in an effective, ethical, and lawful manner. College computing resources (software and hardware) are to be used to advance the College's mission of offering educational opportunities for personal growth and fulfillment, and the enhancement of the quality of life in the community. The College provides an atmosphere that encourages access to knowledge and sharing of information.

College employees and currently enrolled students may use campus computing resources for purposes related to their studies, their responsibilities for providing instruction, the discharge of their duties as employees, their official business with the College, and other College-sanctioned activities. The use of College computing resources for commercial purposes is permitted only by special arrangement with the appropriate officials.

These policies are adopted in order to assure that the technology provided for general student and College employee use is always available for everyone, and that no single individual will prevent, interrupt, or deter another individual from equal opportunity, nor violate another individual's rights.

Throughout these policies, an "individual" refers to students and College employees. Also, the "network" refers to the physical wiring, the logical data network and its protocols, the Internet access provided for by Enterprise-Ozark Community College, stand-alone computers, and the campus mini-computer and PC systems attached to the data network.

3. Unacceptable Use Policy

   a. Legal Use

      Computing resources may only be used for legal purposes. Examples of UNACCEPTABLE purposes include, but are not limited to, the following:

   - Harassment of other users;
   - Libeling or slandering other users;
   - Destruction of or damage to equipment, software, or data belonging to the College or other users;
   - Disruption or unauthorized monitoring of electronic communications;
   - Unauthorized copying of copyright-protected material;
   - Pornography installation;
   - Concealing or misrepresenting your name or affiliation in e-mail messages.

   b. Ethical Use

      Computing resources should be used in accordance with the ethical standards of the College community. Examples of UNACCEPTABLE use (some of which may also have legal consequences) include, but are not limited to, the following:

   - Violation of computer network security;
   - Setting up servers and machines that are against College policies or which invite an exceptional amount of network access traffic;
   - Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
   - Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth);

- Use of computing facilities for private business purposes unrelated to the mission of the College or to College life;
- Academic dishonesty (plagiarism, cheating);
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another user's privacy;
- Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist in any campus location where it may be deemed offensive to other individuals;
- Use of profanity, obscenity, or other language which may be offensive to other individuals.

c. Confidentiality

The right to privacy of all individuals is also to be upheld. Enterprise-Ozark Community College will do its best to protect the confidentiality of the network and its users. However, individuals must do their best to aid in this process. One important thing to remember . . . electronic data of any type on the network, including e-mail, is NOT confidential. While we do everything in our power to keep data confidential, we cannot make guarantees. Individuals should abide by the security restrictions on all systems and information to which they have access. All equipment and the data it contains are the property of Enterprise-Ozark Community College, but due to the nature of the Internet, no guarantees can be made.

d. Cooperative Use

Computing resource users can facilitate computing at the College in many ways. Collegiality demands the practice of cooperative computing. It includes:

- Regular deletion of unneeded files from one's accounts on shared computing resources;
- Refraining from overuse of connect time, information storage space, printing facilities or processing capacity;
- Refraining from overuse of interactive network utilities (Internet Relay Chat);
- Refraining from use of sounds and visuals which might be disruptive to others;
- Refraining from use of any computing resource in an irresponsible manner;

- Refraining from unauthorized use of departmental or individual computing resources, such as a personal or departmental laser printer or modem.
- Refraining from initiating or forwarding e-mail "chain letters" or "broadcast" messages.

e. Consequences

Violators of computing resources use policies will be subject to the normal disciplinary procedures of the College and, in addition, the loss of computing privileges to the College network may result. Violations of the policies described above for legal and ethical use of computing resources will be dealt with in a serious and appropriate manner. Illegal acts involving computing resources may also be subject to prosecution by local, state, or federal authorities.

f. Lab Use and Library/Learning Resource Center (LRC) Policy

Enterprise-Ozark Community College's general access computer labs are available for use to currently enrolled students and College employees. These labs include, at the Enterprise Campus, the Success Lab in the Lurleen Wallace Student Center; the teaching labs in George Wallace Administration Building, Talmadge Hall, Forrester Hall, Sessions Hall and the computers provided for general use in the Library/LRC in Snuggs Hall; these labs also include those at the Fort Rucker Site, Ozark Aviation Campus, and Mobile Aviation Center;

No lab use is permitted except during scheduled open hours. However, those hours may change at the discretion of the manager of the labs. Please note the lab hours posted on the lab doors.

All College policies pertain to use of the equipment and the behavior of individuals within the general use labs on all College locations. No food, drinks, or tobacco products of any nature are allowed within the labs at any time. Enterprise-Ozark Community College staff, student lab monitors, and campus security personnel reserve the right to ask disruptive and non-authorized individuals to leave.

Within the labs, strict policies are followed pertaining to copying files and applications, and the installation of any software not licensed to Enterprise-Ozark Community College. It is prohibited to copy any application software not already licensed to the College without the consent of the Director of Computer Services.

It is also prohibited to turn off any copy-protection software, anti-virus software, or otherwise change the configuration of any machine within the labs without the consent of Computer Services, including the removal of any disk/file locking software. Making changes to the system hardware and software configurations that interfere with others' use of the same machine, or any portion of the data network and printing, may result in the restriction of the individual's rights to use all general access labs. Individuals should be aware of computer viruses and other destructive computer programs, and take steps to avoid being victims or unwitting distributors of these programs.

g. Lab Rules for Usage

1. Usage Priorities

Usage priorities are set within the labs based upon a set of practical rules. These rules will be strictly enforced and will be obeyed by all users of the facilities.

2. Teaching Labs
- Scheduled classes
- Training and seminar sessions
- Individual students and College employees doing course-related work in designated subject areas
- Individual students using computers or Internet for course-related work (research, study guides, e-mail, tutorials, word-processing, computer assignments, etc.)
- Individual students and College employees doing non-course related work, such as e-mail to personal friends, extracurricular material (invitations, announcements, resumes, etc.) and other Internet resource access for personal reasons.

3. Success Lab
   - Individual students using computers or Internet for course-related work (research, study guides, e-mail, tutorials, word-processing, computer assignments, etc.)
   - Individual students doing college transfer searches, financial aid applications, or career searches.
   - Individual students and College employees doing non-course related work, such as e-mail to personal friends, extracurricular material (invitations, announcements, resumes, etc.) and other Internet resource access for personal reasons. E-mail usage is limited to thirty minutes.
   - Training and seminar sessions.

4. Library/LRC Computers

   Computers in the Library/LRC are available primarily for library-related functions during sessions limited to thirty minutes each. Library computers will not be used for Internet Relay Chat. Usage priorities are as follows:
   - Scheduled classes
   - Individual library users accessing Webcat (the book catalog on the Internet) or using a subscription database on the Internet.
   - Individual students using the computers or Internet for course-related work.
   - Individual students and college employees using the computers or Internet for non-course related purposes.

5. Harassing and/or Obscene Material

   At no time shall any sexually or racially discriminating material be displayed within the labs, except as it pertains to class assignments. If requested to remove the display of information or graphics of such a nature, the individual shall do so immediately. The campus e-mail may not be used to send abusive, threatening or harassing materials.

6. Games

   Due to lack of lab machines and time, and in order to ensure the proper working conditions of the equipment located in labs, downloading and/or installation of games is NOT permitted. This includes MUDs

(Multiple User Dungeon) and other network and Internet games.

7. Wasteful Use of Resources

Acts that impair the operation of the labs, such as injecting computer viruses, sending excessively large e-mailings, large-print jobs, batch programs, "junk mail" (including chain letters), etc. are prohibited. No downloading of programs is permitted.

Violation of any of the above rules may result in the suspension of the person's rights to use any of the general access labs at Enterprise-Ozark Community College.

8. Disclaimer

The College reserves the right to charge for materials related to computing expenses, such as printer paper and cartridges.

As part of the services available through Internet, the College provides access to a large number of confer-ences, lists, and bulletin boards. Some of these lists and conferences may contain objectionable material.

E. Disciplinary Procedures

1. The Dean of Student Affairs shall be responsible for preparing and forwarding cases to the Discipline Committee. When an alleged violation of the Conduct Code comes to the attention of the Dean, he shall receive any information concerning the alleged violation, including pertinent facts, evidence, testimony, and names of witnesses. Any faculty, staff, or student member may bring charges against a student. Should the Dean of Student Affairs consider the offense serious enough that the student poses a threat to other persons or College facilities, the individual may be suspended immediately.

2. The Dean of Student Affairs shall schedule a meeting with the student for an interview at the earliest possible time to discuss an alleged violation of the Student

Code. If the student fails to appear for the interview, the Dean may, on the basis of available evidence, forward the case to the Discipline Committee. When the student appears for the interview, and before the interview begins, the student shall again be informed that the interview is for the purpose of discussing a possible violation of the Student Code. The student shall be presented a written statement of his/her rights of procedural due process.

3. If the Dean of Student Affairs determines as a result of the interview and other evidence that there is sufficient reason to present the case to the Discipline committee, the student shall be asked to enter a plea of guilty, not guilty, or no plea.

    A date shall be set for the hearing and the student shall be notified of that date. The notice to the student shall be in writing and shall include the alleged violation, a statement of the incident leading to the violation, the nature of the evidence (if available), the names of any witnesses, and of the student's right to a public hearing. There shall be a minimum of three weekdays (excluding Saturday and Sunday) between the interview and the date of the hearing unless there is mutual agreement between the student and the Dean of Student Affairs for an earlier hearing.

4. If the student fails to attend the Discipline Committee hearing after notification of the hearing date by the Dean of Student Affairs, the hearing shall continue.

5. The Discipline Committee shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Enterprise-Ozark Community College. If a student withdraws from the College before appearing before the Disciplinary Committee, a mutually satisfactory meeting date shall be arranged. Pending the outcome of the hearing, a hold shall be placed on the student's record. If the committee deems that suspension is warranted, the suspension shall become effective the date of the student's notification of the committee's action. The suspension shall apply to students in or out of school.

6. The decision reached by the Discipline Committee will be simple majority vote. The decision of the Discipline Committee becomes official when put into writing by the Dean of Student Affairs. A copy of the written statement shall be sent to the student, the Discipline Committee, and the President.

7. The student has five (5) days from receipt of the written statement from the Dean of Student Affairs to file a written notice with the Dean of Student Affairs appealing the decision of the Discipline Committee.

8. The Appeals Committee is composed of a member of the Student Affairs Division, appointed by the Dean of Student Affairs; the President of the Student Government Association; and the Dean of Instruction, who serves as chairperson. By a majority vote it may recommend: 1) that the decision rendered by the Discipline Committee be affirmed; 2) that the decision be amended; 3) that a new hearing be held before the Discipline Committee. A written copy of the decision reached by the Appeals Committee shall be sent to the student. The student has five (5) days to appeal in writing to the President.

9. The President may approve, overturn, or amend any recommendation of the Appeals Committee. The President shall notify, in writing, the student, the Discipline Committee, the Appeals Committee, and the Dean of Student Affairs of the decision(s) rendered. The decision of the President shall be the final authority in the appeal process.

10. All disciplinary proceedings/records are confidential.

G. **Organization of the Discipline Committee**

The Discipline Committee shall consist of four (4) faculty members, two (2) members from Student Affairs, and the President of the Student Government Association, or his/her representative. Faculty members and student affairs members are appointed by the Dean of Student Affairs.

The Discipline Committee shall be chaired by a member appointed by the Dean of Student Affairs and shall be administratively responsible to the Dean of Student Affairs.

The discipline Committee shall objectively consider charges and grievances brought against any student by the Dean of Student Affairs. The committee shall refer all judgments and decisions in accordance with due process, as guaranteed each student, and shall afford a fair and impartial hearing to all persons who come before the committee. In making these decisions the committee shall consider the welfare of the individual(s) concerned, of other Enterprise-Ozark Community College students, and the College.

H. Due Process

Students will be entitled to procedural due process in all cases brought before the Discipline Committee.

The student will be notified in writing by the Dean of Student Affairs of the charges against him/her. This notification will also contain the date, time, and location of the Discipline Committee hearing.

At the hearing the student may be advised by counsel of his/her choice. The student may call witnesses in his/her behalf. The student may cross-examine witnesses. Refusal by the student to answer questions shall not be construed as an admission of guilt. Counsel may not address the Discipline Committee or any witnesses.

Discipline Committee hearings shall be open unless the student requests otherwise in writing. If the public proceedings become disorderly, the Discipline Committee may close the hearings.

I. Penalty Without Hearing by Discipline Committee

In the event a student wishes to waive the right to a hearing before the Discipline Committee, the Dean of Student Affairs may accept jurisdiction. Once a student has been informed of his/her rights, and of the penalty that shall be imposed should a violation be found, and has knowingly and voluntarily accepted in writing the authority of the Dean of Student Affairs to impose the penalty, the student shall have waived the right to request a hearing before the Discipline Committee. Determination of guilt may be made by examination of evidence, testimony, or by admission of guilt by the student. If the Dean of Student Affairs

determines that a violation has occurred, the penalties of warning, probation, suspension, dismissal, referral, work reparation, or restitution may be imposed by the Dean of Student Affairs.

J. **Temporary Suspensions**

In extreme cases when the action of a student or group of students poses an immediate threat to the well-being of the College or there is substantial evidence that the continued presence of the student(s) on the campus shall interrupt the College, the Dean of Student Affairs may temporarily suspend the student(s) pending a hearing before the Discipline Committee.

K. **Rules of Evidence**

1. The Discipline Committee does not have the power to require sworn testimony of students appearing before the Committee or of witnesses for or against the student. Refusal of a student to make a statement or to answer any or all questions shall be no basis for a determination of guilt or innocence.

2. Written statements from absent witnesses shall be admissible only when a witness is unable to attend for a good cause. If the student challenges any significant part of the statement, the Discipline Committee shall disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may continue the hearing until the witness may appear and be questioned by the Committee and the student.

3. A student's prior record (legal or disciplinary) shall be inadmissible as evidence to prove guilt or innocence. However, this prior record may be considered by the Committee in determining the appropriate disciplinary action.

4. Formal rules of evidence shall not be observed in proceedings before the Discipline Committee. However, decisions of the Committee on the issue of violation of the Student Conduct Code will be based solely upon the evidence introduced at the hearing.

L. Hearing Procedures

1. The hearing before the Discipline Committee shall not be strictly legal in nature. The hearing is not a court proceeding, and court rules of evidence shall not be enforced, but shall proceed as follows:

   a. Only upon written request of the accused student is the hearing to be closed to the public.

   b. All proceedings of the hearing shall be recorded. The record of the hearing shall be maintained in the Dean of Student Affairs' office.

2. The proceedings shall be open with the chairperson of the Discipline Committee reading the charge against the student. Also, the chairperson will advise the student of his/her rights to remain silent.

3. The plaintiff or a representative of the plaintiff shall present the evidence against the accused student in the presence of the student with the Committee afforded the opportunity for reasonable cross-examination.

4. The defendant (student) then may present the evidence on his/her behalf, with the Committee afforded the opportunity for reasonable cross-examination. Counsel may not speak or conduct cross-examination; however, counsel may advise his/her client.

5. Rebuttal evidence may be presented by either party as necessary, but not so as to be redundant.

6. The defendant, his/her counsel, the plaintiff, and any representative of the Dean of Student Affairs will retire while the Discipline Committee deliberates and makes its determination.

7. The Discipline Committee can determine (by simple majority) that the student in fact did commit the act as charged only if it finds the evidence to be clear and convincing.

M. Notification of Action

The chairperson of the Discipline Committee shall notify the student by letter of the action taken by Enterprise-Ozark Community College within ten College working days of the conclusion of the formal hearing. Copies of this letter are sent to the appropriate College officials.

N. Disciplinary Actions

A student or group of students deemed to be in violation of the Student Conduct Code is subject to the imposition of the following restrictions and/or actions:

1. **WARNING** is used for minor infractions of College regulations and consists of a restatement of the regulation violated with an official warning concerning future behavior. The restriction notifies the student that:

   a. Any further violation of College regulations will subject him/her to further disciplinary action.

   b. He/she must maintain exemplary conduct during the period of restriction.

   c. The restriction is generally for an indefinite period of time, but not less than one academic semester and may be terminated by the Dean of Student Affairs on a discretionary basis.

   d. Termination is generally based upon the student's cooperative attitude, academic progress, and positive contributions of service to the College.

2. **PROBATION** is a restriction for a stated period of time designed to encourage and require a student to cease and desist from violating College regulations. A student on probation shall report as required to the Dean of Student Affairs or the Associate Dean of Student Affairs and may be subject to one or more of the following:

   a. Loss of privilege of representing the College in any intercollegiate event or contest.

   b.   Loss of privilege of holding any elected or appointed student office, or appointment to a College committee.

   c.   Perform reasonable civic and noncredit academic assignments. A student who fails to abide by probation shall be required to appear again before the Discipline Committee. Disciplinary probation generally is not less than one academic semester and does not extend longer than two (2) semesters.

3.   **SUSPENSION** excludes the student from the College for a stated period, usually not less than one semester or more than two (2) semesters. During the suspension the student shall not be allowed to take any courses at Enterprise-Ozark Community College. As a result of the disciplinary process, a student found guilty of an infraction that is serious enough to merit suspension from the College will also be withdrawn from the College and will not receive academic credit for the term. To qualify for readmission a student must receive the approval of the Dean of Student Affairs.

4.   **DISMISSAL** is the indefinite termination of student status from the College for a period of not less than two (2) years. As a result of the disciplinary process a student found guilty of an infraction that is serious enough to merit suspension from the College will also be withdrawn from the College and will not receive academic credit for the term. To qualify for readmission after dismissal, the student may apply to the Discipline Committee.

5.   **REFERRAL** is a decision that no specific disciplinary action may be applicable, and that other options are appropriate.

6.   **RESTITUTION** is compensation for damage to a property right limited to the actual cost of repair or replacement.

7.   **WORK REPARATION** is the option of working off part of a disciplinary action by doing work for the College without pay.

8.   **VOLUNTARY WITHDRAWAL** is the option given to a student who voluntarily withdraws from the College.

The Discipline Committee or the Dean of Student Affairs may specify a period of time before the student may apply for readmission, and the student must receive approval of the respective authority to qualify for readmission to the College.

O. Nonstudent Sanction

A nonstudent or group of nonstudents may be barred from any campus facility or activity if found guilty of offenses under this Code. The length of this disbarment is at the discretion of the Disciplinary Committee based on the severity of the offense.

DRUG TESTING OF STUDENT ATHLETES

I. PERSONS TO BE TESTED

Any student who desires to participate in intercollegiate Athletics at any institution of The Alabama College System will be required to submit to urinalysis drug testing.

II. TYPES OF TESTS TO BE PERFORMED

A. An initial drug test will be required prior to eligibility determination for any scholarship and/or participation in intercollegiate Athletics. A student will be required to authorize a drug test result to be provided to the Athletics Director, Head Coach, or other designated college representative. The student's specimen must have been collected and tested within the two (2) week period prior to eligibility determination. The College will not be responsible for the initial testing of the student.

B. After the initial drug test has been provided, further testing of the student athlete will be conducted throughout the year at regular and random intervals, both announced and unannounced, utilizing an on-site testing device. The on-site testing device shall be used only for subsequent testing and not for the initial test coordinated by the student. The Athletics Director, Head Coach, or other designated college presentative may request a test at any time. Random individual and/or random team testing will be done. For random testing, all student athletes will be included in a

pool of names from which they may be selected by a computerized method of random selection. This selection shall be done by utilizing random number selection computer software. The College shall be responsible for maintaining an updated listing of student athletes to provide an accurate random selection pool.

III. DRUGS TO BE TESTED

The following five (5) panel drugs shall be tested:

A. Amphetamines
B. Cocaine
C. THC
D. Opiates
E. PCP

IV. CONSENT TO DRUG TESTING

A. Each student athlete is required to sign a statement certifying that he or she has received a copy of the drug testing policy and guidelines and consents to provide urine specimen(s) for the purpose of analysis. If the student athlete is under eighteen (18) years of age, the student athlete's parent or legal guardian must sign the drug testing consent form in addition to the student athlete. The Athletics Director, Head Coach, or other designated college representative shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

B. Student athletes have the right to refuse to consent to drug testing under this program; however, student athletes who decline participation in the program will not be permitted to participate in intercollegiate Athletics.

C. Student athletes may be excused from drug testing only under the most extreme circumstances (e.g. illness, family emergency). The student athlete is responsible for providing written verification for such absences. Approval of a verifiable absence is the responsibility of the Athletics Director, Head Coach, or other designated college representative.

A copy of the guidelines must be provided to each collection site person,, prior to the collection of the specimen, to ensure that all specimens are collected and tested within these requirements. A specimen collection should not be initiated until the collection site has been made aware of the requirements of this program. Collection site personnel should contact the Athletics Director, Head Coach, or other designated college representative to obtain a copy of these guidelines before any specimen collection is performed.

A. The collection site person shall be licensed medical professional or technician who has been trained for collection in accordance with chain of custody and control procedures—not a coach, Athletics Director, or any other college employee.

B. Specimen collection procedures shall provide for the designated collection site to be secured in accordance with chain of custody and control procedures. Security during collection may be maintained by effective restriction of access to the collection materials and specimens.

C. When the student athlete arrives at the collection site, the collection site person shall ensure that the student athlete is positively identified as the individual selected for testing. This identification can be done through the presentation of photo identification or by an authorized college representative. If the student athlete's identify cannot be established, the collection site person shall not proceed with the collection until such identification can be made.

D. The student shall remove any unnecessary outer garments such as a coat or jacket. The collection site person shall ensure that all personal belongings such as bags, backpacks, purses, etc. remain with the outer garments. Through a visual check, the collection site person will make an effort to ensure that no concealed containers are on the student athlete's person.

E. The student athlete may provide his/her specimen in the privacy of a stall or otherwise partitioned area that allows for individual privacy, unless there is a reason to believe that a particular individual may alter or substitute the

specimen to be provided. If direct observation is required, the collection site person or designated college representative shall review and concur in advance with any decision by a collection site person to obtain a specimen under direct observation by a same gender collection site person.

F. If the student athlete is unable to provide a specimen during the collection process, the individual may leave the collection site and return at a later time to begin the process again. The designated college representative should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletics Director, Head Coach, or other designated college representative is responsible for ensuring that the student athlete returns to the collection site within the same day or, if not possible, no later than the following day.

G. Once the specimen has been collected, the student athlete and the collection site person shall keep the specimen in view at all times prior to its being sealed and labeled. The collection site person and the student athlete will complete the necessary information on the custody and control form. The student athlete will sign the custody and control form certifying that the specimen identified as having been collected form his or her is in fact the specimen he or she provided. The specimen and the chain of custody and control form shall then be sealed in a plastic bag and labeled in the presence of the student athlete. The student athlete's participation in the specimen collection process is complete.

VI. ON-SITE TESTING TO BE USED

A. Regular and random testing by the College shall be performed by utilizing an on-site testing device. The collection site person performing the test shall check the specimen containers to ensure that the seals have not been broken and that all identifying numbers of the specimen containers match the information on the chain of custody and control form.

B. Using on the primary specimen, the individual performing the test shall transfer the urine onto the testing device. A negative test result shall be recorded on the chain of

custody and control form and in a test results log book. The log book shall contain the student athlete's identification number, date of test, and test result. The testing device that was used shall be maintained with the completed chain of custody and control form for each student athlete. Positive test results shall be recorded on the chain of custody and control form and in the test results log book. A positive test shall require that the specimen be sent to a certified laboratory for confirmatory testing. The split sample which has not been tested shall be the specimen sent to the laboratory.

VII. DRUG TESTING LABORATORY

Laboratories certified by the Substance Abuse and Mental Health Services Administration, U. S. Department of Health and Human Services (HHS), must be used to perform confirmatory urine drug testing analysis. These laboratories have met the minimum criteria established in the Mandatory Guidelines for Federal Workplace Drug Testing Programs.

VIII. MEDICAL REVIEW OF POSITIVE DRUG TEST RESULTS

A. All specimens identified as positive on the initial test shall be confirmed by the testing laboratory.

B. A Medical Review Officer (MRO), who shall be a licensed physician with knowledge of substance abuse disorders, shall review and interpret positive test results obtained from the testing laboratory. The MRO shall:

1. Examine alternate medical explanations for any positive test results. This action may include conducting a medical interview and review of the student athlete's medical history, or review of any other relevant biomedical factors.

2. Review all medical records made available by the tested student athlete when a confirmed positive test could have resulted from legally prescribed medication. Prior to making a final decision on the results of the confirmed positive test, the MRO shall give the student athlete an opportunity to discuss the result. The MRO shall contact the student athlete directly to discuss the results of the test or if unsuccessful in contacting the

student athlete directly, the MRO shall contact the designated college representative who shall have the student athlete contact the MRO as soon as possible.

IX. REPORTING OF DRUG TEST RESULTS

A. Reporting of drug test results shall be made to the Athletics Director, Head Coach, or other designated college representative. Test results will not be released to any individual who has not been authorized to receive such results.

B. A written notification of the test results shall be provided to the Athletics Director, Head Coach, or other designated college representative. The test result shall not be received from any student or any person who is not designated representative of the service provider. Students shall not be allowed to hand-deliver any test results to college representatives. Drug test results can be received by U. S. Mail, if sent directly from the service provider. The envelope should be marked "CONFIDENTIAL" and should not be opened by any person not authorized by the College to receive such results.

C. Any institution of The Alabama College System may refuse to accept any test result that does not meet the requirements of the policy and guidelines.

D. When drug test results are received by the Athletics Director, Head Coach, or other designated college representative, these records shall be maintained in a confidential manner in a secured file with limited access. Individual records shall not be released to any person, other than the student athlete, without first obtaining a specific written authorization from the student athlete.

X. PENALTIES FOR A CONFIRMED POSITIVE DRUG TEST OR REFUSAL TO BE TESTED

A. First Positive Test:

1. Suspension from Athletics competition for a minimum two (2) week period. The student athlete will be required to participate in a substance abuse program during this suspension period. A negative follow-up drug test will

be required before the student athlete is permitted to return to participation in the Athletics program. Student athletes who are suspended for a positive drug test and successfully complete a substance abuse program will be required to submit to follow-up drug testing for up to twelve (12) months while in the Athletics program. A refusal to participate in a substance abuse program and/or follow-up drug testing will require immediate suspension from the Athletics program. If a student athlete does not comply with this requirement within two (2) weeks, permanent suspension from Athletics competition and forfeiture of any Athletics scholarship will be required.

2. A referral to a substance abuse program shall be made by the Athletics Director, Head Coach, or other designated college representative. The length of the substance abuse program will be determined by the program counselor. The designated college representative should be informed of the expected completion date of the program and whether or not the student athlete successfully completes the program. The student athlete will be responsible for any costs associated with the counseling and treatment in the substance abuse program. Any referrals to the substance abuse program shall be confidential.

B. Second Positive Test:

Permanent suspension from Athletics competition and forfeiture of any Athletics scholarship.

C. Refusal To Be Tested

A student athlete who refuses to be tested for drugs, after initially consenting to be tested, shall be considered to have made a decision not to participate in the Athletics program. A refusal to cooperate in testing will result in suspension from the Athletics program and forfeiture of any Athletics scholarship. The designated college representative shall be notified of any refusal to be tested.

D. Failure To Appear

A student athlete who fails to appear for drug testing will be given an opportunity to explain the failure to appear. If the

student athlete fails to appear for the second time, the **105** failure to appear shall be treated as if a positive test result had occurred. The designated college representative shall be notified of any failure to appear.

XI. EDUCATION PROGRAM

A drug use and abuse education program shall be provided to all student athletes at the beginning of the fall term and at other times as deemed necessary by the Athletics Director, Head Coach, or other designated college representative. Attendance is mandatory for all student athletes. An attendance roster shall be maintained for each session of this program and shall include the signatures of each student athlete and the date of attendance. This program should include, at a minimum, the following:

A. Discussion of drug testing policy for student athletes; and

B. Presentation by a qualified substance abuse counselor or an individual with relative qualifications for such presentations; and

C. Distribution of education materials concerning the use and abuse of illegal drugs.

XII. PUBLICATION OF POLICY

The College shall include the Drug Testing of Student Athletes policy in the student handbook and other appropriate College publications, to ensure adequate notice and distribution.

PREVENTING SEXUAL ASSAULT/ACQUAINTANCE RAPE

Rape is an act of violence. Rape should not happen, but it can, even with people you know and trust. Most rapes and sexual assaults are committed by acquaintances. For this reason, it is important for you to be assertive, direct, and clear in your communications. Be aware of what you are communicating nonverbally as well as verbally. Remember you increase your risk of acquaintance rape when you get in a car with a someone you have just met (perhaps at a party). Be cautious in social situations when alcohol or other drugs are involved.

If you have been sexually assaulted on campus, report the crime to Campus Security or to any College official. Reporting does not mean you must take legal action. This is a choice you can make later. By reporting the crime, you may help to stop a rapist.

INSPECTION OF COLLEGE FACILITIES

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

DISCLOSURE OF CAMPUS SECURITY POLICIES AND CAMPUS CRIME STATISTICS

The information contained in this disclosure section is provided by Enterprise-Ozark Community College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to the Dean of Student Affairs, Room 100, Student Center, Enterprise-Ozark Community College, P. O. Box 1300, Enterprise, AL 36331.

Reporting Criminal Actions or Other Emergencies

It is the policy of Enterprise-Ozark Community College that any criminal act; act or threat of violence; injury; destruction of College or personal property; traffic accident; or other situation which occurs on the main campus of, any branch campus of, or any other site operated by Enterprise-Ozark Community College and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately to the Chief of Security at the Enterprise Campus, Room 101, Administration Building, Telephone 334-347-2623, ext. 2277, and to the appropriate designated person at the Ft. Rucker Site, the Ozark Aviation Campus, and the Mobile Aviation Center. If a security person is not available, the situation should be reported to the Dean of Student Affairs at the Enterprise Campus, Room 100, Student Center; or the Evening Division Director, Room 205, Administration Building; or the Associate Dean of the Ft. Rucker Site, Room 5, Building 5008; or the Dean of the Aviation Campus in Ozark in Steagall Hall; or the main office at the Mobile Aviation Center.

All witnesses to any situation which fits into any of the previously described categories shall make themselves available to make written statements and otherwise assist College

officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Enterprise-Ozark Community College employee or student to file a false report of, knowingly make a false statement about, or interfere with the investigation of, any situation of the nature described in the preceding paragraph.

It shall be the duty of the College, upon its designated official or officials being made aware of any situation of a nature described in the previous paragraph, to immediately take all reasonable action to prevent or minimize any harm or threat of harm to the employees, students, and visitors of Enterprise-Ozark Community College. Furthermore, it shall be the duty of said official(s) to notify the appropriate law enforcement agency in the event of an act of a criminal nature, or of any other nature (for example, a traffic accident) which would ordinarily involve law enforcement officials. Additionally, it shall be the duty of said official(s) to contact the appropriate fire department, emergency medical agency, or other authority or agency which is due to be notified of the respective incident.

Crime Prevention Programs for Students and Employees

It is the policy of the College to promote safety and crime awareness of its students, its personnel, and its visitors who avail themselves of College facilities and programs. The following programs have been, or are to be, implemented.

- Any student or visitor may request either a professional employee of the College or campus security to escort him/her to his/her vehicle in one of the College parking areas.

- Instructions on the prevention of assault (including acquaintance rape) are to be included in orientation programs for entering students.

- Instructions on the prevention of assaults (including acquaintance rape) are to be published in the student newspaper, *The Archway.*

- Signs with instructions for safety regarding assault are to be posted in outdoor areas frequented by students and the public in general.

- Policies about crime awareness and safety are to be included in College publications such as this *College Catalog*.

Campus Crime Statistics

Campus crime statistics relate to incidents occurring on the main campus of, any branch of, or any other site operated by, Enterprise-Ozark Community College. Crime statistics shall be reported annually.

Reporting of Criminal Incidents Occurring at Off-campus Student Organizations

Since the College has no off-campus organizations or structures, reporting of criminal incidents occurring at off-campus student organizations shall mean reporting criminal incidents which occur to College property or personnel when a College-sanctioned activity occurs away from the campus.

It shall be the responsibility of a student or College sponsor, if he/she is a victim of or a witness to a crime committed against College property or persons representing the College, to report the crime immediately to law enforcement agencies in the location where the crime occurs. Furthermore, it shall be the student's or College sponsor's responsibility to report the crime to campus security upon his/her return to the campus.

Arrest Statistics Relating to Alcohol, Drugs, and Weapons

The arrest statistics stated in this section are subject to the following definitions.

Arrest is the lawful detention by a person with arrest powers of a person who there is probable cause to believe violated one of the offenses covered in this section.

A Liquor Law Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of an alcoholic beverage or beverages.

A Drug Abuse Violation is an act or omission committed in violation of an ordinance or statute designed to control the possession, sale, distribution, or usage of those items categorized as illicit drugs, controlled substances, or illegal drug paraphernalia.

Weapons Possession shall be the illegal possession or control of an item designated as a "weapon" by ordinance, statute, or case law.

Crime Report

EOCC reports that for the period of academic year August 14, 2000, through and including August 10, 2001, there were no major crimes committed on the EOCC campus.

TRAFFIC AND PARKING

The Enterprise-Ozark Community College Department of Public Safety and Security strives to provide security of the College, to protect life and property, to maintain an efficient traffic control and parking system, to prevent crime, and to serve the College community.

On-campus Parking Regulations

The College provides designated on-campus parking areas to accommodate as many vehicles as possible. Certain rules and regulations are necessary to assure maximum utilization of these areas. The use of an automobile on campus is considered a privilege, not a right. The following regulations have been established for everyone's safety:

STUDENTS, FACULTY, AND STAFF must register their vehicles and must park in their designated areas, Monday—Friday. The types of campus parking zones are as follows:

Visitors
Faculty/Staff (Permit Required)
Handicapped (Permit Required)
Students (Permit Required)
No Parking Zones

(Parking areas in front of the Enterprise Campus Wallace Administration Building are reserved for employees, visitors and disabled persons.)

FACULTY AND STAFF MEMBERS may not, without authority, excuse citations nor give students permission to use faculty/staff areas.

110 PARKING IN A LOADING OR NO-PARKING ZONE is prohibited.

TRAFFIC SIGNS must be obeyed.

SPEED ON CAMPUS ROADS is limited to 20 m.p.h. and in parking lots to 10 m.p.h. Any speed not safe for conditions of the road, including vehicular and pedestrian congestion, is prohibited.

ALL PARKING lots are "one way" zones.

ALL PARKING will conform to marked-off areas. All parallel parking will be within 12 inches of the curb.

DRIVING OR PARKING on the grass (except dirt parking lots), sidewalks, crosswalks, or parking on yellow curbing is prohibited. Yellow curbs, as currently used on campus, are either "RESERVED" or "NO PARKING" zones.

DOUBLE PARKING is prohibited at all times.

PARKING ON OR over a line or curb is prohibited.

MOTORISTS MUST YIELD to pedestrians in designated crosswalks.

VEHICLES ARE NOT to be left on campus after school hours without first checking with Campus Security.

STUDENTS SHOULD NOT LEAVE purses, radar detectors, books, stereos or other valuables clearly visible in unattended vehicles, and vehicles should be LOCKED. (DON'T FORGET YOUR KEYS.) Magnetically mounted antennas should be removed, and all easily accessible items should be locked in the trunk of the automobile for safekeeping.

THE ALABAMA POWER (DIRT LOT) parking lot does not belong to EOCC. PARK IN THIS LOT AT YOUR OWN RISK. EOCC accepts no responsibility for any accident, theft, or parking problem. This lot will be closed to parking from 4:30 p.m. to 6:30 a.m. each day.

Each violation will result in a citation, and a fine may be assessed. Any student, staff, or faculty member who wishes to

discuss and/or appeal a traffic/parking citation should consult the Campus Security Office within five (5) school days. If not, the right of appeal is waived. Individuals shall have their appeals processed within thirty (30) days of the date of the citation. The time for appealing a traffic/parking citation is Monday—Friday, 8:00 a.m.—4:30 p.m.

Fines

All fines are $15.00. All traffic and parking fines are to be paid at the Business Office between 8:00 a.m.—4:30 p.m., Monday—Friday. All fines are payable within five (5) school days from the date of citation. Failure to pay fines may result in transcripts being held and further enrollment denied. The following are violations for which a fine may be assessed:
- failing to obey officer/signal
- disregarding stop sign
- unauthorized parking in handicapped area
- unauthorized parking in faculty/staff area
- parking over line
- parking in no parking zone/yellow curb
- traveling wrong way in one-way zone
- exceeding speed limit
- failing to yield right of way
- other violations

If You Need Help

The Enterprise Campus security officers can be contacted at extension 2277 or through the EOCC switchboard operator. Also, you may call the Enterprise Police Department at 347-1211, ext. 226 for contact with campus security by radio.

Lost and Found

At the Enterprise Campus lost and found articles may be claimed or turned in at Room WA101 (Campus Security), the Business Office, the Information Desk, or the Dean of Student Affairs Office.

STUDENT HEALTH SERVICES

EOCC provides a first-aid station in each building. For medical assistance or location of the first aid kit, a division chairperson or instructor should be notified.

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 - Withdraw 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."

Students who wish to challenge a grade must provide written notification to the Registrar within one year of the semester in which the grade was awarded.

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 for two semesters may not take the course a third semester until he/she receives special academic advising.

After the third semester 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:

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

The student's scholastic standing or quality point average is obtained by dividing the total number of quality points by the total number of semester hours for which the grades of "A," "B," "C," "D," or "F" are assigned.

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.

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

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. A course may be counted only once toward fulfillment of credit hours for graduation.

INCOMPLETES

A student whose grade is not complete at the end of a semester 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 semester. 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 intentions of doing so through the Registrar's office during the drop/add period at the beginning of each semester. After the change period is over it is not possible to change a grade to "Audit." Regular fees are charged for auditing classes.

DISTANCE EDUCATION POLICY

Distance education is defined as a formal education process in which most of the instruction occurs when student and instructor are not in the same place. Instruction may be synchronous or asynchronous. Distance education may employ correspondence study, or audio, video, or computer technologies.

Enterprise-Ozark Community College is committed to distance education and includes in the Mission Statement under Institutional Strategies the following:

> Effective use of technology and resources
> Internet courses
> Other distance learning opportunities

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 complete current program requirements for a degree if college enrollment has been interrupted for one year.

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. A course may be counted only once for purposes of meeting graduation requirements.

- Complete at least twenty-five percent (25%) of the semester credit hours required in the program at the College.

- Be enrolled during the semester in which the award is earned; or, with approval of the Dean of Instruction, within a calendar year of the last semester of attendance, transfer from a regionally accredited institution the 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-Ozark Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, and the Certificate.

The Associate in Arts and Associate in Science Degrees are awarded to students completing a university parallel program and the general education program.

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, or Associate in Applied Science 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 60-64 semester hours of credit as appropriate in an approved program of study, including prescribed general education courses.

● 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 25% of semester credit hours required of the degree at Enterprise-Ozark Community College.

● Be enrolled during the semester in which the degree is earned; or, with approval of the Dean of Instruction, within a calendar year of the last semester of attendance receive the degree by transferring from a regionally accredited institution the 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 exempt from this requirement.

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

● Fulfill all financial obligations to the College.

ATTENDANCE

Students are expected to attend all classes for which they are registered. A divisional/class attendance policy will be distributed by faculty. Students receiving financial assistance should refer to "Financial Aid: Required Standards of Satisfactory Academic Progress" in the current EOCC *Catalog*.

Absences incurred due to College-sponsored events or activities
or caused by appropriate circumstances (ex. jury duty) may be
excused by memorandum from the Dean of Instruction and are
not counted in the total number of student absences. The
student is responsible for all class assignments, tests, or other
materials missed. Instructors will make provisions to allow
students to make up regularly scheduled class assignments
without penalty.

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 semesters 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 12–21 semester credit hours at
the institution must maintain a 1.5 Cumulative Grade Point
Average.

● Students who have attempted 22–32 semester credit hours at
the institution must maintain a 1.75 Cumulative Grade Point
Average.

● Students who have attempted 33 or more semester 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 Probation, One Term 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 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, but the semester 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 semester GPA is below 2.0, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

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 semester may appeal. If, after appeal, the student is readmitted without serving the one semester suspension, the transcript will read SUS-PENDED—ONE SEMESTER/READMITTED UPON AP-PEAL.

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

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

A student who is on academic probation after being suspended for one semester (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 semester GPA is 2.0 or above will remain on academic probation until the student achieves the required GPA for the total number of hours attempted.

A student returning from a one term or one year suspension and, while on academic probation, fails to obtain the required GPA for the number of hours attempted and fails to maintain a term GPA of 2.0, will be placed on a one–year suspension. 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.

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.

Grade Point Average (GPA)—The grade point average based on all hours attempted during any one term 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 Probation—

● The status of a student whose Cumulative GPA falls below the level required by this policy for the total number of credit hours attempted at the College; or

● The status of a student who was on Academic Probation the previous term and whose Cumulative GPA for that semester remained below the level required by this policy for the total number of credit hours attempted at the College, but whose Semester GPA for that term was 2.0 or above.

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

One Calendar Year Academic Suspension—The status of a student who was on academic probation the previous term and who had been previously suspended without since having achieved Clear Academic Status and whose cumulative GPA that term remained below the level required by this policy for the total number of credit hours attempted at the institution and whose GPA for that term was below 2.0.

Appeal of Suspension—The process by which an institution shall allow a student suspended for one term 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 semester 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 semester. The transcript will read SUSPENDED—ONE SE-MESTER.

If, at the conclusion of the semester 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*.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

STUDENT NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar written requests that identify the record(s) they wish to inspect. The Registrar will make arrange-ments for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, he shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent), or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U. S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.

ACCESS TO STUDENT RECORDS

Under the provisions of FERPA, all students and former students have the right to inspect their 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 dependent student 18 years of age or older may gain access to a student record under certain provisions as specified by law; otherwise, parents or guardians of a dependent 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.

DIRECTORY INFORMATION

Under the Federal Family Educational and Privacy Rights Act, 10 U.S.C. 1232g, Enterprise-Ozark Community College may disclose certain student information as "directory information." Directory information includes:

- Name
- Address
- Telephone number
- Dates of attendance
- Major fields of study
- Degrees and awards earned
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

If any student has an objection to any of the aforementioned information being released about himself/herself during any given semester or academic year, the student should provide written notification to the Dean of Students or the Registrar during the first three weeks of the respective semester or academic year.

TRANSCRIPTS

Enterprise-Ozark Community College will release transcripts of a student's work only upon written request from the student. All admissions requirements must be completed before transcripts will be issued. The following are exceptions to this policy:

- College officials with a legitimate educational interest in this information
- Subpoena/court orders for student records

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

COURSE PLACEMENT POLICIES

EOCC Developmental Reading Policy. Students scoring 23 through 35 on the Reading portion of the ASSET Placement Test will be required to address reading deficiencies the first semester of enrollment. Students scoring between 36 and 42 on the Reading portion of the ASSET will have "READING CLASS RECOMMENDED" on their individual education plan. After any semester with unsuccessful grades those scoring in this range will be sent a letter strongly advising the reading course. Reading students will be tested during the first days of class and will be re-assigned to one of the reading classes: RDG 083 for those scoring below sixth grade reading level; RDG 084 for students testing between sixth and ninth grade level; RDG 085 for students testing between nineth and twelfth. Students who are enrolled in RDG 083 or 084 will be told that their scores indicate that reading may have to be taken for two or more semesters. Students scoring above twelfth grade on the Nelson-Denny Reading Test and 50th percentile on the Degrees of Reading Power may be given a W/P or enrolled in RDG 111. This student will remain in the same developmental classroom but do additional work in all areas in order to earn college credit. To exit RDG 083, 084, 085, the student must score satisfactorily (A, B, C) in the course as well as score at the twelfth grade reading level on the Nelson-Denny Reading Test and/or perform at or above the 50th percentile on the Degrees of Reading Power standardized reading test. A student will not be allowed to enroll in HIS 101, HIS 102, HIS 201, HIS 202, or PSY 200 unless he has properly addressed his reading deficiencies by passing the exit criteria at the RDG 085 level. Students will progress through the appropriate sequence of reading courses. When their improvement puts them at sixth grade level for RDG 083; ninth for RDG 084; twelfth for RDG 085 and they have earned a "C" or higher grade in their respective reading class, they will be eligible to enroll in the next higher level reading course. Students who do not successfully reach their respective reading levels for RDG 083 (sixth), RDG 084 (ninth) or RDG 085 (twelfth) will be required to repeat the course in which they were unsuccessful.

English Placement Policy. Students are required to address their writing deficiencies their first semester of enrollment. Students

unsuccessfully completing their initial writing sample and/or scoring 41 or below on the ASSET test or 61 and below on the Compass test will be placed into either ENG 092 or ENG 093 as determined by the placement level of their writing sample. Students who are unsuccessful (D, F) must retake the appropriate English course. Students may choose the semester they wish to repeat an English course before enrolling in English 101.

Mathematics Placement Policy. Students will be advised as to the proper math course they are required to take according to their ASSET or Compass 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 math cut-off score for respective math courses to include MTH 090, Basic Math; MTH 098, Elementary Algebra; MTH 100, Intermediate College Algebra; MTH 110 Finite Math; MTH 112, Precalculus Algebra; and MTH 125, 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 for personal illness must secure permission from the Dean of Instruction to be allowed to take a make-up exam. Make-up examinations must be taken during the first five days of the next semester.

DROPPING OR ADDING A CLASS

Students may drop or add a course or courses during the Drop and Add period. All schedule changes must be completed in the Office of the Registrar. The student's transcript will not reflect courses dropped during the Drop and Add period.

WITHDRAWAL FROM A CLASS

Anytime after the Drop and Add period, all withdrawals must indicate withdrawal passing (WP) or withdrawal failing (WF) and must bear the signature of the instructor. The grade assigned to the withdrawal form by the instructor will reflect the student's grade effective the date withdrawal paperwork is completed, not the student's last date of class attendance. The student's transcript will indicate a withdrawal passing (WP) or withdrawal failing (WF) as recorded by the instructor and then the Registrar.

126　Withdrawals from class must be initiated by the student in the Office of the Registrar, with the Extended Programs Director, or the appropriate offices at the Ozark Aviation Campus, the Fort Rucker Site, and the Mobile Aviation Center. All paperwork for withdrawals must be processed no later than the last class day of the term.

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

WITHDRAWAL FROM COLLEGE

Anytime after the Drop and Add period all withdrawals must indicate withdrawal passing (WP) or withdrawal failing (WF) and must bear the signature of the instructor. The instructor will determine the grade assigned to the withdrawal form. The student's transcript will indicate a withdrawal passing (WP) or withdrawal failing (WF) as recorded by the instructor and then the Registrar.

Withdrawals from class must be initiated by the student in the office of the Registrar, the Extended Programs Director, or the appropriate offices at the Ozark Aviation Campus, the Fort Rucker Site, or the Mobile Aviation Center. All paperwork for withdrawals must be processed no later than before the last class day of the term. Students receiving financial assistance should consider the impact of a withdrawal on their financial aid eligibility. Consult the section on Satisfactory Academic Progress Standards for financial aid in this Catalog for additional information.

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

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 semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during that one semester provided the student has taken a minimum of 20 semester credit hours of coursework at the institution since the bankruptcy semester occurred. All coursework taken, even hours completed satisfactorily, during the semester 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 semester for which the student wishes to declare bankruptcy, the student may declare academic bankruptcy on all coursework taken during 1-3 semesters provided the student has taken a minimum of 20 semester credit hours of coursework at the institution since the bankruptcy occurred. All coursework taken, even hours completed satisfactorily, during semester(s) for which academic bankruptcy is declared will be disregarded in the cumulative grade point average.

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

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 student course load for a full-time student is 12 to 19 credit hours per semester. Credit hours above 19 credit hours will constitute a student overload. A student course overload must be approved by the President or the Dean of Instruction.

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 32 semester credit hours at the college conferring the degree or other formal award.

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

Dean's Academic Honor Roll. Any student who has earned 46 or more semester 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 College 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.*

Recognition at the Honors Day Assembly. The Honors Day Assembly is an annual event designed to recognize the academic accomplishments of outstanding Enterprise-Ozark Community College students. During the assembly, four-year colleges are given the opportunity to present scholarships. The assembly will be held during spring semester of each year.

Recognized at the assembly will be students who have completed 46 or more hours at EOCC while maintaining a grade point average of 3.5 or higher and have been enrolled as a full-time student at least one term during the current academic year. Additional students may be recognized as outstanding students by the academic divisions and the President of the College.

Enterprise-Ozark Community 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 27 hours to apply toward an associate degree. 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/her 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-Ozark Community College will review AP scores of "3," "4" and "5."

FOREIGN LANGUAGE PLACEMENT POLICY

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

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

No placement credit will be automatically granted for high school courses, unless a higher-level course is successfully completed at EOCC.

SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS/ ROTC STUDENTS

FORT RUCKER SITE. Since Winter 1983, Enterprise-Ozark Community College has offered college credit courses and non-credit short courses at Fort Rucker.

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

Army Tuition Assistance, as well as other financial aid programs offered by the College, is available to servicemembers.

Day classes meet on different schedules, Monday through Friday. Evening classes meet on Mondays and Wednesdays or Tuesdays and Thursdays. Saturday classes are also available.

The EOCC Fort Rucker Site Administrative Offices are located in Building 4502, Room 153, on the corner of Andrews Avenue and Kingsman Street. For additional information call 334-598-3438.

SOCAD. Enterprise-Ozark Community 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-Ozark Community College; 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 EOCC; the degree is then awarded from Enterprise-Ozark Community College. For more information call the Fort Rucker Administrative Office or the Registrar's Office at the Enterprise Campus.

Credit for Military Service Schools. Credit for military service schools will be granted in accordance with the recommendations published by the American Council on Education in *A Guide to the Evaluation of Educational Experiences in the Armed Services.*

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

Air Force ROTC. The Air Force Reserve Officer Training Program (ROTC) is an educational program designed to give men and women the opportunity to become Air Force officers while completing a degree. The Air Force ROTC offers three routes to an Air Force commission at over 700 institutions throughout the continental United States, Hawaii, and Puerto Rico—the Air Force ROTC Four–Year Program and Two–Year Program.

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.

The General Military Course is the first half of the Four-Year Program, and it's taken during the freshman and sophomore years. This program allows students to "try out" Air Force ROTC for up to two years without incurring any obligation unless they are on Air Force ROTC scholarships. For further information, students should contact the ROTC Department at the four-year institution to which they plan to transfer. The two-year program course descriptions for EOCC students are included in the Course Descriptions section of this catalog.

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-Ozark Community College began its evening program in the summer of 1966. Both regular college credit courses and non-credit short courses are offered.

A student may obtain two years of college (and a two-year degree) 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 semester may be obtained by contacting the Registrar for credit offerings at 334-347-2623, ext. 2233, and the Community Services Director for non-credit offerings at ext. 2234.

CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM

From the time Enterprise-Ozark Community College was established in 1965, one of the College's goals has been to meet 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 the Enterprise Campus at times convenient to adults in the community. Approximately 4,000 registrations are recorded annually in programs designed to upgrade job skills, enrich leisure, discover aptitudes and options, and learn other vital information. These courses are funded primarily by individual fees and special grants.

New courses and programs are added each semester. Many of these programs 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. Continuing education units (CEUs) are given for completion of selected 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 continuing education or 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 Education, Training, and General Education Development (GED) Program. The EOCC Adult Education Consortium sponsors adult education and training services serving Coffee, Dale, Geneva, and Pike County school systems, and Daleville, Enterprise, Elba, Geneva, Ozark, and Troy city schools. Adult Education programs provide instruction for adults in learning to read, speaking English, family skills, employment skills, and preparing for the GED tests of high school equivalency. Day and evening classes are available. Instruction in reading may be provided by a volunteer literacy tutor. All instruction, materials, and supplies are provided free of charge.

EOCC's Enterprise Campus is a GED Testing Center. Testing days are selected Tuesdays throughout the year. Preregistration

is required because of limited space. For additional information, call 347-2623, ext. 2295.

Employee Training and Workplace Literacy Programs. In addition to the wide variety of noncredit programs offered each semester to the general public, several special services are available to upgrade the skills of area employees. Training programs are developed on request to meet specific needs of businesses and industries. These programs are developed in cooperation with employers, utilize actual workplace materials and topics whenever possible, and are frequently offered on site at area businesses.

DUAL ENROLLMENT FOR ACCELERATED HIGH SCHOOL STUDENTS

Enterprise-Ozark Community 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 his or her designee may enroll after completing the tenth grade. Students may enroll only in postsecondary courses for which the high school prerequisites have been completed. (For example: A student may not take English Composition until all required high school English courses have been completed.)

Acceptable courses will be determined for each individual student in consultation with the College's counseling staff. College credit may be used to fulfill high school graduation requirements.

HOME SCHOOL: Students enrolled at EOCC who are **CURRENTLY** home schooled will be limited to six semester hours per semester.

ACADEMIC COMPETITIONS

College Bowl. Each year Enterprise-Ozark Community 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.

Prep Bowl. Each year Enterprise-Ozark Community 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.
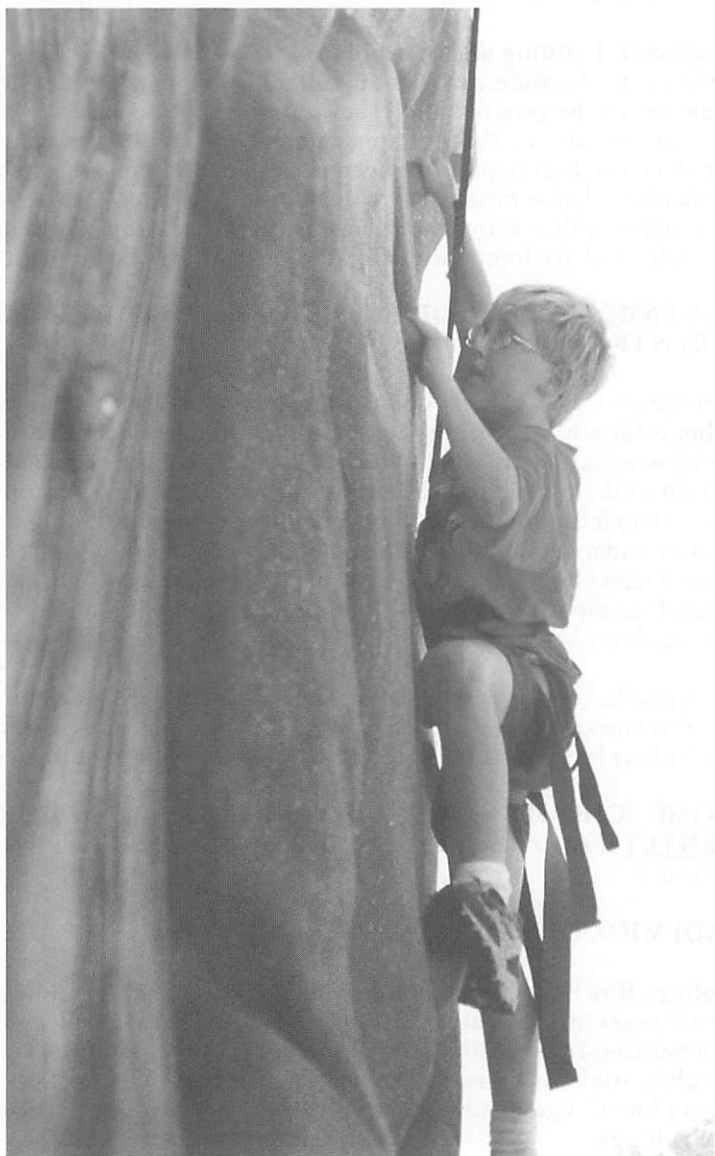
Every fall semester, Founders' Day is celebrated on the
Enterprise Campus. The event features contests, fun
events, music, and food. Here a student's son attempts the
Climbing Wall provided by the Army National Guard.

Programs of Study

REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Area I: Written Composition I and II . . . . 6 credit hours
(ENG 101 and ENG 102)

Area II: Humanities and Fine Arts . . . . .12 credit hours
● Must complete 3 semester hours in Literature**
● Must complete 3 semester hours in Speech.
● Must complete 3 semester hours in the Arts.
Remaining hours must be selected from the Humanities and Arts disciplines including but not limited to: Literature, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, and Speech.

Area III: Natural Science and Mathematics . . . . 11 credit hours
● Must complete 3 semester hours in Mathematics and the Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or higher.
● Must complete 8 semester hours in the Natural Sciences, which must include Laboratory Experiences.
In addition to Mathematics, disciplines in the Natural Sciences include: Biological Sciences, Chemistry, Physics, and Physical Science.

Area IV: History, Social, and Behavioral Sciences . . . .12 credit hours
● Must complete 3 semester hours in History.**
● Must complete at least 6 semester hours from among other disciplines in the Social and Behavioral Sciences.
Social and Behavioral Sciences include but are not limited to: Anthropology, Economics, Geography, History, Political Science, Psychology, and Sociology.

Area I–IV: Minimum General Education Requirements (CORE) . . . . subtotal . . . 41 credit hours

Area V: Pre-Professional, Pre-Major,
and Elective Courses . . . . 19–23 credit hours
● Must complete 2 semester hours in Physical Education.
● Must complete 1 semester hour of Orientation (ORI 090).
● Should strongly consider an appropriate computer course for major field.

Students completing courses that have been approved for the
General Studies Curriculum and are appropriate to their major and/
or degree program may transfer these courses with credit applicable
to their degree program among two-year and four-year colleges and
universities.

Semester Credit Hour Range by Award . . . total . . 60–64 credit
hours

** NOTE: *Must complete a 6 semester hour sequence either in
Literature or History. The sequence in Area II and IV in Literature or
History needs to follow the sequence requirements according to the
student's major and transfer plans.*

***Respective programs of study for baccalaureate degrees at Alabama
public universities range from 120 to 128 semester credit hours in length.
Dependent upon the total hours allocated for the bachelor's degrees,
institutions in The Alabama College System will be authorized to provide
only 50 percent of the total or 60-64 hours. Consult the transfer
institution to determine which Associate Degree is required for your
program of study.*

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 vocational 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 18–29 hours of general education and a
minimum total of 58–67 hours of specified studies. Orientation is
required for all first semester entering freshmen. All AAS degrees
must have a declared major.

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

Minimum Requirements:

Area I: Writing Composition I and II . . . . 3–6 credit hours

Area II: Humanities and Fine Arts . . . . 3–6 credit hours

In addition to Literature, disciplines include but are not limited to: Area/EthnicStudies, Art and Art History, Foreign Languages, Music and Music History, Philosophy, Ethics, Religious Studies, Speech, Theater and Dance.

Requirements Prescribe: Minimum of 9 hours in Area I and Area II which could include 6 hours in Written Composition I and II and 3 hours in Area II; or 3 hours in Written Composition I and 3 hours in Technical Writing and 3 hours in Area II; or 3 hours in Area I and 6 hours in Area II; or 3 hours in Area I with 3 hours in Speech in Area II, plus 3 additional hours in Area I or II.

Area III: Natural Science and Mathematics . . . 9–11 credit hours

In addition to Mathematics, disciplines in the Natural Sciences include: Astronomy, Biological Sciences, Chemistry, Geology, Physical Geography, Earth Science, Physics, and Physical Science.

Requirements Prescribe: Distributed in Mathematics or Science or Computer Science (Data Processing). Minimum of 3 hours in Mathematics is required. One Computer Science (Data Processing) course (2 are preferred) or demonstrated computer literacy skills, or the integration of computer proficiencies within a required discipline-specific course(s). Appropriate 100 level courses (or higher) as denoted in *The Alabama College System Course Directory* may be substituted.

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 to assure the transfer of courses within parameters of the AGSC Minimum General Education Semester Hour Distribution Requirements or, in lieu, successfully complete the validated systemwide biology placement examination.

138 Area IV: History, Social, and Behavioral Sciences . . . 3–6 credit hours
In addition to History, the Social and Behavioral Sciences include, but are not limited to: Anthropology, Economics, Geography, Political Science, Psychology, and Sociology.

Programs in which the AAS represents the Terminal Award are not required to complete the 6 semester hour sequence in Area IV.

Minimum General Education Requirements . .18–29 credit hours

Area V: **Maximum General Education Core, Technical Concentration, and Electives . . . . 58-67 credit hours**

Courses appropriate to the degree requirements, occupational or technical specialty requirements, core courses, and electives.

Students planning programs of study for which the AAS does not represent the terminal degree, and for which national or regional programmatic licensure and certification are required, should be encouraged to integrate the "General Studies" transfer courses whenever possible.

General Studies Curricula . . . . 76 credit hours

Maximum Program Semester Credit Hours . . . . .76 credit hours

Semester Credit Hour Range by Award . . . . 60–76 credit hours

CAREER PROGRAMS

Enterprise-Ozark Community College is meeting the needs of a growing and diversified regional job market by offering career programs to prepare students for careers that require study beyond high school 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 depending on the program. While these programs are not designed for transfer, many institutions will accept part of the credits earned in a career program.

Agribusiness*
   Concentration: Poultry Management*

Business Administration
    Concentrations: Accounting
                       Finance Administration*
                       Management and Supervision
                       Retail, Sales, and Marketing
Computer and Information Science
    Computer Programming
    Computer Maintenance and Technology
    Microcomputer Technology
Computer Graphics
Criminal Justice
Child Development
Emergency Medical Services
Geographic Information Systems
Health Information Technology
Legal Assistant
Office Administration Processing
    Concentrations: Computer Applications
                       Office Manager/Administrative Assistant
                       Legal Secretary
                       Medical Secretary
                       Record Keeping
Paralegal
Paramedic

*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 amount of time. Program outlines and course descriptions are available in the office of the Dean of Instruction.

BUSINESS ADMINISTRATION

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

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

Elective courses selected by students in consultation with their advisors allow the program to be tailored to students' objectives.

The curriculum provides sufficient knowledge of business theory to enhance the possibilities for future advancement as well as the basic skills necessary for entry level positions.

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

Associate in Applied Science Degree (Non-transfer), Accounting Concentration (65 semester hours)

		Hours Required
Area I:	Written Communication 3	
	ENG 101 English Composition I 3	
Area II:	Humanities and Fine Arts 6	
	SPH 106 Fundamentals of Oral Communication 3	
	Humanities Elective OR	
	ENG 102 English Composition II 3	
Area III:	Natural Sciences and Mathematics 9	
	CIS 146 Microcomputer Applications 3	
	CIS 196 Windows, Web Pages, and Internet (1 hour each). 3	
	MTH 116 Mathematical Applications 3	
Area IV:	History, Social, and Behavioral Sciences 3	
	ECO 231 Principles of Macroeconomics I 3	
Area V:	Technical Concentration and Electives 44	
	ORI 100 Orientation 1	
	ACC 129 Individual Income Taxes 3	
	ACC 140 Payroll Accounting 2	
	ACC 149 Introduction to Accounting Spreadsheets 3	
	BUS 146 Personal Finance 3	
	BUS 150 Business Math 3	
	BUS 189 Human Relationships 1	
	BUS 190 Time and Money Management 1	
	BUS 241 Principles of Accounting I 3	
	BUS 242 Principles of Accounting II 3	
	BUS 248 Managerial Accounting 3	
	BUS 261 Business Law I OR	

BUS 263 The Legal and Social Environment
of Business 3
BUS 296 Business Internship 3
OAD 101 Beginning Keyboarding OR
OAD 102 Keyboarding Skillbuilding 3
OAD 131 Business English 3
OAD 243 Spreadsheet Applications 3
ECO 232 Principles of Microeconomics II 3

Associate in Applied Science Degree (Non-transfer), Management and Supervision Concentration (65 semester hours)

Hours Required

Area I: **Written Communication** 3
ENG 101 English Composition I 3

Area II: **Humanities and Fine Arts** 6
SPH 106 Fundamentals of Oral
Communication 3
Humanities elective OR
ENG 102 English Composition II 3

Area III: **Natural Sciences and Mathematics** 9
CIS 146 Microcomputer Applications 3
CIS 196 Windows, Web Pages, and Internet
(1 hour each) 3
MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3
ECO 231 Principles of Macroeconomics I 3

Area V: **Technical Concentration and Electives** 41
ORI 100 Orientation 1
BUS 146 Personal Finance 3
BUS 150 Business Math 3
BUS 186 Elements of Supervision 3
BUS 189 Human Relationships 1
BUS 190 Time and Money Management 1
BUS 191 Management Workshop 1
BUS 192 Management Workshop 1
BUS 215 Business Communications 3
BUS 241 Principles of Accounting I 3
BUS 261 Business Law I OR
BUS 263 The Legal and Social Environment of
Business 3

BUS 275 Principles of Management 3
BUS 276 Human Resource Management 3
BUS 279 Small Business Management 3
BUS 296 Business Internship 3
OAD 101 Beginning Keyboarding OR
OAD 102 Keyboarding Skillbuilding 3
OAD 131 Business English 3
ECO 232 Principles of Microeconomics 3

Associate in Applied Science Degree (Non-transfer), Retail, Sales, and Marketing Concentration (65 semester hours)

                                                    Hours Required
Area I: Written Composition   3
            ENG 101 English Composition 3

Area II: Humanities and Fine Arts 6
            SPH 106 Fundamentals of Oral
                        Communication 3
            Humanities Elective OR
            ENG 102 English Composition II 3

Area III: Natural Sciences and Mathematics 9
            CIS 146 Microcomputer Applications 3
            CIS 196 Windows, Web Pages, and Internet
                        (1 hour each) 3
            MTH 116 Mathematical Applications 3

Area IV: History, Social, and Behavioral Sciences 3
            ECO 231 Principles of Macroeconomics I 3

Area V: Technical Concentration and Electives 44
            ORI 100 Orientation 1
            BUS 146 Personal Finance 3
            BUS 150 Business Math 3
            BUS 175 Retailing 3
            BUS 176 Promotional Strategies 3
            BUS 177 Salesmanship 3
            BUS 189 Human Relationships 1
            BUS 215 Business Communications 3
            BUS 241 Principles of Accounting I 3
            BUS 261 Business Law I OR
            BUS 263 The Legal and Social Environment
                        of Business 3

BUS 275 Principles of Management 3
BUS 285 Princples of Marketing 3
BUS 296 Business Internship 3
ECO 232 Microeconomics II 3
OAD 101 Beginning Keyboarding OR
OAD 102 Keyboarding Skillbuilding 3
OAD 131 Business English 3

BUSINESS ADMINISTRATION CERTIFICATE (40 semester hours)

Hours Required
Area I: Written Composition 3
ENG 101 English Composition 3

Area II: Humanities and Fine Arts 6
SPH 106 Fundamentals of Oral
Communication 3

Area III: Natural Sciences and Mathematics 9
CIS 146 Microcomputer Applications 3
MTH 116 Mathematical Applications 3

Area IV: History, Social, and Behavioral Sciences 3
ECO 231 Principles of Macroeconomics I 3

Area V: Technical Concentration and Electives 44
ORI 100 Orientation 1
BUS 150 Business Math 3
BUS 215 Business Communication 3
BUS 241 Principles of Accounting I 3
BUS 263 Legal & Social Environment
of Business 3
BUS 275 Principles of Management 3
BUS 296 Business Internship I 3
OAD 101 Beginning Keyboarding 3
ECO 232 Princples of Microeconomics I 3

OFFICE ADMINISTRATION PROCESSING

In the Office Administration curriculum students 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, and office manager or supervisor.

The curriculum provides sufficient knowledge and theory to
enhance the possibilities for future advancement as well as the basic
skills necessary for entry level positions.

An Associate in Applied Science Degree and/or a certificate may be
earned in Office Administration in these concentration options:
Record Keeping, Computer Applications, Legal Secretary, Medical
Secretary, and Office Manager/Administration Assistant.

**Associate in Applied Science Degree (Non-transfer) Computer
Applications Concentration (67 semester hours)**

<u>Hours Required</u>

Area I: **Written Composition** 3
ENG 101 English Composition 3

Area II: **Humanities and Fine Arts** 6
SPH 106 Fundamentals of Oral
Communication 3
Humanities Elective OR
ENG 102 English Composition II 3

Area III: **Natural Science and Mathematics** 9
CIS 196   Presentation Software 3
CIS 196   Windows, Troubleshooting, and Internet
(1 hour each) 3
MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3
PSY 200 General Psychology 3

Area V: **Technical Concentration and Electives** 46
ORI 100 Orientation 1
BUS 215 Business Communication 3
BUS 241 Principles of Accounting I 3
OAD 101 Beginning Keyboarding 3
OAD 104 Advanced Keyboarding 3
OAD 125 Word Processing 3

OAD 126 Advanced Word Processing 3
OAD 130 Electronic Calculations 3
OAD 131 Business English 3
OAD 134 Career & Professional Development .3
OAD 138 Records/Information Management . . 3
OAD 218 Office Procedures 3
OAD 230 Electronic Publishing 3
OAD 242 Office Internship 3
OAD 243 Spreadsheet Applications 3
OAD 244 Database Concepts 3

Associate in Applied Science Degree (Non-transfer) Legal Secretary Concentration (67 semester hours)

                                                                    Hours Required
Area I: Written Composition 3
           ENG 101 English Composition 3

Area II: Humanities and Fine Arts   6
           SPH 106   Fundamentals of Oral
                     Communication 3
           Humanities Elective OR
           ENG 102 English Composition II 3

Area III: Natural Science and Mathematics   9
           CIS 196   Presentation Software 3
           CIS 196   Windows, Web Pages, and Internet
                     (1 hour each) 3
           MTH 116 Mathematical Applications 3

Area IV: History, Social, and Behavioral Sciences 3
           PSY 200   General Psychology 3

Area V: Technical Concentration and Electives 46
           ORI 100   Orientation 1
           BUS 215   Business Communication 3
           BUS 241   Principles of Accounting 3
           OAD 101 Beginning Keyboarding 3
           OAD 104 Advanced Keyboarding 3
           OAD 125 Word Processing 3
           OAD 130 Electronics Calculations 3
           OAD 131 Business English 3
           OAD 134 Career Professional Development . . 3
           OAD 138 Records/Information Management . . 3

OAD 202 Legal Transcription 3
OAD 218 Office Procedures 3
OAD 242 Office Internship 3
OAD 243 Spreadsheet Applications 3
PRL 102 Basic Legal Research and Writing . . 3
PRL 262 Civil Law and Procedures 3

Associate in Applied Science Degree (Non-transfer) Medical Secretary Concentration (67 semester hours)

<u>Hours Required</u>

Area I: **Written Composition** 3
ENG 101 English Composition 3

Area II: **Humanities and Fine Arts** 6
SPH 106 Fundamentals of Oral
            Communication 3
Humanities Elective OR
ENG 102 English Composition II 3

Area III: **Natural Science and Mathematics** 9
CIS 196   Presentation Software 3
CIS 196   Windows, Troubleshooting, and Internet
            (1 hour each) 3
MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3
PSY 200   General Psychology 3

Area V: **Technical Concentration and Electives** 46
ORI 100   Orientation 1
BUS 215 Business Communication 3
BUS 241 Principles of Accounting I 3
HIT 110   Medical Terminology 3
HIT 134   Legal & Ethical Issues 3
HIT 151   Health Data Content and Structure . . 3
HIT 221   HIT Computer Applications 2
HIT 222   HIT Computer Applications Lab . . . 1
OAD 101 Beginning Keyboarding 3
OAD 104 Advanced Keyboarding 3
OAD 125 Word Processing 3
OAD 131 Business English 3
OAD 134 Career and Professional Development . 3
OAD 138 Records/Information Management . . 3
OAD 212 Medical Transcription 3

OAD 242 Office Internship 3
OAD 243 Spreadsheet Applications OR
OAD 244 Database Concepts 3

Associate in Applied Science Degree (Non-transfer) Office Manager/ Administrative Assistant Concentration (67 semester hours)

<u>Hours Required</u>

Area I: **Written Composition** 3
ENG 101 English Composition 3

Area II: **Humanities and Fine Arts** 6
SPH 106 Fundamentals of Oral
Communication 3
Humanities Elective OR
ENG 102 English Composition II 3

Area III: **Natural Science and Mathematics** 9
CIS 196 Presentation Software 3
CIS 196 Windows, Web Pages, and Internet
(1 hour each) 3
MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3
PSY200 General Psychology 3

Area V: **Technical Concentration and Electives** 46
ORI 100 Orientation 1
BUS 186 Elements of Supervision 3
BUS 215 Business Communication 3
BUS 241 Principles of Accounting I 3
OAD 101 Beginning Keyboarding 3
OAD 104 Advanced Keyboarding 3
OAD 125 Word Processing 3
OAD 130 Electronic Calculations 3
OAD 131 Business English 3
OAD 134 Career and Professional Development . 3
OAD 138 Records/Information Management . . 3
OAD 200 Machine Transcription 3
OAD 218 Office Procedures 3
OAD 242 Office Internship 3
OAD 243 Spreadsheet Applications 3
OAD 244 Database Concepts 3

148 Associate in Applied Science Degree (Non-transfer) Record
Keeping Concentration (66 semester hours)

                                                    <u>Hours Required</u>

Area I: **Written Composition** 3
          ENG 101 English Composition I 3

Area II: **Humanities and Fine Arts** 6
          SPH 106 Fundamentals of Oral
                   Communication 3
          Humanities Elective OR
          ENG 102 English Composition II 3

Area III: **Natural Science and Mathematics** 9
          CIS 196   Presentation Software 3
          CIS 196   Windows, Troubleshooting, and Internet
                    (1 hour each) 3
          MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3
          PSY 200   General Psychology 3

Area V: **Technical Concentration and Electives** 45
          ORI 100 Orientation 1
          ACC 129 Individual Income Taxes 3
          ACC 140 Payroll Accounting 3
          ACC 149 Introduction to Spreadsheets 3
          BUS 241 Principles of Accounting I 3
          BUS 242 Principles of Accounting II 3
          BUS 248 Managerial Accounting 3
          OAD 101 Beginning Keyboarding 3
          OAD 104 Advanced Keyboarding 3
          OAD 125 Word Processing 3
          OAD 130 Electronic Calculations 3
          OAD 131 Business English 3
          OAD 134 Career Professional Development . . 3
          OAD 138 Records/Information Management . . 3
          OAD 218 Office Procedures 3
          OAD 242 Office Internship OR
          OAD 244 Database Concepts 3

OFFICE ADMINISTRATION CERTIFICATE (43 semester hours)
                                                    <u>Hours Required</u>
Area I: **Written Composition** 3
          ENG 101 English Composition 3

Area II: Humanities and Fine Arts 3
           SPH 106 Fundamentals of Oral
                    Communication 3

Area III: Natural Science and Mathematics 6
           CIS 196   Windows, Troubleshooting, and Internet
                     (1 hour each) 3
           MTH 116 Mathematical Applications 3

Area IV: History, Social, and Behavioral Sciences 3
           ECO 231 Principles of Economics 3

Area V: Technical Concentration and Electives 28
           ORI 100 Orientation 1
           BUS 241 Principles of Accounting 3
           OAD 101 Beginning Keyboarding 3
           OAD 104 Advanced Keyboarding 3
           OAD 125 Word Processing 3
           OAD 130 Electronic Calculations 3
           OAD 131 Business English 3
           OAD 138 Records/Information Management . . 3
           OAD 218 Office Procedures 3
           OAD 242 Office Internship 3

ASSOCIATE IN APPLIED SCIENCE DEGREE HEALTH INFORMATION TECHNOLOGY (75 semester hours)

Under the supervision of a medical records administrator, this program prepares individuals to classify medical information and prepare records. The program includes courses in medical records science, medical terminology, records classification, user needs, indexing, special records systems, computer operation, and applicable laws and regulations. Please check course description list for any prerequisites.

                                                    Hours Required
Area I: Written Composition 3
           ENG 101 English Composition 3

Area II: Humanities and Fine Arts 6
           SPH 106 Fundamentals of Oral
                    Interpretation 3
           Humanities Elective OR
           ENG 102 English Composition II 3

Area III: Natural Science and Mathematics 11
           BIO 103 Biology 4
           BIO 201 Anatomy and Physiology 4
           MTH 116 Mathematical Applications 3

Area IV: History, Social, and Behavioral Sciences 3
           PSY 200 General Psychology 3

Area V: Technical Concentration and Electives 52
           ORI 100 Orientation 1
           BIO 202 Anatomy and Physiology II 4
           HIT 110 Medical Terminology 3
           HIT 115 Pathophysiology & Pharmacology
                    for HIT 4
           HIT 116 Pharmacology for HIT 2
           HIT 120 Introduction to Keyboarding
                    for HIT 1
           HIT 130 HIT Classification and Reimbursement . 3
           HIT 134 HIT Legal and Ethical Issues 3
           HIT 151 Health Data Content and Structure . . 3
           HIT 153 Health Care Delivery Systems 3
           HIT 154 Health Care Delivery Systems
                    Laboratory 1
           HIT 155 Health Care Statistics 3
           HIT 156 Health Care Statistics Lab 1
           HIT 160 HIT Clinical Practice I 1
           HIT 221 HIT Computer Applications 2
           HIT 222 HIT Computer Applications
                    Laboratory 1
           HIT 230 Medical Coding Systems I 3
           HIT 231 Medical Coding Skills Lab I 1
           HIT 232 Medical Coding Systems II 3
           HIT 254 Organizational Improvement 3
           HIT 255 Principles of Supervision in HIT . . . 3
           HIT 260 Preceptorship for HIT 3

NOTE: To complete this program within two years, students must
plan to attend at least one summer session.

**ASSOCIATE IN APPLIED SCIENCE DEGREE LEGAL
ASSISTANT/PARALEGAL CONCENTRATION** (67 semester hours)

This program prepares students to perform paralegal work in law
offices, corporation legal departments, banking institutions,

governmental agencies, judicial systems, or other legal settings. **151**
Please check the course description list for any prerequisites.

<u>Hours Required</u>

Area I: **Written Composition** 3
        ENG 101 English Composition I 3

Area II: **Humanities and Fine Arts** 6
        SPH 106 Fundamentals of Oral
                Communication 3
        Humanities Elective OR
        ENG 102 English Composition II 3

Area III: **Natural Science and Mathematics** 9
        CIS 146   Microcomputer Applications 3
        CIS 196   Windows, Troubleshooting, and
                Internet 3
        MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3
        PSY 200   General Psychology OR
        SOC 200   Introduction to Sociology 3

Area V: **Technical Concentration and Electives** 46
        ORI 100   Orientation 1
        BUS 241 Principles of Accounting 3
        OAD 101 Beginning Keyboarding 3
        CRJ 220   Criminal Investigation 3
        PRL 101   Introduction to Paralegal Study 3
        PRL 102   Basic Legal Research and Writing . . 3
        PRL 103   Advanced Legal Research and Writing . 3
        PRL 150   Commercial Law OR
        BUS 263 Legal & Social Environment of Business . . 3
        PRL 160   Criminal Law and Procedure OR
        CRJ 140   Criminal Law and Procedure 3
        PRL 170   Administrative Law 3
        PRL 210   Real Property Law 3
        PRL 230   Domestic Law 3
        PRL 240   Wills, Estates, and Trusts 3
        PRL 262   Civil Laws and Procedures 3
        PRL 282   Law Office Management & Procedures . 3
        PRL 291   Internship in Paralegalism 3

PARALEGAL CERTIFICATE

<u>Hours Required</u>

Area I: Written Composition 3
         ENG 101 English Composition 3

Area II: Humanities and Fine Arts 3
         SPH 106 Fundamentals of Oral
                  Communication 3

Area III: Natural Science and Mathematics 6
         CIS 146 Microcomputer Applications 3
         MTH 116 Mathematical Applications 3

Area IV: History, Social, and Behavioral Sciences 3
         PSY 200 Psychology 3

Area V: Technical Concentration and Electives 22
         ORI 100 Orientation 1
         PRL 101 Introduction to Paralegal Study 3
         PRL 102 Basic Legal Research and Writing . . 3
         PRL 160 Criminal Law and Procedure OR
         CRJ 140 Criminal Law and Procedure 3
         PRL 230 Domestic Law 3
         PRL 240 Wills, Estates, and Trusts 3
         PRL 262 Civil Law and Procedure 3
         PRL 291 Internship in Paralegalism 3

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-Ozark Community College offers up-to-date training on the IBM AS 400 Computer and current microcomputer hardware.

The Associate in Applied Science degree and two certificates are awarded in Computer and Information Science.

Associate in Applied Science Degree in Computer & Information Science (66 credit hours)

<u>Hours Required</u>

Area I: Written Composition 3
         ENG 101 English Composition I 3

Area II: Humanities and Fine Arts 6
           SPH 106 Fundamentals of Oral
                    Interpretation 3
           Humanities Elective OR
           ENG 102 English Composition II 3

Area III: Natural Science and Mathematics 10
           Select any science course 4
           CIS 191   Introduction to Computer Science I . . . 3
           MTH 110 Finite Mathematics OR Higher 3

Area IV: History, Social, and Behavioral Sciences 3
           Select any course 3

Area V: Technical Concentration and Electives 44
           ORI 100 Orientation 1
           PED Elective (activity course) 1
           CIS 146 Microcomputer Applications 3
           CIS 147 Advanced Microcomputer Applications OR
           CIS 196 CIS Applications 3
           CIS 189 Co-op for CIS 3
           CIS 212 Visual Basic Programming 3
           CIS 251 C++ Programming 3
           CIS 255 Java Programming 3
           CIS 261 Advanced COBOL Programming 3
           CIS Elective—Select TWO from: 6
           CIS 211 Basic Programming OR
           CIS 231 Fortran Programming OR
           CIS 252 Advanced C++ Programming OR
           CIS 262 Advanced COBOL Programming
           CPT 281 A+ Certification: DOS, Windows
                    Exam Preparation 3
           BUS 241 Principles of Accounting I 3
           BUS 242 Principles of Accounting II 3
           BUS 271 Business Statistics I 3
           ECO 231 Principles of Macroeconomics OR
           ECO 232 Principles of Microeconomics 3

MICROCOMPUTER TECHNOLOGY CERTIFICATE
(37 credit hours)
                                        Hours Required
Area I: Written Composition 3
           ENG 101 English Composition 3

Area II: Humanities and Fine Arts 3
           SPH 106 Fundamentals of Oral
                    Communication 3

Area III: Natural Science and Mathematics 6
           CIS 191   Introduction to Computer Science I . . 3
           MTH 110 Finite Mathematics OR
           MTH 112 Precalculus Algebra 3

Area IV: History, Social, and Behavioral Sciences 3
           ECO 231 Principles of Macroeconomics I 3

Area V: Technical Concentration and Electives 22
           ORI 100 Orientation 1
           CIS 146 Microcomputer Applications II 3
           CIS 147 Advanced Microcomputer Applications OR
           CIS 196 Windows, Web Pages, and Internet
                    (1 hour each) 3
           CIS 189 Co-op for CIS 3
           CIS 212 Visual Basic 3
           CIS 251 C Programming 3
           CIS 255 Java Programming 3
           CPT 281 A+ Certification: DOS/Windows 3

COMPUTER PROGRAMMING CERTIFICATE (37 credit hours)

<div align="right">Hours Required</div>

Area I: Written Composition 3
         ENG 101 English Composition 3

Area II: Humanities and Fine Arts 3
           SPH 106 Fundamentals of Oral
                    Communication 3

Area III: Natural Science and Mathematics 6
           CIS 191   Introduction to Computer Science I . . . 3
           MTH 110 Finite Mathematics OR
           MTH 112 Precalculus Algebra 3

Area IV: History, Social, and Behavioral Sciences 3
           ECO 231 Principles of Macroeconomics I 3

Area V: Technical Concentration and Electives 22
           ORI 100 Orientation 1

CIS 146	Microcomputer Applications	3
CIS 189	CIS Co-op	3
CIS 211	BASIC Programming OR	
CIS 231	FORTRAN Programming OR	
CIS 252	Advanced C++ Programming OR	
CIS 262	Advanced COBOL Programming	3
CIS 212	Visual Basic Programming	3
CIS 251	C++ Programming	3
CIS 255	Java Programming	3
CIS 261	COBOL Programming	3

ASSOCIATE IN APPLIED SCIENCE DEGREE IN COMPUTER MAINTENANCE & TECHNOLOGY (66 semester hours)

Hours Required

Area I: **Written Communication** 3
ENG 101 English Composition I 3

Area II: **Humanities and Fine Arts** 6
SPH 106 Fundamentals of Oral
Communication 3
Humanities Elective OR
ENG 102 English Composition II 3

Area III: **Natural Science and Mathematics** 10
MTH 110 Finite Mathematics OR
MTH 112 Precalculus Algebra 3
Select any science course 4
CIS 191 Introduction to Computer Science .. 3

Area IV: **History, Social, and Behavioral Sciences** 3
Select any course 3

Area V: **Technical Concentration and Electives** 44
ORI 100 Orientation 1
PED Elective (activity course)............ 1
CIS 146 Microcomputer Applications 3
CIS 189 Co-op Internship 3
CIS 211 Basic Programming 3
CIS 212 Visual Basic 3
CIS 238 Windows 2000 Professional 3
CIS 289 Computer Problem Determination ... 3
CPT 181 A+ Certification: Core Exam
Preparation 3

CPT 200 Network Technologies 3
CPT 210 Network Administration 6
CPT 221 Network Service and Support 3
CPT 224 Network Install, Configure, & Build
            Intranets 3
CPT 232 Network Design & Implementation . . 3
CPT 281 A+ Certification: DOS/Windows
            Exam Preparation 3

COMPUTER MAINTENANCE & TECHNOLOGY CERTIFICATE
(26 credit hours)

Hours Required

ORI 100 Orientation 1
CIS 130 Introduction to Information Systems OR
CIS 191 Introduction to Computer Science I . . 3
CIS 189 Coop for CIS 3
CIS 196 Internet 1
CIS 238 Windows 2000 Professional 3
CPT 181 A+ Certification: Core Exam
            Preparation 3
CPT 281 A+ Certification: DOS Windows
            Exam Preparation 3
CPT 200 Network Techonologies 3
CPT 210 Network Administration 6

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 criminal justice leaders and employees
at every level.

Enterprise-Ozark Community College awards the certificate in
Criminal Justice to a student who has successfully completed 18
hours in Criminal Justice courses at this institution and the
advanced certificate in Criminal Justice to a student who has
completed 30 hours in Criminal Justice. The Associate in Science
degree or the Associate in Arts degree is awarded to students who
have also completed the general education requirements in addition
to the criminal justice courses.

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-Ozark Community College awards the certificate and the Associate in Applied Science degree in Child Development.

Students interested in obtaining the 120 hours of formal training necessary for the Child Development Associate (CDA) credential can take three of these courses for credit. We recommend CHD 100, 101, and 104.

In computing training requirements for the Department of Human Resources (DHR) each course is equivalent to forty-five clock hours of training.

ASSOCIATE IN APPLIED SCIENCE DEGREE (63 credit hours)

Hours Required

Area I: Written Composition 3
ENG 101 English Composition I 3

Area II: Humanities and Fine Arts 6
SPH 106 Fundamentals of Oral
Interpretation 3
Communication (3 credit hours)
Select one from Art, Music, Foreign Language . . 3

Area III: Natural Sciences and Mathematics 10
Complete 3 credit hours of Mathematics 3
(Suggested Courses:
MTH 110 Finite Math OR
MTH 112 Precalculus Algebra OR
MTH 116 Math Applications)
Complete 4 credit hours of Science 4
Select one:
CIS 146 Microcomputer Applications OR
OAD 101 Beginning Keyboarding 3

Area IV: History, Social, and Behavior Sciences 3
Complete 3 credit hours of History OR Social
Science 3

158 Area V: Technical Concentration 41
Complete 2 hours of Physical Education 2
ORI 100 Orientation 3
CHD 100 Introduction to Early Care &
Education of Children 3
CHD 101 Child Growth & Development
Principles 3
CHD 102 Children's Creative Experiences 3
CHD 103 Children's Literature & Language
Development 3
CHD 104 Methods and Materials for Teaching
Children 3
CHD 106 Children's Health & Safety 3
CHD 205 Program Planning for Educating Young
Children 3
CHD 215 Supervised Practical Experience in
Child Development 3
Choose four electives from:
CHD 130 Introduction to School Age Programs
CHD 208 Administration of Child Development
Programs
CHD 209 Infant andToddler Education Programs
CHD 210 Educating Exceptional Young Children
HED 231 First Aid
SOC 200 Introduction to Sociology
SOC 247 Marriage and the Family
PSY 200 General Psychology
PSY 210 Human Development
BUS 241 Principles of Accounting I
OAD 125 Word Processing
OAD 135 Financial Record Keeping
OAD 217 Office Management
OAD 218 Office Procedures
CIS 146 Microcomputer Applications 12

CHILD DEVELOPMENT CERTIFICATE (24 semester hours)

                                        <u>Hours Required</u>
ORI 100 Orientation 1
ENG 101 English Composition I 3
CHD 100 Introduction to Early Care &
Education of Children 3
CHD 101 Child Growth & Development
Principles 3

CHD 102 Children's Creative Experiences 3
CHD 103 Children's Literature & Language
         Development 3
CHD 104 Methods & Materials for Teaching
         Children 3
CHD 106 Children's Health & Safety 3
CHD 205 Program Planning for Educating Young
         Children 3
CHD 209 Infant & Toddler Education Programs . . 3
CHD 210 Educating Exceptional Young Children
CHD 215 Supervised Practical Experience in Child
         Development 3

NOTE: Students may choose CHD 208 Administration of Child Development Programs as another CHD elective.

GEOGRAPHIC INFORMATION SYSTEMS CERTIFICATE
(20 semester hours)

                                 Hours Required
GEO 101 Principles of Physical Geography 3
CIS 146   Microcomputer Applications 3
CIS 196   ArcView & ArcInfo (1 hour each) . . . 2
GIS 100   Introduction to Spatial-Human
         Geography 3
GIS 101   Introduction to GIS 3
GIS 102   Technical Issues in GIS 3
GIS 103   Applications Issues in GIS 3
GIS 104   Directed Study in Project Planning
         Strategies 3

ASSOCIATE IN APPLIED SCIENCE DEGREE IN EMERGENCY MEDICAL SERVICES (83 credit hours)
                                 Hours Required
Area I: **Written Composition** 3
        ENG 101 English Composition 3

Area II: **Humanities and Fine Arts** 6
        SPH 106 Fundamentals of Speech OR
        SPH 107 Fundamentals of Public Speaking 3
        ENG 102 English Composition II OR
        ART 100 Art Appreciation OR
        ART 203 Art History I OR

ART 204 Art History II OR
MUS 101 Music Appreciation OR
PHL 106 Introduction to Philosophy OR
PHL 206 Ethics OR
Any Appropriate Level Spanish Language 3

Area III: **Natural Science and Mathematics** 15
MTH 100 Intermediate College Algebra OR
MTH 110 Finite Mathematics OR
MTH 112 Precalculus Algebra OR
MTH 116 Mathematical Applications 3
BIO 103 Principles of Biology I 4
BIO 201 Human Anatomy & Physiology I 4
BIO 202 Human Anatomy Physiology II 4

Area IV: **History, Social, and Behavioral Sciences** 3
PSY 200 General Psychology 3

Area V: **Technical Concentration and Electives** 54
ORI 100 Orientation 1
EMS 113 Infection Control for Health
Professionals 1
EMS 140 EMT Preparatory and Prehospital
EMS Operations 2
EMS 141 EMS Assessment & Trauma Related
Injuries 3
EMS 142 EMT Medical Emergencies and
Pediatric Care 3
EMS 143 EMT Basic Clinical Competencies . . . 1
EMP 191 Paramedic Preparatory 2
EMP 192 Paramedic Operations 3
EMP 193 Patient Assessment and Management . 3
EMP 194 Paramedic General Pharmacology 2
EMP 196 Advanced Trauma Management B . . . 3
EMP 197 Paramedic Clinical Competencies I . . . 3
EMP 198 Medical Patient Management I 2
EMP 199 Cardiovascular Electrophysiology 3
EMP 201 Medical Patient Management IIB 3
EMP 202 Paramedic Clinical Competencies II . . 3
EMP 203 Cardiovascular Patient Management . . 3
EMP 204 Transition to Paramedic Practice 3
EMP 205 Paramedic Terminal Competencies . . . 2
EMP 206 Paramedic Field Preceptorship 6
EMP 207 Paramedic Team Leader Preceptorship . . 1

Hours <u>Required</u>

Area I: Written Composition 3
      *ENG 101 English Composition 3

Area II: Humanities and Fine Arts 0
      No courses required.

Area III: Natural Science and Mathematics 3
      **MTH 100 Intermediate College Algebra OR
            higher level math course 3

Area IV: History, Social, and Behavioral Sciences 0
      No courses required.

Area V: Pre-major Electives 62
      ORI 100 Orientation 1
      BIO 201 Human Anatomy & Physiology I 4
      BIO 202 Human Anatomy & Physiology II 4
      EMS 113 Infection Control for Health
              Professions 1
      EMS 140 EMT Preparatory & Prehospital EMS
              Operations 2
      EMS 141 EMS Assessment & Trauma Related
              Injuries 3
      EMS 142 EMT Medical Emergencies &
              Pediatric Care 3
      EMS 143 EMT Basic Clinical Competencies . . . 1
      EMP 191 Paramedic Preparatory 2
      EMP 192 Paramedic Operations 3
      EMP 193 Patient Assessment & Management . . 3
      EMP 194 Paramedic General Pharmacology 2
      EMP 196 Advanced Trauma Management-B . . . 3
      EMP 197 Paramedic Clinical Competencies I . . .3
      EMP 198 Medical Patient Management I 3
      EMP 199 Cardiovascular Electrophysiology 3
      EMP 200 Medical Patient Management IIA OR
      EMP 201 Medical Management IIB AND
      EMP 202 Paramedic Clnical Competencies II . . 6
      EMP 203 Cardiovascular Patient Management . . 3
      EMP 204 Transition to Paramedic Practice 3
      EMP 205 Paramedic Terminal Competencies . . . 2
      EMP 206 Paramedic Field Preceptorship 6

EMP 207 Paramedic Team Leader
                   Preceptorshiop 1

NOTE: Students are responsible for officially withdrawing from classes they are not attending. Students MUST take 25% of their coursework at EOCC to qualify for graduation. This program of study is a suggested Individual Educaitonal Plan (IEP). Students are responsible for checking with their senior college about the transfer of credits. BIO 103 prerequisites are BIO 101 & BIO 102.

*   ENG 101 is required before any EMP coursework.
**   MTH 100 is required before any EMP coursework.

EMERGENCY MEDICAL SERVICES BASIC CERTIFICATE
(10 hours)

                                                          Hours Required
        EMS 113 Infection Control for Health Professions . . 1
        EMS 140 EMT Preparatory & Prehospital EMS
                       Operations 2
        EMS 141 EMS Assessment & Trauma Related
                       Injuries 3
        EMS 142 EMT Medical Emergencies & Pediatric
                       Care 3
        EMS 143 EMT Basic Clinical Competencies 1

NOTE: Students are responsible for officially withdrawing from classes they are not attending. Students MUST take 25% of their coursework at EOCC to qualify for graduation.   Students MUST take the state exam. This is a 10-hour semester certificate. If a student elects to be full-time, other courses to consider would be EMS 107 and ORI 100. If a student is interested in completing the paramedical certificate or degree, they should select BIO 103, ENG 101, OR MATH 100 or higher.

COMPUTER GRAPHICS CAREER PROGRAM CERTIFICATE
(25 semester hours)

                                                          Hours Required
        ORI 100 Orientation 1
        ART 100 Art Appreciation 3
        ART 113 Drawing I 3
        ART 121 Two Dimensional Composition I 3

ART 220 Introduction to Computer Graphics . . 3
ART 221 Computer Graphics I 3
ART 222 Computer Graphics II 3
ART 173 Photography 3
CIS 146 Microcomputer Applications 3

ASSOCIATE IN APPLIED SCIENCE DEGREE IN AUTOMOTIVE TECHNOLOGY—Ozark Aviation Campus (74 hours)

Automotive Technology on the Aviation Campus is a high-quality, modern auto technician program. Students are taught on late-model vehicles, using modern diagnostic test equipment. This program is generic in that it deals with all automobile manufacturers. Live work that directly relates to theory being taught is performed on College-owned, late model vehicles. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

		Hours Required
Area I:	**Written Composition**	**6**
	ENG 101 English Composition I	3
	ENG 130 Technical Report Writing	3
Area II:	**Humanities and Fine Arts**	**6**
	SPH 106 Fundamentals of Oral Communication	3
	Humanities/Fine Arts Elective	3
Area III:	**Natural Sciences and Mathematics**	**9**
	MTH 116 Mathematical Applications	3
	PHS 112 Physical Science II	3
	CIS 146 Microcomputer Applications	3
Area IV:	**History, Social, & Behavioral Sciences**	**3**
	ECO 231 Principles of Macroeconomics	3
Area V:	**Technical Concentration and Electives**	**50**
	ORI 100 Orientation	1
	ASE 101 Fundamentals of Automotive Technology	3
	ASE 111 Automotive Electrical Systems	3
	ASE 112 Starting, Charging Systems, & Accessories	3

ASE 121	Braking Systems	3
ASE 122	Steering, Suspension, & Alignment . .	3
ASE 131	Powertrain Fundamentals	3
ASE 132	Automotive Heating & Air Conditioning	3
ASE 150	Dealership Work Experience	2
ASE 211	Automotive Electronics	3
ASE 212	Fuel Systems	3
ASE 214	Ignition Systems	3
ASE 215	Advanced Automotive Electronics . . .	3
ASE 221	Engine Repair	3
ASE 222	Manual Transmission/Transaxle	3
ASE 223	Engine Management Systems	3
ASE 231	Automatic Transmission/Transaxle . . .	3
ASE 250	Dealership Work Experience	2

AUTOMOTIVE TECHNOLOGY CERTIFICATE—Ozark Aviation Campus (62 hours)

<u>Hours Required</u>

Area I: **Written Composition** 3
ENG 101 English Composition 3

Area II: **Humanities and Fine Arts** 3
SPH 106 Fundamentals of Oral Communication . . 3

Area III: **Natural Sciences and Mathematics** 6
MTH 116 Mathematical Applications 3
CIS 146 Microcomputer Applications 3

Area IV: **History, Social, & Behavioral Sciences** 0
No course required 0

Area V: **Technical Concentration and Electives** 50
ORI 100 Orientation 1
ASE 101 Fundamentals of Automotive Technology 3
ASE 111 Automotive Electrical Systems 3
ASE 112 Starting, Charging Systems, & Accessories 3
ASE 121 Braking Systems 3
ASE 122 Steering, Suspension, & Alignment . . 3
ASE 131 Powertrain Fundamentals 3
ASE 132 Automotive Heating & Air Conditioning 3

ASE 150 Dealership Work Experience 2
ASE 211 Automotive Electronics 3
ASE 212 Fuel Systems 3
ASE 214 Ignition Systems 3
ASE 215 Advanced Automotive Electronics . . . 3
ASE 221 Engine Repair 3
ASE 222 Manual Transmission/Transaxle 3
ASE 223 Engine Management Systems 3
ASE 231 Automatic Transmission/Transaxle . . . 3
ASE 250 Dealership Work Experience 2

ASSOCIATE IN APPLIED SCIENCE DEGREE IN AIRFRAME TECHNOLOGY—Ozark Aviation Campus and Mobile Aviation Center (68 semester hours)

The Airframe Technology program is designed to prepare students with the knowledge and skills needed to take the Federal Aviation Administration (FAA) written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. FAA certification is normally required to begin a career as an aviation maintenance technician. These technicians are in high demand by regional and national commercial airlines, in general aviation, and in support of the military and other governmental agencies that use aircraft.

Airframe Technology instruction is approved by the FAA and is divided between classroom theory and hands-on laboratory work. Students use a variety of training aids and actual aircraft and aircraft systems to develop manipulative skills and technical competencies. Students must purchase their own tools. Related academic coursework provides students with the communication and computation skills required in the workplace.

Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

                                                    Hours Required
Area I: **Written Composition** 3
        ENG 101 English Composition I 3

Area II: **Humanities and Fine Arts** 6
        SPH 106 Fundamentals of Oral
                Communication 3
        Humanities/Fine Arts elective 3

Area III: Natural Sciences and Mathematics 9
          MTH 116 Mathematical Applications 3
          CIS 146 Microcomputer Applications 3
          Science/Computer Science/Math elective 3

Area IV: History, Social, and Behavioral Sciences 3
          Social Science Elective 3

Area V: Technical Concentration and Electives 47
          ORI 100 Orientation 1
          AMT 100 Technical Preparation 5
          AMT 101 Basic Electricity 5
          AMT 102 Materials & Process 5
          AMT 110 Non-Metallic Structures & Welding . . 5
          AMT 111 Aircraft Sheetmetal Structures 5
          AMT 112 Airframe Systems I 5
          AMT 113 Airframe Systems II 5
          AMT 114 Airframe Systems III 5
          AMT 115 Airframe Systems IV 5
          AMT 116 Airframe Comprehensive Testing 1

AIRFRAME TECHNOLOGY CERTIFICATE—Ozark Aviation Campus and Mobile Aviation Center (59 semester hours)

                                                              <u>Hours Required</u>
Area I: Written Composition 3
          ENG 101 English Composition I 3

Area II: Humanities and Fine Arts 6
          SPH 106 Fundamentals of Oral
                     Communication 3

Area III: Natural Sciences and Mathematics 6
          MTH 116 Mathematical Applications 3
          CIS 146 Microcomputer Applications 3

Area IV: History, Social, and Behavioral Sciences 0
          No course required 0

Area V: Technical Concentration and Electives 47
          ORI 100 Orientation 1
          AMT 100 Technical Preparation 5
          AMT 101 Basic Electricity 5
          AMT 102 Materials & Process 5
          AMT 110 Non-Metallic Structures & Welding . . 5
          AMT 111 Aircraft Sheetmetal Structures 5

AMT 112 Airframe Systems I 5
AMT 113 Airframe Systems II 5
AMT 114 Airframe Systems III 5
AMT 115 Airframe Systems IV 5
AMT 116 Airframe Comprehensive Testing 1

ASSOCIATE IN APPLIED SCIENCE DEGREE IN AVIONICS TECHNOLOGY—Ozark Aviation Campus (76 semester hours)

The Avionics Technology program begins with a broad-based approach to the study of electronics to prepare students with a basic knowledge of electronic theory and a working knowledge of electronics equipment and components. Beyond initial instruction in those areas, students receive extensive hands-on training with aviation electronics equipment such as communication and navigation radios, weather radars, autopilots, on-board computers, transponders, and more. A combination of theory and laboratory coursework is designed to develop technical and professional knowledge and build skills required in contemporary avionics repair facilities.

Students with formal training or significant experience in the field of electronics may be placed in advanced stages of the curriculum. Based on documented experience in the field, students may be qualified to challenge end-of-course examinations for specific courses in the technicial curriculum. Prospective students with such experience should discuss placement with the Avionics Technology faculty. Admission is conditional and depends on the student's ability to perform the essential functions identified for this program. Reasonable accommodations are considered.

A member of the International Society of Certified Electronics Technicians (ISCED) on the College staff administers the Federal Communications Commission (FCC) general radio/telephone licenses examination and the ship radar endorsement as well as the ISCED examination for the associate level and all journeyman certificates.

		<u>Hours Required</u>
Area I:	**Written Composition**	**3**
	ENG 101 English Composition 3	
Area II:	**Humanities and Fine Arts**	**6**
	SPH 106 Fundamentals of Oral Communication . . 3	
	Humanities/Fine Arts Elective 3	

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GENERAL AVIATION TECHNOLOGY SHORT CERTIFICATE—
Ozark Aviation Campus & Mobile Aviation Center (15 semester hours)

This short certificate program is designed to enable experienced
aviation maintenance personnel to develop the knowledge and skills
to prepare for the Federal Aviation Administration (FAA)
examination leading to airframe and/or powerplant certificates.
Admission is conditional and depends on the student's ability to
perform the essential functions identified for this program.
Reasonable accommodations are considered.

The program is designed primarily for individuals who are eligible
for the FAA examination based on prior experience as an aircraft
mechanic. FAA experience requirements, as described in FAR Part
65.77, state that an applicant must have at least 18 months of
documented work experience on aircraft or powerplant, appropriate
to the specific rating sought, or a combination of 30 months of
documented work experience on airframe and powerplant to be
authorized to seek both FAA certificates. Only an FAA

Airworthiness Inspector can determine if an individual possesses the required experience and authorize him/her to take the applicable FAA examinations. Prospective students should hold such an authorization or be assured by an Airworthiness Inspector that they can gain such an authorization before beginning the coursework. The coursework alone will not earn the student an authorization to test.

The program provides basic instruction in aircraft basic sciences, airframe subjects, and powerplant subjects. A qualified student may prepare for FAA certification in both airframe and powerplant areas and earn a special certificate by completing the required courses in all three areas. A student desiring to prepare for FAA airframe certification may do so by completing specified aircraft basic science and airframe courses. A student desiring to prepare for FAA powerplant certification may do so by completing specified aircraft basic science and powerplant coures.

	Hours Required
GAT 101 Aviation General Subjects	3
GAT 110 Aviation Structures	3
GAT 111 Aviation Systems	3
GAT 120 Powerplant Theory	3
GAT 121 Powerplant Systems	3

ASSOCIATE IN APPLIED SCIENCE DEGREE IN POWERPLANT TECHNOLOGY–Ozark Aviation Campus and Mobile Aviation Center (68 hours)

		Hours Required
Area I:	Written Composition	3
	ENG 101 English Composition	3
Area II:	Humanities and Fine Arts	6
	SPH 106 Fundamentals of Oral Communication	3
	Humanities/Fine Arts Elective	3
Area III:	Natural Sciences and Mathematics	9
	MTH 116 Mathematical Applications	3
	CIS 146 Microcomputer Applications	3
	Science/Computer Science, Mathematics Elective	3
Area IV:	History, Social, & Behavioral Sciences	3
	Social Science Elective	3

Area V: **Technical Concentration and Electives** 47
ORI 100 Orientation 1
AMT 100 Technical Preparation 5
AMT 101 Basic Electricity 5
AMT 102 Materials & Processes 5
AMP 120 Engine Theory & Propellers 5
AMP 121 Reciprocating Engine Systems 5
AMP 122 Reciprocating Engine Overhaul 5
AMP 123 Reciprocating Engine Inspections 5
AMP 124 Turbine Engine Theory & Inspections . . . 5
AMP 125 Turbine Engine Systems Overhaul . . . 5
AMP 126 Powerplant Comprehensive
Examination 1

POWERPLANT TECHNOLOGY CERTIFICIATE—Ozark Aviation Campus and Mobile Aviation Center (59 semester hours)

		Hours Required
Area I:	**Written Composition**	3
ENG 101 English Composition 3

Area II: | **Humanities and Fine Arts** . . . . | 3
 | SPH 106 Fundamentals of Oral Communication . . 3 |

Area III: | **Natural Sciences and Mathematics** . . . . | 6
 | MTH 116 Mathematical Applications . . . . 3 |
 | CIS 146 Microcomputer Applications . . . . 3 |

Area IV: | **History, Social, & Behavioral Sciences** . . . . | 0
 | No courses required . . . . 0 |

Area V: | **Technical Concentration and Electives** . . . . | 47
ORI 100 Orientation 1
AMT 100 Technical Preparation 5
AMT 101 Basic Electricity 5
AMT 102 Materials & Processes 5
AMP 120 Engine Theory & Propellers 5
AMP 121 Reciprocating Engine Systems 5
AMP 122 Reciprocating Engine Overhaul 5
AMP 123 Reciprocating Engine Inspections 5
AMP 124 Turbine Engine Theory & Inspections . . . 5
AMP 125 Turbine Engine Systems Overhaul . . . 5
AMP 126 Powerplant Comprehensive
Examination 1

Enterprise-Ozark Community College has become an Allied Health Linkage institution with Wallace State College in Hanceville. This linkage program will allow Enterprise students to earn their general academic credits at EOCC and then transfer to Wallace at Hanceville to complete the coursework in their selected Allied Health fields. The linkage agreement gives students a list of equivalent courses needed to apply to each program. Wallace accepts the best qualified appplicants in each area. Allied Health Training is available in the following areas: dental assisting/dental hygiene, diagnostic medical sonography, emergency medical services, health care information, human services, medical laboratory technology, occupational therapy assistant, physical therapist assistant, radiologic technology, nursing (RN/LPN), respiratory care and sports medicine. For additional information contact the linkage coordinator, in Guidance Services (LW102).

Students at the Mobile Aviation Center work on a small, single-engine plane in learning how to troubleshoot problems.

Course Descriptions

AVIATION DIVISION

NOTE: In this division theory hours, lab hours, and credit hours are listed in that order in parentheses following the title of the course.

AIRFRAME TECHNOLOGY

AMT 100. TECHNICAL PREPARATION (4·3·5 credits)
This course introduces basic information necessary for students entering the aviation maintenance field. Math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications are emphasized. On completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanics' privileges and limitations, and interpret maintenance publications.

AMT 101. BASIC ELECTRICITY (3·6·5 credits)
This course provides a study of electricity. Alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices are emphasized. On completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries.

AMT 102. MATERIALS AND PROCESSES (3·6·5 credits)
This course introduces aircraft hardware and materials, precision measuring and non-destructive testing, aircraft ground operations, fuels, cleaning and corrosion control methods, and the use of aircraft drawings. Identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs are emphasized. On completion, students should be able to perform non-destructive tests; use precision measuring tools; fabricate and install rigid and flexible fluid lines; select hardware and fuels; handle and secure an aircraft; and identify, read, create, and interpret aircraft drawings.

AMT 110. NON-METALLIC STRUCTURES AND WELDING (2·9·5 credits)
PREREQUISITES: AMT 100, AMT 101, and AMT☐102.

This course is a study of repairs to non-metallic aircraft surfaces and structures and welding. Repairs to fabric surfaces and to wood, composite, and steel structures are emphasized. On completion, students should be able to repair fabric surfaces and apply finishing materials, make repairs to wood structures, layout and form composite repairs, and make repairs to steel structures using various welding methods.

AMT 111. AIRCRAFT SHEETMETAL STRUCTURES (2·9·5 credits)
PREREQUISITES: AMT 100, AMT 101, and AMT 102.

This course introduces aircraft sheetmetal repairs. Use of proper procedures, tools, and materials to complete sheetmetal repairs is emphasized. On completion, students should be able to install conventional rivets; form, layout, and bend sheetmetal; install special rivets and fasteners; and inspect and repair sheetmetal structures.

AMT 112. AIRFRAME SYSTEMS I (3·6·5 credits)
PREREQUISITES: AMT 100, AMT 101, and AMT 102.

This course introduces aircraft electrical systems and components and fuel systems. Inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems are emphasized. On completion, students should know the operation and theory of generators, alternators, and starters; be able to fabricate wiring; and be able to inspect, troubleshoot, and repair lighting and fuel systems.

AMT 113. AIRFRAME SYSTEMS II (3·6·5 credits)
PREREQUISITES: AMT 100, AMT 101, and AMT 102.

This course introduces aircraft inclement weather control and fire protection systems as well as cabin environmental control, instrumentation, and electronic systems. Theory and the skills necessary to inspect, service, maintain, and troubleshoot are emphasized. On completion, students should be able to inspect, repair, troubleshoot, and understand operating principles of ice and rain removal, fire protection, cabin environmental, instruments and navigation and communication systems.

AMT 114. AIRFRAME SYSTEMS III (3·6·5 credits)
PREREQUISITES: AMT 100, AMT 101, and AMT 102.

This course introduces the theory of operation of various hydraulic and pneumatic components and systems, landing gear

systems, and various position and warning systems. Testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems are emphasized. On completion, students should be able to inspect, troubleshoot, and repair hydraulic and pneumatic power systems, aircraft wheels and tires, aircraft landing gear systems, anti-skid and electrical braking systems, and position and warning systems.

AMT 115. AIRFRAME SYSTEMS IV (3·6·5 credits)
PREREQUISITES: AMT 100, AMT☐101, and AMT☐102.
This course introduces aircraft structural assembly and rigging, helicopters, and required inspections. The skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems and components, and assemble and rig aircraft structures are emphasized. On completion, students should be able to inspect, repair, troubleshoot, assemble, and rig aircraft structures and determine the condition of airframes, airframe systems, and components.

AMT 116. AIRFRAME COMPREHENSIVE TESTING (1·0·1 credits)
PREREQUISITES: AMT 100, AMT 101, AMT 102, AMT 110, AMT☐111, AMT 112, AMT 113, AMT 114, and AMT 115.
This is a comprehensive examination covering all materials in airframe and general courses.

AVIATION MANAGEMENT

AVM 140. FCC RULES AND REGULATIONS (2·0·2 credits)
This course provides instruction on the pertinent rules and regulations of the Federal Communications Commission (FCC). The relationship of FCC rules and regulations to the practice of avionics and electronics in the aviation industry is emphasized. On completion, students should be able to apply rules and regulations and take the basic FCC certification examination.

AVM 145. CERTIFIED ELECTRONICS TECHNICIAN (2·0·2 credits)
This course covers areas required for the International Society of Certified Electronics Technicians (ISCET) examination. Basic electronics, mathematics, alternating and direct current circuits, transistors, and troubleshooting are emphasized. On completion, students should have the basic knowledge required to take the ISCET examination.

AMM 100. AIRCRAFT BLUEPRINT READING (1·3·2 credits)

This laboratory course familiarizes students with proper techniques required to successfully read and interpret blueprints. Douglas aircraft blueprints are emphasized. On completion, students should be able to use Air Transport Association (ATA) Codes and deal successfully with multiple-series aircraft blueprints.

AMM 105. COMPOSITE STRUCTURES (1·3·2 credits)

This laboratory course introduces students to composite materials used in construction and repair of modern aircraft. Defects, repairs, inspections, and the use of acceptable materials for composite structures used on aircraft are emphasized. On completion, students should be able to work with composite materials in making needed repairs to aircraft.

AVIONICS TECHNOLOGY

AVT 111. AVIATION ELECTRONICS THEORY (3·6·5 credits)

PREREQUISITE: Satisfactory placement scores. COREQUISITE: AVT 112.

This course includes electronics math and direct current (DC) and alternating current (AC) theory as applied to aviation. Mathematical principles to enhance DC and AC basic concepts through advanced circuits are emphasized. Students are prepared to analyze complex DC and AC circuits and to understand meter movements, network theorems, voltage dividers, resonance circuits, transformers, and filter circuits.

AVT 112. AVIATION ELECTRONICS LABORATORY I (0·15·5 credits)

PREREQUISITE: Satisfactory placement scores. COREQUISITE: AVT 111.

This course provides students with hands-on laboratory exercises to analyze direct current (DC) and alternating current (AC) circuits. Use of a scientific calculator and the operation of common test equipment used to analyze and troubleshoot DC and AC circuits to prove the theories featured in AVT 111 are emphasized. On completion, students should know how to use a calculator to analyze circuits and be able to use test equipment to make voltage, current, and resistance measurement in DC and AC circuits.

AVT 121. PRINCIPLES OF SOLID STATE (2·9·5 credits)
PREREQUISITES: AVT 111 and 112.

This course includes basic solid state theory beginning with atomic structure and includes diodes, bipolar transistors, field effect transistors, operational amplifiers, oscillators, and power supply circuits. Practical application of solid state devices, proper biasing and amplifier circuit analysis, and use of test equipment to diagnose typical solid state devise circuits are emphasized. On completion, students should be able to analyze circuits designed with solid state components to determine proper operation and use test equipment to support their findings.

AVT 131. DIGITAL CONCEPTS (2·6·4 credits)
PREREQUISITE: AVT 121.

This course includes basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog-to-digital conversion, and digital-to-analog conversion. Number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage are emphasized. On completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and demonstrate knowledge of microprocessor and computer circuits.

AVT 141. INTRODUCTION TO AVIONICS (3·0·3 credits)

This course provides an introduction to avionics systems used in aviation for students in aviation-related programs. Basic concepts of navigation systems, landing systems, weather radar, transponder/TCAS operation, data buss concepts, and flight control systems are emphasized. On completion, students should have a general knowledge of avionics equipment and how it is interpreted to serve as a complete avionics package in the aircraft.

AVT142. ELECTRONIC COMMUNICATIONS (2·6·4 credits)
PREREQUISITE: AVT 121.

This course provides basic principles of electronic communications (including AM, FM, and SSB receivers), transmitters and transceivers theory, antennas, transmission lines, and wave propagation. Communications circuits used in amplitude modulation, frequency modulation, and single-sideband receiver/transmitter; and development of diagnostic, troubleshooting, and repair skills are emphasized. On completion, students will be able to align, troubleshoot, and repair a basic receiver, and will have a working knowledge of antennas, frequency spectrum, and wave propagation.

AVT148. MICROPROCESSORS AND INTERFACING (2·6·4 credits)

PREREQUISITE: AVT 131.

This course introduces basic programming and interfacing of a typical microprocessor, including data flow in the execution of program instructions, data manipulation and storage, and interfacing using programmable devices. Writing simple programs, executing and debugging programs, programming devices to serve as input/output interface units, and the flow of data during the fetch and execute phases of a program are emphasized. On completion, students will understand how a microprocessor runs a stored program, how to use an instruction set, and how to interface with displays, switches, and programmable devices.

AVT 211. PULSE AND RADAR CIRCUITS (2·6·4 credits)
PREREQUISITE: AVT 142.

This course is a study of pulse circuits and synchro-servo systems and their application to airborne pulse systems, including weather avoidance radar. Use of test equipment in diagnosing constructed pulse circuits similar to those in airborne pulse equipment used in aircraft systems is emphasized. On completion, the student should be able to satisfactorily diagnose problems in aircraft pulse systems and successfully troubleshoot and repair pulse equipment.

AVT 212. AIRCRAFT INSTALLATION/SOLDERING (1·9·4 credits)
PREREQUISITE: AVT 142.

This course is a study of high reliability soldering and rework techniques, Federal Aviation Administration (FAA) regulations that direct repair station operation, sheetmetal procedures used in the installation of avionics systems, and aircraft wiring techniques. Developing the ability to do industry-standard soldering, constructing several sheetmetal projects, and constructing a wiring harness for the King Radio KX-155 system are emphasized. On completion of this course, the student should be able to perform board repair and install avionics equipment to industry and FAA standards.

AVT 213. AVIATION COMMUNICATIONS (2·6·4 credits)
PREREQUISITE: AVT 142.

This course is a study of frequency synthesizers, aviation transceivers, and aircraft audio systems. Single crystal Ppl and LSI frequency synthesizers, aviation transceivers based on these

synthesizer types, and audio systems with amplification and switching capability with an in-depth study of the King Radio KX-155, KTR-905, and KMA-24 as representative examples are emphasized. On completion of this course, the student should be able to align, troubleshoot, and describe the operation of typical systems.

AVT 214. NAVIGATION/ILS (2·6·4 credits)
PREREQUISITE: AVT 142.

This course is a study of navigation and instrument landing systems used in Air Traffic Control systems. VOR, ILS, ADF, and GPS with an in-depth study of the King Radio KI-203, KI-208, and KN-75 as representative examples are emphasized. On completion of this course, the student should be able to align, troubleshoot, and describe the operation of typical systems.

AVT 215. DME/TRANSPONDER (2·6·4 credits)
PREREQUISITE: AVT 211.

This course is a study of distance measuring equipment, ACTRBS transponders, and mode S transponders as used in the Air Traffic Control system. Instruction on airborne systems with an in-depth study of the King Radio KN-62 DME, KT-76 transponder, and the KT-71 mode S transponder as representative examples are emphasized. On completion of this course, the student should be able to align, troubleshoot, and describe the operation of typical systems.

AVT 216. AUTOPILOT/AIRCRAFT SYSTEMS (2·6·4 credits)
PREREQUISITE: AVT 211.

This course is a study of autopilot, data buss, electrical power, and integrated systems. Integrated aircraft systems and trouble-shooting these systems with the King KFC-200 Radio and the Beech 1900D aircraft used as representative examples are emphasized. On completion, the student should be able to troubleshoot and describe the operation of these systems.

GENERAL AVIATION TECHNOLOGY

GAT 101. AVIATION GENERAL SUBJECTS (3·0·3 credits)
PREREQUISITES: Approval for FAA certification testing and/or instructor approval.

This course assists students eligible for FAA certification testing to prepare for the appropriate examination. Basic aircraft electricity, aircraft drawing, weight and balance, fluid lines and

fittings, materials and processes, maintenance forms and publications, and mechanic's privileges and limitations are emphasized. On completion, students should be prepared for the general subjects portion of the FAA certification examination.

GAT 110. AVIATION STRUCTURES (3·0·3 credits)

PREREQUISITES: Approval for FAA certification testing and/or instructor approval.

This course assists students eligible for FAA certification testing to prepare for the appropriate examination. Aircraft structures, rigging and assembly, non-metallic structures, dope and fabric, metallic structures, and welding are emphasized. On completion, students should be prepared for portions of the airframe examination for FAA certification.

GAT 111. AVIATION SYSTEMS (3·0·3 credits)

PREREQUISITES: Approval for FAA certification testing and/or instructor approval.

This course assists students eligible for FAA certification testing to prepare for the appropriate examination. Hydraulic and pneumatic systems, fuel and fuel systems, ground handling, safety and support equipment, corrosion control, aircraft instruments, communication and navigation systems, and protection and environmental systems are emphasized. On completion, students should be prepared for portions of the airframe examination for FAA certification.

GAT 120. POWERPLANT THEORY (3·0·3 credits)

PREREQUISITES: Approval for FAA certification testing and/or instructor approval.

This course assists students eligible for FAA certification testing to prepare for the appropriate examination. Engines, both reciprocating and turbine; induction and exhaust systems; lubrication and cooling systems; engine fire protection; and engine maintenance, removal, replacement, and operation are emphasized. On completion, students should be prepared for portions of the powerplant examination for FAA certification.

GAT 121. POWERPLANT SYSTEMS (3·0·3 credits)

PREREQUISITES: Approval for FAA certification testing and/or instructor approval.

This course assists students eligible for FAA certification testing to prepare for the appropriate examination. Fuel metering systems, starters, ignition systems, and propellers are emphasized. On completion, students should be prepared for portions of the powerplant examination for FAA certification.

AMP 120. ENGINE THEORY AND PROPELLERS (3·6·5 credits)
PREREQUISITES: AMT 100, 101, and 102.
    This course provides an overview of the theory, construction, and
    operation of aircraft reciprocating engines and the physical laws
    and characteristics governing propeller operation. Gaining a basic
    understanding of reciprocating engines and fixed and variable
    pitch propellers is emphasized. On completion, students should
    understand the inspection, service, and repair requirements of
    reciprocating engines; be able to demonstrate an understanding
    of propeller fundamentals; and remove, troubleshoot, and install
    propellers.

AMP 121. RECIPROCATING ENGINE SYSTEMS
(2·9·5 credits)
PREREQUISITES: AMT 100, 101, and 102.
    This course focuses on the inspection, troubleshooting, and repair
    of reciprocating engine systems. Inspection, troubleshooting, and
    repair of ignition systems, fuel and induction systems, lubrication
    systems, and cooling and exhaust systems are emphasized. On
    completion, students should be able to inspect, service, trouble-
    shoot, and repair ignition, lubrication, fuel, induction, and
    cooling and exhaust systems.

AMP 122. RECIPROCATING ENGINE OVERHAUL (3·6·5 credits)
PREREQUISITES: AMT 100, 101, and 102.
    This course is a study of theory, construction, operation, and
    timing mechanisms associated with aircraft reciprocating
    powerplants. It emphasizes overhauling a reciprocating engine, to
    include disassembly, cleaning, measuring, inspecting, reassembly,
    and troubleshooting in accordance with appropriate FAA and
    manufacturers' regulations and practices. On completion,
    students should be able to overhaul a reciprocating engine.

AMP 123. RECIPROCATING ENGINE INSPECTIONS
(3·6·5 credits)
PREREQUISITES: AMT 100, 101, and 102.
    This course is a study of engine instruments, electrical systems,
    and ignition systems as well as a study of aircraft powerplant
    inspections. Theory of operation of these systems, analysis of
    system performance and faults, interpretations of instrument
    indications, and the performance of powerplant conformity and
    airworthiness inspections are emphasized. On completion,
    students should be able to read and interpret instrument readings,

analyze faults in instruments and electrical and ignition systems, and perform conformity and airworthiness inspections of reciprocating engines.

AMP 124. TURBINE ENGINE THEORY AND INSPECTIONS (3·6·5 credits)
PREREQUISITES: AMT 100, 101, and 102.

This course introduces the turbine engine. Turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles are emphasized. On completion, students should be able to explain turbine engine theory and operating principles, describe procedures for 100-hour and borescope inspections, and perform a hot section inspection by disassembling and reassembling a turbine engine.

AMP 125. TURBINE ENGINE SYSTEMS OVERHAUL (3·6·5 credits)
PREREQUISITES: AMT 100, 101, and 102.

This course provides a study of turbine engine systems. Starter, ignition, anti-ice, fire detection, and fire extinguishing systems are emphasized. On completion, students should be able to troubleshoot and repair turbine engine systems, remove and install engines in test cells and airframes, explain engine analysis and troubleshooting techniques, and describe correct procedures for rigging and running a turbine engine.

AMP 126. POWERPLANT COMPREHENSIVE TESTING (1·0·1 credits)
PREREQUISITES: AMT 100, 101, and 102; AMP 120, 121, 122, 123, 124, and 125.

This is a comprehensive examination covering all materials in general and/or powerplant courses.

AUTOMOTIVE TECHNOLOGY DIVISION

AUTO BODY REPAIR

ABR 111. NONSTRUCTURAL REPAIR (1·5·3 credits)

Students are introduced to basic principles of nonstructural panel repairs. Topics include shop safety, identification and use of hand/power tools, sheetmetal repairs, and materials. On

completion, students should be able to perform basic sheetmetal repairs. *Non-degree credible.*

ABR 112. NONSTRUCTURAL PANEL REPLACEMENT (1·5·3 credits)

Students are introduced to basic principles of nonstructural panel replacement. Topics include replacement and alignment of bolt-on panels, full and partial panel replacement procedures, and attachment methods. On completion, students should be able to replace and align nonstructural panels. *Non-degree credible.*

ABR 121. REFINISHING MATERIALS AND EQUIPMENT (1·5·3 credits)

Students are introduced to the various types of automotive finishes and equipment used in their application. Identification of refinishing materials, types of spray equipment, and proper safety precautions are emphasized. On completion, students should be able to properly select paint materials and equipment. *Non-degree credible.*

ABR 122. SURFACE PREPARATION (1·5·3 credits)

This course introduces students to methods of surface preparation for automotive refinishing. Topics include sanding techniques, metal treatment, selection and use of undercoats, and proper masking procedures. On completion, students should be able to prepare a vehicle for refinishing. *Non-degree credible.*

ABR 152. PLASTIC REPAIRS (1·5·3 credits)

This course provides instruction in automotive plastic repairs. Topics include plastic welding (both hot and chemical), use of flexible repair fillers, primers and paint additives, identification of types of plastics, and determining the correct repair procedures for each. On completion, students should be able to correctly identify and repair the different types of automotive plastics. *Non-degree credible.*

ABR 153. CORROSION PROTECTION (1·5·3 credit)

This course introduces the theory of corrosion and anticorrosion methods. Restoring factory corrosion protection after collision damage is emphasized. On completion, students should be able to replace the factory corrosion protection on repaired or replaced panels. *Non-degree credible.*

ABR 154. AUTO GLASS AND TRIM (1·5·3 credits)

This course is a study of automotive glass and trim. Removal and replacement of structural and nonstructural glass and auto trim

are emphasized. On completion, students should be able to remove and replace automotive trim and glass. *Non-degree credible.*

ABR 155. AUTOMOTIVE MIG WELDING (1·5·3 credits)

This course provides instruction in automotive Metal Inert Gas (MIG) welding. Safety, set up, and operation of equipment and various types of weld are emphasized. On completion, students should be able to successfully join automotive sheet metal using the MIG process. *Non-degree credible.*

ABR 156. AUTO CUTTING AND WELDING (1·5·3 credits)

Students are introduced to various automotive cutting and welding processes. Safety, plasma arc, and oxy-acetylene cutting, resistance-type spot welding, and Metal Inert Gas (MIG) welding are emphasized. On completion, students should be able to safely perform automotive cutting and welding procedures. *Non-degree credible.*

ABR 211. STRUCTURAL ANALYSIS (1·5·3 credits)

Students learn methods of determining structural misalignment. Topics include methods of inspection, types of measuring equipment, data sheets, and identifying types of structural damage. On completion, students should be able to locate and identify structural damage. *Non-degree credible.*

ABR 212. STRUCTURAL REPAIR (1·5·3 credits)

This course provides instruction in the correction of structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of structural components to factory specifications. *Non-degree credible.*

ABR 221. MECHANICAL COMPONENTS (1·5·3 credits)

This course provides instruction in collision-related mechanical repairs. Diagnosis and repairs to drivetrain, steering/suspension components and various other mechanical repairs are emphasized. On completion, students should be able to diagnose and repair collision-damaged mechanical components. *Non-degree credible.*

ABR 222. ELECTRICAL COMPONENTS (1·5·3 credits)

This course provides instruction in collision-related electrical repairs. Topics include basic DC theory, types of diagnostic equipment, circuit protection, wire repair, and use of wiring

diagrams. On completion, students should be able to diagnose and repair collision-damaged electrical components. *Non-degree credible.*

ABR 253. AIR CONDITIONING AND COOLING (1·5·3 credits)
This course is a study of automotive air conditioning and cooling systems. Topics include automotive air conditioning and cooling theory, component replacement, and system service. On completion, students should be able to repair and service air conditioning and cooling systems related to collision repair. *Non-degree credible.*

ABR 254. COLLISION DAMAGE REPORTS (1·5·3 credits)
In this course, students are introduced to the principles of collision cost estimating. Calculation of parts and labor amounts based on collision estimating guides is emphasized. On completion, the student should be able to prepare an accurate damage report (estimate). *Non-degree credible.*

ABR 256. TOPCOAT APPLICATIONS (1·5·3 credits)
The focus of this course is application of various automotive topcoats. Topics include applying single-stage, basecoat/clearcoat, and tricoat finishes. On completion, students should be able to properly apply automotive topcoats. *Non-degree credible.*

ABR 257. ADVANCED STRUCTURAL REPAIR (1·5·3 credits)
This course provides instruction in the correction of major structural damage. Topics include types and use of alignment equipment, anchoring and pulling methods, and repair/replacement of major structural components to factory specification. *Non-degree credible.*

ABR 259. CERTIFICATION REVIEW (3·0·3c credits)
PREREQUISITE: Instructor approval.
This review course covers materials that relate to requirements for the ASE Collision Repair and Refinish test. Topics include painting and refinishing, nonstructural analysis and damage repair, structural analysis and damage repair, mechanical and electrical components, and damage analysis and estimating. On completion, students should be prepared to take the ASE Collision Repair and Refinish Certification test. *Non-degree credible.*

ABR 291. AUTO BODY REPAIR CO-OP (0-5-15-1-3 credits)
PREREQUISITE: Instructor approval.
This course is designed to provide practical shop experience for advanced students through part-time employment in the collision repair industry. Techniques used in collision repair facilities are emphasized. On completion, students should have gained the skills necessary for entry-level employment. *Non-degree credible.*

AUTOMOTIVE TECHNOLOGY

ASE 101. FUNDAMENTALS OF AUTOMOTIVE TECHNOLOGY (1-5-3 credits)
This course provides a study of safety rules and procedures based on OSHA standards. Topics include use of shop tools and equipment, measuring devices, preventive maintenance, light duty service procedures, and use of shop manuals. On completion, students should be able to use basic tools and equipment safely and in observance of OSHA standards.

ASE 111. AUTOMOTIVE ELECTRICAL SYSTEMS (1-5-3 credits)
This course provides a study of the principles of electricity, magnetism, and Ohm's Law. Batteries, starting, charging, and lighting circuits are emphasized. On completion, students should be able to identify and repair minor electrical problems on the automobile.

ASE 112. STARTING, CHARGING SYSTEMS, AND ACCESSORIES (1-5-3 credits)
This course is designed to provide the basic knowledge of troubleshooting, maintenance, and repair of automotive electrical accessories. This includes use of special tools when servicing batteries, starting systems, and changing lighting systems. All troubleshooting and maintenance procedures must be in accordance with manufacturer's specifications.

ASE 121. BRAKING SYSTEMS (1-5-3 credits)
PREREQUISITE: ASE 111 or instructor approval.
This course provides a detailed study of types of hydraulic brake systems (disc and drum) and their service requirements. Topics include brake fundamentals, master cylinders, power assist units, parking brake, lines and valves, and anti-lock systems. On completion, students should be able to repair brake systems.

ASE 122. STEERING, SUSPENSION, AND ALIGNMENT (1·5·3 credits)

This course is designed to give a working knowledge of the design, operation, diagnosis, and repair of conventional and strut-type suspension systems. Topics include alignment procedures, wheel balancing, conventional, and rack and pinion systems. On completion, students should be able to make repairs and adjustments to suspension systems.

ASE 131. POWERTRAIN FUNDAMENTALS (1·5·3 credits)

This course provides a study of the automotive power flow from the transmission to the drive wheels. Topics include drive lines, gear ratios, differentials, drive axles, troubleshooting, and diagnostics. On completion, students should be able to trouble-shoot, diagnose, and repair automatic and manual power trains.

ASE 132. AUTOMOTIVE HEATING AND AIR CONDITIONING (1·5·3 credits)

This course covers nomenclature, theory of operation, repairs and service procedures, electrical control circuits for the compressor, and blower and coolant fan. Proper use of service manuals and safety are emphasized. On completion, students should be able to diagnose and repair heating and air conditioning systems.

ASE 150. DEALERSHIP WORK EXPERIENCE (0·10·2 credits)

At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program, working full time under the supervision of the dealership student work coordinator. The student is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the College. Although indicated as 10 contact hours, students generally work full time (40 hours per week) at the dealership. An evaluation of the student's in-dealership work performance is completed by the dealership supervisor.

ASE 211. AUTOMOTIVE ELECTRONICS (1·5·3 credits)

This course builds on the principles of the laws of electricity. Series, parallel, and series/parallel circuits are emphasized. On completion, students should be able to calculate, build, and measure circuits.

ASE 212. FUEL SYSTEMS (1·5·3)
PREREQUISITE: ASE 111

This course focuses on fuel delivery systems operation and diagnosis and repair of fuel system components. Emphasis is

placed on servicing the fuel injection system. On completion, students should be able to perform advanced engine tune-ups.

ASE 214. IGNITION SYSTEMS (1·5·3 credits)
PREREQUISITE: ASE 120 or instructor approval.
This course provides a study of the principles of operation, diagnosis, and repair of ignition system components. Topics include primary and secondary circuit operations and diagnosis and repair of conventional electronic and distributorless ignition systems. On completion, students will be prepared to diagnose and repair ignition system problems.

ASE 215. ADVANCED AUTOMOTIVE ELECTRONICS (1·5·3 credits)
PREREQUISITE: ASE 211, 213, or instructor approval.
This course provides a study of solid state microprocessors and output voltages. Topics include sensors and their use with the microprocessor. On completion, students should be able to measure, diagnose, and perform advanced repairs of automotive circuits.

ASE 221. ENGINE REPAIR (1·5·3 credits)
PREREQUISITE: ASE 123 or instructor approval.
This course provides understanding of the troubleshooting and repair procedures for the gasoline engine. Topics include engine disassembly, identification of components, inspection and measuring of parts, repair and reassembly, use of service manuals, and safety. On completion, students should be able to repair or rebuild an automotive engine.

ASE 222. MANUAL TRANSMISSION/TRANSAXLE (1·5·3 credits)
PREREQUISITE: ASE 141 or instructor approval.
This course includes a study of manual transmission/transaxle components, gear ratios, and power flow. Topics include manual and hydraulic clutches and their service and repair. On completion, students should be able to remove, repair, and replace manual transmission/transaxle components.

ASE 223. ENGINE MANAGEMENT SYSTEMS (1·5·3 credits)
PREREQUISITES: ASE 111, 112, and 211.
This course is designed to provide a working knowledge of the principles of operation, diagnosis, and repair of computerized engine control systems, which includes a study of microprocessors, sensors, actuators, and emission control devices and their interaction. All diagnostics and repair procedures must be accomplished in accordance with manufacturer's specifications.

ASE 231. AUTOMATIC TRANSMISSION/TRANSAXLE (1·5·3 credits)

PREREQUISITE: ASE 131 or instructor approval.
   This course is designed to provide a working knowledge of the construction and operation of automatic transmissions/transaxles. Topics include the study of torque converters, gear and clutch assemblers, hydraulic and mechanical power flow, and electronic controls. On completion, students should be able to remove, install, and perform basic repairs on automatic transmissions and transaxles.

ASE 250. DEALERSHIP WORK EXPERIENCE (0·10·2 credits)
   At the end of each on-campus period, the student returns to the sponsoring dealership to complete this segment of the program, working full time under the supervision of the dealership student work coordinator. The student is expected to complete work assignments in the dealership that will reinforce and parallel the course work just completed at the College. Although indicated as 10 contact hours, students normally work full time (40 hours per week) at the dealership. An evaluation of the student's in-dealership work performance is completed by the dealership supervisor.

BUSINESS DIVISION

ACCOUNTING

ACC 129. INDIVIDUAL INCOME TAXES (3 credits)
   This course introduces the relevant laws governing individual income taxation. Emphasis is placed on filing status, exemptions for dependents, gross income, adjustments, deductions, and computation of tax. Upon completion students should be able to complete various tax forms pertaining to the topics covered in the course.

ACC 140. PAYROLL ACCOUNTING (2 credits)
PREREQUISITE: BUS 241.
   This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages, preparing appropriate payroll tax forms, and journalizing/posting transactions. Upon completion students should be able to

analyze data, make appropriate computations, complete forms, and prepare accounting entries.

ACC 149. INTRODUCTION TO ACCOUNTING SPREADSHEETS (3 credits)
PREREQUISITE: BUS 241.

This course provides a working knowledge of computer spreadsheets and their use in accounting. Topics include pre-programmed problems, model-building problems, beginning-level macros, graphics, and what-if analysis enhancements of template problems. Upon completion students should be able to use a computer spreadsheet to complete many of the tasks required in accounting.

ACC 150. COMPUTERIZED GENERAL LEDGER (2 credits)
PREREQUISITE: BUS 241.

This course introduces microcomputer applications related to the major accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion students should be able to use a computer accounting package to solve accounting problems.

<u>BUSINESS</u>

BUS 146. PERSONAL FINANCE (3 credits)

This course is a survey of topics of interest to the consumer. Topics include budgeting, financial institutions, basic income tax, credit, consumer protection, insurance, house purchase, retirement planning, estate planning, investing, and consumer purchases.

BUS 150. BUSINESS MATH (3 credits)

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

BUS 175. RETAILING (3 credits)

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

BUS 176. PROMOTIONAL STRATEGIES (3 credits)
This course provides an overview of the tools and techniques used by businesses in their promotional strategies. Topics include variables affecting promotional decisions, information needed to access these variables, the strengths and limitations of methods and strategies, and the fundamentals of managerial decision making.

BUS 177. SALESMANSHIP (3 credits)
This course provides an introduction to the principles and practices of ethical salesmanship. Topics include industrial and retail selling methods of market analysis, professional salesmanship and sales methods, consumer types, attitudes, and behavior.

BUS 186. ELEMENTS OF SUPERVISION (3 credits)
This course is an introduction to the fundamentals of supervision. Topics include the functions of management, responsibilities of the supervisor, management-employee relations, organizational structure, project management, and employee training and rating.

BUS 188. PERSONAL DEVELOPMENT (1 credit)
This course provides strategies for personal and professional development. Topics include business etiquette, personal appearance, interviewing techniques, and development of a self-concept necessary for business success.

BUS 189. HUMAN RELATIONSHIPS (1 credit)
This course enables employees to better understand actions and motivations within the organizational structure. Topics include general principles of human behavior operating in the workplace.

BUS 190 – 192. MANAGEMENT WORKSHOP (1–3 credits)
This course is a part of a series of workshops wherein current topics of interest are presented. They are offered upon demand and can be tailored for the needs of individuals, business, and industry.

BUS 215. BUSINESS COMMUNICATIONS (3 credits)
This course covers written, oral, and nonverbal communications. Topics include the application of communication principles to the production of clear, correct, and logically organized faxes, e-mail, memos, letters, resumes, reports, and other business communications.

BUS 241. PRINCIPLES OF ACCOUNTING I (3 credits)
This course is designed to provide a basic theory of accounting principles and practices used by service and merchandising enterprises. Emphasis is placed on financial accounting, including the accounting cycle, and financial statement preparation analysis.

BUS 242. PRINCIPLES OF ACCOUNTING II (3 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, with coverage of corporations, statement analysis introductory cost accounting, and use of information for planning, control, and decision making.

BUS 248. MANAGERIAL ACCOUNTING (3 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 261. BUSINESS LAW I (3 credits)
This course provides an overview of legal principles affecting businesses. Topics include contracts, agency and employment, negotiable instruments, bailments, and sale of goods.

BUS 263. THE LEGAL AND SOCIAL ENVIRONMENT OF BUSINESS (3 credits)
This course provides an overview of the legal and social environment for business operations with emphasis on contemporary issues and their subsequent impact on business. Topics include the Constitution, the Bill of Rights, the legislative process, civil and criminal law, administrative agencies, trade regulations, consumer protection, contracts, employment and personal property.

BUS 271/PSY 260. BUSINESS STATISTICS I (3 credits)
This is an introductory study of basic statistical concepts applied to economic and business problems. Topics include the collection, classification, and presentation of data, statistical description and analysis of data, measures of central tendency and dispersion, elementary probability, sampling, estimation, and introduction to hypothesis testing.

BUS 272. BUSINESS STATISTICS II (3 credits)
This course is a continuation of BUS 271. Topics include sampling theory, statistical interference, regression and correlation, chi square, analysis of variance, time series index numbers, and decision theory.

BUS 275. PRINCIPLES OF MANAGEMENT (3 credits)
This course provides a basic study of the principles of management. Topics include planning, organizing, staffing, directing, and controlling with emphasis on practical business application.

BUS 276. HUMAN RESOURCE MANAGEMENT (3 credits)
This course provides an overview of the responsibilities of the supervisor of human resources. Topics include the selection, placement, testing, orientation, training, rating, promotion, and transfer of employees.

BUS 279. SMALL BUSINESS MANAGEMENT (3 credits)
This course provides an overview of the creation and operation of a small business. Topics include buying a franchise, starting a business, identifying capital resources, understanding markets, managing customer credit, managing accounting systems, budgeting systems, inventory systems, purchasing insurance, and the importance of appropriate legal counsel.

BUS 280. INDUSTRIAL MANAGEMENT (3 credits)
This course provides an overview of management in an industrial setting. Topics include operations analysis, research and development, physical facilities, production planning, productivity improvement, product flow, quality control, jobs and wages, and employee motivation.

BUS 285. PRINCIPLES OF MARKETING (3 credits)
This course provides a general overview of the field of marketing. Topics include marketing strategies, channels of distribution, marketing research, and consumer behavior.

BUS 296-297. BUSINESS INTERNSHIP I and II (3 credits each)
PREREQUISITES: Minimum six semester hours completed. Minimum GPA 2.0 (C).
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. Emphasis is placed on a student's work experience as it integrates academic knowledge

with practical applications in the business environment. 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.

ECONOMICS

ECO 231. PRINCIPLES OF MACROECONOMICS I (3 credits)
This course is an introduction to macroeconomic theory, analysis,
and policy applications. Topics include the following: scarcity,
demand and supply, national income analysis, major economic
theories concerning monetary and fiscal policies as stabilization
measures, the banking system, and other economic issues or
problems including international trade.

ECO 232. PRINCIPLES OF MICROECONOMICS II (3 credits)
This course is an introduction to microeconomic theory, analysis,
and applications. Topics include scarcity, the theories of
consumer behavior, production and cost, markets, output and
resource pricing, and international aspects of microeconomics.

HEALTH INFORMATION TECHNOLOGY

HIT 110. MEDICAL TERMINOLOGY (3 credits)
This course is an introduction to the language of medicine.
Course emphasis is on terminology related to disease and
treatment in correlation with anatomy and physiology of all
anatomical body systems. Student competencies include word
construction, definition, spelling, pronunciation, and use of
correct abbreviations for numerous medical terms.

HIT 115. PATHOPHSYIOLOGY AND PHARMACOLOGY FOR HIT (3 credits)
PREREQUISITE: As required by program.
COREQUISITE: HIT 110 Medical Terminology .
This course is a detailed study of common pathological conditions
and the drugs of choice used in their treatment. Course focus is
on description of conditions and diseases of the organ systems
including etiology, signs and symptoms, methods of diagnosis, and
treatment. Expected student outcomes include ability to analyze
signs and symptoms in identifying disease entities and ability to
describe appropriate diagnostic and treatment modalities.

HIT 116. PHARMACOLOGY FOR HIT (2 credits)
This course is a study of drug classifications. The course focuses on generic and name brand drugs and their use. At the conclusion of the course, the student should be able to apply knowledge regarding certain drugs and their usage in treatment and prevention of disease.

HIT 120. INTRODUCTION TO KEYBOARDING FOR HIT (1 credit)
This course covers basic keyboarding skills using medical terminology and format. Emphasis is placed on correct techniques and development of speed and accuracy. Upon completion, students should be able to key medical information at an acceptable speed and level of accuracy.

HIT 130. HIT CLASSIFICATION AND REIMBURSEMENT (3 credits)
This course includes study of the uses of coded data in reimbursement and payment systems appropriate to health care settings and managed care. Course instructon focuses on techniques of coding, elements of prospective payment systems, billing and insurance procedures, third party payers, peer review organizations, explanation of benefits, managed care/capitation, and chargemaster description. Student competency includes demonstration of reimbursement and payment system principles, coding skills and billing applications (manual and/or computer assisted).

HIT 134. HIT LEGAL AND ETHICAL ISSUES (3 credits)
This course is a review of the legal and ethical aspects applicable to health information. This course focuses on the health record as a legal document, legal principles, patient rights/advocacy issues, definition and application of professional ethics, and release of information and confidentiality of health information. Student outcomes include demonstration of the use of legal vocabulary and application of release of information guidelines.

HIT 151. HEALTH DATA CONTENT AND STRUCTURE (3 credits)
This course is an introduction to the health information technology (HIT) profession and its basic skill requirements. This course includes an introduction to the content, use and structure of health care data and data sets, and how these components relate to primary and secondary record systems. Student outcomes include mastery of basic concepts and functions in HIT including storage and retrieval systems,

documentation requirements, abstracting, quantitative and
qualitative analysis, registries and indexes, and forms and screen
design.

HIT 153. HEALTH CARE DELIVERY SYSTEMS (3 credits)
This course includes a review of health care delivery systems.
Course focus is on information management practices of agencies
that provide health services in ambulatory care, home health
care, hospice, long term care, mental health, and other alternate
care systems. Student competency includes the ability to
describe and contrast the structure of health services in relation
to operational and accrediting agency standards, and the role of
the health information practitioner in each of these settings.

HIT 154. HEALTH CARE DELIVERY SYSTEMS LABORATORY (3 credits)
PREREQUISITE: *Admission to program and permission of instructor.*
This course allows the student to demonstrate basic competencies
acquired in healthcare delivery systems coursework in on-campus
or on-site laboratory experience. Emphasis is on development of
basic HIT skills. Student competency is demonstrated by
application of skills covered in theory class.

HIT 155. HEALTH CARE STATISTICS (2 credits)
This course covers the fundamental concepts of descriptive
statistics in health care settings. Emphasis is on the effective use,
collection, arrangement, presentation, and verification of health
care data. Student competency includes proficiency in the
computation and interpretation of commonly computed health
care statistics, report generation, data display, and data analysis.

HIT 156. HEALTH CARE STATISTICS LABORATORY (3 credits)
PREREQUISITE: *Admission to program and permission of instructor.*
This course includes development of skills presented in health
care statistics theory classes. This course allows the student to
demonstrate proficiency with fundamental concepts of descriptive
health care statistics. Student outcome is measured by
demonstrated computation of commonly computed statistics, .
report generation, data display, and statistical analysis.

HIT 160. HIT CLINICAL PRACTICE I (1 credit)
PREREQUISITES: *HIT 110, 134, 151, and 153.*
This course allows the student to demonstrate competencies
acquired in previous course work with on-site and on-campus
laboratory experience. This course requires student practice in

health information technology in a health care facility. Student competency is demonstrated by application of basic skills covered in theory and laboratory classes.

HIT 221. HIT COMPUTER APPLICATIONS (2 credits)

This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information systems (administrative, patient registration, etc.) Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for collecting, storing, and retrieving health care data. Upon completion students should be able to demonstrate knowledge of and competence in the use of various health information specific software applications.

HIT 222. HIT COMPUTER APPLICATIONS LABORATORY (1 credit)

This course is designed to provide the opportunity to apply HIT computer applications skills in the on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion students should be able to demonstrate specific computer skills in these areas.

HIT·230. MEDICAL CODING SYSTEMS I (3 credits)
PREREQUISITE: HIT 110.

This course is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes description of classification and nomenclature systems; coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; and validating coded clinical information. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

HIT 231. MEDICAL CODING SKILLS LABORATORY I (1 credit)
PREREQUISITE: Admission to program and HIT 110 Medical Terminology.

This coruse provides laboratory practice in medical coding. This course allows the student to become proficient at skills learned in classification and coding systems theory classes. Student competency is demonstrated by accuracy in medical coding.

HIT 232. MEDICAL CODING SYSTEMS II (3 credits)

PREREQUISITES: HIT 110 and 230.

This course is a continuation of Medical Coding Systems I which is intended to develop an understanding of coding and classification systems in order to assign valid diagnostic and procedure codes. Instruction includes coding diagnoses and procedures; sequencing codes; analyzing actual medical records to identify data elements to be coded; validating coded clinical information, DRG assignment and case mix/severity of illness data. Student competency includes demonstration of coding principles and applications (manual and/or computer assisted).

HIT 254. ORGANIZATIONAL IMPROVEMENT (3 credits)

This course is a study of the purpose and principles of improving organizational performance through quality assessment and utilizational management. Topics include use of quality improvement tools; data collection, display, analysis, and reporting methods; resource and risk management techniques; clinical critical paths in case management; and application of accreditation and licensing standards. Student outcomes include demonstrated proficiency in the use of quality improvement techniques and application of accrediting agency standards.

HIT 255. PRINCIPLES OF SUPERVISION IN HIT (3 credits)

This course is an introduction to principles of organization and supervision in a health information department. This course focuses on specific human resource management functions including communication, motivation, team building, budgeting, staff scheduling, productivity reporting, policy and procedure development, ergonomics, equipment selection, and marketing health information department services. Student competency includes demonstration of knowledge of human resource functions and application of supervisory skills.

HIT 260. PRECEPTORSHIP FOR HIT (3 credits)

PREREQUISITE: HIT 110, 134, 151, 153, 155, 160, 220, 221, and 230.

This course allows the student to correlate the experience of previous courses with on-site and on-campus laboratory learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects of practice in a health information management department of a health care facility. Student competency is demonstrated by application of skills covered in theory and laboratory classes.

OAD 101. BEGINNING KEYBOARDING (3 credits)

This course is designed to enable the student to use the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on speed and accuracy in keying alphabetic, symbol, and numeric information using the typewriter or microcomputer keyboard. Upon completion the student should be able to demonstrate proper technique and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of basic business documents such as memos, letters, reports, and tables.

OAD 102. KEYBOARDING SKILLBUILDING (3 credits)
PREREQUISITE: OAD 101 or equivalent.

This course is designed to develop speed and accuracy in the use of the keyboard through classroom instruction and outside lab. Emphasis is on identification of deficiencies and incorrect techniques through the use of individualized prescriptive practice. Upon completion the student should be able to demonstrate improved speed and accuracy.

OAD 103. INTERMEDIATE KEYBOARDING (3 credits)
PREREQUISITE: OAD 101 or 102.

This course is designed to assist the student in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines. Upon completion the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of business documents.

OAD 104. ADVANCED KEYBOARDING (3 credits)
PREREQUISITE: OAD 101.

This course is designed to assist the student in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and outside lab. Emphasis is on the production of business documents using decision-making skills. Upon completion the student should be able to demonstrate proficiency and an acceptable rate of speed and accuracy, as defined by the course syllabus, in the production of high-quality business documents.

OAD 125. WORD PROCESSING (3 credits)
PREREQUISITE: OAD 101.

This course is designed to provide the student with basic word processing skills through classroom instruction and outside lab. Emphasis is on the utilization of software features to create, edit, and print common office documents. Upon completion the student should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memos, letters, and reports.

OAD 126. ADVANCED WORD PROCESSING (3 credits)
PREREQUISITE: OAD 125 and/or as required by program.

This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and outside lab. Emphasis is on the use of industry-standard software to maximize productivity. Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.

OAD 130. ELECTRONIC CALCULATIONS (3 credits)

This course is designed to teach the touch system and problem solving. Emphasis is on basic mathematical functions. Upon completion the student should be able to demonstrate an acceptable rate of speed and accuracy, as defined by the course syllabus, to solve problems based on typical business applications.

OAD 131. BUSINESS ENGLISH (3 credits)
RECOMMENDED: Take this course prior to BUS 215 and ENG 101.

This course is designed to develop the student's ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion the student should be able to write and speak effectively.

OAD 134. CAREER AND PROFESSIONAL DEVELOPMENT (3 credits)

This course is designed to assist the student in preparing for employment. Emphasis is on developing resumes, improving interview techniques, participating in mock interviews, setting goals, conducting job searches, and improving personal and professional image. Upon completion, the student will be able to demonstrate confidence in seeking employment and improved self-confidence.

OAD 135. FINANCIAL RECORD KEEPING (3 credits)
This course is designed to provide the student with an understanding of the accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion the student should be able to demonstrate accounting procedures used in a proprietorship, partnership, and corporation.

OAD 138. RECORDS/INFORMATION MANAGEMENT (3 credits)
This course is designed to give the student knowledge about managing office records and information. Emphasis is on basic filing procedures, methods, systems, supplies, equipment, and modern technology used in the creation, protection, and disposition of records stored in a variety of forms. Upon completion the student should be able to perform basic filing procedures.

OAD 200. MACHINE TRANSCRIPTION (3 credits)
PREREQUISITES: OAD 103 AND 125.
This course is designed to develop marketable skills in transcribing various forms of dictated material through classroom instruction and outside lab. Emphasis is on the use of microcomputers and a commercial word processing package. Upon completion the student should be able to accurately transcribe documents from dictated recordings.

OAD 202. LEGAL TRANSCRIPTION (3 credits)
PREREQUISITES: OAD 103 and 125.
This course is designed to familiarize students with legal terms and provide transcription skill development in the production of legal correspondence, forms, and court documents through classroom instruction and outside lab. Emphasis is on transcribing legal documents from dictated recordings. Upon completion students should be able to demonstrate the ability to transcribe accurately appropriately formatted legal documents.

OAD 212. MEDICAL TRANSCRIPTION (3 credits)
PREREQUISITE: OAD 103 and 125.
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction and outside lab. Emphasis is on transcribing medical records and operating a transcribing machine efficiently. Upon completion the student should be able to accurately transcribe medical documents from dictated recordings.

OAD 217. OFFICE MANAGEMENT (3 credits)

This course is designed to develop skills necessary for supervision of office functions. Emphasis is on issues relating to the combination of people and technology in achieving the goals of business in a culturally diverse workplace, including the importance of office organization, teamwork, workplace ethics, office politics, and conflict-resolution skills. Upon completion the student should be able to demonstrate use of the tools necessary for effective supervision of people and technology in the modern office.

OAD 218. OFFICE PROCEDURES (3 credits)
PREREQUISITES: OAD 101 and 125 or CIS 146.

This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction and outside lab. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion the student should be able to demonstrate the ability to effectively function in an office support role.

OAD 230. ELECTRONIC PUBLISHING (3 credits)
PREREQUISITE: OAD 125 or CIS 146.

This course is designed to introduce the student to the elements and techniques of page design, layout and typography through classroom instruction and outside lab. Emphasis is on the use of current commercial desktop publishing software, graphic tools, and electronic input/output devices to design and print high-quality publications such as newsletters, brochures, catalogs, forms, and flyers. Upon completion the student should be able to utilize proper layout and design concepts in the production of attractive desktop published documents.

OAD 240. CPS REVIEW (1-3credits)

This course, Certified Professional Secretary Review, is designed to provide skills and knowledge in behavioral science, office administration and technology, accounting and business, business law, economics, management, and communication. Emphasis is on the knowledge and skills required of those who qualify as professional administrative support. Upon completion the student should be able to demonstrate knowledge and successful performance of skills in a variety of business-related areas.

OAD 242. OFFICE INTERNSHIP (3 credits)
PREREQUISITE: As required by program.
This course is designed to provide the students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion, the student should be able to demonstrate successful performance of skills required in an office support position.

OAD 243. SPREADSHEET APPLICATIONS (3 credits)
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and outside lab. Emphasis is on spreadsheet terminology and design, common forumlas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadhseet features to design, format, and graph effective spreadsheets.

OAD 244. DATABASE CONCEPTS (3 credits)
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and outside lab. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.

OAD 247. SPECIAL PROJECTS (1-3 credits)
PREREQUISITE: OAD 125.
This course is designed to provide the student with an opportunity for the expansion of knowledge in an area of special interest under the direct supervision of instructor. Emphasis is on the student's use of modern technology to study, research and/or accumulate additional knowledge or improve skills in a specialized office support area. Upon completion the student should be able to demonstrate enhanced knowledge and/or skill gained through an individualized project.

PARALEGAL

PRL 101. INTRODUCTION TO PARALEGAL STUDY (3 credits)
This course introduces the paralegal profession and the legal system. Topics include regulations and concepts, ethics, case analysis, legal reasoning, career opportunities, certification, professional organizations, and other related topics. Upon

completion students should be able to explain the role of the paralegal and identify the skills, knowledge, and ethics required of legal assistants.

PRL 102. BASIC LEGAL RESEARCH AND WRITING (3 credits)

This course introduces the techniques in legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing including proper citation; and the use of electronic research methods. Upon completion students should be able to perform legal research and writing assignments using techniques covered in the course.

PRL 103. ADVANCED LEGAL AND RESEARCH WRITING (3 credits)
PREREQUISITE: PRL 102.

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic reasearch methods. Upon completion, students should be able to preform legal research and writing assignments using techniques covered in the course.

PRL 150. COMMERCIAL LAW (3 credits)

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

PRL 160. CRIMINAL LAW AND PROCEDURE (3 credits)

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial process, and other related topics. Upon completion students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

PRL 170. ADMINISTRATIVE LAW (3 credits)

This course covers the scope, authority, and regulatory operations of various federal, state, and local administrative agencies. Topics include social security, workers' compensation, unemployment,

zoning, and other related topics. Upon completion, students should be able to research sources of administrative law, investigate, and assist in representation of clients before administrative agencies.

PRL 192. ALABAMA RULES OF COURT (3 credits)
This course includes a study of the State and Federal judiciary within Alabama, as well as a study of the U. S. Constitution and various statutes.

PRL 210. INTRODUCTION TO REAL PROPERTY LAW (3 credits)
This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

PRL 230. DOMESTIC LAW (3 credits)
This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion students should be able to interview clients, gather information, and draft documents related to family law.

PRL 240. WILLS, ESTATES, AND TRUSTS (3 credits)
This course covers various types of wills, trusts, probate estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

PRL 250. BANKRUPTCY AND COLLECTIONS (3 credits)
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgement collection procedure. It also includes: the bankruptcy code, the parties to the procedures and their duties, data gathering and client interview, creditor identification and

actions, voluntary liquidation, adjustment of debts,
reorganization, and involuntary forms of bankruptcy. Students
will be required to prepare presentations which reflect an
appreciation and demon--stration of bankruptcy applications.

PRL 262. CIVIL LAW AND PROCEDURES (3 credits)

This course is designed to give the student a basic
understanding of the federal rules of civil procedure and
Alabama rules of court. The student will demonstrate the
ability to prepare a trial notebook for litigation purposes.

PRL 270. WORKERS' COMPENSATION LAW (2 credits)

This course covers the process of initiating and handling workers'
compensation claims. Emphasis is placed on reviewing and
drafting relevant Industrial Commission forms. Upon completion
students should be able to interview clients, gather information,
and draft documents related to workers' compensation claims.

PRL 282. LAW OFFICE MANAGEMENT AND PROCEDURES (3 credits)

This course focuses on the organization, function, practices, and
procedures of a law office. Emphasis is placed on basic law office
management, including office layout, personnel, equipment and
supplies, filing systems, scheduling and docket control, as well as
the creation, preparation, organization, and processing of
pleadings, forms, briefs, and other legal documents. Upon course
completion students will be able to demonstrate and apply
appropriate law office management techniques and procedures.

PRL 291. INTERNSHIP IN PARALEGALISM (3 credits)

PREREQUISITES: Instructor's permission, PRL 101, and PRL 102.

This course provides students opportunities to work in paid or
unpaid positions in which they apply paralegal skills and
knowledge. *This course requires a minimum of 100 hours of
practical experience in the legal field, including work in law offices,
municipal courts, banks, insurance companies, and government
agencies, and with district and circuit court judges.* Upon course
completion, students will be able to apply in real-work settings
competencies obtained in the PRL curriculum.

REAL ESTATE SALES AND MANAGEMENT

RLS 100. REAL ESTATE PRINCIPLES (4 credits)

This is an introductory real estate course providing the necessary
terminology, background, and understanding of real estate

principles. Topics include history of property ownership, real estate finance, real estate law, and the mechanics of listing and closing the sale.

RLS 110. REAL ESTATE FINANCE (3 credits)
This course provides an analysis of money markets with special emphasis on real estate financing. Topics include interest rates, lending policies, problems and rules in real estate financing of real property.

RLS 116. REAL ESTATE APPRAISAL CERTIFICATION (4 credits)
This is an introductory course providing the foundation of real estate appraisal. Topics include site and physical factors, effects of the money and capital market, methodologies used to value property, and how to present and evaluate the appraisal report.

RLS 120. REAL ESTATE LAW (3 credits)
This course provides an overview of Alabama real estate law. Topics include general legal principles related to real estate and routine real estate transactions.

RLS 205. PROPERTY MANAGEMENT (3 credits)
This course includes principles and practices of property management. Emphasis is placed on residential, business, industrial, and investment properties.

COMPUTER AND INFORMATION SCIENCE DIVISION

COMPUTER SCIENCE

CIS 130. INTRODUCTION TO INFORMATION SYSTEMS (3 credits)
This course is an introduction to computers that reviews computer hardware and software concepts such as equipment, operations, communications, programming and their past, present, and future impact on society. Topics include computer hardware, various types of computer software, communication technologies and program development using computers to execute software packages and/or to write simple programs. Upon completion students should be able to describe and use the major components of selected computer software and hardware.

CIS 146. MICROCOMPUTER APPLICATIONS (3 credits)
RECOMMENDED: Keyboarding experience.

This course is an introduction to the most common software applications of microcomputers and includes "hands-on" use of microcomputers and some of the major commercial software. These software packages should include typical features of office suites, such as word processing, spreadsheets, database systems, and other features found in current software packages. Upon completion students will understand common applications and be able to utilize selected features of these packages.

CIS 147. ADVANCED MICROCOMPUTER APPLICATIONS (3 credits)
PREREQUISITE: CIS 146.

This course is a continuation of CIS 146 in which students utilize the advanced features of topics in CIS 146 and introduce additional topics of office suite software. Advanced features of word processing, spreadsheets, database, presentation packages among other topics are generally incorporated into the course and are to be applied to situations found in society and business. Upon completion the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business.

CIS 156. MICROCOMPUTER OPERATING SYSTEMS (3 credits)
PREREQUISITE: CIS 130 or permission of instructor.

This course provides an introduction to microcomputer operating systems. Topics include a description of the operating system, system commands, and effective and efficient use of the microcomputer with the aid of its system programs. Upon completion students should understand the function and role of the operating system, its operational characteristics, its configuration, how to execute programs, and efficient disk and file management.

CIS 189. CO-OP FOR CIS (3 credits)
PREREQUISITE: As required by program.

This course is part of a series wherein the student works in a degree/program related job. Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment. The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.

CIS 191. INTRODUCTION TO COMPUTER SCIENCE I (3 credits)

This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected language such as Pascal, C Ada, Visual Basic or other appropriate language. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures are introduced. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 196. COMMERCIAL SOFTWARE APPLICATIONS (1–3 credits)
RECOMMENDED: Keyboarding experience.

This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in creating presentations through classroom instruction and outside lab. Emphasis is on presentation terminology, proper design, and multimedia tools. Upon completion, the student should be able to use presentation software to design, format, and demonstrate effective presentations.

CIS 197. ADVANCED COMMERCIAL SOFTWARE APPLICATIONS (1–3 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. Upon completion students will be able to use the features selected for the application covered.

CIS 211. BASIC PROGRAMMING (3 credits)
PREREQUISITE: CIS 191.

This course introduces fundamental concepts of the BASIC programming language. The course includes file processing, internal sorts, and data structures. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 212. VISUAL BASIC (3 credits)
PREREQUISITE: CIS 211.

This course is a continuation of CIS 211, with emphasis being on BASIC programming using a graphical user interface. The course

will emphasize graphical user interfaces with additional topics on such topics as advanced file handling techniques, simulation, and other selected areas. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 221. PASCAL PROGRAMMING (3 credits)

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. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 222. ADVANCED PASCAL PROGRAMMING (3 credits)
PREREQUISITE: CIS 221.

This course covers the concepts of algorithm specification, structured programming, data representation, searching, sorting, recursion, data structures, language description, and program testing. Emphasis is placed on development of problem-solving skills. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 231. FORTRAN PROGRAMMING (3 credits)
PREREQUISITE: CIS 191.

This course introduces fundamental concepts of the programming language FORTRAN. Topics included are mathematical and relational operators, branching, the use of input devices, arrays, subprograms, and introductory file and disk operation. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 238. WINDOWS 2000 PROFESSIONAL (3 credits)
PREREQUISITE: CIS 191 or permission of the instructor.

This course provides students with the knowledge and skills necessary to perform installation and day-to-day administrative tasks in a Windows 2000 Professional environment. Students will manage hardware profiles and user/group accounts. This course also introduces various tools, including the Mircosoft Management Console, Task Scheduler, Control Panel, the registry, and Device Manager for configuring and troubleshooting devices.

CIS 241. INTRODUCTION TO RPG PROGRAMMING (3 credits)
PREREQUISITE: CIS 191.
This course introduces the fundamental concepts of RPG (Report Program Generator). It includes such topics as report preparation, control breaks, and file processing. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 242. ADVANCED RPG PROGRAMMING (3 credits)
PREREQUISITE: CIS 241.
This course is a continuation of CIS 241; it includes such topics as sequential and random access file processing techniques. It may cover many of the structured programming commands, externally described files, display files, and other capabilities unique to some versions of RPG. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 246. MORE PROBLEMS IN RPG PROGRAMMING (3 credits)
PREREQUISITE: CIS 242.
This course consists of the development, completion, testing, and execution of complex problems in RPG. A structured approach will be implemented as a methodological system. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 251. C PROGRAMMING (3 credits)
PREREQUISITE: CIS 191.
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. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 252. ADVANCED C PROGRAMMING (3 credits)
PREREQUISITE: CIS 251.
This course is a continuation of the CIS 251 course in C programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging,

portability, and reusable code. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 255. JAVA PROGRAMMING (3 credits)
PREREQUISITE: CIS 130 or equivalent.
This course is an introduction to the Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events, and exceptions. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 261. COBOL PROGRAMMING (3 credits)
PREREQUISITE: CIS 191.
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. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 262. ADVANCED COBOL PROGRAMMING (3 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 structured approach will be implemented as a methodological system. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 271. ASSEMBLY LANGUAGE PROGRAMMING (3 credits)
PREREQUISITE: CIS 191.
This course is a study of the Assembly Language. It includes such topics as instruction syntax, addressing techniques, and digital representation of data. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 281. SYSTEMS ANALYSIS AND DESIGN (3 credits)
PREREQUISITE: Any advanced programming course.
This course is a study of contemporary theory and systems analysis and design. Emphasis is placed on investigating, analyzing, designing, implementing, and documenting computer systems. Upon completion the student will be able to

demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 289. COMPUTER PROBLEM DETERMINATION (3 credits)
This course is an introduction to problem determination on microcomputers. It uses software diagnostic tools and simple hardware test equipment to identify and repair typical problems of microcomputers. Upon completion the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

COMPUTER MAINTENANCE TECHNOLOGY

CPT 181. A+ CERTIFICATION: CORE EXAM PREPARATION (3 credits)
This course provides instruction in the skills and knowledge tested in the Computer Technology Industry Associate (CompTIA) A+ Servce Technician Core examination.

CPT 200. NETWORK TECHNOLOGIES (3 credits)
PREREQUISITE: CIS 191, 238, or equivalent experience.
This course covers the basic concepts and prerequisites of network computing which provides the background information needed to prepare for network management and certification.

CPT 210. NETWORK ADMINISTRATION (6 credits)
PREREQUISITE: CIS 191, 238, or equivalent experience.
This course covers how to use administrative tools of a network operating system (Novell, Microsoft NT, etc.) to set up, manage, and use basic network services, including file systems, network printing, and security. The course may be repeasted for credit for each network operating system. Advanced topics may include how to oversee a complex networking environment, directory services, partitioning and replication, time synchronization strategies, system back-up, and integrating other networks.

CPT 221. NETWORK SERVICE AND SUPPORT (3 credits)
PREREQUISITE: CPT 200 and 210 or equivalent experience.
This course covers the installation of network-related hardware and the prevention, diagnosis, and resolution of hardware-related networking problems.

CPT 224. NETWORK INSTALLATION AND DESIGN (3 credits)
PREREQUISITE: CPT 210.

This course covers upgrading, migrating, and installing networks.
Additionally, it is designed to provide students with the
necessary skills to implement the web services components of
Intranet Ware. Students will receive step-by-step instruction on
how to incorporate and Intranet on their existing network.

CPT 232. NETWORK DESIGN AND IMPLEMENTATION (3 credits)
PREREQUISITE: CPT 210 and 224.
This course covers how to design and create a network
implementation plan for a case-study company. Interactive group
activities lead the student through this process to assess the
needs of the case company.

CPT 281. A+ CERTIFICATION: DOS/WINDOWS EXAM PREPARATION (3 credits)
Ths course provides instruction in the skills and knowledge tested
in the Computer Technology Industry Association (Comp TIA)
A+ Service Technician DOS/Windows examination.

GEOGRAPHIC INFORMATION SYSTEMS

GIS 100. INTRODUCTION TO SPATIAL-HUMAN GEOGRAPHY (3 credits)
This course introduces students to the social science of
geography. Topics include location, spatial arrangement, and
spatial interaction of the human environment. Upon completion,
students will demonstrate knowledge of demography, culture,
geopolitics, economic activity, urban settlement, and land use
patterns.

GIS 101. INTRODUCTION TO GIS (2 credits)
This is an introductory GIS course focusing on maps, map
analysis, and an introduction to computers. Emphasis is placed
on raster GIS capabilities, data acquisition, spatial databases, and
GIS usage and trends. Upon completion, students will
demonstrate the ability to use GIS in spatial analysis, output,
graphics output design issues, modes of user/GIS interaction,
generating complex products, and GIS for archives.

GIS 102. TECHNICAL ISSUES IN GIS (3 hours)
This course provides students with a basic knowledge of the
technical issues in GIS technology. Topics include coordinate
systems and geocoding, vector and raster data structures and
algorithms, data structures/algorithms for surfaces, volumes and

time, database concepts, error modeling and data uncertainty, as well as visualization of spatial databases. Upon completion students will demonstrate the ability to use common coordinate systems, map projections, affine and curvilinear transformations and discrete georeferencing, raster and vector storage, and managing error, fractals, and line generation.

GIS 103. APPLICATION ISSUES IN GIS (3 credits)
This course is the study of GIS applications. Topics include GIS application areas, decision-making in GIS, and system planning and implementation. Upon completion students will apply GIS using resource management, urban planning/management, cadastral records and LIS, facilities management, demographic and network applications, and implementation of decision-making skills.

GIS 104. DIRECTED STUDY IN PROJECT PLANNING STRATEGIES (1 credit)
This course provides students with practical application of all elements of accepted GIS project planning strategies covered in prior course work. Students submit a project proposal to faculty for review/approval to include data capture, manual digitizing (if necessary), base map building and data analysis/synthesis. Upon completion students will be able to produce a GIS project of full or single color maps demonstrating all elements of project design and a written report of conclusions.

ENGLISH, FOREIGN LANGUAGES, AND COMMUNICATION DIVISION

ENGLISH

ENG 092. BASIC ENGLISH I* (3 credits)
This course is a review of basic writing skills and basic grammar. Emphasis is placed on the composing process of sentences and paragraphs in standard American written English. Students will demonstrate these skills chiefly through the writing of well-developed, multi-sentence paragraphs.

ENG 093. BASIC ENGLISH II* (3 credits)
PREREQUISITE: A grade of "C" or higher in ENG 092 or a minimum score of 37 on the ASSET.

This course is a review of composition skills and grammar. Emphasis is placed on coherence and the use of a variety of sentence structures and on standard American written English usage. Students will demonstrate these skills chiefly through the writing of paragraph blocks and short essays. Students must successfully complete this course at a grade of "C" or higher before enrolling in ENG 101.

*NOTE: Courses ENG 092, 093 will NOT substitute for the composition requirement which may be met only through successful completion of English 101 and 102. Also, credit for these courses will NOT apply toward degree requirements.

ENG 101. ENGLISH COMPOSITION I (3 credits)
PREREQUISITE: Satisfactory completion of ENG 093, or a score of 42 or better on the English section of ASSET, and a score of 20 or better on the ACT (or equivalent SAT score).
This course provides instruction and practice in the writing of extended compositions and the development of analytical and critical reading skills and basic reference and documentation skills in the composition process. English Composition I includes instruction and practice in library usage. Student must also pass an exit exam.

ENG 102. ENGLISH COMPOSITION II (3 credits)
PREREQUISITE: A grade of "C" or better in ENG 101 or the equivalent.
This course provides instruction and practice in the writing of formal, analytical essays, one of which is a major research project using sources effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills and in the composition process. The course includes instruction and practice in library usage.

ENG 127. VOCABULARY EXPANSION (3 credits)
This course is designed to broaden and enrich the student's English vocabulary. Emphasis is placed on Latin and Greek origins of modern English words; prefixes, suffixes, and roots; word analysis; etymologies; analogies; and dictionary usage. Students will demonstrate an understanding of a variety of formal modern English words.

ENG 130. TECHNICAL REPORT WRITING (3 credits)
PREREQUISITE: ENG 101 or the equivalent.
This course provides instruction in the production of technical and/or scientific reports. Emphasis is placed on research, objectivity,

organization, composition, documentation, and presentation of the report. Students will demonstrate the ability to produce a written technical or scientific report by following the prescribed process and format.

ENG 251. AMERICAN LITERATURE I (3 credits)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from its inception to the middle of the nineteenth century. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works and their historical and literary contexts.

ENG 252. AMERICAN LITERATURE II (3 credits)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of American literature from the middle of the nineteenth century to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works, and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works and their historical and literary contexts.

ENG 261. ENGLISH LITERATURE I (3 credits)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Anglo-Saxon Period to the Romantic Age. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works, and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works and their historical and literary contexts.

ENG 262. ENGLISH LITERATURE II (3 credits)
PREREQUISITE: ENG 102 or equivalent.
This course is a survey of English literature from the Romantic Period to the present. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Students will become familiar with the aesthetic and thematic aspects of these works and their historical and literary contexts.

SPANISH

SPA 101–102. INTRODUCTORY SPANISH I–II
(4 credits each)
A study of Spanish grammar and vocabulary in this sequence includes practice in conversation and composition as well as an introduction to Hispanic culture.

SPA 201–202. INTERMEDIATE SPANISH I–II (3 credits each)
This course includes a review and further development of communication skills. Topics include readings of literary, historical, and /or cultural texts. (Completion of the elementary Spanish sequence or equivalent is prerequisite for SPA 201; SPA 201 is prerequisite for SPA 202.)

MASS COMMUNICATION

MCM 100. INTRODUCTION TO MASS COMMUNICATION
(3 credits)
This course provides the student with a general study of mass communication and journalism. This course includes theory of mass communication and instruction in its development, regulation, operation, and itseffects upon society.

MCM 113–114/213–214. STUDENT PUBLICATIONS (1 credit each)
These courses offer practical experience in journalism skills through working on the staff of student publications.

MCM 250. MASS COMMUNICATION PRACTICUM (3 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.

SPEECH COMMUNICATION

SPH 106. FUNDAMENTALS OF ORAL COMMUNICATION
(3 credits)
This 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 (3 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.

FINE ARTS DIVISION

ART

ART 100. ART APPRECIATION (3 credits)
This course is designed to help the student find personal meaning
in works of art and develop a better understanding of the nature
and validity of art. Emphasis is on the diversity of form and
content in original works of art.

ART 113–114. DRAWING I–II (3 credits)
These courses provide the opportunity to develop perceptional
and technical skills in a variety of media. Emphasis is placed
upon communication through experimenting with composition,
subject matter, and technique. In Drawing II, emphasis is placed
on communication through experimentation, composition,
technique, and personal expression. These courses should be
taken in sequence.

ART 121. TWO-DIMENSIONAL COMPOSITION I (3 credits)
This course introduces the basic concepts of two-dimensional
design. Topics include the elements and principles of design
with emphasis on the arrangements and relationships among
them.

ART 122. TWO-DIMENSIONAL COMPOSITION II (3 credits)
PREREQUISITE: ART 121.
This course covers the theories and practice of composing two-
dimensional images. Emphasis is placed on the relation between
the basic elements and principles of design and their impact on
the visual message.

ART 127. THREE-DIMENSIONAL COMPOSITION I (3 credits)
PREREQUISITE: ART 113 or 121.
This course introduces art materials and principles of design that
acquaint the beginner with the fundamentals of three-
dimensional art. Emphasis is placed on the use of art

fundamentals and the creative exploration of materials in constructing three-dimensional art works.

ART 173. PHOTOGRAPHY I (3 credits)
This course is an introduction to the art of photography. Emphasis is placed on the technical and aesthetic aspects of photography with detailed instruction in darkroom techniques.

ART 174. PHOTOGRAPHY II (3 credits)
PREREQUISITE: ART 173
This course advances the student's technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication.

ART 203–204. ART HISTORY I–II (3 credits)
These courses cover the chronological development of different forms of art, such as sculpture, painting, and architecture. In Art History I, emphasis is placed on history from the ancient period through the Renaissance. In Art History II, emphasis is placed on history from the Baroque to the present.

ART 220. INTRODUCTION TO COMPUTER GRAPHICS (3 credits)
PREREQUISITE: ART 113 or ART 121. (Art Majors are encouraged to take both.)
This course is designed to acquaint the student with the technology, vocabulary, and procedures used to produce artworks with computers. Emphasis is placed on the fundamentals of art, creativity, and the understanding of various graphic software.

ART 221–222. COMPUTER GRAPHICS I–II (3 credits)
PREREQUISITE: ART 220 for ART 221, ART 221 for ART 222.
These courses are designed to enhance the student's ability to produce computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software.

ART 233–234. PAINTING I–II (3 credits)
PREREQUISITE: ART 113 for ART 233, ART 233 for ART 234.
These courses are designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Painting II is designed to develop the student's knowledge of materials and procedures of painting beyond the introductory level. Emphasis

is placed on creative and technical problems associated with communicating through composition and style.

ART 291–292. SUPERVISED STUDY IN STUDIO I & II (1–4 credits)

These courses are designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor.

MUSIC

MUS 101. MUSIC APPRECIATION (3 credits)

This course is designed for non-music majors and requires no previous musical experience. It is a survey course that incorporates several modes of instruction including lecture, guided listening, and similar experiences involving music. The course will cover a minimum of three stylistic periods, provide multi-cultural perspective, and include both vocal and instrumental genres.

MUS 111. MUSIC THEORY I (3 credits)
COREQUISITE: MUS 113.

This course introduces the student to the diatonic practice in the Common Practice Period. Topics include fundamental musical materials (rhythm, pitch, scales, intervals, diatonic harmonies) and an introduction to the principles of voice leading and harmonic progression.

MUS 112. MUSIC THEORY II (3 credits)
PREREQUISITE: MUS 111. COREQUISITE: MUS 114.

This course completes the study of diatonic practices in the Common Practice Period and introduces simple musical forms. Topics include principles of voice leading used in three- and four-part triadic harmony and diatonic seventh chords, non-chord tones, cadences, phrases, and periods.

MUS 113. MUSIC THEORY LAB I (1 credit)
COREQUISITE: MUS 111.

This course provides practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony.

MUS 114. MUSIC THEORY LAB II (1 credit)
PREREQUISITE: MUS 113. COREQUISITE: MUS 112.

This course continues the practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony.

MUS 116. COMPUTER APPLICATIONS IN MUSIC (3 credits)

This course introduces the history and use of computer applications in music. Topics include an introduction to computer skills, MIDI, and the application of notation and sequencing software programs (i.e. Finale, Perfomer, etc.).

MUS 211. MUSIC THEORY III (3 credits)
PREREQUISITE: MUS 114. COREQUISITE: MUS 213.

This course introduces the student to the chromatic harmonic practices of the Common Practice Period. Topics include secondary functions, modulatory techniques, and binary and ternary forms.

MUS 212. MUSIC THEORY IV (3 credits)
PREREQUISITE: MUS 211. COREQUISITE: MUS 214.

This course completes the study of chromatic harmonic practices of the Common Practice Period and introduces the student to twentieth-century practices. Topics include Neopolitan and augmented sixth chords, sonata form, late nineteenth-century tonal harmony, and twentieth-century practices and forms.

MUS 213. MUSIC THEORY LAB III (1 credit)
PREREQUISITE: MUS 114. COREQUISITE: MUS 211.

This course provides practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony.

MUS 214. MUSIC THEORY LAB IV (1 credit)
PREREQUISITE: MUS 213. COREQUISITE: MUS 212.

This course continues the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony.

MUSIC ENSEMBLES

MUL 170-171; 270-271. REHEARSAL AND PERFORMANCE I, II, III, IV (1 credit)

This is a seminar clinic in advanced performance techniques.

Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups.

MUL 180- 181; 280- 281. SINGERS I, II, III, IV (1 credit)

The Singers is a concert choir open to all students. The Singers presents several seasonal concerts.

MUL 182- 183; 282- 283. VOCAL ENSEMBLE I, II, III, IV (1 credit)

The Vocal Ensemble is a small mixed choir open to all students by audition. The ensemble presents or appears in several seasonal concerts.

MUL 184- 185; 284- 285. ENTERTAINERS I, II, III, IV (2 credits)

The Entertainers is a show choir open to all students by audition. The Entertainers presents numerous concerts of choreographed popular music.

MUL 190- 191; 290- 291. CONCERT BAND I, II, III, IV (1 credit)

The Concert Band is open to students already having a background in instrumental music. The Concert Band meets concurrent with Community Band and presents several seasonal concerts.

MUL 192- 193; 292- 293. CHAMBER ENSEMBLE I, II, III,IV (1 credit)

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

INDIVIDUAL PERFORMANCE INSTRUCTION (PRIVATE LESSONS)

Individual performance instruction is available in keyboard instruments, voice, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed upon developing technique, repertoire, and performance skills commensurate with the student's educational goals. Lessons are taught on a weekly basis—thirty minutes for each credit hour. Music majors should register for one hour of instruction, i.e. two credit hours. Students are required to practice a minimum of five hours per week for each credit hour. Upon completion students should be able to effectively perform assigned repertoire and technical studies in an appropriate performance evaluation setting.

MUP 101– 102, 201– 202 Private Piano I, II, III, IV (1 credit each)

MUP 103– 104, 203– 204 Private Organ I, II, III, IV (1 credit each)

MUP 111– 112, 211– 212 Private Voice I, II, III, IV (1 credit each)

MUP 133– 134, 233– 234 Private Guitar I, II, III, IV (1 credit each)

MUP 141– 142, 241– 242 Private Flute I, II, III, IV (1 credit each)

MUP 143– 144, 243– 244 Private Clarinet I, II, III, IV (1 credit each)

MUP 145– 146, 245– 246 Private Saxophone I, II, III, IV (1 credit each)

MUP 151– 152, 251– 252 Private Oboe I, II, III, IV (1 credit each)

MUP 153– 154, 253– 254 Private Bassoon I, II, III, IV (1 credit each)

MUP 161– 162, 261– 262 Private Trumpet I, II, III, IV (1 credit each)

MUP 163– 164, 263– 264 Private French Horn I, II, III, IV (1 credit each)

MUP 165– 166, 265– 266 Private Mellophone I, II, III, IV (1 credit each)

MUP 171– 172, 271– 272 Private Trombone I, II, III, IV (1 credit each)

MUP 173– 174, 273– 274 Private Euphonium I, II, III, IV (1 credit each)

MUP 175– 176, 275– 276 Private Tuba I, II, III, IV (1 credit each)

MUP 181– 182, 281– 282 Private Percussion I, II, III, IV (1 credit each)

THEATRE

THR 120. THEATER APPRECIATION (3 credits)
This course increases appreciation for contemporary theater. Theater as an art form through the study of history and theory of drama, and the contributions to modern media are presented with emphasis on playwright, actor, director, designer, and technician to modern media. Attendance at theater production may be required.

THR 126. INTRODUCTION TO THEATER (3 credits)
This course teaches the history of the theater and the principles of drama. It also covers the development of theater production and the study of selected plays as theatrical presentations.

EMERGENCY MEDICAL TRAINING

EMS 100. CARDIOPULMONARY RESUSCITATION (1 credit)

This course provides students with concepts related to areas of
basic life support, including coronary artery disease, prudent
heart living, symptoms of heart attack, adult one-and-two rescuer
CPR, first aid for choking, pediatric basic life support, airway
adjuncts, EMS system entry access, automated external
defibrillation (AED), and special situations for CPR. Upon
course completion, students should be able to identify situations
requiring action related to heart or breathing conditions and
effectively implementing appropriate management for each
condition. Students successfully completing this course will
receive appropriate documentation of course completion.

EMS 101. CARDIOPULMONARY RESUSCITATION II (2 credits)
PREREQUISITE: EMS 100 or program approval.

This course provides students with a review of concepts learned
in EMS 100. In addition, the course provides the student with
theory and application of airway adjuncts as utilized with airway
obstruction and maintenance as well as respiratory and cardiac
arrest. Assessment and management of acute ischemic stroke will
also be included. Upon course completion, students should be
able to identify situations requiring action related to heart or
breathing conditions. Students successfully completing this
course will receive appropriate documentation of course
completion.

EMS 107. EMERGENCY VEHICLE OPERATOR AMBULANCE (1 credit)
PREREQUISITE: Must present a valid driver's license and program approval.

The Emergency Vehicle Operator Course–Ambulance provides
the student with training as contained in the current National
Standard Training Curriculum (NSTC) for the Emergency
Vehicle Operator Course (EVOC) Ambulance. The course
provides the knowledge and skill practice necessary for
individuals to learn how to safely operate all types of ambulances.
Topics include introduction to the NSTC for ambulance
operators; legal aspects of ambulance operation; communication
and reporting; roles and responsibilities; ambulance types and

operation; ambulance inspection, maintenance, and repair; navigation and route planning; basic maneuvers and normal operating situations; operations in emergency mode and unusual situations, special considerations in safety; and the run. Completion of specific student competencies, utilizing NSTC guidelines, are required for successful completion of this course. NOTE: To qualify for licensure status as an ambulance driver in the State of Alabama, students must successfully complete this course and meet additional requirements as required by the Alabama Department of Public Health.

EMS 113. INFECTION CONTROL FOR HEALTH PROFESSIONS (1 credit)

PREREQUISITE: As required by program.

This course is designed for students planning to enter a health-related field of study or public service occupations. The course focuses on the sources of communicable diseases and describes methods for prevention of transmission of bloodborne and airborne pathogens. Topics include prevention; universal precautions (body-substance isolation) and asepsis; immu;nication; exposure control; disposal; labeling; transmission; exposure determination; post-exposure reporting; and an exposure control plan. The course is taught following current guidelines set forth by the Occupational Safety and Health Administration (OSHA). Upon course completion, students should be able to participate in the clinical setting, identify potential sources of bloodborne and airborne

EMS 140. EMT PREPARATORY AND PREHOSPITAL EMS OPERATIONS (2 credits)

PREREQUISITE: Admission to the EMT–Basic Program.

This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT–Basic Program according to the current National Standard Curriculum for the EMT-Basic. Content areas include introduction to emergency medical care; the well-being of the EMT–Basic, medical/legal and ethical issues, the human body, baseline vitals and SAMPLE history, lifting and moving, airway management, ambulance operations, gaining access, an overview of hazardous materials, incident management systems, mass casualty situations, and triage, and state and local EMS rules/regulations. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 141. EMS ASSESSMENT AND TRAUMA RELATED INJURIES (3 credits)
PREREQUISITE: Admission to the EMT–Basic Program.
This course is one of four courses (EMT 140, 141, 142, 143) required for successful completion of the EMT–Basic Program according to the current National Standard Curriculum for the EMT–Basic. Content areas include scene size-up, initial assessment, focused history and physical exam, medical and trauma, detailed physical exam, on-going assessment, communications, documentation, bleeding and shock, soft tissue injuries, musculoskeletal care, and injuries to the head and spine. Computer use in simulated scenarios is also included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 142. EMT MEDICAL EMERGENCIES AND PEDIATRIC CARE (3 credits)
PREREQUISITE: Admission to the EMT–Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT–Basic Program according to the current National Standard Curriculum for the EMT–Basic. Content areas include general pharmacology, respiratory emergencies, cardiovascular emergencies, diabetic emergencies (including the use of a digital glucometer)/altered mental status, allergic reactions, poisoning/overdose emergencies, environmental emergencies, behavioral emergencies, obstetrics, and infants/children. Computer use in simulated scenarios will also be included in the course. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 143. EMT BASIC CLINICAL COMPETENCIES (1 credit)
PREREQUISITE: Admission to the EMT–Basic Program.
This course is one of four courses (EMS 140, 141, 142, 143) required for successful completion of the EMT–Basic Program according to the current National Standard Curriculum for the EMT–Basic. It provides students with clinical education experiences to enhance knowledge and skills learned in the EMT–Basic Program. Successful completion of student cognitive, psychomotor, and affective domain competencies are required in this course.

EMS 150. EMT–BASIC REFRESHER (2 credits)
PREREQUISITE: Completion of a NSTC course for EMT–Basic or program approval.

This course provides students with theory in review of the current National Standard Training Curriculum (NSTC) for the EMT–Basic. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC. Students are required to complete specific competencies, as outlined by the NSTC, for successful course completion.

EMS 190. EMT–INTERMEDIATE REFRESHER (2 credits)
PREREQUISITE: Completion of a NSTC course for the EMT–Intermediate.
This course provides students with a review of material contained in the National Standard Training curriculum (NSTC) for the EMT–Intermediate. It also serves as a transition or bridge course when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC and the Alabama Department of Public Health. Students are required to complete specific competencies according to the NSTC for successful course completion.

EMS 208. DIVE RESCUE BASIC SCUBA (2 credits)
PREREQUISITE: Program approval.
This course provides students with concepts in basic watermanship. Topics include surface rescue, cardiopulmonary resuscitation, basic scuba techniques, and an orientation to public safety diving. Upon course completion, students should have an understanding of basic watermanship. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 209. DIVE RESCUE–ADVANCED SCUBA (2 credits)
PREREQUISITE: EMS 208 or program approval.
This course provides students with concepts in advanced scuba techniques. Topics include natural and compass navigation, night diving, search and light salvage diving, deep diving, diving in a hazardous environment, and preservation of recovered evidence. Upon course completion, students should have an understanding of dive navigation and recovery. All dive curricula are taught in accordance with the certifying agency. Note: Special equipment and certification/activity fee required.

EMS 265. PARAMEDIC REFERESHER (3 credits)
PREREQUISITE: Completion of a NSTC course for the Paramedic.
This course provides students with a review of materials contained in the National Standard Training curriculum (NSTC) for the Paramedic. It also serves as a transition or bridge course

when a new national curriculum is adopted. This course contains specific content areas as defined by the NSTC and the Alabama Department of Public Health. Students are required to complete specific competencies according to the NSTC for successful course completion.

EMS 266. ADVANCED CV LIFE SUPPORT PROVIDER (1 credit)
PREREQUISITE: *LPN, RN, EMT–Intermediate, or Paramedic status or program approval.*

This course provides students with concepts related to advanced cardiovascular life support. Content areas include acute myocardial infarction, stroke, cardiovascular pharmacology, electrophysiology, various rhythm disturbances, and techniques of management of cardiovascular emergencies. This course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 267. BASIC TRAUMA LIFE SUPPORT PROVIDER (1 credit)
PREREQUISITE: *LPN, RN, EMT–Intermediate, or Paramedic status, or program approval.*

This course provides students with theory and demonstration in advanced trauma care and management. Content areas include mechanism of trauma, trauma assessment, airway–breathing–circulation management, trauma to various portions of the body, multiple system trauma, and load-handling situations. The course is taught in accordance with national standards and requires specific student competencies. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 280. BASIC LIFE SUPPORT INSTRUCTOR (1 credit)
PREREQUISITE: *Successful completion, within the past 12 months, of all areas of basic life support training (CPR).*

This course provides students with concepts as related to areas of basic life support instruction. Topics include history, concepts, and systems of emergency cardiac care; cardiopulmonary physiology, dysfunction, and actions for survival; introduction to the performance of CPR; foreign body airway obstruction management; pediatric basic life support; special techniques/resuscitation situations, pitfalls, and complications; teaching and learning in basic life support; teaching strategies; and basic provider course organizations. Students also will successfully participate in practice teaching of a cardiopulmonary resuscitation (CPR) class prior to course completion. Students

successfully completing this course will receive appropriate documentation of course completion.

EMS 281. ADVANCED CV LIFE SUPPORT INSTRUCTOR (1 credit)

PREREQUISITES: EMS 266 and program approval.
This course provides students with theory and practice in the techniques of teaching advanced cardiovascular life support (ACLS). The course is taught in accordance with national standards. Students also will successfully participate in practice teaching of an ACLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMS 282. BASIC TRAUMA LIFE SUPPORT INSTRUCTOR (1 credit)

PREREQUISITES: EMS 267 and program approval.
This course provides students with theory and practice in the techniques of teaching Basic Trauma Life Support (BTLS). The course is taught in accordance with national standards. Students also will successfully participate in practice teaching of an BTLS provider course prior to course completion. Students successfully completing this course will receive appropriate documentation of course completion.

EMERGENCY MEDICAL PARAMEDIC

EMP 189. APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC (4 credits)

PREREQUISITE: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher).
This course introduces human anatomy and physiology and includes concepts related to basic chemistry; fluid, electrolyte, and acid-base balance; functions of cells, tissues, organs, and systems; pathophysiology; and associated medical terminology. Emphasis is placed on applying content to signs, symptoms, and treatments; and situations commonly seen by paramedics. Upon course completion, students should be able to demonstrate a basic understanding of the structure and function of the human body.

EMP 191. PARAMEDIC PREPARATORY (2 credits)

PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites

must be completed before entering the final semester of Paramedic).
This course introduces issues related to the practice of
prehospital advanced life support as a career, with a focus on
issues common to all health care professions. Content areas
include: paramedic roles and responsibilities, well being of the
paramedic, illness and injury prevention, medical–legal–ethical
issues, therapeutic communications, and medical terminology.
Upon course completion, students will have demonstrated
competency in those respective components of the National
Standard Curriculum for the EMT–Paramedic and requirements
set forth by the Alabama Department of Public Health.

EMP 192. PARAMEDIC OPERATIONS (3 credits)
*PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).*
This course focuses on the operational knowledge and skills
needed for safe and effective patient care within the paramedic's
scope of practice. Content areas include: pathophysiology, life-
span development, ambulance operations, medical incident
command, rescue awareness and operations, hazardous materials
incidents, crime scene awareness, and Alabama EMS laws and
rules. Upon course completion, students will have demonstrated
competency in those respective components of the National
Standard Curriculum for the EMT–Paramedic and requirements
set forth by the Alabama Department of Public Health.

**EMP 193. PATIENT ASSESSMENT AND MANAGEMENT
(3 credits)**
*PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).*
This course provides the knowledge and skills needed to perform
a comprehensive patient assessment, make initial management
decisions, and to communicate assessment findings and patient
care verbally and in writing. Content areas include: airway
management, history-taking, techniques of the physical
examination, patient assessment, clinical decision-making,
communications, documentation, and assessment-based
management. Upon course completion, students will have
demonstrated competency in those respective components of the
National Standard Curriculum for the EMT–Paramedic and

EMP 194. PARAMEDIC GENERAL PHARMACOLOGY (2 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).
   This course introduces basic pharmacological agents and
   concepts, with an emphasis on drug classifications and the
   knowledge and skills required for safe, effective medication
   administration. Content areas include: general principles of
   pharmacology and pharmacologic pathophysiology; venous and
   intraosseous access techniques, the metric and apothecary
   system; computation of dosage and solution problems,
   administration of pharmacologic agents; and nasogastric tube
   placement. Upon course completion, students will have
   demonstrated competency in those respective components of the
   National Standard Curriculum for the EMT–Paramedic and
   requirements set forth by the Alabama Department of Public Health.

EMP 196. ADVANCED TRAUMA MANAGEMENT B (3 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).
   This course relates pathophysiology and assessment findings to
   the formulation of field impressions and implementation of
   treatment plans for trauma patients. Content areas include the
   pathophysiology, assessment, and management of trauma as
   related to: trauma systems; mechanisms of injury; hemorrhage
   and shock; soft tissue injuries; burns; and head, facial, spinal,
   thoracic, abdominal, and musculoskeletal trauma. Upon course
   completion, students will have demonstrated competency in those
   respective components of the National Standard Curriculum for
   the EMT–Paramedic and requirements set forth by the Alabama
   Department of Public Health.

EMP 197. PARAMEDIC CLINICAL COMPETENCIES I (3 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).
   This course is directed toward the application of knowledge and

skills developed in didactic and skills laboratory experiences to the clinical setting. Theory and skills are applied to a variety of patient situations in the emergency department, operating room, intensive care unit, and other clinical settings, with a focus on patient assessments, advanced airway management, I.V./I.O. initiation and medication administration. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 198. MEDICAL PATIENT MANAGEMENT I (3 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific medical conditions. Content areas include: pulmonology, neurology, gastroenterology, renal/urology, toxicology, hematology, environmental conditions, infectious and communicable diseases, abuse and assault, patients with special challenges, and acute interventions for the chronic care patient. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 199. CARDIOVASCULAR ELECTROPHYSIOLOGY (3 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. Content areas include cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12–lead electrocardiogram monitoring and interpretation. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 201. MEDICAL MANAGEMENT II B (3 credits)
*PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).*

This course relates pathophysiology and assessment findings to
the formulation of field impressions and implementation of
treatment plans for specific medical conditions. Content areas
include endocrinology, allergies and anaphylaxis, behavioral/
psychiatric conditions, gynecology, obstetrics, neonatology,
pediatrics, and geriatrics. Students integrate and reinforce the
didactic and skills laboratory components of their education by
performing basic and advanced life support assessments and skills
on a variety of patient presentations and complaints in the
clinical setting. Upon course completion, students will have
demonstrated competency in those respective components of the
National Standard Curriculum for the EMT–Paramedic and
requirements set forth by the Alabama Department of Public
Health.

**EMP 202. PARAMEDIC CLINICAL COMPETENCIES II
(3 credits)**
*PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,
and Math 100 or higher), COREQUISITES: BIO 201 Anatomy &
Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must
be completed before entering the final semester of Paramedic).*

This course is directed toward the application of knowledge and
skills developed in didactic and skills laboratory experiences to
the clinical setting. Theory and skills are applied to a variety of
patient situations including cardiac patients, psychiatric/
behavioral patients, labor and delivery and newborn nursery,
pediatric patients, geriatric patients, acute care of home health
patients, patients with special challenges, and other clinical
settings, with a focus on assessment, communication, and
management of medical emergencies across the lifespan of the
patient. Upon course completion, students will have demonstrated
competency in those respective components of the National Standard
Curriculum for the EMT–Paramedic and requirements set forth by
the Alabama Department of Public Health.

**EMP 203. CARDIOVASCULAR PATIENT MANAGEMENT
(3 credits)**
*PREREQUISITES: Admission to the EMT–Paramedic Program
(Licensed EMT Basic for the State of Alabama, English Composition I,*

and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).

This course relates to pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 204. TRANSITION TO PARAMEDIC PRACTICE (3 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).

This course is designed to meet the educational requirements of common national certifications and Alabama–specific EMS courses and presentations required for paramedic practice in Alabama. Content includes Alabama prehospital treatment protocols, the Alabama transfer drugs course, the Alabama EMS Systems presentation, and provider certifications in ACLS, PALS or PEPP, and BTLS or PHTLS. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 205. PARAMEDIC TERMINAL COMPETENCIES (2 credits)
PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).

This course is designed to review the National Standard Curriculum for the EMT–Paramedic and to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skill lab performance, computer simulation, and practice testing. Upon course completion, students will have

demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 206. PARAMEDIC FIELD PRECEPTORSHIP (6 credits)

PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).

This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

EMP 207. PARAMEDIC TEAM LEADER PRECEPTORSHIP (1 credit)

PREREQUISITES: Admission to the EMT–Paramedic Program (Licensed EMT Basic for the State of Alabama, English Composition I, and Math 100 or higher), COREQUISITES: BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy & Physiology II (Corequisites must be completed before entering the final semester of Paramedic).

This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry–level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students will have demonstrated competency in those respective components of the National Standard Curriculum for the EMT–Paramedic and requirements set forth by the Alabama Department of Public Health.

HEALTH EDUCATION

HED 221. PERSONAL HEALTH (3 credits)

This course introduces principles and practices of personal and family health; it includes human reproduction, growth and development, psychological dimensions of health, human sexuality, nutrition and fitness, aging, death and dying.

HED 222. COMMUNITY HEALTH (3 credits)
This course introduces principles and practices of community
health; it includes drug use and abuse, communicable diseases,
cardiovascular diseases, cancer, consumer health, health
organization, and environmental concerns.

HED 224. PERSONAL AND COMMUNITY HEALTH (3 credits)
This course covers health problems for the individual and for the
community. Areas of study include mental health, family life,
physical health, chronic and degenerative diseases, control of
communicable diseases, and the understanding of depressants and
stimulants. Healthful living habits will be emphasized.

HED 226. WELLNESS (1-3 credits)
This course provides health-related education to those
individuals seeking advancement in the area of personal wellness.
The course has five major components: (1) fitness and health
assessment, (2) physical work capacity, (3) education, (4)
reassessment, and (5) retesting.

HED 231. FIRST AID (3 credits)
This course provides instruction of the immediate, temporary
care which should be given to the victims of accidents and
sudden illness. It also includes standard and advanced
requirements of the American Red Cross, and/or the American
Heart Association. CPR training also is included.

**HED 232. CARE AND PREVENTION OF ATHLETIC
INJURIES (3 credits)**
This course provides a study of specific athletic injuries, their
treatment, and preventive measures.

HED 277. CPR RECERTIFICATION (1 credit)
In this course, instruction and review of up-dated information
concerning cardio-pulmonary resuscitation (CPR) is presented.

PHYSICAL EDUCATION

PED 101. SLIMNASTICS (BEGINNING)(1 credit)
This course provides an individualized approach to physical
fitness, wellness, and other health-related factors. Emphasis is
placed on the scientific basis for setting up and engaging in
personalized physical fitness programs. Upon completion
sutdents should be able to set up and implement an individualized
physical fitness program.

PED 102. SLIMNASTICS (INTERMEDIATE) (1 credit)
This course is an intermediate-level slimnastics class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems, nutrition, and weight control. Upon completion students should be able to implement and evaluate an individualized physical fitness program.

PED 103. WEIGHT TRAINING (BEGINNING) (1 credit)
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion students should be able to establish and implement a personal weight training program.

PED 104. WEIGHT TRAINING (INTERMEDIATE) (1 credit)
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion students should be able to establish and implement an individualized advanced weight training program.

PED 106. AEROBICS (1 credit)
This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility, and on safety precautions. Upon completion students should be able to select and implement a rhythmic aerobic exercise program.

PED 107. AEROBIC DANCE (BEGINNING) (1 credit)
This course introduces the fundamentals of step and dance aerobics. Emphasis is placed on basic stepping up, basic choreographed dance patterns, and cardiovascular fitness; and upper body, floor, and abdominal exercises. Upon completion students should be able to participate in basic dance aerobics.

PED 108. AEROBICS DANCE (INTERMEDIATE) (1 credit)
This course provides a continuation of step aerobics. Emphasis is placed on a wide variety of choreographed step and dance patterns; cardiovascular fitness; and upper body, abdominal, and floor exercises. Upon completion students should be able to participate in and design an aerobics routine.

PED 109. JOGGING (1 credit)
This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness.

Upon completion students should be able to understand and appreciate the benefits derived from these activities.

PED 118. GENERAL CONDITIONING (BEGINNING) (1 credit)

This course provides an individualized approach to general conditioning utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized phyiscal fitness and conditioning programs. Upon completion students should be able to set up and implement an individualized physical fitness and conditioning program.

PED 119. GENERAL CONDITIONING (INTERMEDIATE) (1 credit)

This course is an intermediate-level fitness and conditioning program class. Topics include specific exercises contributing to fitness and the role exercise plays in developing body systems. Upon completion students should be able to implement and evaluate an individualized physical fitness and conditioning program.

PED 120. TECHNIQUES OF DUAL AND INDIVIDUAL SPORTS (2 credits)

This course introduces the fundamentals of popular dual and individual sports. Emphasis is placed on rules, equipment, and motor skills used in various sports. Upon completion students should be able to demonstrate knowledge of the sports covered.

PED 121. BOWLING (BEGINNING) (1 credit)

This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion students should be able to participate in recreational bowling.

PED 122. BOWLING (INTERMEDIATE) (1 credit)

This course covers more advanced bowling techniques. Emphasis is placed on refining basic skills and performing advanced shots, spins, pace, and strategy. Upon completion students should be able participate in competitive bowling.

PED 123. GOLF (BEGINNING) (1 credit)

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.

PED 124. GOLF (INTERMEDIATE) (1 credit)
This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion students should be able to demonstrate the knowledge and ability to play a recreational round of golf.

PED 125. SKATING (1 credit)
This course introduces the fundamentals of skating. Emphasis is placed on basic positioning, balance, and form. Upon completion students should be able to demonstrate skills necessary for recreational skating.

PED 126. RECREATIONAL GAMES (1 credit)
This course is designed to give an overview of a variety of recreational games and activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime recreational games. Upon completion students should be able to demonstrate an awareness of the importance of participating in lifetime recreational activities.

PED 127. ARCHERY (1 credit)
This course introduces basic archery safety and skills. Topics include proper techniques of stance, bracing, drawing, and releasing as well as terminology and scoring. Upon completion students should be able to participate safely in target archery.

PED 131. BADMINTON(BEGINNING) (1 credit)
This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion students should be able to apply these skills in playing situations.

PED 133. TENNIS (BEGINNING) (1 credit)
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion students should be able to play recreational tennis.

PED 134. TENNIS (INTERMEDIATE) (1 credit)
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion students should be able to play competitive tennis.

PED 140. SWIMMING (BEGINNING) (1 credit)
This course is designed for non-swimmers and beginners.
Emphasis is placed on developing confidence in the water,
learning water safety, acquiring skills in floating, and learning
elementary strokes. Upon completion students should be able to
demonstrate safety skills and be able to tread water, back float,
and use the crawl stroke for 20 yards.

PED 141. SWIMMING (INTERMEDIATE) (1 credit)
PREREQUISITE: PED 140 or instructor's permission.
This course is designed for those who have mastered basic
swimming skills. Emphasis is placed on refining basic skills and
learning new swim strokes. Upon completion students should be
able to demonstrate the four basic strokes, the scissor kick, the
underwater swim, and other related skills.

PED 142. SWIMMING (ADVANCED) (1 credit)
PREREQUISITE: PED 141 or instructor's permission.
This course introduces lap swimming, aquacises, water activities,
and games. Emphasis is placed on increasing cardiovascular
efficiency through aquatic exercise. Upon completion students
should be able to develop an individualized aquatic fitness
program.

PED 143. AQUATIC EXERCISE (1 credit)
This course introduces rhythmic aerobic activities and aquatic
exercises performed in water. Emphasis is placed on increasing
cardiovascular fitness levels, muscular strength, muscular
endurance, and flexibility. Upon completion students should be
able to participate in an individually-paced exercise program.

PED 147. WATER SAFETY INSTRUCTOR (2 credits)
PREREQUISITE: PED 148 or instructor's permission.
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.
Upon completion students should be able to demonstrate skills,
knowledge, and techniques to pass the American Red Cross
Water Safety Instructor's certification.

PED 148. LIFEGUARD TRAINING (3 credits)
This course provides the individual with special training in
handling emergencies, water search and rescue operations, health

and sanitation inspections, and types and uses of equipment. It also includes Standard First Aid, and Red Cross or American Heart Association CPR requirements.

PED 153. KARATE (BEGINNING) (1 credit)
This course introduces the martial arts using the Japanese Shotokan form. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion students should be able to perform line drill techniques and Kata for various ranks.

PED 154. KARATE (INTERMEDIATE) (1 credit)
PREREQUISITE: PED 153.
This course is a continuation of beginning Karate. Topics include proper conditioning exercise, book control, proper terminology, historical foundations, and etiquette relating to karate. Upon completion students should be able to perform line drill techniques and Kata for various ranks.

PED 155. SELF-DEFENSE (1 credit)
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature.

PED 160. SOCIAL DANCE (1 credit)
This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion students should be able to demonstrate specific dance skills and perform some dances.

PED 171. BASKETBALL (BEGINNING) (1 credit)
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion students should be able to participate in recreational basketball.

PED 172. BASKETBALL (1 credit)
This course covers more advanced basketball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion students should be able to play basketball at a competitive level.

PED 176. VOLLEYBALL (BEGINNING) (1 credit)
This course covers the fundamentals of volleyball. Emphasis is
placed on the basics of serving, passing, spiking, blocking, and
the rules and etiquette of volleyball. Upon completion students
should be ble to participate in recreational volleyball.

PED 177. VOLLEYBALL (INTERMEDIATE) (1 credit)
This course covers more advanced volleyball techniques.
Emphasis is placed on refining skills and developing more
advanced strategies and techniques. Upon completion students
should be able to participate in competitive volleyball.

PED 178. SOCCER (BEGINNING) (1 credit)
This course introduces the basics of soccer. Emphasis is placed
on refining skills and developing more advanced strategies and
techniques. Upon completion students should be able to
participate in competitive volleyball.

PED 179. SOCCER (INTERMEDIATE) (1 credit)
This course introduces the basics of soccer. Emphasis is placed
on rules, strategies, and advanced techniques, skills, and
strategies. Upon completion students should be able to
participate in introductory competitive soccer.

PED 180. FLAG FOOTBALL (1 credit)
This course introduces the fundamentals and rules of flag
football. Emphasis is placed on proper techniques and strategies
for playing in game situations. Upon completion students should
be able to participate in recreational flag football.

PED 181. BASEBALL (BEGINNING) (1 credit)
This course covers the fundamentals of baseball. Emphasis is
placed on skill development, knowledge of the rules, and basic
game strategy. Upon completion students should be able to
participate in recreational baseball.

PED 182. BASEBALL (INTERMEDIATE) (1 credit)
This course covers more advanced baseball techniques. Emphasis
is placed on refining skills and developing more advanced
strategies and techniques. Upon completion students should be
able to play baseball at a competitive level.

PED 186. SOFTBALL (BEGINNING) (1 credit)
This course introduces the fundamental skills and rules of
softball. Emphasis is placed on proper techniques and strategies

for playing softball. Upon completion students should be able to
participate in recreational softball.

PED 187. SOFTBALL (INTERMEDIATE) (1 credit)
This course presents advanced skills and competitive practice in
softball. Emphasis is placed on proper techniques and strategies
for playing softball. Upon completion students should be able to
participate in competive softball.

PED 188. CROSS COUNTRY (1 credit)

PED 200. FOUNDATIONS OF PHYSICAL EDUCATION
(3 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 211. BASIC FOOTBALL RULES AND OFFICIATING
TECHNIQUES (3 credits)
This course introduces the rules and techniques for sports
officiating in high school football. Emphasis is placed on
officiating fundamentals and responsibilities. Upon completion
students should be able to demonstrate proper mechanics and
knowledge of officiating procedures in football.

PED 212. ADVANCED FOOTBALL RULES AND
OFFICIATING TECHNIQUES (3 credits)
PREREQUISITE: PED 211.
This course presents advanced rules and techniques for sports
officiating in high school football. Emphasis is placed on
officiating fundamentals and responsibilities. Upon completion
students should be able to demonstrate proper mechanics and
knowledge of officiating procedures in football.

PED 213. BASIC VOLLEYBALL RULES AND OFFICIATING
TECHNIQUES (3 credits)
This course introduces the rules and techniques for sports
officiating in high school volleyball. Emphasis is placed on
officiating fundamentals and responsibilities. Upon completion
students should be able to demonstrate proper mechanics and
knowledge of officiating procedures in volleyball.

PED 214. ADVANCED VOLLEYBALL RULES AND OFFICIATING TECHNIQUES (3 credits)
PREREQUISITE: PED 213.
This course presents advanced rules and techniques for sports officiating in high school volleyball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion students should be able to demonstrate proper mechanics and knowledge of officiating procedures in volleyball.

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

PED 217. BASIC BASKETBALL RULES AND OFFICIATING TECHNIQUES (3 credits)
This course introduces the rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.

PED 218. ADVANCED BASKETBALL RULES AND OFFICIATING TECHNIQUES (3 credits)
PREREQUISITE: PED 217.
This course presents advanced rules and techniques for sports officiating in high school basketball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion students should be able to demonstrate proper mechanics and knowledge of officiating procedures in basketball.

PED 219. BASIC BASEBALL AND SOFTBALL RULES AND OFFICIATING TECHNIQUES (3 credits)
This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.

PED 220. ADVANCED BASEBALL AND SOFTBALL RULES AND OFFICIATING TECHNIQUES (3 credits)
PREREQUISITE: PED 219.
This course presents advanced rules and techniques for sports officiating in baseball and softball. Emphasis is placed on

officiating fundamentals and responsibilities. Upon completion students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball.

PED 226. HIKING (1 credit)
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion students should be able to successfully participate in nature trail hikes.

PED 227. ANGLING 1 credit)
This course introduces the sport of angling. Emphasis is placed on fishing with the use of artificial lures. Upon completion students should be able to cast and retrieve using baitcaster and spinning reels and identify the various types of artificial lures.

PED 228. FIREARM SAFETY AND UTILIZATION (1 credits)

PED 236. CANOEING (1 credit)
This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills.

PED 237. ROWING (1 credit)

PED 238. SAILING (1 credit)
This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, riggings, and various skills necessary to maneuver the boat. Upon completion students should be able to demonstrate safe handling of a small boat.

PED 239. OUTBOARDING BOATING AND SAFETY (1 credit)

PED 240. SPORT AND RECREATIONAL SCUBA DIVING (1 credit)
This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving, development of diving skills; safety; and care and maintenance of equipment. Upon completion students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification.

PED 245. CYCLING (1 credit)

This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion students should be able to demonstrate safe handling of a bicycle for recreational use.

PED 246. CAMPING (3 credit)

This course is designed to acquaint the beginning camper with outdoor skills. Topics include camping techniques such as cooking and preserving food, safety, and setting up camp. Upon completion students should be able to set up camp sites in field experiences using proper procedures.

PED 251. VARSITY BASKETBALL (1 credit)
PREREQUISITE: Instructor permission.

This course covers advanced fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion students should be able to participate in competitive basketball.

PED 252. VARSITY BASEBALL (1 credit)
PREREQUISITE: Instructor permission.

This course covers advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion students should be able to play baseball at a competitive level.

PED 253. VARSITY GOLF (1 credit)
PREREQUISITE: Instructor permission.

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion students should be able to demonstrate tthe knowledge and ability to play competitive golf.

PED 254. VARSITY SOFTBALL (1 credit)
PREREQUISITE: Instructor permission.

This course introduces the fundamental skills and rules of softball. Emphasis is placed on proper techniques and strategies for playing softball. Upon completion students should be able to play competitive softball.

PED 255. VARSITY TENNIS (1 credit)
PREREQUISITE: Instructor permission.
This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion students should be able to play competitive tennis.

PED 256. VARITY TRACK (1 credit)

PED 257. VARSITY CHEERLEADING (1 credit)

PED 258. VARSITY VOLLEYBALL (1 credit)
PREREQUISITE: Instructor permission.
This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion students should be able to participate in competitive volleyball.

PED 259. VARSITY CROSS COUNTRY (1 credit)

PED 295. PRACTICUM IN PHYSICAL EDUCATION (1 credit)
This course is designed to provide field experience in observation and assistance in the student's area of specialization. Students will work under the supervision of trained physical education teachers.

HISTORY AND SOCIAL SCIENCE DIVISION

<u>**CHILD DEVELOPMENT**</u>

CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (3 credits)
This course introduces the child care profession including the six functional areas of the Child Development Associate (CDA) credential. Emphasis is placed on using positive guidance techniques, setting up a classroom and planning a schedule. Upon completion students should be able to create and modify children's environments to meet individual needs, use positive guidance to develop positive relationships with children, and promote children's self-esteem, self-control, and self-motivation.

CHD 101. CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3 credits)

This course is a systematic study of child growth and development from conception to early childhood. Emphasis is placed on principles underlying physical, mental, emotional, and social development, and on methods of child study and practical implications. Upon completion students should be able to use knowledge of how young children differ in their development and approaches to learning to provide opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children.

CHD 102. CHILDREN'S CREATIVE EXPERIENCES (3 credits)

This course focuses on fostering creativity in preschool children and developing a creative attitude in teachers. Topics include selecting and developing creative experiences in language arts, music, art, science, math, and movement with required observation and participation with young children is required. Upon completion students should be able to select and implement creative and age-appropriate experiences for young children.

CHD 103. CHILDREN'S LITERATURE AND LANGUAGE DEVELOPMENT (3 credits)

This course surveys appropriate literature and language arts activities designed to enhance young children's speaking, listening, pre-reading, and writing skills. Emphasis is placed on development appropriateness as related to language. Upon completion students should be able to create, evaluate, and demonstrate activities which support a language-rich environment for young children.

CHD 104. METHODS AND MATERIALS FOR TEACHING CHILDREN (3 credits)

This course introduces basic methods and materials used in teaching young children. Emphasis is placed on students compiling a professional resource file of activities used for teaching math, language arts, science, and social studies concepts. Upon completion students should be able to demonstrate basic methods creating learning experiences using appropriate techniques, materials, and realistic expectations.

CHD 106. CHILDREN'S HEALTH AND SAFETY (3 credits)

This course introduces basic health, nutrition, and safety management practices for young children. Emphasis is placed on setting up and maintaining a safe, healthy environment for young

children including specific procedures for infants and toddlers,
and procedures regarding childhood illnesses and communicable
diseases. Upon completion students should be able to prepare a
healthy and safe environment, plan nutritious meals and snacks,
and recommend referrals if necessary.

CHD 205. PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3 credits)

This course is designed to give students practice in lesson and
unit planning, writing behaviorial objectives, and evaluating
activities taught to young children. Emphasis is placed on
identifying basic aspects of cognitive development and
howchildren learn. Upon completion students should be able to
plan and implement developmentally apropriate curriculum and
instructional practices based on knowledge of individual
differences and the curriculum goals and content.

CHD 208. ADMINISTRATION OF CHILD DEVELOPMENT PROGRAMS (3 credits)

This course includes appropriate administrative policies and
procedures relevant to preschool programs. Topics include local,
state, and federal regulations, budget planning, recordkeeping,
personnel policies, and parent involvement. Upon completion
students should be able to identify elements of a sound business
plan, develop familiarity with basic recordkeeping techniques,
and identify elements of a developmentally appropriate program.

CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS (3 credits)]

This course focuses on child development from infancy to thirty
months of age with emphasis on planning programs using
developmentally appropriate material. Emphasis is placed on
positive ways to support an infant's social, emotional, physical,
and intellectual development. Upon completion students should
be able to plan an infant-toddler program and environment which
is appropriate and supportive of the families and the children.

CHD 210. EDUCATING EXCEPTIONAL YOUNG CHILDREN (3 credits)

This course explores the many types of exceptionalities found in
young children. Topics include speech, language, hearing and
visual impairments, gifted and talented children, mental
retardation, as well as emotional, behavioral, and neurological
handicaps. Upon completion students should be able to identify
appropriate strategies for working with young exceptional
children.

CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN EARLY CHILDHOOD EDUCATION (3 credits)
PREREQUISITE: Permission of the instructor and current tuberculosis clearance.
> This course provides a minimum of 90 hours of hands-on, supervised experience in an approved program for young children. Emphasis is placed on performance of daily duties which are assessed by the College's instructor and the cooperating teacher. Upon completion students should be able to demonstrate competency in a child care setting.

CRIMINAL JUSTICE

CRJ 100. INTRODUCTION TO CRIMINAL JUSTICE (3 credits)
> This course surveys the entire criminal justice process from law enforcement to the administration of justice through corrections. It discusses the history and philosophy of the system and introduces various career opportunities.

CRJ 116. POLICE PATROL (3 credits)
> This course studies the duties and responsibilities of the uniformed police patrol. It emphasizes the importance of patrol functions and includes principles, methods, procedures, and resources used in police patrol operations.

CRJ 117. COMMUNITY RELATIONS (3 credits)
> This course discusses the role of the police officer in achieving and maintaining public support. It includes public information, juvenile relations, public relations, service, and mobilizing community involvement and cooperation.

CRJ 140. CRIMINAL LAW AND PROCEDURE (3 credits)
> This course examines both speculative and procedural law. The legal elements of various crimes are discussed, with attention given to the Alabama Code. Areas of criminal procedure essential to the criminal justice professional are covered.

CRJ 146. CRIMINAL EVIDENCE (3 credits)
> This course considers the origins of the law of evidence and the current rules of evidence. Types of evidence, their definitions and uses, are covered as well as the functions of the courts regarding evidence.

CRJ 150. INTRODUCTION TO CORRECTIONS (3 credits)
This course provides an introduction to the philosophical and historical foundations of corrections in America. Incarceration and some of its alternatives are considered.

CRJ 208. INTRODUCTION TO CRIMINOLOGY (3 credits)
This course delves into the nature and the extent of crime in the United States, as well as criminal delinquent behavior and theories of causation. The study includes criminal personalities and the principles of prevention, control, and treatment.

CRJ 209. JUVENILE DELINQUENCY (3 credits)
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts.

CRJ 216. POLICE ORGANIZATION AND ADMINISTRATION (3 credits)
This course examines the principles of organization and administration of law enforcement agencies. Theories of management, budgeting and various personnel issues are covered.

CRJ 218. TRAFFIC CONTROL (3 credits)
This course is designed to teach the student traffic safety planning, traffic law enforcement, regulation and control. The Alabama Motor Vehicle Code is examined.

CRJ 219. FIREARMS (3 credits)
This course covers the moral implications, legal provisions, safety precautions, and restrictions governing the use of firearms. The use of side arms and riot guns with stationary and combat targets is explored.

CRJ 220. CRIMINAL INVESTIGATION (3 credits)
This course explores the theory and scope of criminal investigation. The duties and responsibilities of the investigator are included. The techniques and strategies used in investigation are emphasized.

CRJ 230. CRIMINALISTICS (3 credits)
This course surveys the different techniques of scientific investigation. Emphasis is given to ballistics, photography, fingerprints, DNA, trace evidence, body fluids, casts, and the like.

CRJ 236. ADVANCED CRIMINALISTICS (3 credits)
This course covers the collection, handling, and analysis of
evidence from crime scene to laboratory to courtroom. Topics
include hair, fibers, body fluids, firearms, glass, paint, drugs,
documents, etc. Laboratory experience may be utilized.

CRJ 280. INTERNSHIP IN CRIMINAL JUSTICE (1–3 credits)
PREREQUISITE: Permission of the instructor.
This course involves practical experience with a criminal justice
agency under faculty supervision. This course may be repeated
with the approval of the instructor.

**CRJ 290. SELECTED TOPICS—SEMINAR IN CRIMINAL
JUSTICE (1–3 credits)**
This course involves reading, research, writing, and discussion of
selected subjects relating to criminal justice. Various
contemporary problems in criminal justice are analyzed. This
course may be repeated with the permission of the instructor.

GEOGRAPHY

GEO 100. WORLD REGIONAL GEOGRAPHY (3 credits)
This course surveys various countries and major regions of the
world with respect to location and landscape, world importance,
political status, population, type of economy, external and
internal organization and relations, and problems and potentials.

GEO 101. PHYSICAL GEOGRAPHY (4 credits)
A study of the distribution and anlysis of the natural fortunes of
the earth. Landforms, siols, water, and climate are studied.
Emphasis is on human environment relationships. There is a lab.

HISTORY

HIS 101. HISTORY OF WESTERN CIVILIZATION I (3 credits)
This course is a survey of social, intellectual, economic, and
political developments which have molded the modern western
world. This course covers the ancient and medieval periods and
concludes in the era of the Renaissance and Reformation.

HIS 102. HISTORY OF WESTERN CIVILIZATION II (3 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 (3 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 (3 credits)
This course is a continuation of HIS 201; it surveys United States history from the Reconstruction era to the present.

HONORS

IDS 115. FORUM (1 credit)
In this course, credit is given in recognition of attendance at academic lectures, concerts, and other events. IDS 115 requires attendance at designated events which are chosen from various lectures, cultural events, and programs given at the College or in the community. IDS 115 may be repeated for credit.

IDS 200. SCHOLAR BOWL (1 credit)
PREREQUISITE: Permission of the instructor.
This course offers the student preparation, practice, and participation in the College Scholars Bowl Program and competition. IDS 200 may be repeated for credit.

IDS 299. DIRECTED STUDIES IN LEADERSHIP (1–2 credits)
PREREQUISITE: Permission of the instructor.
This course provides training and experience in leadership techniques and practice. Students are required to serve in leadership positions on campus or in the community. IDS 299 may be repeated for credit.

ORIENTATION

ORI 100. ORIENTATION TO COLLEGE (1 credit)
This course aids new students in their transition to the institution, exposes new students to the broad educational opportunities of the institution, and integrates new students into the life of the institution.

ORI 103. (IDS 110.) ORIENTATION (MASTER STUDENT) (2 credits)
This course helps students develop practical knowledge and skills toward a successful college experience, both academically and

personally. Topics include: time, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning.

PHILOSOPHY

PHL 106. INTRODUCTION TO PHILOSOPHY (3 credits)

This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

PHL 206. ETHICS (3 credits)

This introduces the student to the basic concepts, types, and schools of moral theory, and illustrates how these may be applied to contemporary moral and ethical questions in academic, professional, and social endeavors.

POLITICAL SCIENCE

POL 211. AMERICAN NATIONAL GOVERNMENT (3 credits)
PREREQUISITE: Permission of the instructor.

This course surveys the background, constitutional principles, organization, and operation of the American political system. Topics include the U.S. Constitution, federalism, civil liberties, civil rights, political parties, interest groups, political campaigns, voting behavior, elections, the presidency, bureaucracy, Congress, and the justice system. Upon completion students should be able to identify and explain relationships among the basic elements of American government and function as more informed participants of the American political system.

PSYCHOLOGY

PSY 106. CAREER EXPLORATION (1 credit)

This course is designed for students to explore potential career fields. This course includes an assessment, through testing of strengths and weaknesses, general information about careers and job skills, value and decision making techniques, and a career research.

PSY 200. GENERAL PSYCHOLOGY (3 credits)
This course is a survey of behavior with emphasis upon the 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 (3 credits)
PREREQUISITE: PSY 200.
This course is the study of the psychological, social, and physical factors that affect human behavior from conception to death.

PSY 230. ABNORMAL PSYCHOLOGY (3 credits)
PREREQUISITE: PSY 200.
This course is a survey of abnormal behavior and its social and biological origins. The anxiety related disorders, psychoses, personality disorders, and mental deficiencies will be covered.

PSY 260/BUS 271. STATISTICS FOR THE SOCIAL SCIENCES (3 credits)
This course is an introduction to the basic statistical concepts, measures, and techniques used in social science research and report writing. It includes both descriptive and inferential statistics.

READING

RDG 083. DEVELOPMENTAL READING I (1–4 credits each)
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 (1-4 credits each)
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 (1-4 credits each)
PREREQUISITE: RDG 084 or equivalent placement score.
This course is designed to assist students whose placement test scores indicate serious difficulty with decoding skills, comprehension, vocabulary, and study skills.

RDG 111. CRITICAL READING FOR COLLEGE (2 credits)
PREREQUISITE: College test score placement or permission of the instructor.

Advanced comprehension skills, including analysis and evaluation. Upon completion students should be able to demonstrate comprehension and analysis and respond effectively to material across disciplines.

RELIGION

REL 100. HISTORY OF WORLD RELIGIONS (3 credits)
This course is designed to acquaint the student 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. The student should have an understanding of the history and origins of the various religions in the world.

REL 152. SURVEY OF THE NEW TESTAMENT (3 credits)
This course is a survey of books of the New Testament, with special attention given to historical and geographical settings. On course completion, the student should have an understanding of the books of the New Testament and cultural and historical events associated with these writings.

SOCIOLOGY

SOC 200. INTRODUCTION TO SOCIOLOGY (3 credits)
This course is an introduction to the vocabulary, concepts, and theory of sociological perspectives of human behavior.

SOC/CRJ 208. INTRODUCTION TO CRIMINOLOGY (3 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. The study includes criminal personalities, principles of prevention, control, and treatment.

SOC/CRJ 209. JUVENILE DELINQUENCY (3 credits)
PREREQUISITE: SOC 200.
This course examines the causes of delinquency. It also reviews programs of prevention and control of juvenile delinquency as well as the role of the courts.

SOC 247. MARRIAGE AND FAMILY (3 credits)
PREREQUISITE: SOC 200.
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as

sociological, psychological, biological, and financial factors relevant to success in marriage and family life.

MATHEMATICS DIVISION

MATHEMATICS

COURSE SEQUENCE REQUIREMENTS: No student may advance to a higher level math course unless that student has obtained a "C" or better in all prerequisite math courses. Students not meeting this requirement may seek a waiver to a higher level course by first meeting with the Director of Counseling Services.

MTH 090. BASIC MATHEMATICS (3 credits)
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.

MTH 098. ELEMENTARY ALGEBRA (3 credits)
PREREQUISITE: MTH 090 or appropriate mathematics placement score.
This course is a review of the fundamental arithmetic and algebra operations. The topics include the numbers of ordinary arithmetic and their properties, integer and rational numbers, the solving of equations, polynomials and factoring, and an introduction to systems of equations and graphs.

MTH 100. INTERMEDIATE COLLEGE ALGEBRA (3 credits)
PREREQUISTE: MTH 098 or appropriate mathematics placement score.
This course provides a study of algebraic techniques such as linear equations and inequalities, quadratic equations, systems of equations, and operations with exponents and radicals. Functions and relations are introduced and graphed with special emphasis on linear and quadratic functions. This course does not apply toward the general core requirement for mathematics.

MTH 103. INTRODUCTION TO TECHNICAL MATH I (3 credits)
PREREQUISITE: MTH 098 or appropriate mathematics placement score.
This course is designed for the student in technology needing simple arithmetic, algebraic, and right triangle trigonometric skills.

MTH 110. FINITE MATHEMATICS (3 credits)

PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with a "C" or higher Intermediate College Algebra.

This course is intended to give an overview of topics in finite mathematics together with their applications, and is taken primarily by students who are not majoring in science, engineering, commerce, or mathematics (i.e., students who are not required to take Calculus). This course will draw on and significantly enhance the student's arithmetic and algebraic skills. The course includes linear functions, sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), math of finance, matrices and their applications to Markov chains and decision theory. Additional topics may include symbolic logic, linear models, linear programming, the simplex method and applications.

MTH 112. PRECALCULUS ALGEBRA (3 credits)

PREREQUISITE: All core mathematics courses in Alabama must have as a minimum prerequisite high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score. An alternative to this is that the student should successfully pass with "C" or higher Intermediate College Algebra.

This course emphasizes the algebra of functions—including polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.

MTH 113. PRECALCULUS TRIGONOMETRY (3 credits)

PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, and Algebra II with an appropriate mathematics placement score is required. An alterantive to this is that the student should successfully pass with a "C" or higher MTH 112.

This course includes the study of trigonometric (circular functions) and inverse trigonometric functions, and includes extensive work with trigonometric identities and trigonometric equations. The course also covers vectors, complex numbers, DeMoivre's Theorem, and polar coordinates. Additional topics may include conic sections, sequences, and using matrices to solve linear systems.

MTH 116. MATHEMATICAL APPLICATIONS (3 credits)
PREREQUISITE: MATH 090 or appropriate mathematics placement score.

This course provides practical applications of mathematics and includes selected topics from consumer math and algebra. Some types included are integers, percent, interest, ratio and proportion, metric system, probability, linear equations, and problem solving. This is a terminal course designed for students seeking an AAS degree and does not meet the general core requirment for mathematics.

MTH 125. CALCULUS I (4 credits)
PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, Algebra II, and Trigonometry with an appropriate mathematics placement score is required. An alternative to this is that the student should successfully pass with a "C" or higher MTH 113.

This is the first of three courses in the basic calculus sequence taken primarily by students in science, engineering, and mathematics. Topics include the limit of a function; the derivative of algebraic, trigonometric, exponential, and logarithmic functions; and, the definite integral and its basic applications to area problems. Applications of the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.

MTH 126. CALCULUS II (4 credits)
PREREQUISITE: MTH 125.

This is the second of three courses in the basic calculus sequence. Topics include vectors in the plane and in space, lines and planes in space, applications of integration (such as volume, arc length, work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

MTH 131. MATHEMATICS IN GENERAL EDUCATION I (3 credits)

This course is designed for general education and for all students in education programs except those who will concentrate on science or mathematics. Emphasis is on the structure of the number system from the integers to the real numbers, logic, numeration systems, prime numbers, basic concepts of algebra, elementary probability and statistics, graphs, informal geometry, and the metric system. This course does not apply toward the general core requirement for mathematics.

MTH 231. MATH FOR THE ELEMENTARY TEACHER I
(3 credits)
PREREQUISITE: Regular admission status.
This course is designed to provide appropriate insights into
mathematics for students majoring in elementary education and
to ensure that students going into elementary education are more
than proficient at performing basic arithmetic operations. Topics
include logic, sets and functions, operations and properties of
whole numbers and integers including number theory; use of
manipulatives by teachers to demonstrate abstract concepts; and
by studetns while learning these abstract concepts as emphasized
in the class. Upon completion students are required to
demonstrate proficiency in each topic studied as well as to learn
teaching techniques that are grade level and subject matter
appropriate, and test for mathematical proficiency and the
learning of teaching concepts.

MTH 232. MATH FOR THE ELEMENTARY TEACHER II
(3 credits)
PREREQUISITE: MTH 231.
This course is the second of a three-course sequence and is
designed to provide appropriate insights into mathematics for
students majoring in elementary education and to ensure that
students going into elementary education are more proficient at
performing basic arithmetic operations. Topics include
numeration skills with fractions, decimals and percentages,
elementary concepts of probability and statistics, and analytic
geometry concepts associated with linear equations and
inequalities. The use of manipulatives and calculators in the
teaching and learning process is stressed. Upon completion
students will test for mathematical proficiency and the learning
of teaching concepts. Students also will demonstrate an
appropriate teaching technique by preparing a lesson and
teaching it to the class for their final exam grade.

MTH 233. MATH FOR THE ELEMENTARY TEACHER III
(3 credits)
PREREQUISITE: MTH 232.
This course is the third of a three-course sequence and is
designed to provide appropriate insights into mathematics for
students majoring in elementary education and to ensure that
students going into elementary education are more than
proficient at performing basic arithmetic operations. Topics
include concepts for plane and solid geometry. Emphasis is on
linear measurement as well as fundamental concepts of geometry

dealing with lines, angles, triangles, polygons, and solids. The metric system is used for measurement through the course. The use of manipulatives and calculators in the teaching and learning process is emphasized. Upon completion students will be given exams to test for mathematical proficiency and the learning of teaching concepts. Additionally, students will demonstrate teaching techniques by preparing a lesson and teaching it to the class for their final exam grade.

MTH 227. CALCULUS III (4 credits)
PREREQUISITE: MTH 126.

This is the third of three courses in the basic calculus sequence. Topics include vector functions, functions of two or more variables, partial derivatives (including applications), quadric surfaces, multiple integration, and vector calculus (including Green's Theorem, Curl and Divergence, surface integrals, and Stokes' Theorem.

MTH 237. LINEAR ALGEBRA (3 credits)
PREREQUISITE: MTH 126.

This course introduces the basic theory of linear equations and matrices, real vector spaces, bases and dimension, linear transformations and matrices, determinants, eigenvalues and eigenvectors, inner product spaces, and the diagonalization of symmetric matrices. Additional topics may include quadratic forms and the use of matrix methods to solve systems of linear differential equations.

MTH 238. APPLIED DIFFERENTIAL EQUATIONS I (3 credits)
COREQUISITE: MTH 227.

An introduction to numerical methods, qualitative behavior of first order differential equations, techniques for solving separable and linear equations analytically, and applications to various models (e.g. populations, motion, chemical mixtures, etc.); techniques for solving higher order linear differential equations with constant coefficients (general theory, undetermined coefficients, reduction of order and the method of variation of parameters), with emphasis on interpreting the behavior of the solutions, and applications to physical models whose governing equations are of higher order, the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

BIOLOGY

BIO 103. PRINCIPLES OF BIOLOGY I (4 credits)
PREREQUISITE: Regular admission status.
This is an introductory course for science and nonscience majors. It covers physical, chemical, and biological principles common to all organisms. These principles are explained through a study of cell structure and function, cellular reproduction, basic biochemistry, cell energetics, the process of photosynthesis, and Mendelian and molecular genetics. Also included are the scientific method, basic principles of evolution, and an overview of the diversity of life with emphasis on viruses, prokaryotes, and protist. A 120 minute laboratory is required.

BIO 104. PRINCIPLES OF BIOLOGY II (4 credits)
PREREQUISITE: BIO 103.
This is an introduction to the basic ecological and evolutionary relationships of plants and animals and a survey of plant and animal diversity including classification, morphology, physiology, and reproduction. A 180 minute laboratory is required.

BIO 201. HUMAN ANATOMY AND PHYSIOLOGY I (4 credits)
PREREQUISITE: BIO 103.
This course covers the structure and function of the human body. Included is an orientation of the human body; basic principles of chemistry; a study of cells and tissues; metabolism; joints; the integumentary, skeletal, muscular, and nervous systems; and, the senses. A 120 minute laboratory is required. Dissection, histological studies, and physiology are featured in the laboratory experience.

BIO 202. HUMAN ANATOMY AND PHYSIOLOGY II (4 credits)
PREREQUISITE: BIO 103 and BIO 201.
This course covers the structure and function of the human body. Included is a study of basic nutrition, basic principles of water, electrolyte, and acid-base balance and the endocrine, respiratory, digestive, excretory, cardiovascular, lymphatic, and reproductive systems. Dissection, histological studies, and physiology are featured in the laboratory experience. A 120 minute laboratory is required.

BIO 220. GENERAL MICROBIOLOGY (4 credits)
PREREQUISITE: BIO 103. (Recommended 4 semester hours of chemistry.)
This course includes historical perspectives, cell structure and function, microbial genetics, infectious diseases, immunology, distribution, physiology, culture, identification, classification, and disease control of microorganisms. The laboratory experience includes micro-techniques, distribution, culture, identification, and control. Two 120 minute laboraties are required.

CHEMISTRY

CHM 111. COLLEGE CHEMISTRY I (4 credits)
PREREQUISITE: MTH 112 (Precalculus Algebra) or equivalent math placement score.
This is the first course in a two-semester sequence designed for the science or engineering major who is expected to have a strong background in mathematics. Topics in this course include measurement, nomenclature, stoichiometry, atomic structure, equations and reactions, basic concepts of thermochemistry, chemical and physical properties, bonding, molecular structure, gas laws, kinetic-molecular theory, condensed matter, solutions, colloids, and some descriptive chemistry topics. Laboratory is required.

CHM 112. COLLEGE CHEMISTRY II (4 credits)
PREREQUISITE: CHM 111.
This is the second course in a two-semester sequence designed primarily for the science or engineering student who is expected to have a strong background in mathematics. Topics in this course include chemical kinetics, chemical equilibria, acids and bases, ionic equilibria of weak electrolytes, solubility product principle, chemical thermodynamics, electrochemistry, oxidation-reduction, nuclear chemistry, an introduction to organic chemistry and biochemistry, atmospheric chemistry, and selected topics in descriptive chemistry including the metals, nonmetals, semi-metals, coordination compounds, transition compounds, and post-transition compounds. Laboratory is required.

CHM 221. ORGANIC CHEMISTRY I (4 credits each)
PREREQUISITE: CHM 111.
This is the first course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis and typical reactions for aliphatic, alicyclic, and

aromatic compounds with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

CHM 222. ORGANIC CHEMISTRY II (4 credits)
PREREQUISITE: CHM 221.
This is the second course in a two-semester sequence. Topics in this course include nomenclature, structure, physical and chemical properties, synthesis, and typical reactions for aliphatic, alicyclic, aromatic, and biological compounds, polymers and their derivatives, with special emphasis on reaction mechanisms, spectroscopy, and stereochemistry. Laboratory is required and will include the synthesis and confirmation of representative organic compounds with emphasis on basic techniques.

FOOD SERVICE MANAGEMENT

FS 111. FOUNDATIONS IN NUTRITION (3 credits)
This course focuses on nutrition and meal planning in relation to the food preparation industry. Topics include the science of food and nutrition; essential nutrients and their relation to the growth, maintenance, and functioning of the body; nutritional requirements of different age levels; and, economic and cultural influences on food selection. Upon completion of this course, students will be able to apply the basic principles of meal planning.

PHYSICS AND PHYSICAL SCIENCE

PHS 111. PHYSICAL SCIENCE I (4 credits)
This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy. Laboratory is required.

PHS 112. PHYSICAL SCIENCE II (4 credits)
This course provides the non-technical student with an introduction to the basic principle of chemistry and physics. Laboratory is required.

PHY 201. GENERAL PHYSICS I—TRIGONOMETRY BASED (4 credits each)
PREREQUISITE: MTH 113 OR equivalent.
This course is designed to cover general physics at a level that assures previous exposure to college algebra and basic

trigonometry. Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion. A laboratory is required.

PHY 202. GENERAL PHYSICS II—TRIGONOMETRY BASED (4 credits)
PREREQUISITE: PHY 201.
This course is designed to cover general physics using college algebra and basic trigonometry. Specific topics include wave motion, sound, light optics, electrostatics, circuits, magnetism, and modern physics. Laboratory is required.

PHY 213. GENERAL PHYSICS WITH CALCULUS I (4 credits)
PREREQUISITE: MTH 125 or permission of instructor.
These course provides a calculus-based treatment of the principle subdivisions of classical physics: mechanics and energy. Laboratory is required.

PHY 214. GENERAL PHYSICS WITH CALCULUS II (4 credits)
PREREQUISITE: PHY 213, MTH 126. COREQUISITE: MTH 227.
This course provides a calculus-based study in classical physics. Topics included are: simple harmonic motion, waves, sound, light, optics, electricity and magnetism. Laboratory is required.

Steagall Hall serves as the Administration Building on the Ozark Aviation Campus. All administrative offices are housed here along with student services such as Admissions and Pathways.

College Personnel

ADMINISTRATION

THOMPSON, STAFFORD L. .... *President*
  B. S. , Lane College
  M.Ed., Southeast Missouri State University
  Ph.D., Florida State University

MILLER, JUDITH G. .... *Dean of Instruction*
  B.S., Radford University
  M.S., Troy State University
  Ed.S., Troy State University
  Ed.D., Vanderbilt University

CHALKER, C. DAVID .... *Dean of Student Affairs*
  A.A., Enterprise State Junior College
  B.S., Troy State University
  M.S., Troy State University
  Ed.D., Auburn University

LANDRUM-SIMS, ALONZETTA .... *Dean of Finance and*
  B.S., Alabama State University   *Administration*
  M.B.A., Troy State University - Montgomery

BROWN, WILLIAM .... *Dean, Ozark Aviation*
  A.A., Enterprise State Junior College   *Campus*
  B.S., Troy State University
  M.B.A., Troy State University
  Ed.D., University of Alabama

WATT, T. HARVEY .... *Associate Dean, Ft. Rucker Site*
  B.S., Livingston State University
  M.S., Livingston State University

AYERS, MARTHA. . . . . *Assistant Director,*
B.S., Troy State University Dothan   *Financial Aid*
Additional Graduate Study   *Enterprise Campus*

BAUM, SUE A. *Director, Computer Services*
A.S., Enterprise State Junior College
B.S., Florida State University
M.B.A., Troy State University
Ed.D., University of Alabama

CAMPBELL, JENNIFER D. . . . . *Counselor, Tutorial Assistance*
A.A., Enterprise State Junior College   *Program for Students*
B.S., Troy State University   *Enterprise Campus*
M.S., Troy State University Dothan

COLE, ANTHONY . . . . *E.M.T. Program Director*
A.S., Enterprise State Junior College   *Enterprise Campus*
E.M.T.–P., Wallace State Community College
B.S., Troy State University

CULLY, BETTY R. *Director, Success Center*
B.A., West Virginia University   *Enterprise Campus*
M.S., Troy State University
Ed.D., University of Alabama

DEAS, M. GARY. . . . . *Associate Dean of Students/*
B.S., Troy State University   *Registrar*
M.Ed., Auburn University
Additional Graduate Study

DUBOSE, LESIA . . . . *Coordinator, Program Services,*
A.S., Wallace Community College   *Pathways*
B.S., Troy State University   *Ozark Aviation Campus*

EARLY, SUSAN . . . . *Bookstore Manager*
B.F.A., Florida State University   *Enterprise Campus*

HARPER, ORETHA J. . . . . *Counselor/Transfer Coordinator,*
B.A., Talladega College   *Guidance Services*
M.A., Atlanta University   *Enterprise Campus*
Ph.D., Atlanta University

HELMS, MICHAEL . . . . *Plant Supervisor*
   Certifications   *Enterprise Campus*
   Enterprise State Junior College

HOBBS, LINDA S. . . . . *Assistant Director,*
   A.A., Enterprise State Junior College   *Computer Services*
   B.S., Troy State University   *Enterprise Campus*
   B.S., Troy State University Dothan

HOFFMAN, A.P. . . . .*Director, Learning*
   B.S., Troy State University   *Resource Center*
   M.Ed., Auburn University   *Ozark Aviation Campus*
   Ed.S., Auburn University

HOLBROOK, CARLTON . . . . *Extended Programs Director*
   A.A., Enterprise State Junior College   *Enterprise Campus*
   B.S., Troy State University Dothan

NICHOLS, HELEN . . . .*Director, Upward Bound*
   B.S., Cheyney State College   *Ozark Aviation Campus*
   M.Ed., Georgia State University

PIRKLE, TAYLOR . . . . *Applications Programmer*
   A.A.S., Enterprise State Junior College   *Enterprise Campus*
   B.S., Troy State University

QUISENBERRY, JR., HENRY L. . . . . . *Director, Student Financial Aid*
   A.S., Enterprise State Junior College
   B.S., Auburn University
   M.Ed., Auburn University
   Ed.D., University of Alabama

REEDER, LESLIE . . . . *Coordinator, Student Services*
   B.S., Troy State University Dothan   *Ozark Aviation Campus*
   M.S., Troy State University Dothan

SHEPPARD, KARRIE . . . . *Recruiter/Counselor*
   B.A., James Madison University
   M.A., University of Oklahoma

SMITH, NANCY B. . . . . *Director, Guidance Services/*
   B.S., Mississippi State University   *Testing*
   M.A., University of Alabama   *Enterprise Campus*
   Ed.D., Auburn University

SNYDER, JUDY L. . . . .*Director, Institutional Research*
   B.S., Troy State University   *and Planning*
   M.A., University of Alabama   *Enterprise Campus*
   Ed.D., University of Alabama
   Additional Graduate Study

STECK, SUSAN D. *Director, Development*
   B.S., Campbell University
   Ed.M., Boston University
   Additional Graduate Study

STEELE, MANDY . . . . *Counselor, Upward Bound*
B.S., University of Alabama at Birmingham   *Ozark Aviation Campus*
M.S., Troy State University

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

STUMP, CHELLYE D. . . . . *Chief Accountant*
   B.S., Troy State University

VICKERS, MONTEZ M. . . . . *Director, Public Relations*
   B.A., University of Alabama   *Enterprise Campus*
   M.S., Troy State University Dothan
   Additional Graduate Study

WYATT, ROBIN M. *Director, Admissions/*
   B.A., University of Alabama   *Special Projects/Continuing Education*
   M.A., University of Alabama   *Enterprise Campus*
   Additional Graduate Study

FLOWERS, WANDA J. . . . . *Computer and Information*
    A.S., Enterprise State Junior College   *Science Division and*
    B.S., Troy State University   *Business Division*
    M.B.A., Troy State University   *Enterprise Campus*
    Ed.D., University of Alabama

HAYNES, KATHY S. . . . . *Mathematics Division*
    B.S., Auburn University   *Enterprise Campus*
    M.S., Troy State University
    Additional Graduate Study

KIRK, TOM . . . . *Aviation and Automotive Divisions*
    Certificate, Alabama Aviation   *Ozark Aviation Campus*
        & Technical College
    A.A.S., Wallace Community College
    A.A.S., Alabama Aviation & Technical College
    B.S., Athens State College

LEWIS, R. C. . . . . *Science Division*
    B.S., Lambuth College   *Enterprise Campus*
    M.S., Memphis State University
    Ph.D., Memphis State University

MESSER, JIMMY . . . . *Health, Physical Education, and*
    B.S., Mobile College   *Recreation/Basketball Coach*
    M.A., University of Mobile   *Enterprise Campus*

ODEN, JACK P. . . . . *History and*
    B.S., University of Southern Mississippi   *Social Sciences Division*
    M.A., Northeast Louisiana State College   *Enterprise Campus*
    Ph.D., Mississippi State University

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

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

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

ZIMMER, LARRIE . . . . *Director, Mobile Aviation*
    Diploma, Alabama Aviation &   *Center*
        Technical College
    A.A.S., Bishop State Community College

FACULTY

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

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

BROWN, ED . . . . *Paralegal*
    B.A., Auburn University   *Enterprise Campus*
    J.D., Cumberland School of Law, Samford University

BRIGHT, EDWARD . . . . *Aviation*
    A.A.S., Wallace Community College   *Ozark Aviation Campus*
    B.S., Troy State University

BULLARD, FREIDA . . . . *English*
    B.A., University of South Alabama   *Enterprise Campus*
    M.Ed., University of South Alabama

BUSH, MICHAEL . . . . *Aviation*
    A.A.S., Wallace Community College   *Ozark Aviation Campus*
    B.S., Troy State University

BYNUM, JEAN . . . . *Music*
    B.S., University of North Alabama   *Enterprise Campus*
    M.A., University of Alabama
    Ph.D., The University of Alabama

CARNES, CLARENCE . . . . *Aviation*
   A.A.S., Wallace Community College   *Ozark Aviation Campus*

CARPENTER, COMER L. *Criminal Justice/*
   B.S., Florida State University   *Sociology/Psychology*
   M.S., Troy State University   *Enterprise Campus*
   Additional Graduate Study

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

CONNER, MICHAEL . . . . *Geographic Information Systems*
   B.S., Troy State University   *Ft. Rucker Site*
   M.S., University of Southern Mississippi

COVINGTON, CYNTHIA . . . . *Child Development/*
   A.A.S., Enterprise State Junior College   *Developmental Reading*
   B.S., Troy State University Dothan   *Enterprise Campus*
   M.S., Troy State University Dothan

COVINGTON, SAM. . . . . *History*
   B.A., Auburn University   *Enterprise Campus*
   M.A., Auburn University

CROOK, DONALD . . . . *Psychology*
   B.S., Troy State University   *Enterprise Campus*
   M.S., Troy State University
   Ph.D., The University of Alabama

DAVENPORT, ROICE . . . . *Aviation*
   Diploma, Alabama Aviation &   *Ozark Aviation Campus*
     Technical College
   A.A.S., Enterprise State Junior College
   B.S., Troy State University Dothan

DUBOIS, CHELITA . . . . *Health, Physical Education, and*
   B.S., Georgia Southern University   *Recreation/Basketball Coach*
   M.Ed., Auburn Univesity   *Enterprise Campus*

DUNKERSON, DONALD . . . . *Aviation*
   A.S., Wallace Community College   *Mobile Center*
   B.S., Troy State University

EARNEST, FAYE . . . . Art
    B.A., University of Alabama   *Enterprise Campus*
    M.A., University of Alabama
    Ed.S., University of South Alabama
    Additional Graduate Study

GIBSON, LESLIE . . . . *Computer Graphics/Art*
    A.A., Enterprise State Junior College   *Enterprise Campus*
    B.S., Troy State University
    M.F.A., Savannah College of Art and Design

GILMORE, DONALD . . . . *Aviation*
    A.A.S., Alabama Aviation &   *Mobile Center*
       Technical College

GLADWIN, WARREN . . . . *Aviation*
    A.A., University of the State   *Mobile Center*
       of New York
    B.S., Southern Illinois University, Carbondale

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

HALCOMB, RANDY J. . . . . *Business*
    A.S., Enterprise State Junior College   *Enterprise Campus*
    A.A., Enterprise State Junior College
    B.S., University of Montevallo
    M.B.A., Troy State University
    Additional Graduate Study

HAYES, JUANITA . . . . *English*
    B.S., Florida A & M University   *Enterprise Campus*
    M.S., Florida A & M University
    Ph.D., Florida State University

HERNDON, PHILLIP . . . . *Aviation*
    A.A.S., Alabama Aviation &   *Ozark Aviation Campus*
       Technical College
    B.A., Shorter College
    M.Div., New Orleans Baptist Theological Seminary

HOWARD, ED . . . . *Mathematics*
   A.A., Enterprise State Junior College   *Enterprise Campus*
   B.S., Auburn University
   M.S., Auburn University
   Additional Graduate Study, Universite de Caen, Normandy France
   Additional Graduate Study, University of Georgia

HULSEY, WILLIAM T. . . . . *Physical Education*
   B.S., Auburn University   *Enterprise Campus*
   M.Ed., University of South Alabama
   Additional Graduate Study

JONES, KELLY . . . . *Mathematics*
   B.A.M., Auburn University   *Enterprise Campus*
   B.S., Columbus State University
   M.S. University of Alabama Birmingham

KILLOUGH, GAYLE . . . . *Biology*
   B.S., Troy State University   *Enterprise Campus*
   M.S., Troy State University
   Additional Graduate Study

LAMMON, ROBERTA G. . . . . *Mathematics*
   B.S., Auburn University   *Enterprise Campus*
   M.S., Troy State University
   Additional Graduate Study

LOGAN, JOSEPH C. . . . . *Business Administration/*
   B.S., Auburn University   *Computer Science*
   M.A.C.T., Auburn University   *Enterprise Campus*
   Additional Graduate Study

LOGAN, KAREN W. . . . . *Business Administration*
   B.S., Mississippi State University   *Enterprise Campus*
   M.Ed., Mississippi State University
   Additional Graduate Study

LUNCEFORD, SANDRA M. . . . . *English*
   B.A., Mississippi College   *Enterprise Campus*
   M.Ed., Auburn University
   Additional Graduate Study

MARTIN, DON . . . . *Aviation*
   Diploma, Wallace Community College   *Ozark Aviation Campus*
   A.A.S., Wallace Community College

MATTHEWS, PAUL R. . . . . *Physics/Physical Science* **275**
 B.A., David Lipscomb College   *Enterprise Campus*
 M.C.S., University of Mississippi

PARAMORE, TOM . . . .*Aviation*
 B.S., Southern Illinois   *Ozark Aviation Campus*
  University, Carbondale

PEARCY, TERESA . . . . *English*
 A.S., Enterprise State Junior College   *Enterprise Campus*
 B.S., Troy State University
 M.S., Troy State University
 Additional Graduate Study

PERSIN, KEN . . . . *Computer Technology*
 A.S., Wallace State Community College   *Enterprise Campus*
 B.A., Duquesne University
 B.S., Pennsylvania State University
 M.P.M., St. Louis University

RILEY, DAN . . . . *Aviation*
 A.S., Miami-Dade Junior College   *Ozark Aviation Campus*

SCOTT, GEORGE L. *Mass Communications*
 B.A., University of Southern Mississippi   *Enterprise Campus*
 M.S., University of Southern Mississippi

SHERRARD, JOSEPH . . . . *Aviation*
 A.S., Western Kentucky University   *Mobile Aviation Center*

SHIVER, LEIGH . . . . *Office Administration*
 B.S., Auburn University
 M.Ed., Auburn University

SLOANE, HAROLD . . . . *Aviation*
 B.S., Embry-Riddle Aeronautical University   *Ozark Aviation Campus*

SPRADLEY, JAMES MICHAEL . . . .*Business Administration*
 B.S., Auburn University   *Enterprise Campus*
 M.A.C.T., Auburn University

STEPHENS, LINDA J. . . . . *Librarian*
 A.A., Selma University   *Enterprise Campus*
 B.S., Alabama State University
 M.L.S., University of Alabama
 Additional Graduate Study

TANNER, PHYLLIS . . . . *Reference Librarian*
    B.S., University of South Alabama   *Enterprise Campus*
    M.L.I.S., University of Southern Mississippi

THOMPSON, GEORGE . . . . *Aviation*
    B.S., Troy State University   *Ozark Aviation Campus*

WHITEHEAD, KRISTI . . . . *Mathematics*
    A.A., A.S., Enterprise State Junior College   *Enterprise Campus*
    B.S., Troy State University
    M.S., Troy State University

WILLIAMS, ALAN . . . . *Aviation*
    Diploma, Alabama Aviation &   *Ozark Aviation Campus*
       Technical College
    A.A.S., Enterprise State Junior College

Mrs. Karen Logan, instructor in the Business Division, served as Marshal at the last graduation ceremony for the institution under the name of Enterprise State Junior College. Mrs. Logan has 33 years of service to the College.

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Kindercollege children helped decorate the College's
giant Christmas tree with decorations they made.

NOTES

Always in the Christmas spirit, Mrs. Robin Wyatt, Director of Admissions, hung special Christmas wreaths above all office doors on the first floor of the Wallace Hall.

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