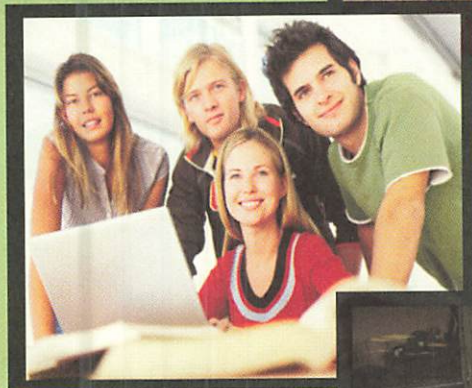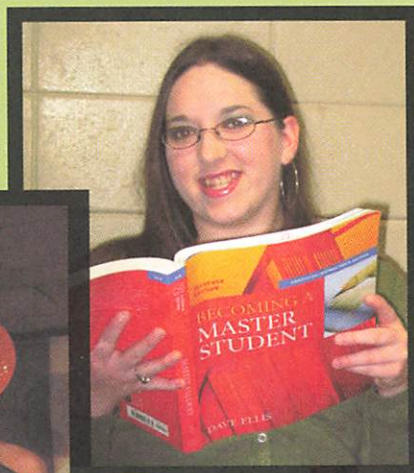# ENTERPRISE-OZARK COMMUNITY COLLEGE

2009-2010
Catalog &
Student
Handbook

ENTERPRISE-OZARK COMMUNITY COLLEGE
Your Investment in Excellence

MESSAGE FROM THE PRESIDENT
OF THE COLLEGE
NANCY W. CHANDLER, ED.D.

At Enterprise-Ozark Community College, we are committed to our students and our community. The College is constantly updating, improving, and expanding the programs of study to ensure our graduates earn a relevant degree with a quality education that will empower them to reach their full potential. We seek to provide each student with the skills to be productive citizens in an ever changing society and to inspire each student to demand excellence in all their endeavors.

EOCC is beginning its forty-third year of providing state-of-the-art occupational programs and transfer programs with a tradition of excellence and guaranteed transferability in compliance with the state articulation program. Relevance, quality, and low cost are the reasons EOCC is an excellent choice for your postsecondary education. As you learn more about us, we believe you will want to learn with us. This catalog is a good start, but don't stop here. The College's faculty and staff are ready and willing to assist you. We welcome your visit to any of our locations. Additional information may be found at our website at eocc.edu.

We are ready to help you make the most of tomorrow by beginning today at Enterprise-Ozark Community College.

ENTERPRISE-OZARK COMMUNITY COLLEGE
www.eocc.edu

Enterprise Campus
P.O. Box 1300 / 600 Plaza Drive
Enterprise, Alabama 36331/36330
(334) 347-2623

Fort Rucker Site
Building 4502
Kingsman Street
Fort Rucker, AL 36362
(334) 598-3438

Aviation Campus at Ozark
3405 Highway 231 South
Ozark, AL 36360
(334) 774-5113

Aviation Center at Mobile
1975 Avenue C
Mobile, AL 36615
(251) 438-2816

Aviation Training Facility at Albertville
24 Aviation Way
Albertville, AL 35950
(256) 279-0940

Aviation Training Facility at Andalusia
21760 Billl Benton Lane
Andalusia, AL 36421
(334) 222-0133

COLLEGE CATALOG and STUDENT HANDBOOK
2009-2010

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 Community 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
Council on Resource Development
Council for Alabama Resource Development

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

ABOUT THE COVER:

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Phi Theta Kappa members greet potential members during Club Fair.

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College Calendar

FALL SEMESTER, 2009

August 18, Tuesday .... Payment Due for Pre-registration by 4:00 p.m.
August 19, Wednesday .... Registration
August 21, Friday .... First Official Class Day—Full Term
August 24, Monday .... Beginning of First Mini-term
October 14, Wednesday .... Founders' Day Activities
October 14, Wednesday .... First Mini-term Ends
October 15, Thursday .... Second Mini-term Begins
October 29, Thursday .... 60% Title IV Tuition Adjustment Date
December 14, Monday .... Last Class Day—Full Term & Second Mini-term
December 18, Friday .... Last Class Day—Full Term & Second Mini-term

SPRING SEMESTER, 2010

November 9-11, Monday-Wednesday .... Priority Registration for Spring
November 12, Thursday .... Registration Open to all Students
January 6, Wednesday .... Payment Due for Pre-registration by 4:00 p.m.
January 7, Thursday .... On-Site Registration
January 11, Monday .... First Official Class Day
January 11, Monday .... First Mini-term Begins
March 8, Monday .... First Mini-term Ends
March 9, Tuesday .... Second Mini-term Begins
March 22, Monday .... 60% Title IV Tuition Adjustment Date
May 5, Wednesday .... Last Class Day—Full Term & Second Mini-term
May 13, Thursday .... Graduation (Enterprise/Ozark/Fort Rucker)
May 14, Friday .... Graduation (Mobile)

SUMMER SEMESTER, 2010

April 12-13, Monday-Tuesday .... Priority Registration for Summer
April 14, Wednesday .... Summer Registration Open for all Students
May 27, Thursday .... Registration
June 1, Tuesday .... First Official Class Day
June 1, Tuesday .... First Mini-term Begins
July 6, Tuesday .... First Mini-term Ends
July 7, Wednesday .... Second Mini-term Begins
July 15, Thursday .... 60% Title IV Tuition Adjustment Date
August 9, Monday .... Last Class Day—Full-term & Second Mini-term

Math students concentrate during a class session with instructor Kelly Jones.

MISSION OF THE ALABAMA COMMUNITY COLLEGE SYSTEM

The Alabama Community College System mission is to provide a unified system of institutions dedicated to excellence in delivering academic education, adult education, and workforce development.

MISSION OF ENTERPRISE-OZARK COMMUNITY COLLEGE

EOCC's mission is to offer educational opportunities for personal growth and fulfillment, enhance the quality of life in the region, and promote economic growth. To accomplish this mission, Enterprise-Ozark Community College employs several institutional strategies, including, but not limited to, open access, diversity in curriculum, high qualitiy staff, and convenient access to college services, including online. 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 involvement.

The mission is further defined by: INSTITUTIONAL PURPOSES	Purposes are pursued through: INSTITUTIONAL STRATEGIES	Strategies and Purposes Guide: INSTITUTIONAL PROGRAMS	Programs Achieve: INSTITUTIONAL GOALS

• To Develop Human Potential	• Open Access
	   Low Tuition/Financial Assistance
	   College Transition Programs
		• Comprehensive Curriculum:
		  General Education,Transfer, Aviation,
		  Technical, Developmental,
		  Personal Enrichment
			• To Prepare Students for Transfer to Other Colleges and Universities

• To Transmit Knowledge			• To Provide Educational Leadership

• To Supply Highly Educated and Trained Talent	• Diversity In Curriculum, Support Services, and Instructional Methods	• Comprehensive Support Services:
		  Academic Advisement,
		  Counseling, Financial Aid, Testing,
		  Career Development, Bookstore,
		  Tutoring, Learning Resources
		  Center, Learning Laboratories,
		  Child Care, Job Placement
			• To Prepare Students for Immediate Employment

• To Cultivate Responsible Citizenship	• High Quality Staff and Programs		• To Upgrade Skills or Retrain Workers
• To Facilitate Lifelong Learning	• High Quality Facilities, Materials, and Equipment		

• To Enhance Cultural and Recreational Development	• Convenient Locations: Campuses, Sites, and the World Wide Web	• Educational Levels
		  Associate Degrees
		  Certificates
		  Continuing Education Units
			• To Help Persons Improve Learning Skills and Overcome Educational Deficiencies

• To Supply Educational Resources For Community Development	• Online Access: Services, Courses, Degrees	• Student Activities
		  Student Government
		  Clubs
		  Athletics
			• To Assist Persons in Formulating and Achieving Their Educational Goals

• To Ensure Equal Access To Higher Education	• Convenient Course Schedules:
	  Semesters, Day, Evening,
	  Weekends, Summer Sessions,
	  Mini-term Courses, Seminars, Short
	  Courses, Internships, Internet
	  Courses
		Intramurals
		  Performing Arts
		  Publications
			• To Help Individuals Adapt Successfully to Personal, Technological, and Other Environmental Changes

• To Strengthen Regional Ownership of and Support for the College	• Active Pursuit of Institutional Development	• Community Services/Continuing Education
		  Seminars
		  Workshops
		  Special Interest Courses
		  Professional Development
		  Exhibitions
		  Facilities
		  Cultural Enrichment
			• To Improve the Social, Economic, and Cultural/Recreational Life of Citizens

	• Active Pursuit of Economic Development		• To Aid Persons in Acquiring and Maintaining Wellness
	• Continuing Assessment of Educational/Business/Industry Needs	• Institutional Development	• To Establish and/or Expand Collaborations and Partnerships to Promote Progress in the Region

	• Programs, Services, Personnel, Facilities, Technology	• Skills Training
		  Adult Literacy Program
		  GED Preparation/Testing
		  Training for Existing Business/Industry
		  Skills Assessment	

	• Public Relations		

COLLEGE-LEVEL COMPETENCIES

The EOCC Instructional Council has developed a comprehensive list of skills which graduates and transfer students should achieve while enrolled in general education courses. Students who complete an A.A. or A.S. degree, or who complete general education courses for the A.A.S. degree or for transfer, should be able to demonstrate proficiency in the following areas.

Communication

To develop effective speaking, listening, reading, and writing skills, along with effective non-verbal communication strategies
- Locate, comprehend, evaluate, and use written materials
- Compose and revise written materials
- Compose and deliver oral messages appropriate to an intended audience
- Respond appropriately to a written or spoken message and its source
- Use and comprehend appropriate nonverbal messages in a given context
- Select communication skills appropriate to a given context
- Comply with ethical and legal standards in the production of original works

Mathematical

To develop the skills necessary to accurately organize, analyze, interpret, and draw conclusions from various types of mathematical information and to apply mathematical concepts and reasoning to problem solving

- Organize, analyze, interpret, and communicate numerical information verbally, graphically, and symbolically
- Reason logically to formulate problems in mathematical terms

- Solve problems using mathematical concepts and skills
- Appropriately apply technology to both numerical processes and mathematical problem solving

Aesthetic Response

To develop personal response to various works of fine and performing arts

- Develop criteria and judge the quality of artistic impression
- Develop awareness of the process involved in creating a particular work of art
- Apply methods for analyzing a particular medium of work
- Develop appreciation of various forms of art and their genres, periods, and cultural and historical contexts

Technology

To develop proficiency in the use of technology

- Use appropriate safety features and precautions
- Select appropriate technology to fulfill a given function
- Develop computer and internet skills
- Create, retrieve, manage, and evaluate digital information

Thinking and Problem Solving

To develop the skills necessary for analysis, syntheses, evaluation, decision making, and critical creative thinking

- Identify and define problems clearly
- Gather and analyze the usefulness, accuracy, bias, currency, and scope of information
- Make appropriate inferences, interpretations, and conclusions
- Revise and evaluate conclusions considering the implications and consequences, including ethical and legal standards

ADMINISTRATION AND CONTROL

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 Alabama State Board of Education through the Chancellor of the Alabama Department of Postsecondary Education.

General Information

Interim Dean of Instruction and Student Services Tom Kirk, EOCC President Dr. Nancy Chandler, Alabama Board of Education Second District Member Betty Peters, and Director of Aviation Division Jay Harbert proudly show off a Cobra helicopter on loan from the U. S. Army to the Aviation Campus at Ozark.

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 at the College which was originally named Enterprise State Junior College. These students attended classes in rented rooms in downtown Enterprise 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. This campus has grown and now consists of seven modern buildings situated on a beautifully landscaped site. An addition to the Learning Resources Center in Snuggs Hall, an addition to Lolley Hall, and a new building—Talmadge Hall—were occupied Spring Quarter of 1990. In 1983, the College began offering credit courses and non-credit short courses at the Fort Rucker Site.

Upon the retirement in 1981 of the College's first president, B.A. Forrester, Dr. Joseph D. Talmadge was appointed President of the College. Dr. Talmadge had served as Dean of the College since its establishment and provided dynamic leadership for the development of the College's academic program. He retired in September of 1994. When Dr. Talmadge retired, 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. He retired July 1, 2008. At that time, Dr. Nancy W. Chandler was appointed by Mr. Bradley Byrne, Chancellor of the Alabama Community College System, as Interim President. Dr. Chandler came to EOCC from Faulkner State Community College where she served as Vice President of Instruction, Institutional Advancement and Effectiveness. She was appointed President of the College on May 28, 2009.

In February 2003, the Alabama State Board of Education approved the reorganization of Enterprise State Junior College with the Aviation Campus at Ozark and the Aviation Center at Mobile of George C. Wallace Community College—Dothan. This created a new comprehensive community college which was named Enterprise-Ozark Community College.

The Aviation Campus at Ozark originated in 1960 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 Alabama 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 Alabama 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. In 1996, the College and its Mobile center were merged with George C. Wallace Community College, and the names of the locations were changed to the Aviation Campus in Ozark and the Aviation Center at Mobile. In 2008, the new Aviation Technical Training Center on the Aviation Campus in Ozark opened its doors for classes.

Over the years, EOCC's enrollment has grown steadily. Annual enrollments number more than 2,250 students in credit courses, with an additional 2,000 adults registered in continuing education programs annually. The College has established and maintained a superior academic reputation.

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 employees of existing businesses and industries and military servicemembers and their families are available.

The College has also received state and national recognitions for a variety of student activities. For over 30 years, the Enterprise Campus chapter of Phi Theta Kappa, the national honor society of American two-year colleges, was recognized as one of the top chapters in the nation. In 1984 and 1992, the chapter was named The Most Distinguished Chapter in the Nation, and in 1986-87 and 2001-02, the sponsors were named Most Distinguished Sponsor. The chapter maintains active chapters on both the Enterprise and Ozark campuses and continues chapter placement in the top ten percent internationally. The First Impressions Team (FIT), which leads the orientation programs for new students, has been recognized by the Southern Regional Orientation Workshop of the National Orientation Directors Association (NODA) for outstanding leadership. Former FIT sponsor, Dr. Betty Cully, was designated as an Outstanding Orientation Director in 1995 and 2003. The College's show choir, the Entertainers, was consistently rated Superior in competitions and the group has received "Best in Class" awards numerous times. The group received all of the first place honors in the Show Choir Category of the Alabama College Association Music Showcase.

Athletics have been an important part of the college experience as well. 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 2003. Also in 2003, the men's basketball team was runner-up in the Alabama Junior College Division I Conference. The men's team won that conference in 2004. Former head coaches David James, Chelita DuBois, and Jimmy Messer were named 2003 Coaches of the Year for the Alabama Community College Athletic Division, and Coach Messer received this honor again in 2004. At one time the College had a women's tennis team which won second place in state competition for Division II in 1997 and 1998. The College's golf team won second place in state competition for Division II in 1998.

Throughout its history, Enterprise-Ozark Community College has been successful in attracting federal and private funds that have enabled the College to develop innovative programs and services. The College has received three major five-year development grants and three endowment grants totaling more than $7 million from the U.S. Department of Education's Title III Strengthening Institutions Program. 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) and the Learning Resources Center. Other federal and foundation grants enabled the College to establish the Tutorial Assistance Program for Students—now Student Support Services, the Adult Basic Education Program, the Workplace Literacy Program, Student Academic Support Services Laboratory, and the National Science Foundation scholarship program. In 2000 and 2001, National Science Foundation Grants provided scholarships to students majoring in science, engineering, or computer information science. In 2005, a Community-Based Job Training

Grant was awarded by the Department of Labor to build the capacity of the College to train technicians for the skills required to succeed in high-growth, high-demand aviation industries.

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 collection of theatre memorabilia and literature to be displayed at EOCC. The James Hatcher Collection is housed in Forrester Hall.

President Dr. Chandler, the faculty, and staff are continuing the College's legacy of excellence in education at all locations of the College and in the surrounding communities. Dynamic leadership, dedication to the teaching-learning process, and superior support services achieve the College's mission.

THE PRESIDENT'S COUNCIL

The President's Council reviews policies that affect the College as a whole. It acts in an advisory capacity and recommends policy changes to the President for approval. Members of the Council are the College Deans and/or any other person(s) designated by the President of the College.

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

NOTE: The president of the College is an ex-officio member of all councils, committees, and other College groups.

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, and the Intercollegiate Athletic Advisory Committee.

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), an EMS and Health/Fitness building, a fine arts building, an English and social sciences building, a student center, and a maintenance shop. 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 two-story structure which houses the computer center, administrative offices, faculty offices, and classrooms for business education and computer science. The building is named in honor of Governor George C. Wallace.

Snuggs Hall—SN (1966). This building 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 Learning Resources Center (LRC) which includes the Library and Media Department, and the Student Support Services (SSS) laboratory. Snuggs Hall is situated south of Wallace Hall and is connected to Sessions Hall by a covered walkway and a paved plaza.

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.

General Information

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 facilities are also located here. A heated indoor swimming pool was added in 1974; two classrooms and offices were added in 1990.

Lurleen B. Wallace Hall—LW (1969). This large student center contains a bookstore, meeting rooms, the counseling suite, Admissions and Financial Aid, Student Support Services (SSS), Dean of Student Affairs' office, and Registrar's office. It is named to honor 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 3D projection laboratory are special features of the building. The James Hatcher Collection is also housed here. The building is named for the late Benjamin Abb Forrester, first president of the 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 is named for Dr. Joseph D. Talmadge, the College's second president.

Maintenance Shop—(1973). Located on Bellwood Road, this facility is used to house all maintenance operations for the Enterprise Campus.

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 tirelessy 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—FORT RUCKER SITE

Building 4502. Located on the corner of Andrews Avenue and Kingsman Street, this large building contains the offices and classrooms for this site. The Fort Rucker Site was established in 1983 and has continued to grow in service to the soldiers in the United States Army, their family members, and surrounding community members.

THE PHYSICAL PLANT—AVIATION CAMPUS AT OZARK

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

Henry B. Steagall, II Hall—STE. This building houses the administrative offices along with Student Services, the Learning Resources Center, as well as classrooms.

James B. Sasser Building—SAS. Fronted by large trees, this building contains a cafetorium, where numerous activities are held throughout the year, as well as classrooms.

James Douglas Brown Building—BRN. 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 and offices, a computer lab and work bays, it also features a mural, painted by the students in 2003, reflecting the various types of air travel in the past to celebrate 100 Years of Flight.

Rufus Barnett Building—BNT. Connected to the Brown Building, the Barnett Building also houses Aviation Maintenance Technology classes, work bays, as well as offices.

Henry Higham Building—HIG. Situated just northwest of Henry B. Steagall, II Hall, the Higham Building contains the Avionics Technology laboratories, classrooms, and faculty offices.

Aviation Technical Training Center—ATTC. This new building opened for classes in 2008. Sitting on the back of the campus, it dominates the view in size and unique architecture. The building contains a hangar, classrooms, and offices.

THE PHYSICAL PLANT—AVIATION CENTER AT MOBILE

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 January 2002. Offering Airframe Technology, General Aviation Technology, Powerplant Technology, and Avionics, the Mobile Center is an extension of the Aviation Campus at Ozark.

THE PHYSICAL PLANT—AVIATION TRAINING FACILITY AT ANDALUSIA

The Aviation Training Facility at Andalusia is located in the New Business Incubator Building situated at the Andalusia-Opp Airport, Andalusia, Alabama. The facility consists of approximately 6,000 square feet of instructional and administrative space including a faculty administrative office, secure records storage space, two large classrooms, a welding lab, a composites lab, a large sheetmetal /woodworking lab, and suitable bathroom facilities. The sheetmetal/woodworking lab has a space for housing an aircraft suitable for instruction. All spaces are well lighted, heated and cooled, or ventilated in accordance with all local and national codes. Vehicle parking is provided adjacent to the building. Aircraft taxiway and servicing opportunities are available at the airport.

THE PHYSICAL PLANT—AVIATION TRAINING FACILITY AT ALBERTVILLE

The Aviation Training Facility at Albertville is located at the Albertville Airport in Alabama. The facility consists of approximately 15,000 square feet of instructional and administrative space including administrative/faculty offices, secure records storage space, four classrooms, a welding

lab, a composites lab, a sheet metal lab, a woodworking lab, suitable bathroom facilities, student/faculty break area, and adequate instructional storage. The spaces are well lighted, heated and cooled, or ventilated in accordance with all local and national codes. Vehicle parking is provided adjacent to the building. Aircraft taxiway and servicing opportunities are available at the airport.

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, Office of the Registrar/ Associate Dean of Students, P.O. Box 1300, Enterprise, Alabama 36331, (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.

I. 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.

II. Documentation of Disabilities

It is necessary to provide recent documentation of disabilities in order to obtain appropriate accommodations. Guidelines for the documentation of disabilities, as well as all requests for accommodations, documentation of disabilities, and questions concerning ADA should be directed to the EOCC Disability Support Services Staff as follows:

- Enterprise Campus—Mr. Gary Deas, 600 Plaza Drive, Enterprise, AL 36330; Lurleen B. Wallace Hall—Student Center, Room LW100; (334) 347-2623, ext. 2233; FAX (334) 347-5569; or, e-mail gdeas@eocc.edu;
- Fort Rucker Site—Mr. T. Harvey Watt, Building 4502, Room 153, Fort Rucker, AL 36362; (334) 598-3438; FAX (334) 598-9408; or, e-mail hwatt@eocc.edu;
- Aviation Campus at Ozark—Dr. Oretha Harper, 3405 South U.S. Highway 231, Ozark, AL 36360; (334) 774-5113; FAX (334) 774-6399; or, e-mail oharper@eocc.edu;
- Aviation Center at Mobile—Mr. Larrie Zimmer, 1975 Avenue C, Mobile, AL 36615; (251) 438-2816, ext. 5101; FAX (251) 438-2836; or, e-mail lzimmer@eocc.edu.

SEXUAL HARASSMENT POLICY

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 at Enterprise should be directed to the Dean of Instruction, at the Enterprise Campus, (334) 347-2623, ext. 2241, the Dean of Instruction—Student Services at the Aviation Campus at Ozark, (334) 774-5113, ext. 3601, or the Director of the Aviation Center in Mobile, (251) 438-2816, ext. 5101.

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, lectures, conferences, and counselors, as well as classroom presentations and Student Government Association activities.

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 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 Chairperson for the faculty member's Division about the problem. If resolution is not satisfactory at the Division Chairperson level, the student should contact the appropriate instructional or technical Dean. The stated time lines for these contacts are listed here.

I. **Complaints within the Academic Area:**

   A. After discussing the issue with the instructor, 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 Chairperson, for example).

   B. 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 appropriate instructional or technical Dean with copies to the immediate College official responsible for the area in which the grievance occurred.

   C. The appropriate instructional or technical Dean will give a written response to the student within five (5) class days.

   D. The decision of the Dean will be final.

   *Note: "Class days" refers only to the days on which the class is scheduled to meet.

II. **Complaints within the Student Affairs Area:**

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

   B. 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.

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

   D. The decision of the Dean will be final.

INTELLECTUAL PROPERTY (Copyright, Trademark, Patent Ownership as related to students)

This policy is in compliance with the Alabama State Board of Education Policy 321.01 - Copyright, Trademark, and Patent Ownership. Definition: An Intellectual Property (IP) is a trademark, copyright, or patent resulting from the creation of any instructional resource or technology. (Examples are copyrights from textbooks and/or literary works, patents from invention of machines and/or software, and trademarked materials such as Xerox, SlimFast, IBM.)

I. **Ownership:**

   A. If the IP is created by the student on his/her own time and without the use of College resources, then ownership in trademark, copyright, or patent belongs to the person creating the property.
   B. If the IP is created by the student partially on his/her time and partially on college time using College resources (i.e., laboratories, library), then ownership in trademark, copyright, or patent belongs to Enterprise-Ozark Community College.

II. **Royalties:** Where a marketable IP is created, the student shall share in royalties.

   A. Enterprise-Ozark Community College and the student who creates a marketable IP will be treated equally and on a fair basis with regard to any compensation supplemental to the pay of the individual where appropriate.
   B. Any financial compensation made to the student shall be made solely from the proceeds derived from the sales of the IP and not from any other state or federal funds.
   C. The portion of any royalty received by the student will be in direct relationship to the verifiable amount of personal time, resources, and funds that are reasonable and necessary for the creation of the product.
   D. Enterprise-Ozark Community College and the student must enter into an agreement for compensation prior to the creation of the product. This agreement must be approved in writing by the Chancellor of the Alabama Department of Postsecondary Education prior to payment of any compensation, according to the Alabama State Board of Education Policy.
   E. The compensation agreement between the College and the student must contain a caveat that the agreement is not necessarily in compliance with, and is not an exemption from the Alabama Ethics Law. Thus, within ten (10) days of the execution of an agreement, a copy must be filed with the Alabama Ethics Commission.

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 Alabama 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

Fort Rucker Site:
For assistance in any matter: Building 4502, Rm. 153, (334) 598-3438

Aviation Campus at Ozark:
For assistance in any matter: Steagall Hall, (334) 774-5113

Aviation Center at Mobile:
For assistance in any matter: Admissions Office, (251) 438-2816

Enterprise Campus: (334) 347-2623

Absences
Instructor for course
Division Chairpersons

Academic Help
Instructor for course
Counselors, Guidance Services, LW102, ext. 2272/2325
Dean of Instruction, WA106, ext. 2241
Student Support Services, LW105, ext. 2265

Add/Drop A Course
Registrar, LW100, ext. 2233
Extended Programs Director, WA119, ext. 2208

Adult Education
Director, WA109/113, ext. 2209 or 2218

Application for Admission
Admissions, LW102, ext. 2234

Application for Graduation
Counseling Office, LW102, ext. 2272/2325

Campus Security
Security Officer, WA101, ext. 2277

Career Information
Counselors, Guidance Services, LW102, ext. 2272/2325

Change of Address
Registrar, LW100, ext. 2233

Change of Schedule
Registrar, LW100, ext. 2233

Check on a Grade
Instructor for course

Complaints and Grievances
Dean of Instruction, WA106, ext. 2241
Dean of Student Affairs, LW100, ext. 2235

Complete Withdrawal
Counselors, Guidance Services, LW102, ext. 2272/2325
Extended Programs Director, WA119, ext. 2208

Continuing Education
Continuing Education Office, Fort Rucker Site, Bldg. 4502, Rm. 153, ext. 4221

Distance Learning
Distance Learning Office, FO118, ext. 2316

Financial Aid (Grants and Work-study)
Financial Aid, LW102, ext. 2214

Grades
Registrar, LW100, ext. 2233

Help Finding a Job
Counselors, Guidance Services, LW102, ext. 2272/2325

Help with Academic Problems
Counselors, Guidance Services, LW102, ext. 2272/2325

Intramural Sports
Athletic Director, LW100, ext. 2235

Locate a Student on Campus
Dean of Student Affairs, LW100, ext. 2235

Lost and Found
Dean of Student Affairs, LW100, ext. 2235

Make Up a Grade of Incomplete
Instructor for course

Making a Schedule
Academic Advisor
Counselors, Guidance Services, LW102, ext. 2272/2325
Extended Programs Director, WA119, ext. 2208

Night Classes
Extended Programs Director, WA119, ext. 2208

Orientation
Counselors, Guidance Services, LW102, ext. 2272/2325
Recruiter, WA215, ext. 2339

Parking
Campus Security, WA101, ext. 2277

Parking Permits
Information Desk, WA, ext. 0

Pay Tuition/Refunds
Business Office, WA114, ext. 2211

Pay Phones
Wallace Hall
Lurleen B. Wallace Hall

PIN - Personal Identification Number
Counselors, Guidance Services, LW102, ext. 2272/2325

Research Help with Papers
Snuggs Hall, ext. 2298

Scholarship Application
Financial Aid, LW102, ext. 2214

Services for Students with Disabilities
504 Compliance Officer, LW100, ext. 2233

Student Organizations and Activities
Recruiter, WA215, ext. 2339

Testing Services/Registration
Counselor, Guidance Services, LW102, ext. 2272/2325

Textbooks and Supplies
Bookstore, LW, ext. 2278

Transcripts
Registrar, LW100, ext. 2233

Transportation Needs
Dean of Student Affairs, LW100, ext. 2235 (buses)
Dean of Finance and Administration, WA114, ext. 2211 (other vehicles)
Aviation Campus at Ozark (van)

Tutorial and Academic Assistance
Student Support Services, LW105, ext. 2265

Veterans Affairs
Financial Aid, LW102, ext. 2313

Withdrawals
Registrar, LW100, ext. 2233
Guidance Services, LW102, ext. 2272/2325

Work-study
Financial Aid, LW102, ext. 2214

General Information

Admission Policies

I. REQUIRED DOCUMENTATION

For admission to an Alabama Community College System institution, an applicant must provide:

A. One primary form of documentation such as an unexpired Alabama driver's license, an unexpired Alabama identification card, an unexpired U. S. passport, an unexpired U. S. permanent resident card, OR

B. Two secondary forms of documentation, one of which must be a photo identification card other than those previously specified, AND one additional form of identification such as a Certificate of Naturalization, a Social Security card, a certified copy of a U. S. birth certificate.

For admission to an Alabama Community College System institution, all international applicants must provide a VISA acceptable to the United States and meet other admission requirements as specified for non-citizens/international students as published in section IX of these policies.

An applicant who fails to satisfy the above requirements will not be admitted to an institution. Please refer to the Office of Admissions for additional information on acceptable primary and secondary forms of identification and VISA information.

Applicants must submit the required documentation in person or through a notarized copy by U. S. Mail by the end of the institution's published drop/add period.

For the protection of the public and to assist in maintaining state and local security, persons who are not citizens of the United States may not be admitted to any Alabama Community College System institution for the purpose of enrolling in flight training, or in any segment or portion of a flight training program, until appropriate certification and approval have been received from the Office of the Attorney General of the United States, pursuant to Section 113 of the *Aviation Transportation and Security Act*, regulations of the Naturalization Service, and all other applicable directives.

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).

II. 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.

A. 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 to be classified as "Degree-Eligible students:
1. 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
2. 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
3. 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
4. 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
5. The student holds a GED certificate issued by the appropriate state education agency.

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

B. Admission to Courses Not Creditable Toward an Associate Degree

Applicants for 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.

C. **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:

1. 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
2. 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
3. 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
4. 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
5. An official GED Certificate.

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.

D. **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:

1. 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
2. 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
3. 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
4. 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
5. 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 "CONTINUED 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.

III. **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 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.

A. **Unconditional Admission of Transfer Students**

A transfer student must have submitted to the College an application 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.

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

Admission Policies

B. 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.

C. 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.

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.

Transfer students whose cumulative grade point averages at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on *Academic Probation.* Their transcripts will read "ADMITTED ON ACADEMIC PROBATION."

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, and the cumulative GPA at the institution is below 1.5, the student is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

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, and the cumulative GPA at the institution is 1.5 or above, the student's status is *clear.*

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 PROBATION."

IV. GENERAL PRINCIPLES FOR TRANSFER OF CREDIT

Coursework transferred or accepted for credit toward an undergraduate 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 Admissions Officers, and the National Association of Foreign Student Affairs.

A course completed at other regionally or Council on Occupational Education accredited postsecondary institutions with a passing grade will be accepted for transfer as potentially creditable 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 GPA of 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.

V. ADMISSION OF TRANSIENT STUDENTS

Students in good standing at another accredited postsecondary institution and who wish to earn credits for transfer to that parent institution may be admitted to Enterprise-Ozark Community College as transient students. The students must submit an application for admission and a *Transient Student* form or official letter of good standing from the institution they have been attending which certifies that the credits they earn at the College will be accepted as part of their academic program. Such students are not required to file transcripts of their previously earned credits at other postsecondary institutions.

VI. PLACEMENT TESTING POLICY

Beginning freshmen must take the COMPASS placement test to insure that they possess the basic skills required for success in college courses. Transfer students must take the COMPASS placement test prior to registering for English Composition or mathematics courses or

have credit in math or English on their transcript. The COMPASS test is valid for two years. Students may retake parts of the COMPASS test one time only. A fee of $8.00 per test retake is charged.

Acceptable SAT and ACT scores can be used as the placement test requirement at EOCC. These scores are valid if the student enrolled at EOCC within two years of high school graduation. Otherwise a two-year time limit is used to determine the acceptability of the test.

A. Reading Placement Policy

Entering students scoring 69 or below on the COMPASS test are required to address their reading deficiencies during their first semester of enrollment at EOCC.

Students will not be allowed to enroll in any history or psychology course until they meet the passing criteria at the RDG085 level.

B. English Placement Policy

Entering students are required to address any writing deficiencies during their first semester of enrollment at EOCC. Students scoring 69 or below on the COMPASS test will be required to take either ENG092 or ENG093.

C. Mathematics Placement Policy

Students are required to address math deficiencies during their first semester of enrollment at EOCC. Students scoring 42 or below on the COMPASS math placement test must take MTH090, MATH098, or MTH100. Students wishing to enter precalculus or finite mathematics must score 43 or greater on the COMPASS math placement test.

Students in many A.A.S. degree plans may only need MTH116 and must score 37 or higher on the pre-algebra COMPASS test. Students who require MTH116 and score 0-36 must first take MTH090 before MTH116. Faculty must consult the current *College Catalog and Student Handbook* in order to determine the appropriate math level in the A.A.S. degree program.

Students who successfully complete the starting math level may progress to the next math course as required by their major. Students who earn a "D" or "F" grade in their math course are required to retake that class before progressing to the next course in the sequence.

D. Exemptions

Students scoring 480 or above on the verbal and mathematics portions of the SAT will be eligible to begin college level coursework (ENG101 and MTH112/110). Students who score 21 or below on the mathematics portion of the ACT must take the Placement Test. Students who make a 22 on the mathematics portion of the ACT will begin in MTH112/110. Students who make a 24 on the mathematics portion of the ACT will begin in MTH 113 or MTH125. These designations are subject to adjustment as required by the student's degree curriculum.

In order to begin college-level work in English, the student must score 20 or above on the English portion of the ACT.

E. Advanced Placement

All Alabama community colleges will accept a score of three (3) or higher on the Advanced Placement subject examinations for credit for a minimum of one course in the subject area corresponding to the test.

Additional Advanced Placement Credit in a single subject area may be awarded by the individual institution at its discretion based on an evaluation of the student's high school record and career goals.

A maximum of twenty (20) semester hours may be awarded for Advanced Placement by the state's community colleges.

VII. ENROLLMENT FOR ACCELERATED HIGH SCHOOL STUDENTS

A high school student is eligible for early admission upon meeting the following criteria:

A. The student has successfully completed the tenth grade.

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

C. 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). Acceptable courses will be determined for each individual student in consultation with the College's counseling staff.

D. Exceptions may be granted by the Chancellor of the Alabama Department of Postsecondary Education for a student documented as gifted or talented.

E. Students who are currently home schooled will be limited to six semester hours per semester.

F. Students desiring to use college credit to fulfill high school graduation requirements should make prior arrangements with their local high school system.

G. Students must comply with the College placement policy.

VIII. DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Institutions within The Alabama Community 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:

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

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

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

D. 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 student's principal and superintendent and in accordance with Alabama Administrative Code 290-8-9-.17 regarding gifted and talented students;

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

F. A student 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;

G. 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;

H. 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.

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

IX. ADMISSION OF NON-CITIZENS/INTERNATIONAL STUDENTS

Individuals who are not citizens of the United States and who require an I-20 form must use the following procedures for admission to EOCC. Students must 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:

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

B. 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 36331-1300.

C. Request an official copy of evaluation of transcript indicating equivalent U. S. educational level be mailed to the above EOCC address;

D. Request an official transcript showing a minimum score of 500 on the Test of English as a Foreign Language (TOEFL) or a minimum score of 173 on the computer version of the test be mailed to above EOCC address;

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

F. Purchase and verify accident and health insurance policies which include repatriation expenses;

G. Secure private housing since Enterprise-Ozark Community College does not provide dormitory facilities;

H. Present a valid passport, form I-94, and VISA acceptable to the United States, to the College's admission officer;

I. Pay the out-of-state tuition fee if not a military spouse or family member;

J. Request and receive from Enterprise-Ozark Community College the I-20 form when all admission requirements have been completed.

Notes:

1. *The I-20 form will not be issued to transient or part-time students.*

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

X. SPECIAL STUDENTS

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

XI. ADMISSION PROCEDURES

Applications are available from the Admissions Office at any EOCC location or at eocc.edu. In-state residency forms are required for all students; additionally, all students except those registering for continuing education/community service courses must comply with the identification documentation requirement and selective service policy when applicable.

A. Students Entering College for the First Time

1. Complete an application for admission.

2. Provide the Admissions Office with either an official high school transcript showing date of graduation or GED (High School Equivalency) Certificate along with other documentation as required by the Admissions Office.

B. Accelerated High School Students

1. Complete an application for admission.

2. Furnish appropriate form signed by principal.

3. Provide Admissions Office with official high school transcript.

C. Dual Enrollment Students (For students participating in approved dual enrollment courses as provided by contract between the local school system and EOCC.)

1. Complete application for admission.

2. Furnish appropriate form signed by principal and superintendent.

3. Provide Admissions Office with ofifical high school transcript.

D. Transfer Students

1. Complete application for admission.

2. Request official transcripts be mailed directly to the Admissions Office from all colleges and universities previously attended. (Students with a baccalaureate degree will be required to submit only the transcript from the degree awarding institution.)

E. Transient Students

1. Complete application for admission.

2. Request an official Transient Permission form be mailed directly to the Admissions Office from host institution.

F. Re-admission Students

1. With the exception of summer semester, an application for re-admission is required when missing any consecutive semester or attending any other institution.

2. Request an official transcript be mailed directly to the Admissions Office from previously attended institutions.

G. Students Entering Continuing Education and Community Services Courses (Seminars, Workshops, and Short Courses)

Students who plan to register only for continuing education courses need not apply for regular college admission. The Continuing Education Unit (CEU) is given based on requirements established by the particular course.

Tuition and Fees

I. TUITION

Tuition is $90.00 per credit hour which includes fees of $19.00 per credit hour. Tuition is $90.00 per credit hour for internet courses; there are no fees for internet courses. For all out-of-state and foreign students, tuition is $161.00 per credit hour, which includes fees of $19.00 per credit hour.

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.

II. FACILITIES RENEWAL FEE

The Facilities Renewal Fee is $9.00 per semester credit hour, included in the $90.00 tuition fee per credit hour. A Facilities Renewal Fee is not charged for internet courses or classes at the Fort Rucker Site.

III. TECHNOLOGY FEE

The Technology Fee is $9.00 per semester credit hour, included in the $90.00 tuition fee per credit hour. A Technology Fee is not charged for internet courses.

IV. OTHER FEES

Continuing Education and Special Interest 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 $30.00. Grades and transcripts for previous attendance will not be released.

V. 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 first official class day and are computed according to the date the student actually appears at the College to withdraw and not according to the student's last day of attendance. If a student withdraws following registration but prior to the first official class day, all tuition and fees are refunded. Refunds are computed as follows.

A. A 75% refund* is given with complete withdrawal during the first week of classes.

B. A 50% refund* is given with complete withdrawal during the second week of classes.

C. A 25% refund* is given with complete withdrawal during the third week of classes.

D. No refund is given with complete withdrawal during or after the fourth week of classes.

*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 and state regulations relative to refund of tuition and fees.

VI. REFUND FOR PARTIAL WITHDRAWAL

Students who do not completely withdraw from the College but drop a class during the regular drop/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.

VII. SPECIAL INTEREST 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

I. 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. Students can visit the EOCC Financial Aid web site at eocc.edu.

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 to determine eligibility for financial aid is the Free Application for Federal Student Aid, or FAFSA. **The EOCC Federal School code is 001015.** The majority of the financial aid funding at EOCC is 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.

II. ELIGIBILITY

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

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

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

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

D. be registered with the Selective Service, if required;

E. be making satisfactory academic progress as defined elsewhere in this section of the *College Catalog and Student Handbook;*

F. not be in default on a federal student loan or owe a repayment on a federal grant.

III. FINANCIAL AID PROGRAMS AVAILABLE AT ENTERPRISE-OZARK COMMUNITY COLLEGE

A. Federal Pell Grant

This federal student financial aid program is the foundation upon which most 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 a student's complete withdrawal from EOCC before attending at least 60% of a given term. Students are generally paid once per semester. Students are paid only after all required documents are received, reviewed, and approved by the Financial Aid Office staff.

Federal Pell Grant payments are prorated according to the number of hours a student takes each semester.

1. Students receive 50% of award when taking 6-8 semester hours.

2. Students receive 75% of award when taking 9-11 semester hours.

3. Students receive 100% of award when taking 12 or more semester hours.

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. Students will not receive financial aid for taking classes outside their programs of study.

B. 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 a student's complete withdrawal from EOCC before attending at least 60% of a given term. FSEOG funds are extremely limited and are distributed to the neediest students based on the student's expected family contribution (EFC). 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.

C. 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. FWS students are allowed to work up to 20 hours per week if they qualify. Student workers are paid

$7.49 per hour and are paid once per month, on the last working day of the month. Students interested in applying for FWS should indicate their interest on the EOCC Student Data form.

D. 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 student's expected family contribution (EFC). There is no special application for these funds; completion of the FAFSA is all that is required to apply for ASAP.

E. Federal Family Education Loans (FFEL) (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. 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 the Student Financial Aid Office for an application.

F. Academic Competitiveness Grant (ACG)

The ACG program is intended to encourage and reward rigorous academic study in high school. Accordingly, the eligibility criteria relate to that goal. A student may receive only two ACG awards: one each for the first and the second academic years. An ACG award is up to $750 for the first year and up to $1,300 for the second year. Only students who completed their high school studies after January 1, 2005 qualify for participation in ACG.

IV. HOW TO APPLY FOR FEDERAL FINANCIAL AID

In order to apply for a Federal Pell Grant, Work-Study, SEOG, ASAP, ACG or for a Federal Stafford or PLUS Loan, students must:

A. Apply for a federal PIN (Personal Identification Number) online at pin.ed.gov. At least one parent of dependent students must apply for a federal PIN also. The PIN will be used by the student (and the parent) to electronically sign the **FAFSA (Free Application for Federal Student Aid).**

B. Pick up a copy of the appropriate FAFSA on the Web worksheet from the EOCC Financial Aid Office, or request that one be mailed by calling EOCC Financial Aid at (334) 347-2623, ext. 2214.

C. Using the FAFSA on the Web worksheet provided, complete the FAFSA online by going to http://www.fafsa.ed.gov.

D. Complete all additional paperwork requested by EOCC Financial Aid.

Students desiring to borrow from the Federal Stafford Loan program must complete EOCC's Federal Stafford Loan Application. These forms are available in the Financial Aid Office.

A. Complete the online student loan entrance interview process at Kheaa.com.

B. Return the completed loan application to EOCC Financial Aid Office at the Enterprise Campus.

C. Electronically sign their Master Promissory Note (MPN) at Kheaa.com using their federal PIN once the loan has been certified.

D. Financial Aid staff will certify all qualified loan applications as quickly as possible. This act will generate an (MPN) for the student. The MPN will be mailed to the student with an instruction sheet telling what to do next. Financial Aid staff will try to certify loans within ten (10) class days of receiving an application; however, during peak processing times (i.e., registration), this may not be possible.

All students will be notified of the action taken on their completed applications. The EOCC Financial Aid priority date is June 15 for the following fall semester.

V. VERIFICATION REQUIREMENTS

Federal regulations require the verification of adjusted gross income, taxes 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, EOCC will request a copy of the student's and possibly the parent's federal income tax returns (1040, 1040A, or 1040EZ) and other financial documents. These must be sent to the EOCC Financial Aid Office. EOCC must receive all requested documentation before processing the application. All parents and students are urged to retain copies of these records!

VI. REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS (SAP)

(Note: These standards were revised in the spring semester 2006 due to the transition to the ACCESS campus-wide information management system. See the 2005-2006 EOCC Catalog for the standards previously in effect.) **Students will not receive federal financial aid for any non-remedial classes taken outside of their degree or certificate program.**

All EOCC students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Family Educational Loan, or Alabama Student Assistance Programs are required to make satisfactory academic progress (SAP) toward the goal of completing their chosen degree or certificate program within a specified timeframe. All federal financial aid recipients will be subject to the policies listed in this section.

According to 34 CFR 668.16 (e), there are two major components of satisfactory academic progress: the **qualitative** component (cumulative GPA) and the **quantitative** component (timeframe for completion).

A. **Qualitative Requirement (Cumulative GPA)**—All students receiving Title IV federal financial aid will be required to meet the same Standards of Academic Progress applicable to all EOCC students. Each student will be required to meet or exceed the following minimum cumulative GPAs based upon total hours attempted at EOCC:

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

B. **Quantitative Requirement (Timeframe for Completion)**—Each student receiving aid will be expected to complete his/her program of study within a period of time not to exceed 1.5 times the normal length of his/her program. Students must successfully complete two-thirds of all hours attempted in order to complete a program of study within the time allowed. Students enrolled in the Associate of Arts, the Associate of Science, and the Associate of Applied Science degree programs may receive federal financial aid for a maximum of 90 semester hours attempted. Credits transferred into a program of study will be counted toward the maximum number of hours attempted.

C. **Return of Title IV Funds (Complete Withdrawals)**—According to 34 CFR 668.22, if a financial aid recipient completely withdraws from classes prior to completing 60% of a given term, he/she is required to repay all unearned federal financial aid funds. The repayment will not exceed more than half of any grant funds received, and each student who owes a repayment will be notified in writing by the EOCC Business Office of the requirement to repay Title IV funds. The student will then have 45 days to repay or to make satisfactory arrangements to repay the funds. The failure of a student to repay unearned Title IV funds or make satisfactory arrangements within the 45 day period will be reported to the National Student Loan Database System (NSLDS). This action will result in the termination of eligibility for federal financial aid at any institution, not just at EOCC. **WE STRONGLY ENCOURAGE ALL STUDENTS CONSIDERING A COMPLETE WITHDRAWAL TO DISCUSS THE DECISION WITH A MEMBER OF THE FINANCIAL AID STAFF BEFORE WITHDRAWING FROM EOCC!**

If a student completely withdraws after completing 60% of the term, no refund is required as the student is considered to have earned 100% of the financial aid awarded for the term.

D. **Remedial Coursework**—Students are eligible to receive Title IV Federal financial aid for up to 30 semester hours of developmental coursework. Students will not be eligible for financial aid for any remedial courses in excess of the 30 semester hour limit.

E. **Appeals Process**—Any student placed on financial aid 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 the suspension. All appeals should include the reason(s) the student failed to make satisfactory progress and any other documentation that supports the appeal.

F. **Attendance Policy**—Students are expected to attend all classes for which they are registered. Students are not eligible to receive financial aid for classes they never attend, or for audited classes. EOCC instructors are responsible for reporting the names of all students who never attend a given class at the end of the drop/add period.

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

VII. **EVALUATION OF SATISFACTORY ACADEMIC PROGRESS (SAP)**

Student academic progress will be evaluated at the beginning of each academic year. If a student fails to maintain the required GPA, or fails to successfully complete the required two-thirds of the hours attempted in the previous year, he/she will have failed to make satisfactory academic progress and will not be awarded aid for the succeeding year. These students will be ineligible to receive additional financial aid until such time as their cumulative GPA and/or hours completed comply with the established SAP standards listed above, or until they successfully appeal the suspension of their financial aid eligibility.

> **IMPORTANT NOTE! Enterprise-Ozark Community College reserves the right to revise its standards of academic progress as it deems necessary. Some aid programs may require students to maintain higher academic standards (e.g. Presidential, Academic/Career, and Foundation scholarships) than those listed in this section. See individual program guidelines for details.**

Financial Aid

VIII. 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. Veterans Administration forms are available at all EOCC locations.

A. 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.

B. 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:

1. Completed application for education benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise-Ozark Community College, Enterprise Campus,

2. DD 214 (Separation Papers),

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

4. Birth certificates for dependent children,

5. Marriage certificate,

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

7. Official grade transcripts from any colleges previously attended.

C. Veterans Educational Assistance Program (Chapter 32)

For service beginning on or after January 1, 1977 through June 30, 1985, veterans must provide the following to apply for these benefits:

1. Completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise-Ozark Community College, Enterprise Campus,

2. DD 214 (Separation Papers),

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

4. Birth certificates for dependent children,

5. Marriage certificate,

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

7. Official grade transcripts from any colleges previously attended.

D. Montgomery G.I. Bill—Active Duty Educational Assistance Program (Chapter 30)

Certain veterans with an "Honorable" discharge and active duty servicemembers may qualify for the Montgomery G.I. Bill. Veterans applying for this program must provide the following items:

1. Completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise-Ozark Community College, Enterprise Campus,

2. DD 214 (Separation Papers) - is not required for active duty servicemembers, and

3. Official grade transcripts from any colleges previously attended.

E. **Montgomery G.I. Bill - Selected Reserve/National Guard Educational Assistance Program (Chapter 1606)**

Members of the Selected Reserve or National Guard who enlist, reenlist, or extend an enlistment in Selected Reserve or Guard 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. Students under this program must provide the following:

1. Completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise-Ozark Community College, Enterprise Campus,

2. DD 2384 (Notice of Basic Eligibility) completed by Guard or Reserve unit, and

3. Official grade transcripts from any colleges previously attended.

F. **Reserve Educational Assistance Program (R.E.A.P.) Montgomery G.I. Bill-R.E.A.P.-Ch.1607**

Members of the Selected Reserve, Individual Ready Reserve or National Guard who are called or ordered to active service in response to a war or national emergency, as declared by the President or Congress may qualify for Ch. 1607 benefits. Generally, a member of a Reserve Component who serves on active duty on or after September 11, 2001 under title 10, U. S. Code for at least 90 consecutive days under a a contingency operation is eligible for REAP.

Students under this program must provide the following:

1. Completed application for educational benefits (Form 22-1990) available in the Veterans' Affairs Office at Enterprise-Ozark Community College's Enterprise Campus,

2. DD2384 (notice of Basic Eligibility) completed by Guard or Reserve Unit,

3. DD214 (Separation Papers),

4. Called or Ordered to Service Papers, and

5. Official grade transcripts from any colleges previously attended.

G. **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 Veterans Administration Rehabilitation Office in Daleville, Alabama at (334) 598-1738.

H. **Post–9/11 G.I. Bill (Chapter 33)**

The Post–9/11 GI Bill is a new education benefit program for individuals who served on active duty on or after September 11, 2001. Post–9/11 GI Bill benefits are payable for training pursued on or after August 1, 2009. For additional information about this program, contact the Veterans' Affairs Office, Enterprise Campus.

I. **Survivors' and Dependents' Educational Assistance Program (Chapter 35)**

This program provides financial aid for the education of dependent sons, daughters, and spouses of the following individuals:

1. Veterans who died or are permanently and totally disabled as the result of a service-connected disability arising out of active service in the Armed Forces,

2. Veterans who died from any cause while such service-connected disability was in existence,

3. Servicepersons missing in action or captured in the line of duty by a hostile force, or

4. Servicepersons forcibly detained or interned in the line of duty by a foreign government or power.

Financial Aid

Eligible dependents under this program must provide the following items:

1. Completed VA form 22-5490, Application for Survivors' and Dependents' Educational Assistance, and

2. Official grade transcripts from any colleges previously attended (submitted to the Admissions and Records Office).

IX. 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

X. CERTIFICATION OF VETERANS

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

A. 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 EOCC VA Office with a copy of their program sheet 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 Instruction. **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.**

B. Courses which meet for only a portion of the semester (Friday and Saturday seminars, one- or two-week computer or business courses and mini-sessions 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 on the EOCC Enterprise Campus if they have any questions regarding these special calendar classes.

C. 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 COMPASS test results. Veterans are also awarded up to four credit hours in Physical Education (PED) for 24 months active military service.

D. 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.**

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

    12 or more credit hours - Full benefits
    9 to 11 credit hours - Three-fourth 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.**

For additional information about the full range of veterans programs available through the Veterans Administration, contact the Veterans Administration Regional Office, P.O. Box 100022, Decatur, GA 30331 or the Veterans' Affairs Office at Enterprise-Ozark Community College.

XI. EOCC SCHOLARSHIPS

A. Presidential/Academic/Career/Technical

The College offers a variety of scholarships open to students entering the College directly from high school as well as those returning to college. Criteria for these scholarships vary but generally include academic performance and/or field of study.

The Presidential Scholarships are reserved for valedictorians and salutatorians of high schools in the College's service area. Academic Scholarships are awarded to students who plan to receive an A.A. or A.S. degree from EOCC and/or transfer to a four-year institution pursuing a bachelor's degree. High school students must be ranked in the top 25% of their graduating class. Current and past EOCC students must have completed at least 12 semester credit hours at EOCC and have earned at least a 3.0 GPA.

Career and Technical Scholarships are awarded to students who plan a career in one of the career or technical fields of study offered at EOCC. Students must have at least an 80 average in their high school grades or have passed the GED test. Current and past EOCC students must have completed at least 12 semester credit hours at EOCC and have earned at least a 3.0 GPA.

These scholarships may be awarded for up to two academic years, provided the recipient maintains the required grade point average and completes the minimum required credit hours per semester. Scholarship renewal for the sophomore year is not automatic. Students who wish to renew their scholarships must reapply each year by **March 1.**

An application form and required supporting documents (such as high school or college transcript) must be submitted to the Office of Institutional Advancement and Development, WA 104, Enterprise Campus by the **March 1 deadline** in order to be considered for scholarships that begin the following fall semester. Applicants are evaluated according to class rank, grade point average, and test scores (ACT preferred, SAT accepted). Participation in extracurricular activities, community service, and other awards and honors may be considered by the Scholarship Committee in making awards.

B. **Performing Arts**

Students talented in music, visual arts, and theatre are invited to apply and audition for a Performing Arts Scholarship. Enterprise-Ozark Community College offers scholarships for participation in the EOCC Concert Band, EOCC Concert Choir, Entertainers Show Choir, Theatre, and Visual Arts. These performing arts activities provide cultural enrichment for the College and surrounding communities.

Students on performing arts scholarships will receive fee waivers for up to 15 credit hours and must maintain a grade point average of 2.5.

C. **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.

D. **Senior Adults**

The Senior Adult Tuition Waiver 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 tuition waivers apply only to credit courses in which space is available. Tuition Waiver funds pay only tuition cost; tuition waiver funds are not used to pay for fees, books, or supplies. Senior citizens granted a tuition waiver under this program may receive the waiver only one time per course.

E. **General Education Diploma (GED)**

All students who have successfully completed the GED test are entitled to enroll in one course at any Alabama Community College System institution free of charge. To determine eligiblity contact Guidance Services on the Enterprise Campus at (334) 347-2623, ext. 2272/2325.

The College also offers a GED Scholarship. Students who have passed the GED test must submit an application form and required supporting documents (such as GED scores) to the Office of Institutional Advancement and Development, WA 104, Enterprise Campus by the **March 1 deadline** in order to be considered for scholarships that begin the following fall semester.

XII. **THE EOCC FOUNDATION SCHOLARSHIPS**

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 the late Delano Anderson and his wife Joann, 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, retired 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.

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).

Financial Aid

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, retired English instructor at EOCC, 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 the EOCC's academic scholarships.

The Jerry Brunson Memorial Scholarship—This scholarship was endowed by Mr. Brunson's wife Sara, his children and his many friends in memory of community leader, Jerry Brunson. Mr. Brunson was a native of Coffee County, and his banking career spanned more than 40 years. He was a deacon of the First Baptist Church of Enterprise, a Rotarian, Manager of the E.L. Gibson Foundation, and active in many other local civic organizations. He was a Director of the EOCC Foundation and also served as Secretary/Treasurer. The scholarship is awarded annually to a graduate of a Coffee County high school who meets the same criteria as the College's academic scholarships. Furthermore, the recipient must provide evidence of participation in community service activities.

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 Ross Cotter, Sr. Memorial 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, and established by his family and friends. Charlie was a 1969 graduate of Samson High School, remembered as an outstanding basketball player. He is among the school's athletes who have earned All-American Honors. He also played at EOCC during the 1969-70 season and later served in the Alabama National Guard as Chief Warrant Officer. The dedicated husband, father, business manager, and exceptional athlete died of cancer in 1985 at the age of 34. Criteria are the same as for EOCC'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. Dobb'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 Chair of the Scholarship Committee 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 Bart J. Engram Memorial Scholarship—This scholarship was established in memory of Bart J. Engram by his children Bart, Jr., Sara, and Robert Engram. A native of New Brockton and a long time resident of Enterprise, Bart J. Engram had the opportunity to live, work, and study in numerous places, but he was always drawn back to Coffee County. An educator and banker, he played an active role in the civic, cultural, and religious life of the community. He took a special interest in the education achievements of local students. The scholarship is awarded annually to a graduate of New Brockton High School. Priority is given to a student who meets the criteria for the College's academic scholarships.

The Elizabeth Henderson Engram Memorial Scholarship—This scholarship was established in memory of Elizabeth H. Engram by her husband, Bart J. Engram, and her children Bart, Jr., Sara, and Robert Engram. Elizabeth Henderson Engram was a native and longtime resident of Enterprise. An educator and homemaker, she had a strong interest in the cultural and religious life of the community and a keen sense on the value of education. The scholarship is awarded annually with priority given to a re-entry EOCC student who meets the criteria for the College's academic scholarships.

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 annually to a deserving student from Enterprise High School.

The Enterprise Rotary Club Scholarship—This scholarship was established by 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 Ned F. Folmar Scholarship—This scholarship was established by friends and colleagues of Mr. Folmar, who was a founding partner in Pea River Timber Company, Inc. The recipient must be a student from Crenshaw, Coffee, or Pike County with preference given to a student majoring in Forestry and secondary preference given to an applicant who plays baseball or softball.

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 and Margaret Barnes Scholarships—The priority for these scholarships, given by Mr. Fortune, is to assist a student with physical disabilities or impairments, or financial need and academic promise.

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 was 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 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 County Retired Teachers and Support Personnel Scholarship—This scholarship was established by the members of the Geneva County Retired Teachers and Support Personnel Association. The scholarship is awarded annually to a deserving student from a Geneva County high school and based upon the same criteria as the College's academic scholarships.

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—This scholarship was established in memory of Ronald W. Ginn by Dr. Robert Verona. The criterion is financial need rather than academic performance.

The S. Mark Jordon Memorial Scholarship—This scholarship was established in memory of S. Mark Jordan, a practicing attorney in the city of Enterprise for twenty-six years. In the face of adversity caused by multiple sclerosis, Mr. Jordan overcame physical disabilities to continue as a productive citizen, attorney, husband and father. The scholarship is based upon the same criteria as the College's academic scholarships with preference given to a person with physical disabilities or impairments.

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. The scholarship is awarded annually and based upon the same criteria as the College's academic scholarships.

The Neva W. Hughes Scholarship—This scholarship is named in memory of Mrs. Neva W. Hughes, mother of 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 Dalbert and Rettie Lou Marsh Family Scholarship—This scholarship was endowed by their children and friends to promote the education of outstanding students at the Enterprise Campus or Fort Rucker Site of Enterprise-Ozark Community College. The scholarship is to be awarded annually with priority given to a graduate of Enterprise High School who is also a resident of Coffee County, Alabama. The selection committee shall consider combined criteria of academic ability (minimum GPA of 3.0/or B average) and financial need.

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 Mr. and Mrs. J.F. "Whitey" McArthur Scholarship—Whitey and Myrt are remembered as business owners and devoted parents from Marks, Mississippi. Their generosity and kindness touched many lives in their community. They were loved dearly by their friends and family until their respective deaths in 1999 and 1989. Dr. Scot McArthur of Enterprise, Alabama is the youngest of their three children. 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 criteria as the College's academic scholarships, the scholarship is awarded annually to an individual majoring in business.

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

The Dr. William L. Mitchell Nursing Scholarship—This scholarship is endowed by the E.L. Gibson Foundation in honor and memory of Dr. Mitchell, a long-time Enterprise physician and member of the Gibson Foundation Board of Directors. The scholarship is awarded annually

to a transfer student leaving Enterprise-Ozark Community College (Enterprise Campus) to attend an accredited nursing school in the region. The award is based on scholarship, financial need, character, and demonstrated commitment to the nursing profession.

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 is 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 Colonel Jerry Sage Memorial Scholarship—This scholarship was established by the Enterprise Civitan Club and family of Colonel Sage in his memory. Colonel 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. Criteria are the same as for EOCC's academic scholarships and is awarded annually.

The Robbie Sessions Memorial 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 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 G.W. 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.

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.

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

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

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.

Financial Aid

XIV. 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. The Board meets quarterly to award one-year scholarships. 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 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 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 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:

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

XV. HOW TO APPLY FOR SCHOLARSHIPS

In order to apply for EOCC Academic, Career/Technical, Athletic, Performing Arts, Foundation scholarships, or Leadership scholarships, a student must:

A. Apply for admission to EOCC;

B. Complete an EOCC scholarship application;

C. Submit the completed scholarship application and any other required documents to the Office of Institutional Advancement and Development 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 information on qualification and awarding dates for Memorial/Special Scholarships. The Athletic Scholarships are available only for students attending classes at the Enterprise Campus.

Student Affairs

I. MISSION AND GOALS

The mission of Enterprise-Ozark Community College Student Affairs 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.

The goals of Student Affairs are:

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

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

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

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

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

F. To provide a program of financial assistance for students.

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

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

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

J. 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.

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

II. GUIDANCE SERVICES

The Guidance Services Department offers services that help students meet their academic needs. Counseling services are available on the Enterprise Campus and the Aviation Campus at Ozark from 7:30 a.m. until 4:00 p.m., Mondays-Thursdays, and 8:00 a.m. until 2:00 p.m. on Fridays. Evening counseling hours are available on Mondays and Tuesdays on the Enterprise Campus at the Counseling Center (LW102), telephone (334) 347-2623, ext. 2272/2325. Students may make individual appointments with a counselor. Evening counseling hours are available.

Each semester the EOCC Guidance Services Department provides student information forms to students. The form 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. Testing information can be picked up at the Guidance Services Office (LW102). The services are confidential.

The Alabama Articulation Program (also called **STARS—S**tatewide Articulation Reporting System) is a computerized articulation and transfer planning agreement 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 "STARS Guide and Transfer Agreement" should contact the Guidance Services Department at (334) 347-2623, ext. 2272/2325, or go to the statewide articulation website at stars.troy.edu.

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 Student Support Services (Enterprise Campus, Aviation Campus at Ozark, the Fort Rucker Site, and the Aviation Center at Mobile) 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 transfers. Career and employment information is available in the libraries at the Mobile and Ozark locations and in Guidance Services on the Enterprise Campus. Students are encouraged to make use of these services.

ACT DISCOVER Internet Version is a comprehensive interactive career computer program which is updated annually. The program provides interest, abilities, and values inventories; it also provides detailed information for occupations and college majors, plus a four-and two-year colleges search feature with job search tools to include resumes, cover letters, interviews, job openings, internships and apprentices occupations. Also a personal portfolio builder is included in the program. 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. FOCUS, another online career planning program, may be accessed at the EOCC website.

Helpful information about area colleges and careers is available through Guidance Services at the Enterprise Campus, Aviation Campus at Ozark, and Fort Rucker Site. Students are encouraged to make use of these free, professional services.

III. FEDERAL STUDENT SUPPORT PROGRAMS—TRIO

Enterprise-Ozark Community College operates two federally funded TRIO programs that provide services to help students prepare for college entrance, overcome academic difficulties, make informed career decisions, solve personal problems, and eliminate other hindrances to their educational pursuits. In an effort to provide comprehensive help, an application is required and a needs assessment is done for each student to determine eligibility. There is no charge for TRIO services.

A. Upward Bound Program—Ozark

Upward Bound provides fundamental support to participants in their preparation for college entrance. The program provides opportunities for high school participants to succeed in pre-college performance and ultimately in higher education. For more information, call the Upward Bound Office at (334) 774-5113, ext. 3682.

B. Student Support Services (SSS)—Enterprise, Fort Rucker, Ozark, Mobile

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and offers services to motivate students toward the successful completion of their postsecondary education. The goal of SSS is to increase the College retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next. Services available to eligible students include: career counseling, academic advisement, tutoring, financial aid information, transfer information, escorted visits to senior universities, self-improvement workshops, diagnostic inventories, and cultural awareness activities. Applications are available in the following locations: Enterprise Campus—Lurleen B. Wallace Hall, Room 105; Fort Rucker Site—Building 4502, Room 153; Aviation Campus at Ozark—Steagall Hall, Room 111; and Aviation Center at Mobile—Administrative Office. It is the students' responsibility to meet the program obligations by participating in required activities. The SSS Staff believes students may increase their opportunity for success if they seek help early in the semester or as soon as difficulties are encountered.

IV. TESTING PROGRAM

A. Placement Testing

Beginning freshmen must take the COMPASS placement test to insure that they possess the basic skills required for success in college courses. Transfer students must take the COMPASS placement test prior to registering for English Composition or mathematics courses or have credit in math or English on their transcript. The ASSET/COMPASS test is valid for two years. Acceptable SAT and ACT scores can be used as the placement test requirement at EOCC. These scores are valid if the student enrolled at EOCC within two years of high school graduation. Otherwise a two-year time limit is used to determine the acceptability of the test.

B. 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 Admissions Office at (334) 347-2623, ext. 2234, or obtain information from high school counselors.

C. College-Level Examination Program (CLEP)

Enterprise-Ozark Community College will accept credits earned on the CLEP tests toward the associate degree for not more than 25 percent of the total credit required for the degree. A minimum score in the 50th percentile in the areas examined is required for award of credit. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the College. For further information, contact Guidance Services at (334) 347-2623, ext. 2272/2325. Enterprise-Ozark Community College is not a CLEP testing center.

D. General Education Development (GED)

A certificate of high school equivalency is awarded by the Alabama Department of Education upon a student's successful completion of the GED test. The College's Enterprise Campus is authorized to administer this test to Alabama residents meeting the required standards. For additional information contact Guidance Services at (334) 347-2623, ext. 2272/2325.

E. Advanced Placement Credit (AP)

Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded credit depending on their AP examination scores. Enterprise-Ozark Community College will review AP grades of "3," "4," and "5." For further information, contact the campus where classes are planned to be taken.

F. 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 campus where classes are planned to be taken.

V. LIBRARY/LEARNING RESOURCES CENTER (LRC)

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

Print, non-print, and electronic materials are available including books, e-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. Selected government publications are also housed in the Aviation Campus at Ozark and Aviation Center at Mobile libraries.

Access to the LRC collections is available through the online catalog "Webcat." The LRC homepage provides links to a variety of beneficial resources. A LRC/library account must be established to check out EOCC library materials and to obtain materials from other libraries using interlibrary loan services. LRC identification cards are required to check out materials. Materials will be provided via postal services for distance education students who do not attend classes on any EOCC campus. Also, the Alabama Virtual Library (AVL) website provides a wealth of information for students, faculty, and staff. Remote access to the AVL is provided via the "Alabama Virtual Library" link on the EOCC LRC/Library Homepage. A student (or employee) ID number is required for access. Community patrons, nineteen years of age and older, may obtain an LRC/library card upon registration and payment of an annual fee. Interlibrary loan service is offered upon request. Reproductive equipment including photocopiers, scanners, and microform reader/printers are available. Copy fees are posted. Designated viewing and listening areas are provided to accommodate various media formats.

Group and individual bibliographic instruction (information literacy) is offered by the LRC staff upon request. It is an introduction to the many resources available for research purposes and instruction in efficient research methods and use of information resources.

THE STUDENT ACADEMIC SUCCESS LAB (SAS), located at the Enterprise Campus in Room 100 of Snuggs Hall, is designed to offer all students academic reinforcement and services as a Distance Learner Test Site for internet classes.

The SAS Lab is equipped with up-to-date computers and a generous amount of educational software. Materials available are integrated with many College courses and supplement others.

Students may conduct research using the Internet, use educational support software, use computers to prepare course assignments, and apply for Pell Grants online. Students are also welcome to go online and print the "STARS Guide and Transfer Agreement" (STARS—Statewide Articulation Reporting System), or check college e-mail messages.

Distance learning testing hours are restricted to certain time periods. Testing hours are generally 12:30-7:00 p.m., Mondays-Thursdays and 8:00 a.m.-Noon on Fridays.

The SAS lab hours of operation are 8:00 a.m.-7:00 p.m., Monday-Thursday and 8:00 a.m.-2:00 p.m., Fridays.

VI. CAREER FAIR

Each year 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.

Student Affairs

VII. COLLEGE TRANSFER DAY

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

VIII. JOB PLACEMENT

Guidance Services provides an off-campus job placement service for currently enrolled students and graduates of the College. Job Placement is also available at the Aviation Campus at Ozark in the Student Affairs Department located in Steagall Hall and in the main office at the Aviation Center at Mobile. Listings for local part-time and full-time jobs are kept current. Students should obtain a referral form for job openings.

IX. 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 college. Topics include time management, reading, memory, notes, tests, diversity, writing, and career planning. Students will be given a learning skills and learning styles inventory, and conduct a career search.

X. 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 during fall semester orientation. Students earn one (1) credit hour for completing this course.

At the Enterprise Campus, a student service organization—the First Impressions Team (FIT), works with all orientations offering friendship, fun, and guidance to new students. The team members compete for scholarships based on merit.

Students needing more information about orientation should contact the EOCC Recruiters at the Enterprise Campus, (334) 347-2623, ext. 2295.

XI. THE EOCC BOOKSTORES

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 and the Aviation Campus at Ozark. Students who are approved for the Pell Grant may charge supplies along with books after tuition is receipted.

Regular hours of operation: 7:30 a.m.-4:00 p.m., Mondays-Thursdays; 7:30 a.m.-1:30 p.m., Fridays.

In addition to the regular hours, Bookstores will be open for one night during finals and the first two 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, purchases 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.

XII. 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), Aviation Campus at Ozark (O), and Aviation Center at Mobile (M).

A. **Baptist Campus Ministries (BCM)** (E)—Baptist Campus Ministries 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.

B. **Community Band** (E)—The Community Band is is a traditional instrumental ensemble open to students and community members. The repertoire consists of music from many styles and genres. The EOCC Band presents several concerts throughout the year.

C. **Concert Choir** (E)—The Concert Choir is a traditional choral group open to students and community members. The repertoire consists of music from many styles and genres. The Concert Choir presents several concerts throughout the year.

D. **Diamond Dolls** (E)—The Diamond Dolls is a group consisting of all females who enjoy baseball and want to help the baseball team. The mission of the organization is to help promote baseball on campus and to encourage team spirit. Activities include selling concessions at home games, providing snacks for away games, and field beautification. Monthly meetings are held and interviews are required to join.

E. **Entertainers** (E)—The Entertainers is an auditioned group of singers and instrumentalists whose main purpose is to serve as ambassadors for the College and provide musical entertainment for area schools, civic and state organizations, military functions, and community activities. The group features an upbeat show with a repertoire from many styles and genres including show tunes, ballads, pop, jazz, and patriotic selections. Many selections are complemented with choreography and other staging. The Entertainers present many concerts throughout the year.

F. **EOCC Band** (E)—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.

G. **EOCC History Club** (E)—The EOCC History Club is made up of students who are interested in the study of history. The club conducts a variety of activities to promote knowledge of the past and appreciation for history. Membership is open to any current EOCC student.

H. **EOCC Players** (E)—The EOCC Players is a group of students and community members whose main purpose is to promote the art of theatre production and stage performance with dramatic works ranging from one-act plays to Broadway musicals. The EOCC Players present two or more theatrical productions each year.

I. **The First Impressions Team (FIT)** (E)—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.

J. **Interclub Council** (E)—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.

K. **The Mentors** (E)—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 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.

L. **National Vocational-Technical Honor Society** (O) (M)—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, as well as 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 GPA, be of good moral character, possess good citizenship qualities, and have established academic excellence. Candidates are recommended by faculty members.

M. **Phi Theta Kappa** (E) (O)—Phi Theta Kappa is the national scholastic honorary society for two-year colleges. 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. The Tau Mu chapter of Phi Theta Kappa was chartered in March 1969.

N. **Professional Aviation Maintenance Association (PAMA)** (O)—The student chapter of the 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. **Spirit Club** (E)—The main purpose of the Spirit Club is to promote and support College athletic events. The club also performs service activities for the College. Membership is open to all EOCC students.

P. **Student Government Association (SGA)** (E) (O) (M)—The 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 liaisons 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.

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XIII. CHAPERONED EVENTS

It is the College's policy that all games, performances, practices, or activities relating to athletics, 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 the activity is cancelled.

XIV. OTHER STUDENT ACTIVITIES

A. 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 Athletic Director.

Intercollegiate contests are played under the rules of the National Junior College Athletic Association and the Alabama Community 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 Community College System. The Alabama 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 Alabama 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 Community College System; therefore, any of these participating students 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.

B. 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. For more information, contact the Athletic Director at (334) 347-2623, ext. 2235.

XV. 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.

Academic advising is an ongoing process rather than a single or isolated appointment or meeting. It involves developing a relationship between the student and the advisor. The relationship is meant to help the student achieve his or her educational goals, career goals, and personal goals through an awareness, understanding, and use of all of the resources available both at Enterprise-Ozark Community College and in the surrounding communities.

The advisor is an individual who advises, counsels, and guides the student's development. The student has ultimate responsibility for a successful advising relationship and college career. It is the student's job to initiate and maintain the relationship.

A. 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:

1. Inform students of the nature of the advisor/student relationship.

2. Designate and post hours available for advising.

3. Maintain an advising record for each student.

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

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

6. Assist students in monitoring and evaluating their educational progress.

7. Approve all designated educational transactions.

8. Interpret instructional policies, procedures, and requirements.

9. Refer students to appropriate campus resources.

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

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

B. 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:

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

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

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

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

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

6. Follow through on actions identified during each advising session.

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

8. Become familiar with campus resources.

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

10. Accept final responsibility for all decisions.

XVI. 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 the Dean of Instruction. The instructor may have a consultation with the department chairperson and the campus dean (see XXI. Disciplinary Procedures) to determine if the student should appear before the Disciplinary Committee.

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A. Application

The Code of Student Conduct applies to individual students as well as formal and informal groups either involved in EOCC-related activities or functioning as official representatives 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 of the College's facilities and attendance at EOCC-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 the College documents, records, or identification;

2. Issuance of worthless checks made payable to the College;

3. Failure to comply with the authority of the College's officials acting within the capacity and performance of their positions;

4. Violation of the College's written rules, policies, and regulations;

5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, other EOCC activities, or other activities on the College's premises by either persons or groups of EOCC;

6. Destruction, damage, or misuse of the College's, public, or private property (the student organization is responsible for any damage 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's 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 Disciplinary Committee hearing);

9. Obtaining the College's services by false pretenses, including but not limited to, misappropriation or conversion of the College's funds, supplies, equipment, labor, material, space, facilities, or services;

10. Hazing is 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 the College's rules, regulations, or policies; 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, indecent, or inappropriate dress;

13. Lewd, obscene, licentious, or indecent language;

14. 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, advisors, etc.;

15. Possession, while on EOCC-owned or -controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities; exceptions to this policy are law enforcement officers who are legally authorized to carry such weapons and who are officiallly enrolled in classes or are acting in the performance of their duties or an instructional program in which firearms are required equipment;

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

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

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

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

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

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

22. Trespassing or unauthorized entry;

23. Entering false alarms or tampering with fire extinguishers, alarms, or other equipment;

24. Publishing, aiding in publishing, circulating, or aiding in circulating anonymous unauthorized publications or petitions;

25. 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;

26. Any form of gambling;

27. And 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: cheating and plagiarism.

1. **Cheating**: While in any act of cheating, a student attempts to use dishonest measures to gain an academic advantage over other students and/or 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 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 the 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.

XVII. INFORMATION TECHNOLOGY (IT) POLICY

A. Institutional Purposes

This College-wide policy is intended to allow for the proper use of all Enterprise-Ozark Community College (EOCC) information technology to include computing and network resources, effective protection of individual users, equitable access, and proper management of resources.

B. Use and Access

The use of all IT resources and access to the Internet is a PRIVILEGE, not a RIGHT. All EOCC students and employees are responsible for using these resources in an effective, ethical, and lawful manner. The College's IT resources (software and

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hardware) are to be used to advance the College's mission. The College provides an atmosphere that encourages access to knowledge and sharing of information.

EOCC employees and currently enrolled students may use campus technological 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 EOCC-sanctioned activities. The use of the College's IT resources for commercial purposes is permitted only by special arrangement with the appropriate officials.

This policy is adopted in order to assure that the technology provided for general College student and 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 this policy, an "individual" refers to the College's students and employees. Also, the "network" refers to the physical wiring, the logical data network and its protocols, the Internet access provided by Enterprise-Ozark Community College, stand-alone computers, and the campus mini-computer and PC systems attached to the data network.

Technology resources may be used for legal purposes in accordance with *ethical standards* of the College community and in the spirit of *cooperative collegiality.*

1. **Illegal Use** includes but is not limited to the following:

    a. Harassment of other users;

    b. Libeling or slandering other users;

    c. Destruction of or damage to equipment, software, or data belonging to the College or other users;

    d. Disruption or unauthorized monitoring of electronic communications;

    e. Unauthorized copying of copyright-protected material;

    f. Pornography installation;

    g. Concealing or misrepresenting your name or affiliation in e-mail messages.

2. **Unethical Use** includes but is not limited to the following:

    a. Violation of computer network security;

    b. Setting up servers and machines that are against the College's policies or which invite an exceptional amount of network access traffic;

    c. Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;

    d. 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);

    e. Use of computing facilities for private business purposes unrelated to the mission of the College or to life at the College;

    f. Academic dishonesty (plagiarism, cheating, etc.);

    g. Violation of software license agreements;

    h. Violation of network usage policies and regulations;

    i. Violation of another user's privacy;

    j. Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist on any campus location where it may be deemed offensive to other individuals;

    k. Use of profanity, obscenity, or other language which may be offensive to other individuals.

3. **Cooperative Use**

    a. Regular deletion of unneeded files from one's accounts on shared computing resources;

    b. Refraining from overuse of connect time, information storage space, printing facilities, or processing capacity;

    c.   Refraining from overuse of interactive network utilities (Internet Relay Chat);

    d.   Refraining from use of sounds and visuals which might be disruptive to others;

    e.   Refraining from use of any computing resource in an irresponsible manner;

    f.   Refraining from unauthorized use of departmental or individual computing resources such as a personal or departmental laser printer, laptop, or modem;

    g.   Refraining from initiating or forwarding e-mail "chain letters" or "broadcast" messages.

C. Privacy and 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. *IMPORTANT NOTE:* Electronic data of any type on the network, including e-mail, is NOT confidential. While the College staff do everything in their power to keep data confidential, the College 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. Classroom Information Technology Use

The following standards are intended to preserve academic integrity and ensure that students have optimum environmental conditions for effective learning.

Telecommunication devices may not be displayed, activated, or used during instructional activities unless otherwise specified by the instructor. Instructors may require that cellular telephones and other wireless and electronic devices be left on students' desks during examinations. Telecommunication devices are defined as, but not limited to: cellular telephones with or without cameras, pagers, walkie-talkies, hand-held computing devices, portable electronic or wireless devices capable of storing and transmitting or receiving images such as cameras or laptops, as well as any new technology developed for similar purposes.

E. Computer Lab Use

Enterprise-Ozark Community College's general access computer labs are available to currently enrolled sutdents and employees of EOCC. These labs include, at the Enterprise Campus, the Success Lab in Snuggs Hall, the teaching labs in Wallace Hall, Talmadge Hall, Forrester Hall, Sessions Hall, and Snuggs Hall, and the computers provided for general use in the Librarys/LRCs at the Enterprise, Ozark, and Mobile locations. These labs also include the teaching labs at the Fort Rucker Site, Aviation Campus at Ozark, and Aviation Center at Mobile. Scheduled classes have priority use in teaching labs.

No lab use is permitted except during scheduled hours; however, those hours may change at the discretion of the manager of the labs. Lab hours will be posted on the lab doors.

All of the College's IT policies pertain to use of the equipment and the behavior of the individuals within the general-use labs on all of the College's locations. No food, drinks, or tobacco products of any nature are allowed within the labs at any time. No children are permitted in labs. No groups are permitted at computers. A quiet learning environment must be maintained in all labs. Enterprise-Ozark Community College staff, student lab monitors, and campus security personnel reserve the right to ask disruptive and non-authorized indivuals 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 Information Technology.

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, including the removal of any disk/file locking software, without the consent of the Information Technology Department. Making changes to the system hardware and the 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.

F. Library/LRC Computers

Computers in the Library/LRC are available primarily for sessions in curriculum-related functions. Usage priorities are as follows:

1.   Scheduled classes.

2.   Individual library users accessing Webcat (the on-line catalog) or on-line databases on the Internet.

3. EOCC students using the computers or internet for course-related work.

4. EOCC students and employees using the computers or internet for non-course related purposes—one hour session limit.

5. Approved community residents using computers or internet for non-course related purposes—one hour session limit.

6. **Student Academic Success (SAS) Lab** usage is limited to currently enrolled EOCC students and priority for usage is as follows:

    i. Distance learning students being tested have priority for usage during designated testing hours.

    ii. Individual students using computers or internet for course-related work (research, study guides, tutorials, word-processing, computer assignments, etc.).

    iii. Individual students doing transfer searches, financial aid applications, or career searches.

    iv. Individual EOCC students and employees doing non-course related work for personal reasons. Online communities (MYSPACE or FACEBOOK) or e-mail usage is limited to thirty (30) minutes.

G. 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. E-mail may not be used to send abusive, threatening, or harassing materials.

H. On-line Communities (MYSPACE and FACEBOOK)

Students and employees should be **certain** that they know the pages they are accessing in online communities such as MySpace and Facebook are safe and non-malicious. This is mandatory to maintain the security of the College's computers and network.

I. 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 allowed.

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.

J. 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 the website, the College provides access to a large number of conferences, lists, and bulletin boards. Some of these lists and conferences may contain objectionable material.

K. Purposes and Uses of E-mail at the College

The College provides many computing and network resources for use by students, faculty, staff, and other persons affiliated with the College. Members of the College's community are encouraged to use e-mail for College-related activities and to facilitate the efficient exchange of useful information. Access to e-mail is a privilege and certain responsibilities accompany that privilege. Users of e-mail are expected to be ethical and responsible in their use. Prohibited e-mail uses are as follows:

1. Sending copies of documents in violation of copyright laws.

2. Inclusion of the work of others into electronic mail communications in violation of copyright laws.

3. "Spoofing," i.e., constructing an electronic mail commmunication so it appears to be from someone else.

4. "Snooping," i.e., obtaining access to the files or electronic mail of others for the purposes of satisfying idle curiosity, with no substantial College business purpose.

5. Capture and "opening" of electronic mail except as required in order for authorized employees to diagnose and correct delivery problems.

6. Attempting unauthorized access to electronic mail or attempting to breach any security measures on any electronic mail system, or attempting to intercept any electronic mail transmissions without proper authorization.

7. Use of electronic mail to harass or intimidate others or to interfere with the ability of others to conduct College business.

8. "Spamming" i.e., the mass distribution of unsolicited electronic mail or news promoting commercial or non-commerical websites.

9. Use of the College's electronic mail resources for personal monetary gain or for commercial purposes that are not directly related to College business.

10. Use of electronic mail systems for any purpose restricted or prohibited by laws or regulations.

L. Consequences

Violators of the IT Policy 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.

XVIII. DISCIPLINARY PROCEDURES

A. The Dean of Student Affairs shall be responsible for preparing and forwarding cases to the Disciplinary Committee. When an alleged violation of the Conduct Code comes to the attention of the Dean, he/she shall receive any information concerning the alleged violation, including pertinent facts, evidence, testimony, and witnesses' names. 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 EOCC facilities, the individual may be suspended immediately.

B. The appropriate dean 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 Disciplinary 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.

C. If the campus dean determines as a result of the interview and other evidence that there is sufficient reason to present the case to the Disciplinary 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 the student's right to a public hearing. There shall be a minimum of three (3) weekdays between the interview and the date of the hearing unless there is mutual agreement between the student and the Dean for an earlier hearing.

D. If the student fails to attend the Disciplinary Committee hearing after notification of the hearing date by the Dean, the hearing shall continue.

E. The Disciplinary 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.

F. The decision reached by the Disciplinary Committee will be from a simple majority vote. The decision of the Disciplinary Committee becomes official when put into writing by the Dean. A copy of the written statement shall be sent to the student, the Disciplinary Committee, and the President.

G. 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 appealing the decision of the Disciplinary Committee.

H. 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 the Appeals Committee may recommend:

1. that the decision rendered by the Disciplinary Committee be affirmed,

2. that the decision be amended,

3. that a new hearing be held before the Disciplinary Committee. A written copy of the decision reached by the Appeals Committee shall be sent to the student.

J. All disciplinary proceedings/records are confidential.

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XIX. ORGANIZATION OF THE DISCIPLINARY COMMITTEE

The Dean of Student Affairs for the Enterprise Campus, the Associate Dean for the Fort Rucker Site, the Dean of Technical Education for the Aviation Campus at Ozark, the Director for the Aviation Center at Mobile, the Director for the Albertville Aviation Training Facility, and the Director for the Andalusia Aviation Training Facility have responsibility for administration of student discipline at their respective locations. Each location will have a separate Disciplinary Committee appointed by that location's Dean/Director except for the Fort Rucker Site. The Enterprise committee will also serve the Fort Rucker Site.

The Enterprise committee will have three faculty, two Student Affairs staff, one professional staff, and one student member. The Ozark and Mobile committees will have three faculty, one Student Affairs staff, one professional staff, and one student member.

The Disciplinary Committee shall objectively consider charges and grievances brought against any student by the campus dean. 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.

XX. DUE PROCESS

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

The student will be notified in writing by the campus dean/director of the charges against him/her. This notification will also contain the date, time, and location of the Disciplinary Committee hearing.

At the hearing the student may be advised by counsel of his/her choice. Counsel may not address the Disciplinary Committee or any witnesses. 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.

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

XXI. PENALTY WITHOUT HEARING BY DISCIPLINARY COMMITTEE

In the event a student wishes to waive the right to a hearing before the Disciplinary Committee, the campus dean may accept jurisdiction. Once a student has been informed of his/her rights, informed of the penalty that shall be imposed should a violation be found, and has knowingly and voluntarily accepted in writing the authority of the location dean/director to impose the penalty, the student shall have waived the right to request a hearing before the Disciplinary Committee.

Determination of guilt may be made by examination of evidence or testimony or by admission of guilt by the student. If the campus dean determines that a violation has occurred, the penalties of warning, probation, suspension, dismissal, referral, work reparation, or restitution may be imposed by the location dean/director.

XXII. 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/site/facility shall interrupt the College, the location dean/director may temporarily suspend the student(s) pending a hearing before the Disciplinary Committee.

XXIII. RULES OF EVIDENCE

A. The Disciplinary 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.

B. 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 Disciplinary Committee may 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.

C. 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.

D. Formal rules of evidence shall not be observed in proceedings before the Disciplinary 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.

XXIV. HEARING PROCEDURES

A. The hearing before the Disciplinary 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:

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

2. All proceedings of the hearing shall be recorded. The record of the hearing shall be maintained in the office of the location's dean/director.

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

C. 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.

D. The defendant (accused 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.

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

F. The defendant, his/her counsel, the plaintiff, and any representative of the location dean/director will retire while the Disciplinary Committee deliberates and makes its determination.

G. The Disciplinary 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.

XXV. NOTIFICATION OF ACTION

The location dean/director shall notify the student by letter of the action taken by Enterprise-Ozark Community College within ten of the College's working days of the conclusion of the formal hearing. Copies of this letter are sent to the appropriate EOCC officials.

XXVI. DISCIPLINARY ACTIONS

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

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

1. Any further violation of the College's regulations will subject the student(s) to further disciplinary action,

2. The student(s) must maintain exemplary conduct during the period of restriction,

3. The restriction is generally for an indefinite period of time but not less than one academic semester and may be terminated by the location dean/director on a discretionary basis,

4. Termination is generally based upon the students' cooperative attitude, academic progress, and positive service contributions to the College.

B. **PROBATION** is a restriction for a stated period of time designed to encourage and require student(s) to cease and desist from violating the College's regulations. Any student(s) on probation shall report as required to the location dean/director and may be subject to one or more of the following:

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

2. Loss of privilege of holding any elected or appointed student office or appointment to an EOCC committee,

3. Performance of reasonable civic and noncredit academic assignments.

Any student(s) who fails to abide by probation shall be required to appear again before the Disciplinary Committee. Disciplinary probation generally is not less than one academic semester and does not extend longer than two (2) semesters.

C. **SUSPENSION** excludes the student(s) from the College for a stated period, usually not less than one semester or more than two (2) semesters. During the suspension the student(s) shall not be allowed to take any courses at Enterprise-Ozark Community College. Upon recommendation of the Disciplinary Committee, the student(s) may be barred from any campus, site, center, or facility activity of the College. As a result of the disciplinary process, any 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 student(s) must receive the approval of the location dean/director.

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D. **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 any student(s) 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. Upon recommendation of the Disciplinary Committee the student(s) may be barred from any campus, site, center, or facility or activity of the College. To qualify for readmission after dismissal, the student(s) must apply to the Disciplinary Committee.

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

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

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

H. **VOLUNTARY WITHDRAWAL** is the option given to any student(s) who voluntarily withdraws from the College. The Disciplinary Committee or the location dean/director may specify a period of time before the student(s) may apply for readmission, and the student(s) must receive approval of the respective authority to qualify for readmission to the College.

XXVII. 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.

XXVIII. DRUG TESTING OF STUDENT ATHLETES

A. **Persons To Be Tested**

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

B. **Types of Tests To Be Performed**

1. 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 Athletic Director, Head Coach, or other designated representative of EOCC. 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.

2. After the initial drug test has been provided, further testing of the student athlete may 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 Athletic Director, Head Coach, or other designated representative of EOCC may request a test at any time.

3. 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.

C. **Drugs To Be Tested**

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

1. Amphetamines

2. Cocaine

3. THC

4. Opiates

5. PCP

D. **Consent To Drug Testing**

1. 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 Athletic Director, Head Coach, or other designated representative of EOCC shall maintain the original of the signed consent form and may provide a copy of the consent form to the student athlete upon request.

2. 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.

3. 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 Athletic Director, Head Coach, or other designated representative of EOCC.

E. Specimen Collection

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

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

2. 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.

3. 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 representative of EOCC. If the student athlete's identity cannot be established, the collection site person shall not proceed with the collection until such identification can be made.

4. 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.

5. 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 a particular individual may alter or substitute the specimen to be provided. If direct observation is required, the collection site person or designated representative of EOCC 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.

6. 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 representative of EOCC should be notified by the collection site person that the student athlete was not able to provide a specimen at that time. The Athletic Director, Head Coach, or other designated representative of EOCC 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.

7. 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 from him/her is in fact the specimen he/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.

F. On-site Testing Used

1. 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.

2. Using only 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.

G. 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.

H. Medical Review of Positive Drug Test Results

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

2. 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:

    a. 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.

    b. 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 the MRO shall contact the designated representative of EOCC who shall have the student athlete contact the MRO as soon as possible.

I. Reporting of Drug Test Results

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

2. A written notification of the test results shall be provided to the Athletic Director, Head Coach, or other designated representative of EOCC. The test result shall not be received from any student or any person who is not a designated representative of the service provider. Students shall not be allowed to hand-deliver any test results to representatives of EOCC. 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.

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

4. When drug test results are received by the Athletic Director, Head Coach, or other designated representative of EOCC, 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.

J. Penalties For Confirmed Positive Drug Test or Refusal To Be Tested

1. **First Positive Test:**

    a. The first positive test will result in suspension from athletic 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 athletic 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 athletic program. If a student athlete does not comply with this requirement within two (2) weeks, permanent suspension from athletic competition and forfeiture of any athletic scholarship will be required.

    b. A referral to a substance abuse program shall be made by the Athletic Director, Head Coach, or other designated representative of EOCC. The length of the substance abuse program will be determined by the program counselor. The designated representative of EOCC 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.

2. **Second Positive Test** will result in permanent suspension from athletic competition and forfeiture of any athletic scholarship.

3. **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 athletic program. A refusal to cooperate in testing will result in suspension from the athletic program and forfeiture of any athletic scholarship. The designated representative of EOCC shall be notified of any refusal to be tested.

4. **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 failure to appear shall be treated as if a positive test result had occurred. The designated representative of EOCC shall be notified of any failure to appear.

K. 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 Athletic Director, Head Coach, or other designated representative of EOCC. 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:

1. Discussion of drug testing policy for student athletes,

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

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

L. Publication of Policy

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

XXIX. PREVENTING SEXUAL ASSAULT/ACQUAINTANCE RAPE

Rape is defined as an act of sexual violence and is an intolerable crime. While this crime can be committed by anyone, it is important to note that in the majority of cases, rape or sexual assault is committed by someone the victim knows and trusts. Therefore, it is important to be assertive, direct, and clear in your communications and aware of verbal and nonverbal communication. The risk of acquaintance rape is increased when riding in a car with someone you have just met (perhaps at a party). Be cautious in social situations when alcohol or other drugs are involved.

Anyone who believes that they have been the victim of rape or sexual assault should report the crime immediately to Campus Security or to another official of the College. Reporting such a crime does not mean that the alleged victim must take additional legal action. A decision to take legal action may be made at a later time. Deciding to report the crime, however, may help to stop future crimes by the same offender.

Anyone who believes that they have been the victim of rape or sexual assault should make an effort to preserve physical evidence which may be used by law enforcement authorities to apprehend the offender. Therefore, victims should not bathe, change clothes, or use the toilet. Victims should seek medical care immediately, whether or not the crime is reported, to receive treatment for obvious injuries and/or sexually transmitted diseases and to be counseled on the possibility of pregnancy. Victims should also seek counseling in order to cope with their feelings about the crime.

In social situations, both women and men must use good judgement in their dealings with one another. Decisions made without forethought and a respect for others can negatively impact the future of all those involved. The law provides strict punishment for persons convicted of rape or sexual assault and does not allow excuses for these crimes based on previous knowledge of the victim. Do not assume that previous relationships with an individual are still valid without the express permission of that individual. Do not assume that you can communicate effectively about these issues while under the influence of alcohol or drugs. Stay in control of your actions and environment.

XXX. INSPECTION OF THE COLLEGE'S FACILITIES

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

XXXI. 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 Finance and Administration, Wallace Hall, Room 114, Enterprise Campus, Enterprise-Ozark Community College, P.O. Box 1300, Enterprise, AL 36331.

A. Reporting Criminal Actions or Other Emergencies

It is the policy of Enterprise-Ozark Community College that any criminal act, threat of violence, violent act, injury, destruction of any College or personal property, traffic accident, or other situation which occurs on the campuses, sites, centers, or facilities 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 following:

1. Enterprise Campus: Security Officer, WA 101, (334) 347-2623, ext. 2277. If a security person is not available, the situation should be reported to the Dean of Finance and Administration at the Enterprise Campus, WA 114; or the Extended Programs Director, WA 205.

2. Fort Rucker Site: Building 4502, Room 153, (334) 598-3438

3. Aviation Campus at Ozark: Dean's Office, Steagall Hall, (334) 774-5113

4. Aviation Center at Mobile: Admissions Office, (251) 438-2816

5. Albertville Aviation Training Facility: Director's Office, (256) 279-0940

6. Andalusia Aviation Training Facility: Director's Office, (334) 222-0133

All witnesses to any situation fitting into any of the previously described categories shall make themselves available to make written statements and otherwise assist the College's 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, knowingly make a false statement, or interfere with the investigation, of or about any situation of the nature described in the preceding paragraph.

It shall be the duty of the designated EOCC 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.

B. **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 the College's facilities and programs. The following programs have been or are to be implemented:

1. 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.

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

3. Instructions on the prevention of assaults (including acquaintance rape) are to be published in the student newspaper, *The Weevil Eye*, when active.

4. Policies about crime awareness and safety are to be included in the College's publications such as this *College Catalog and Student Handbook.*

C. **Campus Crime Statistics**

Campus crime statistics relate to incidents occurring on any location operated by Enterprise-Ozark Community College. Crime statistics shall be reported annually.

D. **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 and during off-campus student organizations' activities shall mean reporting criminal incidents which occur to the College's property or personnel when an EOCC-sanctioned activity occurs away from the campus, site, center, or facility.

It shall be the responsibility of a student or an EOCC sponsor, if they are a victim of or a witness to a crime committed against the College's property or persons representing the College, to report crime immediately to law enforcement agencies in the location where the crime occurs. Furthermore, it shall be the student's or the College sponsor's responsibility to report the crime to campus, site, center, or facility security upon returning to that location.

E. **Arrest Statistics Relating to Alcohol, Drugs, and Weapons**

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

1. **Arrest** is the lawful detention by a person with arrest powers of a person for which there is probable cause to believe he/she violated one of the offenses covered in this section.

2. 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.

3. 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.

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

F. Crime Report

EOCC reports that for the calendar year 2008, there were no major crimes committed at any EOCC location.

XXXII. TRAFFIC AND PARKING

The Enterprise-Ozark Community College Campus Security team 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's community.

A. 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:

1. **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 Hall are reserved for employees, visitors, and disabled persons.)

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

3. **PARKING IN LOADING OR NO-PARKING ZONE** is prohibited.

4. **TRAFFIC SIGNS** must be obeyed.

5. **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.

6. **ALL PARKING** lots are "one way" traffic.

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

8. **DRIVING OR PARKING** on the grass (except dirt parking lots, baseball or softball fields), sidewalks, crosswalks, or parking on yellow curbing is prohibited. Yellow curbs are either **"RESERVED"** or **"NO PARKING"** zones.

9. **DOUBLE PARKING** is prohibited at all times.

10. **PARKING ON OR OVER** a line or curb is prohibited.

11. **MOTORISTS MUST YIELD** to pedestrians in designated crosswalks.

12. **VEHICLES ARE NOT** to be left on location after school hours without first notifying Campus Security.

13. **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.

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, site, center, or facility 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–Thursday, 7:30 a.m.-4:00 p.m., Friday, 7:30 a.m.-1:30 p.m.

B. Fines

All fines are $15.00. All traffic and parking fines are to be paid at the campus, site, center, or facility Business Office between 7:30 a.m.–4:00 p.m., Monday–Thursday, 7:30 a.m.–1:30 p.m., 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 violations which may receive a fine are:

1. failing to obey officer/signal

2. disregarding stop sign

3. unauthorized parking in handicapped area

4. unauthorized parking in faculty/staff area

5. parking over line

6. parking in no parking zone/yellow curb

7. traveling wrong way in one-way traffic

8. exceeding speed limit

9. failing to yield right of way

10. other violations

11. traveling wrong way on one-way street

C. Cunningham Drive (Enterprise Campus) Access

In 2007, Cunningham Drive was changed from a two-way street to a one-way street, in order to accommodate increased traffic.

D. If You Need Help

The Campus Security Office can be contacted on the Enterprise Campus by dialing 347-2623, ext. 2277 or through the EOCC Information Desk, ext. "0." A campus security officer can help you with an accident or minor problems. Security will not unlock doors or charge dead batteries. If you need help on the Aviation Campus in Ozark contact the Dean of Technical Education, ext. 3601; at the Aviation Center at Mobile contact the Administrative Office, ext. 5100; at the Fort Rucker Site contact the Administrative Office, ext. 4221. Contact the directors at the aviation facilities.

E. Lost and Found

Lost and found articles may be claimed or turned in to Campus Security in Wallace Hall, the Business Office or the Information Desk in Wallace Hall, or the Dean of Student Affairs Office in Lurleen B. Wallace Hall, all at the Enterprise Campus, the Director of Technical Education of the Aviation Campus at Ozark in Steagall Hall, the Director of Instruction/Special Projects at the Fort Rucker Site, the main office in the Aviation Center at Mobile, or the directors at the aviation facilities.

XXXII. STUDENT HEALTH SERVICES

EOCC provides a first-aid kit in each building. For medical assistance or location of the first aid kit, a division chairperson, staff member, or instructor should be notified.
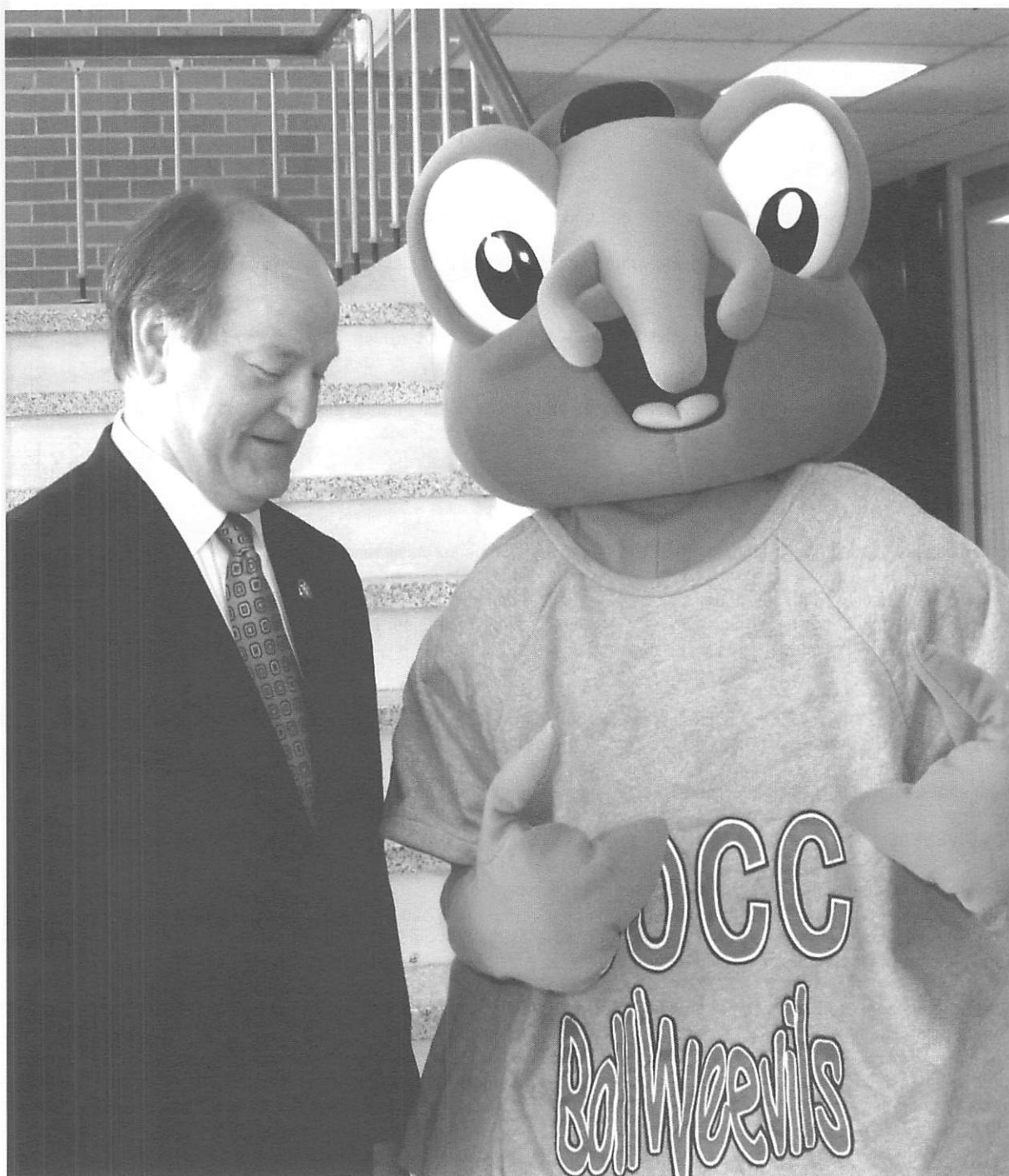
Congressman Bobby Bright meets EOCC mascot Bo Weevil.

Student Affairs

Academic Policies

I. GRADING

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

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

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

Upon verification by the Registrar of the grade in question, the student will provide written notification of the grade challenge to the appropriate instructor.

After verification of the grade by the instructor, the student may at that time contact the division chairperson. If the matter cannot be resolved at the division level, the Dean of Instruction will mediate the resolution of the disputed grade.

II. QUALITY POINTS

To evaluate the scholarship 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.

III. 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 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. [This policy may not apply to aviation programs which must follow Federal Aviation Administration (FAA) guidelines.]

IV. INCOMPLETES

An instructor may assign a student the grade of incomplete (I) when a student has been prevented from completing the final portions of a course (such as the final exam) because of extenuating circumstances (illness, death in the family, accident, etc.) Within the first five days of the next semester, the student must make arrangements to complete the missed work according to a time schedule set by the instructor. If no arrangements are made within the five-day time limit or if the missed work is not completed according to schedule by the end of the semester, the "I" will be changed to "F" in the Registrars Office. (This policy may not apply to aviation programs which must follow FAA guidelines.)

V. AUDITING

Audit students must meet the same entrance requirements as regularly enrolled students. Course prerequisites must be met. Students who audit a course must signify their intentions of doing so by completing an Intent to Audit Form available at any EOCC location. This must be

done 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. (This policy may not apply to aviation programs which must follow FAA guidelines.)

VI. DISTANCE LEARNING POLICY

A. Distance learning 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 learning may employ correspondence study, or audio, video, or computer technologies.

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

1. Diversity in Curriculum, Support Services, and Instructional Methods

2. Convenient Locations: Campuses, Sites, and the World Wide Web

3. Online Access: Services, Courses, Degrees

4. Convenient Course Schedules

5. Internet Courses

B. Most research indicates that taking online courses is similar to taking independent study courses. Students must be self-starters, be capable of working independently, and be willing to take full responsibility for their own learning.

If the student can answer "yes" to all of the questions below, the online courses might be a good choice. Any "no" answers should be "fixed" before taking any online courses.

1. Are you independent, self-motivated, and self-disciplined?

2. Can you set and stick to a schedule without supervision?

3. Do you have above average oral and written communication skills?

4. Are you good at reading and following complex written directions?

5. Are you good at independently solving complex problems?

6. Are you comfortable with computers and the Internet?

7. Do you have easy access to a computer with Internet access?

VII. DEGREES AND CERTIFICATES

A student may be granted an award other than a degree upon satisfactory completion of the specific program's requirements as specified by the College to grant the award in accordance with policies of the Alabama State Board of Education. A student must complete current program requirements for a degree/certificate if College enrollment has been interrupted for one year.

A student must:

A. Satisfactorily complete an approved program of study.

B. 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.

C. Complete at least twenty-five percent (25%) of the semester credit hours required in the program at the College, with the exception of aviation programs which must follow FAA guidelines.

D. 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.

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

F. Fulfill all financial obligations to the College.

Academic Policies

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 *2009-2010 Catalog and Student Handbook.*

The Certificate is awarded to students who satisfy the requirements of a specific one-year program outlined in this *2009-2010 Catalog and Student Handbook* and is awarded in the particular program of study.

VIII. 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 to grant the degree and according to the Alabama State Board of Education policies. **A student must complete current program requirements for a degree if college enrollment has been interrupted for one year.**

A student must:

A. Satisfactorily complete a minimum of 60-64 semester hours of credit as appropriate in an approved program of study, including prescribed general education courses.

B. 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.

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

D. 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 of the Alabama Department of Postsecondary Education and who have successfully completed a prescribed program mutually acceptable to the colleges involved are exempt from this requirement.

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

F. Fulfill all financial obligations to the College.

IX. DUAL ENROLLMENT

A. The Alabama Community College System authorized the establishment of dual enrollment/dual credit programs with local boards of education within institutions' service areas. Courses offered by postsecondary institutions shall be of postsecondary level and enrolled students must pay normal tuition as required by the 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 all of the following criteria:

 1. Meets the entrance requirements established by Alabama College System institutions,

 2. Has a "B" average in completed high school courses,

 3. Has written approval of the appropriate principal and local superintendent of education.

 4. Is in grade 10, 11, or 12, or have an exception granted by the participating 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.

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

C. 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 institution's president.

 1. 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.

 2. Ten quarter/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.

X. ATTENDANCE

Students are expected to attend all classes for which they are registered. Each faculty member distributes to students written attendance requirements, if any, for the program of study. Each student should recognize at the beginning of his/her college career that mature acceptance of academic responsibilities is a requisite for accomplishment in college work; this applies particularly in the area of class attendance. It is the STUDENT'S RESPONSIBILITY to keep up with the exact number of absences and also to check with his/her instructors regarding permission to make up the work missed.

Any class session missed, regardless of cause, reduces the academic opportunities of the student and could adversely affect the grade which the student achieves in a course. Regulations pertinent to attendance are listed below.

A. Students are expected to attend, on time, all sessions of their registered classes; therefore, any absence from class should be due to UNAVOIDABLE CIRCUMSTANCES.

B. The number of allowable absences in a course is adequate to provide the student the opportunity to take care of emergencies and/or personal business that may occur during the respective academic calendar.

C. A student officially representing the College off campus such as on a field trip will not be counted absent, unless required by an external accrediting or certifying body such as the Federal Aviation Administration, provided prior notice is given to the instructor, proper approval is granted, and any work missed is made up.

D. Instructors' class policies determine whether students will be allowed to make up class work, assignments, or tests missed during any absence other than an absence of the nature discussed in Item "C" above.

E. Instructors may implement a class tardiness policy which will be clearly stated in the class syllabus and will be applied to all students in the respective class.

F. No absence exempts a student from meeting established class policy academic requirements. Students are responsible for all class assignments, tests, or other materials missed during any absence.

Students receiving financial aid should be familiar with the portion of the *College Catalog & Student Handbook* entitled, "Financial Aid: Required Standards of Satisfactory Academic Progress." Students enrolled in aviation programs must meet attendance requirements as dictated by the Federal Aviation Administration.

XI. ATTENDANCE VERIFICATION

Each instructor is required to verify attendance for all students who are enrolled in their classes. Students who have never attended the classes for which they are enrolled will be reported to the Registrar and administratively withdrawn. Attendance verification is completed at the end of the drop/add period each term. Attendance verification is required before the disbursement of Pell Grant funds and student loans.

XII. EXCUSED ABSENCES

Absences incurred due to College-sponsored events or activities or caused by appropriate circumstances (example jury duty) may be excused by memorandum or e-mail 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. There are no excused absences in the aviation programs in accordance with FAA requirements.

XIII. STANDARDS OF ACADEMIC PROGRESS

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

A. 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.

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

C. 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. See this *2009-2010 College Catalog and Student Handbook* for the Standards of Academic Progress policies for financial aid recipients.

XIV. STANDARDS OF PROGRESS POLICY

Required GPA levels for students according to number of hours attempted at the institution:

Academic Policies

A. Students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 Cumulative Grade Point Average.

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

C. Students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 Cumulative Grade Point Average.

XV. 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.

XVI. 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."

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 "SUSPENDED—ONE SEMESTER/READMITTED UPON APPEAL."

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 a 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.

XVII. 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.

XVIII. DEFINITION OF TERMS

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 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.

XIX. THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

A. 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, which include the following:

1. Students have 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 a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements 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 or she shall advise the student of the correct official to whom the request should be addressed.

2. Students have the right to request amendments of their education records that they believe are inaccurate or misleading. A student should write the College official responsible for the record, clearly identify the part of the record he or she wants changed, and specify why the record is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the College will notify him or her 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. Students have 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, 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 a review of an education record fulfills his or her professional responsibility.

4. Students have 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.

B. 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.

C. Directory Information

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

1. Name

2. Address

3. Telephone number

4. Dates of attendance

5. Major fields of study

6. Degrees and awards earned

7. Participation in officially recognized activities and sports

8. Weight and height of members of the 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 Student Affairs or the Registrar during the first three weeks of the respective semester or academic year.

D. 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:

1. College officials with a legitimate educational interest in this information

2. Subpoena/court orders for student records

E. Questions About Student Records

Students who have questions regarding their official records should address them to the Registrar, located at the Enterprise Campus, Lurleen B. Wallace Hall, Room 100, telephone (334) 347-2623, ext. 2233.

XX. 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 (5) days of the next semester. Aviation programs must follow FAA requirements.

XXI. 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 appropriate records office at the location attending. The student's transcript will not reflect courses dropped during the Drop and Add period.

XXII. WITHDRAWAL FROM A COURSE/COMPLETE WITHDRAWAL FROM THE COLLEGE

A. Withdrawal from a Course

A student who wishes to withdraw from a course after the College's official drop and add period and prior to the official start of final exams may do so by completing a course withdrawal form in the Office of the Registrar. Students who withdraw before the beginning of the twelfth week of the fall or spring semesters or seventh week of the summer term will receive a grade of "W" for any course withdrawn. Students who withdraw from class by the end of the sixth week of fall or spring mini-terms, or the fourth week of summer mini-terms will receive a grade of "W" for any course withdrawn. After these times, the faculty member will assign a grade of "WP" if the student is doing satisfactory work at the time of withdrawal or "WF" for unsatisfactory work at the time of withdrawal.

Students must return the **signed withdrawal form** to the Office of the Registrar in order to complete the withdrawal process.

B. Complete Withdrawal from the College

A student may withdraw from all courses at EOCC. This is referred to as a Complete Withdrawal. A student may completely withdraw from all courses after the drop and add period and no later than the official start of final exams. Complete withdrawals must be initiated by the student in the Guidance Services Office or in the Extended Programs Director's office at the Enterprise Campus, or at the Fort Rucker Site office, the Aviation Campus at Ozark Guidance Services office, the Aviation Center at Mobile Guidance Services office, or the directors' offices at the Aviation Training Facilities at Albertville and Andalusia. A complete withdrawal will not become final until the student has been cleared through the Learning Resources Center, Business Office, and/or Financial Aid Office at the location attending. The withdrawal form will then be submitted to the Registrar completing the process.

A grade of "W" will be given for any course withdrawn before the beginning of the 12th week of the fall and spring semesters or the seventh week of the summer term. A grade of "W" will be given for any course withdrawn by the end of the sixth week of fall or spring

mini-terms, or the fourth week of summer mini-terms. After these times, the course instructor will assign a grade of "WP" for satisfactory work at the time of withdrawal or "WF" for unsatisfactory work at the time of withdrawal.

The student's transcript will indicate "complete withdrawal" in addition to the withdrawal passing (WP) or withdrawal failing (WF) as appropriate for all courses. Students who discontinue attendance in courses without officially withdrawing will receive an "F" for those courses. Students receiving financial assistance may be required to reimburse the College and the U.S. Government if they completely withdraw prior to the completion of 60% of the academic term. Consult the section on Satisfactory Academic Progress standards for financial aid recipients in this *Catalog and Student Handbook* for additional information.

XXIII. ACADEMIC BANKRUPTCY

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

A. 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 18 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.

B. 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 one-three semesters provided the student has taken a minimum of 18 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.

NOTE: Aviation programs must follow Federal Aviation Administration (FAA) requirements. 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.

XXIV. 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 hours will constitute a student overload. A student course overload must be approved by the President or the Dean of Instruction at the Enterprise Campus, the Dean of Technical Education at the Aviation Campus at Ozark, the Director of Skills Training/Special Projects at the Fort Rucker Site, the Director of the Aviation Center at Mobile, or the Directors of the Aviation Training Facilities at Albertville and Andalusia. Aviation programs must follow FAA requirements.

XXV. HONORS AND RECOGNITIONS

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

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

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

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

B. **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.

C. **Dean's List.** A Dean's List shall be compiled at the end of each semester. The Dean's List certificate must be requested in the Dean of Instruction's office, Enterprise Campus. Requirements for the Dean's List shall be a semester grade point average of 3.5 or above but below 4.0 and completion of a minimum semester course load of 12 semester 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.

D. **President's List.** A President's List shall be compiled at the end of each semester. President's List certificate must be requested in the President's office, Enterprise Campus. Requirements for the President's List shall be a semester grade point of 4.0 and 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.

E. **Dean's Academic Honor Roll.** Any student who has earned 36 or more semester hours with a cumulative 4.00 GPA will be placed on the Dean's Academic Honor Roll.

F. **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.*

G. **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 and interested individuals or businesses are given the opportunity to present scholarships. The assembly is held during spring semester each year.

Recognized at the assembly will be students who have completed 36 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.

XXVI. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Enterprise-Ozark Community College will accept credits earned on the CLEP tests toward the associate degree for not more than 25 percent of the total credit required for the degree. A minimum score in the 50th percentile in the areas examined is required for award of credit. Credit awarded through nontraditional means is not applicable toward the minimum of 25 percent of semester credit hours that must be completed at the College. For further information, contact Guidance Services on the Enterprise Campus. Enterprise-Ozark Community College is not a CLEP testing center.

XXVII. ADVANCED PLACEMENT CREDIT (AP)

Entering freshmen with superior preparation and participation in the College Board's Advanced Placement Program in high school may be awarded advanced credit depending on their AP examination scores. Enterprise-Ozark Community College will review AP scores of "3," "4," and "5." For further information, contact the location where you plan to attend classes.

XXVIII. 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.

XXIX. SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS

A. **Fort Rucker Site.**

Enterprise-Ozark Community College offers college credit courses and non-credit short courses at Fort Rucker. EOCC provides fully accredited Associate Degree programs for servicemembers and their families at low in-state tuition rates. The Fort Rucker Site is also available to civilian students. A counselor is available for any assistance students may need in their educational endeavors.

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.

All classes needed for students to complete an Associates Degree are available on the Fort Rucker Site.

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.

B. Servicemembers Opportunity College Associate Degree (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 family members 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 at (334) 598-3438 or the Registrar's Office at the Enterprise Campus, (334) 347-2623, ext. 2233.

C. 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.*

D. Military Experience Credit.

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

XXV. 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 section titled "Course Descriptions" of this *Catalog and Student Handbook.*

The non-credit 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. 4221.

XXVI. 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 times convenient to adults in the community. Approximately 2,000 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. For additional information call (334) 598-3438.

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. The College invites the continued suggestions and recommendations from interested citizens throughout the Wiregrass area.

A. 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.

B. 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 on the Enterprise Campus. 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.

XXVII. 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 opportunities for learners (16 years of age and older) to earn their GED and improve skills in reading, writing, mathematics, and communication. The Adult Education programs also provide English as a Second Language to non-English speaking individuals to improve their writing, reading, and listening skills. 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. For additional information, call 347-2623, ext. 2218.

Academic Policies

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A. **EOCC's Enterprise Campus is a GED Testing Center.**

Testing days are held on selected Tuesdays throughout the year. Preregistration is required because of limited space. For additional information, call 347-2623, ext. 2272/2325.

B. **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.

XXVIII. **ACADEMIC COMPETITIONS**

A. **Math Tournament.**

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

B. **Scholars' Bowl.**

The Division of History and Social Sciences and the Tau Mu Chapter of Phi Theta Kappa sponsor an annual Scholars' Bowl for high school teams in the College's service area. Trophies are awarded for the first place team and the first place individual.

Every Christmas, accounting instructor Cornelius Burrows' classes donate to Toys for Tots.

Programs of Study

REQUIREMENTS FOR THE ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

Area I: **Written Composition** .... **6 credit hours**

(ENG 101 and ENG 102)

Area II: **Humanities, Fine Arts, and Speech** .... **12 credit hours**

    A. Must complete 3 semester hours in Literature**

    B. Must complete 3 semester hours in Speech

    C. Must complete 3 hours in the Arts

Remaining hours must be selected from Speech, Humanities, and/or Arts disciplines including but not limited to: Area/ Ethnic Studies, Ethics, Art and Art History, Foreign Languages, Humanities, Literature, Music and Music History, Philosophy, Religious Studies, Speech, Theater and Dance.

Area III: **Natural Science and Mathematics** .... **11 credit hours**

    A. Must complete 3 semester hours in Mathematics selected from Precalculus Algebra (MTH 112) or Finite Math (MTH 110) level or higher

    B. 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**

    A. Must complete 3 semester hours in History**

    B. 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 Requirement (CORE)* .... *41 credit hours*

Area V: **Pre-Professional, Pre-Major, and Elective Courses** .... **19-23 credit hours**

    A. Must complete 1 semester hour of Orientation (ORI 100)

    B. 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 degree, institutions in The Alabama Community 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 the program of study.*

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Associate in Applied Science Degree (A.A.S.) is awarded to students who satisfy the requirements of a specific career education two-year program as outlined in this *Catalog and Student Handbook*. 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 of 58-67 hours of specified studies. Orientation is required for all first semester entering freshmen. All A.A.S. degrees must have a declared major.

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

Minimum Requirements:

Area I: **Written Composition** .... **3-6 credit hours**

*Must complete ENG 101

Remaining semester hours may be selected from either ENG 102 or Technical Writing

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

*Must complete 3 semester hours in Speech

*Must complete one course in Humanities or Fine Arts

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

Requirements Prescribe: Minimum of 9 hours in Area I and Area II.

Area III: **Natural Science, Mathematics, and Computer Science** .... **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: Minimum of 3 hours in Mathematics is required. One Computer Science (Data Processing) course (two 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 Community College System Course Directory* may be selected.

Students enrolled as majors in health-related disciplines for which the A.A.S. degree is awarded must take BIO 103 as the prerequisite for BIO 201, BIO 202, and BIO 220 or pass the validated systemwide biology placement examination.

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 A.A.S. represents the Terminal Award are not required to complete the 6 semester hour sequence in Area IV.

Areas I-IV: *Minimum General Education Requirements* .... *18-29 credit hours*

Area V: **Maximum General Education Core, Technical Concentration and Electives** .... **47-58 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 A.A.S. 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 the following programs are not designed for transfer, many institutions may accept some of the credits earned in a career program.

Airframe Technology	Computer Graphics
Avionics Technology	Criminal Justice
Business Administration	Emergency Medical Services
Concentrations:	General Aviation Technology
Accounting	Office Administration
Finance Administration*	Concentrations:
Management and Supervision	Computer Applications
Retail, Sales and Marketing	Health Information Technology
Computer and Information Science	Legal Assistant/Paralegal
Computer Programming	Paramedic
Computer Maintenance and Technology	Powerplant Technology
Child Development	

*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 do not register, then the course will not be offered, thus making it difficult to complete one of these programs in the normal amount of time.

AVIATION

Associate in Applied Science Degree in Airframe Technology—Aviation Campus at Ozark and Aviation Center at Mobile (68 credit 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, Fine Arts, and Speech** 6

    SPH 106 Fundamentals of Oral Communication **OR** SPH 107 Fundamentals of Public Speaking 3
    Humanities/Fine Arts Elective 3

Area III: **Natural Science, Mathematics, and Computer Science** 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

Programs of Study

AMT 101 Basic Electricity 5
AMT 102 Materials & Processes 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—Aviation Campus at Ozark and Aviation Center at Mobile (59 semester hours)

Hours Required

Area I:	Written Composition 3
	ENG 101 English Composition I 3
Area II:	Humanities, Fine Arts, and Speech 3
	SPH 106 Fundamentals of Oral Communication 3
Area III:	Natural Science, Mathematics, and Computer Science 6
	MTH 116 Mathematical Applications 3
	CIS 146 Microcomputer Applications 3
Area IV:	History, Social, and Behavioral Sciences 0
	No courses required
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
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

Aircraft Structures Short-term Certificate—Aviation Campus at Ozark, Aviation Center at Mobile, Andalusia Training Facility, and Albertville Training Facility (25 semester hours)

Hours Required

Technical Concentration 25

AMT 100 Technical Preparation 5
AMT 101 Basic Electricity 5
AMT 102 Materials & Processes 5
AMT 110 Non-metallic Structures & Welding 5
AMT 111 Aircraft Sheetmetal Structures 5

Associate in Applied Science Degree in Avionics Technology—Aviation Campus at Ozark and Aviation Center at Mobile (77 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 technical 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 (ISCET) of the College staff administers the Federal Communications Commission (FCC) general radio/telephone licenses examination and the ship radar endorsement as well as the ISCET examination for the associate level and all journeyman certificates.

Hours Required

Area I: **Written Composition** **3**

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** **6**

SPH 106 Fundamentals of Oral Communication **OR** SPH 107 Fundamentals of Public Speaking 3
Humanities/Fine Arts Elective 3

Area III: **Natural Science, Mathematics, and Computer Science** **6**

MTH 116 Mathematical Applications 3
CIS 146 Microcomputer Applications 3

Area IV: **History, Social, and Behavioral Sciences** **3**

Social Science Elective 3

Area V: **Technical Concentration and Electives** **59**

ORI 100 Orientation 1
AVT 100 Foundations of Aviation Electronics 3
AVT 102 Aviation Soldering 2
AVT 111 Aviation Electronics Theory 5
AVT 112 Aviation Electronics Laboratory I 5
AVT 121 Principles of Solid State 5
AVT 131 Digital Concepts 4
AVT 141 Introduction to Avionics 2
AVT 142 Electronic Communications 4
AVT 148 Microprocessors & Interfacing 4
AVT 211 Pulse & Radar Circuits 4
AVT 212 Aircraft Installation & Soldering 4
AVT 213 Aviation Communications 4
AVT 214 Navigation/ILS 4
AVT 215 DME/Transponder 4
AVT 216 Autopilot/Aircraft Systems 4

Optional (Not Required): *Cannot be substituted for another class in Area V: Technical Concentration.*

AVM 140 FCC Rules and Regulations 2
AVM 145 Certified Electronics Technician 2

Avionics Technology Certificate—Aviation Campus at Ozark and Aviation Center at Mobile (71 semester hours)

Hours Required

Area I: **Written Composition** **3**

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** **3**

SPH 106 Fundamentals of Oral Communication 3

Area III: **Natural Science, Mathematics, and Computer Science** **6**

MTH 116 Mathematical Applications 3
CIS 146 Microcoputer Applications 3

| Area IV: | History, Social, and Behavioral Sciences | 0 |

No courses required.

| Area V: | Technical Concentration and Electives | 59 |

ORI 100 Orientation	1
AVT 100 Foundations of Aviation Electronics	3
AVT 102 Aviation Soldering	2
AVT 111 Aviation Electronics Theory	5
AVT 112 Aviation Electronics Laboratory I	5
AVT 121 Principles of Solid State	5
AVT 131 Digital Concepts	4
AVT 141 Introduction to Avionics	2
AVT 142 Electronic Communications	4
AVT 148 Microprocessors & Interfacing	4
AVT 211 Pulse & Radar Circuits	4
AVT 212 Aircraft Installation & Soldering	4
AVT 213 Aviation Communications	4
AVT 214 Navigation/LS	4
AVT 215 DME/Transponder	4
AVT 216 Autopilot/Aircraft Systems	4

Optional (Not Required): *Cannot be substituted for another class in Area V: Technical Concentration*

| AVM 140 FCC Rules and Regulations | 2 |
| AVM 146 Certified Electronics Technicial | 2 |

General Aviation Technology Short-term Certificate—Aviation Campus at Ozark and Aviation Center at Mobile (10 semester hours)

This short-term 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 general subjects, 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 courses.

Hours Required

GAT 100 Aviation General Subjects	2
GAT 110 Aviation Structures	2
GAT 111 Aviation Systems	2
GAT 120 Powerplant Theory	2
GAT 121 Powerplant Systems	2

Associate in Applied Science Degree in Powerplant Technology—Aviation Campus at Ozark and Aviation Center at Mobile (68 credit hours)

The Powerplant 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 aviation maintenance 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.

Powerplant Technology 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 systems to develop manipulative skills and technical competencies. Students must purchase their own tools. Related academic course work provides students with 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.

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

Area II:	**Humanities, Fine Arts, and Speech** 6
	SPH 106 Fundamentals of Oral Communication **OR** SPH 107 Fundamentals of Public Speaking 3
	Humanities/Fine Arts Elective 3

Area III:	**Natural Science, Mathematics, and Computer Science** 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 & 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 Certificate—Aviation Campus at Ozark and Aviation Center at Mobile (59 semester hours)

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

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

Area III:	**Natural Science, Mathematics, and Computer Science** 6
	MTH 116 Mathematical Applications 3
	CIS 146 Microcomputer Applications 3

Area IV:	**History, Social, and Behavioral Sciences** 0
	No courses required

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

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 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 Composition** 3
	ENG 101 English Composition I 3
Area II:	**Humanities, Fine Arts, and Speech** 6
	SPH 106 Fundamentals of Oral Communication 3
	Humanities Elective **OR** ENG 102 English Composition II 3
Area III:	**Natural Science, Mathematics, and Computer Science** 9
	CIS 146 Microcomputer Applications 3
	CIS 196 Commercial Software Applications (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 Management Workshop 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 I 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

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
BUS 190	Management Workshop	1
OAD 131	Business English	3
BUS 150	Business Math	3
BUS 241	Principles of Accounting I	3
OAD 101	Beginning Keyboarding	3
CIS 146	Microcomputer Applications	3
	Total	**17**

Spring Year I

ENG 101	English Composition I	3
BUS 146	Personal Finance	3
BUS 242	Principles of Accounting II	3
ACC 149	Intro to Accounting Spreadshts	3
ECO 231	Principles of Macroeconomics	3
	Total	**15**

Fall Year II

BUS 248	Managerial Accounting	3
ENG 102 OR	Humanities	3
ECO 232	Principles of Microeconomics II	3
MTH 116	Mathematical Applications	3
OAD 243	Spreadsheet Applications	3
BUS 263	Legal & Social Environ of Bus	3
	Total	**18**

Spring Year II

CIS 196	Software Applications	1
CIS 196	Software Applications	1
CIS 196	Software Applications	1
BUS 189	Human Relationships	1
BUS 296	Business Internship	3
ACC 140	Payroll Accounting	2
ACC 129	Individual Income Taxes	3
SPH 106	Fundamentals of Speech	3
	Total	**15**

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

Hours Required

Area I: **Written Composition** 3

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 6

SPH 106 Fundamentals of Oral Communication 3
Humanities Elective **OR** ENG 102 English Composition II 3

Area III: **Natural Science, Mathematics, and Computer Science** 9

CIS 146 Microcomputer Applications 3
CIS 196 Software Applications (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 186 Elements of Supervision 3
BUS 189 Human Relationships 1
BUS 190 Management Workshop 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 I 3
OAD 101 Beginning Keyboarding **OR** OAD 102 Keyboarding Skillbuilding 3
OAD 131 Business English 3
ECO 232 Principles of Microeconomics 3

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
OAD 131	Business English	3
BUS 150	Business Math	3
BUS 275	Principles of Management	3
OAD 101	Beginning Keyboarding	3
CIS 146	Microcomputer Applications	3
BUS 190	Management Workshop	1
	Total	**17**

Spring Year I

ENG 101	English Composition I	3
BUS 241	Principles of Accounting I	3
BUS 276	Human Resource Management	3
CIS 196	Software Applications	1
BUS 186	Elements of Supervision	3
BUS 146	Personal Finance	3
BUS 189	Human Relationships	1
	Total	**17**

Fall Year II

CIS 196	Software Applications	1
BUS 279	Small Business Management	3
ECO 231	Principles of Macroeconomics	3
ENG 102 **OR** Humanities		3
BUS 215	Business Communications	3
BUS 263	Legal & Social Environ of Bus	3
	Total	**16**

Spring Year II

CIS 196	Software Applications	1
MTH 116	Mathematical Applications	3
ECO 232	Principles of Microeconomics	3
BUS 191	Management Workshop	1
BUS 192	Management Workshop	1
BUS 296	Business Internship I	3
SPH 106	Fundamentals of Speech	3
	Total	**15**

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 I 3

Area II: **Humanities, Fine Arts, and Speech** 6

SPH 106 Fundamentals of Oral Communication 3
Humanities Elective **OR** ENG 102 English Composition II 3

Area III: **Natural Science, Mathematics, and Computer Science** 9

CIS 146 Microcomputer Applications 3
CIS 196 Software Applications (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	Principles 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

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
BUS 176	Promotional Strategies	3
BUS 150	Business Math	3
CIS 146	Microcomputer Applications	3
OAD 131	Business English	3
OAD 101	Introductory Keyboarding	3
	Total	**16**

Spring Year I

ENG 101	English Composition I	3
BUS 241	Principles of Accounting I	3
BUS 175	Retailing	3
CIS 196	Software Applications	1
BUS 285	Principles of Marketing	3
BUS 146	Personal Finance	3
BUS 189	Human Relationships	1
	Total	**17**

Fall Year II

CIS 196	Software Applications	1
BUS 215	Business Communications	3
BUS 275	Principles of Management	3
ECO 231	Principles of Macroeconomics	3
ENG 102 OR	Humanities	3
BUS 263	Legal & Social Environ of Bus	3
	Total	**16**

Spring Year II

CIS 196	Software Applications	1
BUS 177	Salesmanship	3
BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
MTH 116	Mathematical Applications	3
SPH 106	Fundamentals of Speech	3
	Total	**16**

Business Administration Certificate (40 semester hours   Hours Required

Area I: **Written Composition** 3

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 3

SPH 106 Fundamentals of Oral Communication 3

Area III: **Natural Science, Mathematics, and Computer Science** 6

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** 25

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 Principles of Microeconomics I 3

OFFICE ADMINISTRATION

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: Computer Applications, Legal Assistant/Paralegal, and Health and Information Technology.

Programs of Study

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 I	3
Area II:	**Humanities, Fine Arts, and Speech**	6
	SPH 106 Fundamentals of Oral Communication	3
	Humanities Elective **OR** ENG 102 English Composition II	3
Area III:	**Natural Science, Mathematics, and Computer Science**	9
	CIS 115 Presentation Graphics Software Applications	3
	CIS 196 Software Applications (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 Communications	3
	BUS 241 Principles of Accounting I	3
	OAD 101 Introductory Keyboarding	3
	OAD 103 Intermediate Keyboarding	3
	OAD 104 Advanced Keyboarding	3
	OAD 125 Word Processing	3
	OAD 126 Advanced Word Processing	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	3
	OAD 243 Spreadsheet Applications	3
	OAD 244 Database Concepts	3
	OAD 247 Advanced Spreadsheet Applications	3

Suggested Sequence of Courses

<u>Fall Year I</u>

ORI 101	Orientation	1
OAD 101	Introductory Keyboarding	3
OAD 131	Business English	3
MTH 116	Mathematical Applications	3
CIS 196	Software Applications	1
CIS 196	Software Applications	1
CIS 196	Software Applications	1
CIS 115	Presentation Graphics	3
	Total	**16**

<u>Spring Year I</u>

ENG 101	English Composition I	3
OAD 103	Intermediate Keyboarding	3
OAD 125	Word Processing	3
OAD 138	Records/Info. Management	3
PSY 200	General Psychology	3
	Total	**15**

<u>Fall Year II</u>

BUS 215	Business Communications	3
SPH 106	Fundamentals of Speech	3
OAD 104	Advanced Keyboarding	3
OAD 126	Advanced Word Processing	3
OAD 134	Career and Professional Dev.	3
OAD 243	Spreadsheet Applications	3
	Total	**18**

<u>Spring Year II</u>

ENG 102 **OR**	Humanities	3
OAD 244	Database Concepts	3
BUS 241	Principles of Accounting I	3
OAD 218	Office Procedures	3
OAD 242	Office Internship	3
OAD 247	Special Proj. (Adv. Sprdsht. App.) ...	3
	Total	**18**

Office Administration Certificate (43 semester hours)

<div align="right">

Hours Required

</div>

Area I: **Written Composition** **3**

         ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** **3**

         SPH 106 Fundamentals of Oral Communication 3

Area III: **Natural Science, Mathematics, and Computer Science** **6**

         CIS 196 Software Applications (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** **28**

         ORI 100 Orientation 1
         BUS 241 Principles of Accounting I 3
         OAD 101 Beginning Keyboarding 3
         OAD 103 Intermediate 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 (Non-transfer) Health Information Technology Concentration (66 semester hours)

<div align="right">

Hours Required

</div>

Area I: **Written Composition** **3**

         ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** **6**

         SPH 106 Fundamentals of Oral Communication 3
         Humanities Elective **OR** ENG 102 English Composition II 3

Area III: **Natural Science, Mathematics, and Computer Science** **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** **43**

         ORI 100 Orientation 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 221 HIT Computer Applications 2
         HIT 230 Medical Coding Systems I 3
         HIT 231 Medical Coding Systems Lab 1
         HIT 232 Medical Coding Systems II 3
         HIT 255 Principles of Supervision 3

OAD 101 Beginning Keyboarding 3
OAD 103 Intermediate Keyboarding 3
OAD 131 Business English 3
OAD 134 Career and Professional Development 3
OAD 211 Medical Terminology 3
OAD 212 Medical Transcription 3
OAD 242 Office Internship **OR** HIT 260 Professional Practice Experience 3

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
BIO 103	Biology	4
HIT 151	Health Data Content & Structure	3
OAD 101	Beginning Keyboarding	3
OAD 131	Business English	3
OAD 211	Medical Terminology	3
	Total	**17**

Spring Year I

HIT 134	Legal and Ethical Issues	3
HIT 221	Computer Applications	2
HIT 130	HIT Classificatin & Reimbrs.	3
OAD 103	Intermediate Keyboarding	3
OAD 134	Career & Professional Dev.	3
	Total	**14**

Fall Year II

ENG 101	English Composition	3
SPH 106	Fundamentals of Speech	3
BIO 201	Anatomy & Physiology I	4
MTH 116	Mathematical Applications	3
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems Lab	1
	Total	**17**

Spring Year II

ENG 102 **OR** Humanities		3
PSY 200	General Psychology	3
HIT 232	Medical Coding Systems II	3
HIT 255	Principles of Supervision	3
OAD 212	Medical Transcription	3
OAD 242	Office Internship	3
	Total	**18**

Health Information Technology Certificate (26 semester hours)

Hours Required

HIT 134 HIT Legal and Ethical Issues 3
HIT 151 Health Data Content and Structure 3
HIT 130 HIT Classfication and Reimbursement 3
HIT 221 HIT Computer Applications 2
HIT 230 Medical Coding Systems I 3
HIT 232 Medical Coding Systems II 3
HIT 255 Principles of Supervision in HIT 3
HIT 260 Prof. Practice Experience **OR** OAD 242 Office Internship 3
OAD 211 Medical Terminology 3

Associate in Applied Science Degree (Non-transfer) Legal Assistant/Paralegal Concentration (67 semester hours)

Hours Required

Area I: **Written Composition** 3

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 6

SPH 106 Fundamentals of Oral Communication 3
Humanities Elective **OR** ENG 102 English Composition II 3

Area III: **Natural Science, Mathematics, and Computer Science** 9

CIS 146 Microcomputer Applications 3
CIS 196 Software Applications (1 hour each) 3
MTH 116 Mathematical Applications 3

Area IV: **History, Social, and Behavioral Sciences** 3

PSY 200 General Psychology **OR** SOC 200 Sociology 3

Area V: **Technical Concentration and Electives** 46

ORI 100 Orientation 1
PRL 101 Introduction to Paralegal Study 3
PRL 102 Basic Legal Research and Writing 3
PRL 150 Commercial Law **OR** BUS263 Legal and Social Environment of Business 3
PRL 160 Criminal Law and Procedure **OR** CRJ140 Criminal Law and Procedure 3
PRL 230 Domestic Law 3
PRL 240 Wills, Estates, and Trusts 3
PRL 262 Civil Laws and Procedures 3
OAD 101 Beginning Keyboarding 3
OAD 103 Intermediate Keyboarding 3
OAD 125 Word Processing 3
OAD 131 Business English 3
OAD 138 Records/Information Management 3
OAD 218 Office Procedures 3
BUS 241 Principles of Accounting I 3
OAD 242 Office Internship 3

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
CIS 196	Software Applications	3
PRL 101	Introduction to Paralegal Study	3
PRL 102	Basic Legal Research & Writing	3
OAD 101	Beginning Keyboarding	3
OAD 131	Business English	3
	Total	**16**

Spring Year I

ENG 101	English Composition I	3
PSY 200	General Psychology	3
OAD 103	Intermediate Keyboarding	3
PRL 150	Commercial Law	3
OAD 125	Word Processing	3
OAD 138	Records Management	3
	Total	**18**

Fall Year II

MTH 116	Mathematical Applications	3
PRL 262	Civil Laws and Procedure	3
PRL 160	Criminal Law and Procedure	3
SPH 106	Fundamentals of Speech	3
CIS 146	Microcomputer Applications	3
ENG 102 **OR** Humanities		3
	Total	**18**

Spring Year II

BUS 241	Principles of Accounting I	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
OAD 218	Office Procedures	3
OAD 242	Office Internships	3
	Total	**15**

Paralegal Certificate (25 semester hours)   Hours Required

ORI 100 Orientation 1
PRL 101 Introduction to Paralegal Study 3
PRL 102 Basic Legal Research and Writing 3
PRL 150 Commercial Law **OR** BUS 263 Legal and Social Environment of Business 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 **OR** OAD 242 Office Internship 3

COMPUTER AND INFORMATION SCIENCE

The Computer and Information Science curriculum is designed for students interested in employment as computer operators, computer programmers, systems analysts, or related jobs 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 four certificates are awarded in Computer and Information Science.

Associate in Applied Science Degree in Computer & Information Science—Option I (66 semester hours)   Hours Required

Area I: **Written Composition** 3

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 6

       SPH 106 Fundamentals of Oral Communication 3
       Humanities Elective **OR** ENG 102 English Composition II   **OR** ENG 130 Technical Report Writing 3

Area III: **Natural Science, Mathematics, and Computer Science** 10

       Select any Science course 4
       CIS 150   Introduction to Computer Logic and Programming 3
       MTH 110 Finite Mathematics or higher 3

Area IV: **History, Social, and Behavioral Sciences** 3

       ECO 231 Principles of Macroeconomics OR ECO 232   Principles of Microeconomics 3

Area V: **Technical Concentration and Electives** 44

       ORI 100   Orientation 1
       CIS 146   Microcomputer Applications 3
       CIS 147   Advanced Microcomputer Applications **OR** CIS 196 Software Applications 3
       CIS 161   Introduction to Networking Communications 3
       CIS 165   Network Lab 1
       CIS 189   Co-op for CIS 3
       CIS 207   Introduction to Web Development 3
       CIS 212   Visual Basic 3
       CIS 213   Advanced Visual Basic **OR** CIS 252 Advanced C Programming
              OR CIS 256 Advanced JAVA Programming 3
       CIS 251   C++ Programming 3
       CIS 255   JAVA Programming 3
       CIS 268   Software Support 3
       CIS 269   Hardware Support 3
       CIS 293A Networking Software Lab 1
       CIS 293B Networking Hardware Lab 1
       BUS 190 Management Seminar 1
       BUS 241 Principles of Accounting I 3
       BUS 271 Business Statistics I 3

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
	Natural Science Course	4
CIS 150	Intro to Comp Logic	3
CIS 146	Computer Applications	3
BUS 241	Principles of Accounting I	3
ECO 231 **OR** ECO 232		3
	Total	**17**

Spring Year I

ENG 101	English Composition I	3
CIS 147	Advanced Microcomputer Apps	
	OR CIS 196 Computer Applications	3
CIS 251	C++ Programming	3
CIS 268	Software Support	3
CIS 293A	Software Support Lab	3
CIS 207	Intro. to Web Development	3
	Total	**18**

Fall Year II

MTH 110 **OR** Higher		3
ENG 102 **OR** Humanities		3
CIS 161	Intro. to Network Comm.	3
CIS 212	Visual Basic	3
CIS 165	Network Lab	1
CIS 255	JAVA Programing	3
	Total	**16**

Spring Year II

BUS 190	Management Seminar	1
SPH 106	Fundamentals of Speech	3
CIS 189	Co-op Internship	3
CIS 269	Hardware Support	3
CIS 293B	Hardware Support Lab	1
CIS 256 **OR** CIS 213 OR CIS 252		3
BUS 271	Business Statistics	3
	Total	**17**

Associate in Applied Science Degree (Non-transfer) Computer Maintenance Technology Concentration—Option II (66 semester hours)

Hours Required

Area I: **Written Composition** 3

    ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 6

    SPH 106 Fundamentals of Oral Communication 3
    Humanities Elective **OR** ENG 102 English Composition II **OR** ENG 130 Technical Report Writing 3

Area III: **Natural Science, Mathematics, and Computer Science** 10

    Select any Science course 4
    CIS 150 Introduction to Computer Logic and Programming 3
    MTH 110 Finite Mathematics or higher 3

Area IV: **History, Social, and Behavioral Sciences** 3

    ECO 231 Principles of Macroeconomics **OR** EOC 232 Principles of Microeconomics

Area V: **Technical Concentration and Electives** 44

ORI 100	Orientation	1
CIS 146	Microcomputer Applications	3
CIS 161	Introduction to Networking Communications	3
CIS 165	Network Lab	1
CIS 189	Co-op Internship	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 278	Directory Services Administration	3
CIS 280	Network Security	3
CIS 282	Computer Forensics	3
CIS 293A	Networking Software Lab	1
CIS 293B	Networking Hardware Lab	1
CIS 293C	Server Administration Lab	1
CIS 293D	Network Security Lab	1
CPT 221	Network Service and Support	3
CPT 224	Network Install, Configure, & Build Intranets	3
CPT 232	Network Design & Implementation	3

Suggested Sequence of Courses

Fall Year I

ORI 101	Orientation	1
MTH 110 **OR** MTH 112		3
CIS 150	Intro to Comp Logic	3
CIS 161	Intro to Networking Comm	3
CIS 165	Network Lab	1
CIS 269	Hardware Support	3
CIS 293B	Hardware Support Lab	1
ENG 101	English Composition	3
	Total	**18**

Spring Year I

ENG 102 **OR** Humanities		3
CIS 146	Microcomputer Applications	3
CIS 268	Software Support	3
CIS 275	Workstation Administration	3
CIS 293A	Software Support Lab	1
Select any Science Course		4
	Total	**17**

Fall Year II

CIS 276	Server Administration	3
CIS 293C	Server Administration Lab	1
CIS 282	Computer Forensics	3
CPT 221	Network Service and Support	3
SPH 106	Fundamentals of Oral Comm	3
ECO 231 **OR** EOC 232		3
	Total	**16**

Spring Year II

CIS 189	Co-op Internship	3
CIS 278	Directory Services Adm	3
CIS 280	Network Security	3
CPT 224	Network, Install, Conf	3
CPT 232	Network Design & Implement	3
	Total	**15**

Microcomputer Technology Certificate (38 credit Hours)   Hours Required

Area I: **Written Composition** 3

         ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 3

         SPH 106 Fundamentals of Oral Communication 3

Area III: **Natural Science, Mathematics, and Computer Science** 6

         CIS 150 Introduction to Computer Logic and Programming 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** 23

         ORI 100 Orientation 1
         CIS 146 Microcomputer Applications 3
         CIS 147 Advanced Microcomputer Applications **OR** CIS 196 Software Applications (1 hour each) 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 268 Software Support... 3
         CIS 293A Networking Software Lab... 1

Computer Programming Certificate (37 credit hours)   Hours Required

Area I: **Written Composition** 3

         ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 3

         SPH 106 Fundamentals of Oral Communication 3

Area III: **Natural Science, Mathematics, and Computer Science** 6

         CIS 150 Introduction to Computer Logic & Programming 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 207 Introduction to Web Development 3
         CIS 212 Visual Basic Programming... 3
         CIS 213 Advanced Visual Basic **OR** CIS 252 Advanced C++ Programming
             OR CIS 256 Advanced JAVA Programming 3
         CIS 251 C++ Programming.. 3
         CIS 255 JAVA Programming 3

Computer Maintenance Technology Certificate (26 credit hours)   Hours Required

         ORI 100 Orientation 1
         CIS 161 Introduction to Networking Communications 3
         CIS 165 Network Lab... 1
         CIS 189 Co-op for CIS 3

CIS 191	Introduction to Computers **OR** CIS 150 Introduction to Computer Logic and Programming	3
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CIS 293A	Networking Software Lab	1
CIS 293B	Networking Hardware Lab	1
CIS 293C	Server Administration Lab	1

Geographic Information Systems Certificate (23 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

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.

CHILD DEVELOPMENT

This program is designed to prepare students for employment in a variety of childcare facilities. For those already working with young children, it provides an opportunity to upgrade skills and competencies.

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. CHD 100, 201, and 204 are the courses recommended.

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 (64 credit hours)   Hours Required

Area I: **Written Composition** 3

ENG 101 English Composition I 3

Area II: **Humanities, Fine Arts, and Speech** 6

SPH 106 Fundamentals of Oral Communication 3
Select one from Art, Music, Foreign Language 3

Area III: **Natural Science, Mathematics, and Computer Science** 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
CIS 146 Microcomputer Applications **OR** OAD 101 Beginning Keyboarding 3

Area IV: **History, Social, and Behavioral Sciences** 3

Complete 3 credit hours of History **OR** Social Science 3

Area V: **Technical Concentration and Electives** 42

Complete 2 hours of Physical Education 2
ORI 100 Orientation 1

Programs of Study

CHD 100 Introduction to Early Care & Education of Children 3
CHD 201 Child Growth & Development Principles..3
CHD 202 Children's Creative Experiences 3
CHD 203 Children's Literature & Language Development 3
CHD 204 Methods and Materials for Teaching Children 3
CHD 205 Program Planning for Educating Young Children..3
CHD 206 Children's Health & Safety 3
CHD 215 Supervised Practical Experience in Child Development 3
CHD 217 Math and Science for Young Children 3

Choose four electives from: 12
CHD 208 Administration of Child Development Programs 3
CHD 209 Infant and Toddler Education Programs 3
CHD 210 Educating Exceptional Young Children 3
HED 231 First Aid 3
SOC 200 Introduction to Sociology 3
SOC 247 Marriage and Family 3
PSY 200 General Psychology 3
PSY 210 Human Development...3
BUS 241 Principles of Accounting I 3
OAD 125 Word Processing...3
OAD 135 Financial Record Keeping 3
OAD 217 Office Management 3
OAD 218 Office Procedures...3
CIS 146 Microcomputer Applications 3

Child Development Certificate (31 semester hours)   Hours Required

ORI 100 Orientation 1
ENG 101 English Composition I..3
CHD 100 Introduction to Early Care & Education of Children 3
CHD 201 Child Growth & Development Principles...3
CHD 202 Children's Creative Experiences 3
CHD 203 Children's Literature & Language Development 3
CHD 204 Methods & Materials for Teaching Children 3
CHD 205 Program Planning for Educating Young Children...3
CHD 206 Children's Health & Safety 3
CHD 215 Supervised Practical Experience in Child Development 3
CHD 217 Math and Science for Young Children 3

NOTE: Students may choose CHD 208, CHD 209, or CHD 210 as course substitutions when required courses are not available.

EMERGENCY MEDICAL SERVICES (EMS) AND HEALTH FITNESS

Associate in Applied Science Degree in Emergency Medical Services (77 hours)

(NOTE: This *Catalog* is subject to change; verify with EMS Program Director.)

Hours Require

Area I: **Written Composition** 3

ENG 101 English Composition I.. 3

Area II: **Humanities, Fine Arts, and Speech** 6

SPH 106 Fundamentals of Oral Communication **OR** SPH 107 Fundamentals of Public Speaking 3
ENG 102 English Composition II **OR** ART 100 Art Appreciation **OR** ART 205 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, Mathematics, and Computer Science** 11

MTH 100 Intermediate College Algebra **OR** MTH 110 Finite Mathematics **OR**
    MTH 112 Precalculus Algebra **OR** MTH 116 Mathematical Applications... 3
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 116 EMS Basic Theory and Lab 9
         EMS 117 EMS 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 3
         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

Paramedical Certificate (68 semester hours with EMP 189)   Hours Required

Area I: Written Composition 3

         ENG 101 English Composition I 3

Area II: Humanities, Fine Arts, and Speech   (No courses required) 0

Area III: Natural Science, Mathematics, and Computer Science 3

         MTH 100 Intermediate College Algebra **OR** higher level math 3

Area IV: History, Social, and Behavioral Sciences   (No courses required) 0

Area V: Technical Concentration and Electives 62

         ORI 100 Orientation 1
         BIO 201 Human Anatomy & Physiology I 4
         BIO 202 Human Anatomy & Physiology II 4
         EMS 116 EMS Basic Theory and Lab 9
         EMS 117 EMS 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 201 Medical 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

NOTE: Students are responsible for officially withdrawing from classes they are not attending. Student MUST take 25% of their coursework at EOCC to qualify for graduation. This program of study is a suggested Individual Educational Plan (IEP). Students are responsible for checking with their senior college about the transfer of credits. BIO 103 is a prerequisite to BIO 201 and 202. EMP 189 may be substituted for BIO 201 and 202 for certificate only.

Programs of Study

<u>Emergency Medical Services Basic Certificate (10 semester hours)</u>   <u>Hours Required</u>

      EMS 116 EMS Basic Theory and Lab 9
      EMS 117 EMS 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 MTH 100 or higher.

FINE ARTS

<u>Computer Graphics Career Program Certificate (25 semester hours)</u>   <u>Hours Required</u>

      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

COOPERATIVE PROGRAMS WITH OTHER INSTITUTIONS

Enterprise-Ozark Community College has become an Allied Health Linkage institution with Wallace Community 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 applicants 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 on the Enterprise Campus, Lurleen B. Wallace Hall, Room 102, telephone (334) 347-2623, ext. 2295. EOCC also has a linkage agreement with Jefferson State Community College in the veterinarian assistant area.

While visiting the new Aviation Technical Training Center on the Aviation Campus at Ozark, Governor Bob Riley (far right) discusses aviation training equipment with Tom Kirk, Interim Dean of Instruction and Student Services, during a tour of the facility.

NOTES ON PROGRAMS OF STUDY

Programs of Study

Course Descriptions

NOTE: Other courses in the College inventory that are not listed in this *Catalog and Student Handbook* may be offered according to demand. For more information, contact the Dean of Instruction or the Dean of Technical Education.

AVIATION DIVISION

AIRFRAME TECHNOLOGY

AMT 100.   TECHNICAL PREPARATION (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
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. Upon 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 (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
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. Upon 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 (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
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. Indentification 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. Upon 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 (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, to wood surfaces, and to composite and steel structures are emphasized. Upon 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 (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. Upon completion students should be able to install conventional rivets, form layouts and bend sheetmetal, install special rivets and fasteners, and inspect and repair sheetmetal structures.

AMT 112.   AIRFRAME SYSTEMS I (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft electrical systems, components and navigation/communication systems, and autopilots. Emphasis is placed on inspecting, repairing, installing, adjusting, and troubleshooting aircraft alternating and direct current electrical systems. Upon completion students should know the operation and theory of generators, alternators, and starters, be able to fabricate wiring, and inspect, troubleshoot, and repair lighting, navigation/communication and autopilot systems.

AMT 113.   AIRFRAME SYSTEMS II (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 and instrumentation. Emphasis is placed on theory and those skills necessary to inspect, service, maintain and troubleshoot. Upon completion students should be able to inspect, repair, troubleshoot, and understand operating principles of ice and rain removal, fire protection, cabin environmental systems, and instrument systems.

AMT 114.   AIRFRAME SYSTEMS III (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, 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. Upon 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 (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. Upon 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 credit) *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 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. Upon completion students should be able to apply rules and regulations and take the basic FCC certification examination.

AVM 145.   CERTIFIED ELECTRONICS TECHNICIAN (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. Upon completion students should have the basic knowledge required to take the ISCET examination.

AVIONICS TECHNOLOGY

AVT 100.   FOUNDATIONS OF AVIATION ELECTRONICS (3 credits)
This course is designed to introduce the student to the basic concepts, terminology, and procedures associated with applied analytical skills. Specifically, the course ensures each student has the necessary technical math and physics skills and report writing skills. Upon completion students should have the foundational knowledge needed to solve practical problems and exercises encountered in class and throughout the Avionics Program. This is a CORE course.

AVT 102.   FOUNDATIONS OF AVIATION ELECTRONICS (Laboratory) (2 credits)
This course provides instruction on fundamental theory and practice of soldering. It provides the student with multiple opportunities for developing and practicing soldering skills. The course also provides instruction and practice of high reliability soldering and rework techniques. Upon completion students should be able to repair electronic circuits by soldering electrical connections to FAA standards. This is a CORE course.

AVT 111.   AVIATION ELECTRONICS THEORY (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 (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. Upon 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 (5 credits) *PREREQUISITES: AVT 111 and AVT 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 device circuits are emphasized. Upon 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 (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. Upon 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 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. Upon 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.

AVT 142.   ELECTRONIC COMMUNICATIONS (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. Upon 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.

AVT 148.   MICROPROCESSORS AND INTERFACING (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. Upon completion students should 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 (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. Upon completion students should be able to satisfactorily diagnose problems in aircraft pulse systems and successfully troubleshoot and repair pulse equipment.

AVT 212.   AIRCRAFT INSTALLATION/SOLDERING (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. Upon completion students should be able to perform board repair and install avionics equipment to industry and FAA standards.

AVT 213.   AVIATION COMMUNICATIONS (4 credits) *PREREQUISITE: AVT 142.*
This course is a study of frequency synthesizers, aviation transceivers, and aircraft audio systems. Single crystal PLL 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. Upon completion students should be able to align, troubleshoot, and describe the operation of typical systems.

AVT 214.   NAVIGATION/ILS (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. Upon completion students should be able to align, troubleshoot, and describe the operation of typical systems.

AVT 215.   DME/TRANSPONDER (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. Upon completion students should be able to align, troubleshoot, and describe the operation of typical systems.

AVT 216.   AUTOPILOT/AIRCRAFT SYSTEMS (4 credits) *PREREQUISITE: AVT 211.*
This course is a study of autopilot, data buss, electrical power, and integrated systems. Integrated aircraft systems and troubleshooting these systems with the King KFC-200 Radio and the Beech 1900D aircraft used as representative examples are emphasized. Upon completion students should be able to troubleshoot and describe the operation of these systems.

GENERAL AVIATION TECHNOLOGY

GAT 100.   AVIATION GENERAL SUBJECTS (2 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. Upon completion students should be prepared for the general subjects portion of the FAA certification examination.

GAT 110.   AVIATION STRUCTURES (2 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. Upon completion students will be prepared for portions of the airframe examination for FAA certification.

GAT 111.   AVIATION SYSTEMS (2 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. Upon completion students should be prepared for portions of the airframe examination for FAA certification.

GAT 120.   POWERPLANT THEORY (2 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. Reciprocating and turbine engines, induction and exhaust systems, lubrication and cooling systems, engine fire protection, and engine maintenance, removal, replacement, and operation are emphasized. Upon completion students should be prepared for portions of the powerplant examination for FAA certification.

GAT 121.   POWERPLANT SYSTEMS (2 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. Upon completion students should be prepared for portions of the powerplant examination for FAA certification.

POWERPLANT TECHNOLOGY

AMP 120. ENGINE THEORY AND PROPELLERS (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 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. Upon 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 (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 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. Upon completion students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems.

AMP 122. RECIPROCATING ENGINE OVERHAUL (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course is a study of theory, construction, operation, and timing mechanisms associated with aircraft reciprocating powerplants. It emphasizes overhauling a reciprocating engine including disassembly, cleaning, measuring, inspecting, reassembly, and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Upon completion students should be able to overhaul a reciprocating engine.

AMP 123. RECIPROCATING ENGINE INSPECTIONS (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 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. Upon 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 (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces the turbine engine. Turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles are emphasized. Upon 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 (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course provides a study of turbine engine systems. Starter, ignition, anti-ice, fire detection, and fire extinguishing systems are emphasized. Upon 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 credit) *PREREQUISITES: AMT 100, AMT 101, AMT 102, AMP 120, AMP 121, AMP 122, AMP 123, AMP 124, and AMP 125.*
This is a comprehensive examination covering all materials in general and/or powerplant courses.

BUSINESS AND COMPUTER INFORMATION SCIENCE 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.

BUSINESS

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, markups, 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 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 241.*
This course is designed to familiarize students 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 of 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 students to work part-time on a job closely related to his/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.

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ECONOMICS

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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.

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HEALTH INFORMATION TECHNOLOGY

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HIT 130.   HIT CLASSIFICATION AND REIMBURSEMENT (3 credits) *PREREQUISITE: As required by program.*
This course includes study of the uses of coded data in reimbursement and payment systems appropriate to all health care settings. Course instruction 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 competencies include 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) *PREREQUISITE: As required by program.*
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, 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) *PREREQUISITE: As required by program.*
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 of HIT including storage and retrieval systems, documentation requirements, abstracting, quantitative and qualitative analysis, registries and indexes, and forms and screen design.

HIT 221.   HIT COMPUTER APPLICATIONS (2 credits) *PREREQUISITE: As required by program.*
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 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: HIT 110.*
This course provides laboratory practice in medical coding and allows students 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, HIT 230 and HIT 231.*
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 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 communications, 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.   PROFESSIONAL PRACTICE EXPERIENCE (3 credits) *PREREQUISITE: HIT 110, HIT 230, HIT 231, and/or as required by program.*
This course allows students 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.

OFFICE ADMINISTRATION

OAD 101.   BEGINNING KEYBOARDING (3 credits)
This course is designed to enable students 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 a keyboard. Upon completion students 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 memoranda, letters, reports, etc.

OAD 103.   INTERMEDIATE KEYBOARDING (3 credits) *PREREQUISITE: OAD 101.*
This course is designed to assist students in increasing speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents such as memoranda, letters, reports, tables, and outlines from unarranged rough draft to acceptable format. Upon completion students 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 students in continuing to develop speed and accuracy using the touch method of keyboarding through classroom instruction and lab exercises. Emphasis is on the production of business documents using decision-making skills. Upon completion students 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 students 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 students should be able to demonstrate the ability to use industry-standard software to generate appropriately formatted, accurate, and attractive business documents such as memoranda, letters, and reports.

OAD 126.   ADVANCED WORD PROCESSING (3 credits) *PREREQUISITE: As required by program.*
This course is designed to increase student proficiency in using the advanced word processing functions through classroom instruction and lab exercises. 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 advanced business documents.

OAD 130.   ELECTRONIC CALCULATIONS (3 credits)
This course is designed to teach the numeric touch system and problem solving techniques. Emphasis is on basic mathematical functions. Upon completion students 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 students' ability to use proper English. Emphasis is on grammar, spelling, vocabulary, punctuation, word usage, word division, and proofreading. Upon completion students should be able to communicate effectively.

OAD 134.   CAREER AND PROFESSIONAL DEVELOPMENT (3 credits)
This course is designed to assist students 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 images. Upon completion students will be able to demonstrate confidence in seeking employment.

OAD 135.   FINANCIAL RECORD KEEPING (3 credits)
This course is designed to provide students with an understanding of accounting concepts, principles, and terminology. Emphasis is on the accounting cycle and equation as they relate to different types of business ownership. Upon completion students 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 students 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 students should be able to perform basic filing procedures.

OAD 211.   MEDICAL TERMINOLOGY (3 credits)
This course is designed to familiarize the student with medical terminology. Emphasis is on the spelling, definition, pronunciation, and usage of medical terms. Upon completion, the student should be able to communicate effectively using medical terminology.

OAD 212.   MEDICAL TRANSCRIPTION (3 credits) *PREREQUISITES: OAD 103 and OAD 125.*
This course is designed to orient students to standard medical reports, correspondence, and related documents transcribed in a medical environment through classroom instruction. Emphasis is on transcribing medical records from dictated recordings and learning and maintaining standards of ethical professional contact. Upon completion students 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 students 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 OAD 125 or CIS 146.*
This course is designed to develop an awareness of the responsibilities and opportunities of the office professional through classroom instruction. Emphasis is on current operating functions, practices and procedures, work habits, attitudes, oral and written communications, and professionalism. Upon completion students should be able to demonstrate the ability to effectively function in an office support role.

OAD 242.   OFFICE INTERNSHIP (3 credits) *PREREQUISITE: As required by program.*
This course is designed to provide students with an opportunity to work in an office environment. Emphasis is on the efficient and accurate performance of job tasks. Upon completion students 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 students with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion students should be able to use spreadsheet features to design, format, and graph effective spreadsheets.

OAD 244.   DATABASE CONCEPTS (3 credits)
This course is designed to provide students with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion students should be able to create and manipulate data files and format output as documents and reports.

OAD 247.   ADVANCED SPREADSHEET APPLICATIONS (1 - 3 credits) *PREREQUISITE: As required by program.*
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, or improve skills in a specialized office support area. Upon completion the student should be able to demonstrate enhanced knowledge and 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 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 papers.

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 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, interstate 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 262.   CIVIL LAW AND PROCEDURES (3 credits)
This course is designed to give students a basic understanding of the federal rules of civil procedure and Alabama rules of court. Students will demonstrate the ability to prepare a trial notebook for litigation purposes.

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 completion students will be able to apply in real-work settings competencies obtained in the PRL curriculum.

COMPUTER AND INFORMATION SCIENCE

CIS 115.   PRESENTATION GRAPHICS SOFTWARE APPLICATIONS (3 credits) *PREREQUISITE: As required by program.*
This course provides students with hands-on experience using presentation graphics software. Students will develop skills common to most presentation graphics software by developing a wide variety of presentations. Emphasis is on planning, developing, and editing functions associated with presentations.

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, and 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 students should be able to apply the advanced features of selected software appropriately to typical problems found in society and business.

CIS 150.   INTRODUCTION TO COMPUTER LOGIC AND PROGRAMMING (3 credits)
This course includes logic, design, and problem solving techniques used by programmers and analysts in addressing and solving common programming and computing problems. The most commonly used techniques of flowcharts, structure charts, and pseudocode will be covered and students will be expected to apply the techniques to designated situations and problems. This is a CORE course.

CIS 161.   INTRODUCTION TO NETWORKING COMMUNICATIONS (3 credits)
This course is designed to introduce students to basic concepts of computer networks. Emphasis is placed on terminology and technology involved in implementing selected networked systems. The course covers various network models, topologies, communications protocols, transmission media, networking hardware and software, and network troubleshooting. Students gain hands-on experience in basic networking. This course further helps prepare students for certification.

CIS 165.   NETWORK LAB (1 credit) *COREQUISITE: CIS 161.*
This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.

CIS 189.   CO-OP FOR CIS (3 credits) *PREREQUISITE: As required by program.*
This course is part of a series wherein students work in a degree/program related job. Emphasis is placed on students' work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environments. 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 students 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 students 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 students 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 students 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 207.   INTRODUCTION TO WEB DEVELOPMENT (3 credits) *PREREQUISITE: As required by program.*
At the conclusion of this course, students will be able to use specified markup langages to develop basic Web pages.

CIS 212.   VISUAL BASIC (3 credits)
Emphas is placed on BASIC programming using a graphical user interface. The course will emphasize graphical user interfaces with additional topics such as advanced file handling techniques, simulation, and other selected areas. Upon completion students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 213.   ADVANCED VISUAL BASIC PROGRAMMING (3 credits) *PREREQUISITE: CIS 212.*
This course is a continuation of CIS 212.

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 students 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 students 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 students 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 students 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 students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 255. **JAVA PROGRAMMING (3 credits)**
This course is an introduction to Java programming language. Topics in this course include object-oriented programming constructs, Web page applet development, class definitions, threads, events, and exceptions. Upon completion students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 256. **ADVANCED JAVA (3 credits)** *PREREQUISITE: CIS 255.*
This course is a second course of a sequence using the JAVA programming language. Topics include: Suns Sweng GUI components, JDBC, JavaBeans, RMI, servlets, and JAVA media framework. Upon completion students will be able to demonstrate knowledge of the topics through programming projects and appropriate exams.

CIS 268. **SOFTWARE SUPPORT (3 credits)**
This course provides students with hands-on practical experience in installing computer software, operating systems, and troubleshooting. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

CIS 269. **HARDWARE SUPPORT (3 credits)**
This course provides students with hands-on practical experience in installation and troubleshooting computer hardware. The class will help to prepare participants for the A+ Certification sponsored by CompTIA.

CIS 275. **WORKSTATION ADMINISTRATION (3 credits)** *PREREQUISITE: CIS 161.*
This course provides a study of client system administration in a network environment. Topics include installing, monitoring, maintaining, and troubleshooting client operating system software and managing hardware devices and shared resources. Students gain hands-on experience in client operating system installation and basic administration of network workstations.

CIS 276. **SERVER ADMINISTRATION (3 credits)** *PREREQUISITE: CIS 161.*
This course introduces network operating system administration. Topics included in this course are network operating system software installation/administration/monitoring/maintenance, user, group, and computer account management, shared resource management, and server hardware management. Students gain hands-on experience in managing and maintaining a network operating system environment.

CIS 278. **DIRECTORY SERVICES ADMINISTRATION (3 credits)** *PREREQUISITE: CIS 161, 276.*
This course provides a study of planning, implementing, and maintaining a network directory service. Topics included in this course are planning and implementing network directory organizational and administrative structures. Students gain hands-on experience using a directory service to manage user, group, and computer accounts, shared folders, network resources, and the user environment.

CIS 280. **NETWORK SECURITY (3 credits)** *PREREQUISITE: CIS 161.*
This course provides a study of threats to network security and methods of securing a computer network from such threats. Topics included in this course are security risks, intrusion detection, and methods of securing authentication, network access, remote access, Web access, and wired and wireless network communications. Upon completion students will be able to identify security risks and describe appropriate counter measures.

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 students will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.

CIS 282. **COMPUTER FORENSICS (3 credits)** *PREREQUISITE: CIS 161, 268, 269.*
This course introduces students to methods of computer forensics and investigations. This course helps prepare students for the International Association of Computer Investigative Specialists (IACIS) certification.

CIS 293A. **NETWORKING SOFTWARE LAB (1 credit)** *COREQUISITE: CIS 268.*
This lab is designed to allow instructors to provide additional implementation of software concepts related to computer maintenance.

CIS 293B. **NETWORKING HARDWARE LAB (1 credit)** *COREQUISITE: CIS 269.*
This lab is designed to allow instructors to provide additional implementation of hardware concepts related to computer maintenance.

CIS 293C. **SERVER ADMINISTRATION HARDWARE LAB (1 credit)** *COREQUISITE: CIS 276.*
This lab is designed to allow instructors to provide additional implementation of server concepts related to networking.

COMPUTER MAINTENANCE TECHNOLOGY

CPT 221. **NETWORK SERVICE AND SUPPORT (3 credits)** *PREREQUISITE: CIS 161, 268, 269, 275, 276.*
This course covers the installation of network-related hardware and the prevention, diagnosis, and resolution of hardware-related networking problems.

CPT 224.   NETWORKING INSTALLATION AND DESIGN (3 credits) *PREREQUISITE: CIS 161, 275, 276*
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: CIS 161, 275, 276.*
This course covers how to design and create a network implementation plan for a case-study company. Interactive group activities lead students through this process to assess the needs of the case company.

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GEOGRAPHIC INFORMATION SYSTEMS

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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 credits)
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, fractal, 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 LANGUAGE, AND COMMUNICATION DIVISION

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ENGLISH

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ENG 092.   BASIC ENGLISH I* (3 credits) *This course is taken when a score between 0-31 is made on the COMPASS placement test.*
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 score between 32-69 on the COMPASS placement test.*
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 of a grade of "C" or higher before enrolling in ENG 101.

*NOTE: Courses ENG 092 and ENG 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 between 70-100 on the English section of the COMPASS placement test, or a score of 20 or better on the English portion of the ACT (or equivalent SAT score).*
This course provides instruction and practice in 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.

ENG 102.   ENGLISH COMPOSITION II (3 credits) *PREREQUISITE: A grade of "C" or better in ENG 101 or 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 251.   AMERICAN LITERATURE I (3 credits) *PREREQUISITE: A grade of "C" or higher in 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: A grade of "C" or higher in 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: A grade of "C" or higher in 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: A grade of "C" or higher in 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.

FOREIGN LANGUAGE

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.

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, and operation, and its effects upon society.

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 each)
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 each)
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 each) *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 each) *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 each)
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, as well as 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, as well as 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 application in music. Topics include an introduction to computer skills, MIDI, and the application of notation and sequencing software programs (i.e. Finale, Performer, 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, as well as 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, as well as melodic, harmonic, rhythmic dictation and keyboard harmony.

MUS 215.   COMPOSITION I (1 credit)
This course introduces the basic techniques and applications of musical composition. Emphasis is placed on creativity and original thought processses in music. Upon completion students should be able to crate an original musical composition.

MUS 216.   COMPOSITION II (1 credit) *PREREQUISITE: MUS 215.*
This course provides more advanced instruction in musical composition techniques. Emphasis is placed on musical thought processes which result in musical composition. Upon completion, students should be able to create, notate correctly, and stage performances of original musical compositions.

MUSIC ENSEMBLES

MUL 161–162; 261–262.   CLASS FRETTED INSTRUMENTS (GUITAR) I, II, III, IV
Group instruction is available in fretted instruments (guitar) for students with little or no previous training. Emphasis is placed on the rudiments of music, basic performance technique, and general musicianship skills. Upon completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in playing and a knowledge of music fundamentals.

MUL 170–171; 270–271.   REHEARSAL AND PERFORMANCE I, II, III, IV (1 credit each)
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.   CONCERT CHOIR I, II, III, IV (1 credit each)
Concert Choir is open to all students. The Concert Choir combines with the Community Chorus to present several seasonal concerts.

MUL 182–183; 282–283.   VOCAL ENSEMBLE I, II, III, IV (1 credit each)
The Vocal Ensemble is a small mixed choir open to all students by audition. The ensemble presents or appears in several concerts.

MUL 184–185; 284–285.   ENTERTAINERS I, II, III, IV (2 credits each)
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 each)
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 each)
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 will 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)

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. Upon completion students should have an understanding of major philosophical ideas in an historical survey from the early Greeks to the modern era.

PHL 206.   ETHICS AND SOCIETY (3 credits)
This course involves the study of ethical issues which confront individuals in the courses of their daily lives. The focus is on the fundamental questions of right and wrong, of human rights, and of conflicting obligations. The student should be able to understand and be prepared to make decisions in life regarding ethical issues.

THEATER

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 a theater production may be required.

THR 126.   INTRODUCTION TO THEATER (3 credits)
This course is a theater performance class open to all students. By the end of the term, students will present one or more performances of an appropriate play or musical.

EMERGENCY MEDICAL SERVICES (EMS) AND HEALTH/FITNESS DIVISION

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 completion students will 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 completion students will 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 108.   EMERGENCY VEHICLE OPERATOR AMBULANCE REFRESHER (1 credit)
The Emergency Vehicle Operator Course—Ambulance Refresher provides the student with refresher training as contained in the current National Standard Training Curriculum (NSTC) for the Emergency Vehicle Operator Course (EVOC) Ambulance.

EMS 116.   EMS BASIC THEORY AND LAB (9 credits)
This course is required to apply for certification as an EMT basic. This course provides students with insights into the theory and application of concepts related to the profession of emergency medical services. Specific topics include: EMS preparatory, airway maintenance, patient assessment, treating trauma patients, various medical procedures, treating infants and children, and various EMS operations. This course is based on the Emergency Medical Technicial–Basic National Standard Curriculum. EMS 116 and EMS 117 must be implemented no later than fall semester, 2007. (EMS 116 replaces EMS 113, 140, 141, and 142.)

EMS 117.   EMS BASIC CLINICAL COMPETENCIES (1 credit)
This course is required to apply for certification as an EMT basic. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 116, EMS Basic Theory and Lab. This course helps students prepare for the National Registry Exam. EMS 116 and EMS 117 must be implemented no later than fall semester, 2007. (EMS 117 replaces EMS 143.)

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 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 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 REFRESHER (3 credits) *PREREQUISITE: Completion of a NSTC course for the Paramedic.*
The 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/actions for survival, introduction to the performance of CPR, foreign body

airway obstruction management, pediatric basic life support, special techniques/resuscitation situations/pitfalls/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) *PREREQUISITE: 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) *PREREQUISITE: 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

> *NOTE: FOR ALL EMP COURSES, THE FOLLOWING APPLY:*
> *PREREQUISITES: Admission to the EMT—Paramedic Program (Licensed EMT Basic for the State of Alabama).*
> *COREQUISITES: English Composition I, Math 100 or higher, BIO 201 Anatomy & Physiology I, and BIO 202 Anatomy and Physiology II (BIO 201 and 202 must be completed before entering the final semester for Paramedic for degree requirements. EMP 189 may be substituted for certificate only.)*

EMP 189.   APPLIED ANATOMY AND PHYSIOLOGY FOR THE PARAMEDIC (4 credits)
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 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)
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 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)
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 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)
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 written. Content areas include: airway management, history-taking, techniques of the physical examination, patient assessment, clinical decision-making, communications, documentation and assessment-based management. Upon 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 194.   PARAMEDIC GENERAL PHARMACOLOGY (2 credits)
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 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 (3 credits)
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 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)
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 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)
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 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)
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 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 PATIENT MANAGEMENT II B (3 credits)
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 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)
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 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)
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 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)
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 certifications in ACLS, PALS or PEPP, and BTLS or PHTLS. Upon 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)
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 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)
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 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)
This course is designed to evaluate student's ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluation (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon 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, treatment, and preventive measures.

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 students 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.   AEROBIC 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 physical 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 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 to 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 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 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 is 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 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 159.   KICKBOXING (1 credit)
Students in this course will learn the skills and techniques of kickboxing, a martial art form which develops and enhances cardiovascular and muscular endurance.

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 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 able 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 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 competitive softball.

PED 188.   YOGA (1 credit)
This course introduces basic instruction in yoga for beginners. Emphasis is placed on instruction in gentle stretching, breathing practices, progressive deep relaxation, and posture. Upon completion students should be able to participate in and appreciate the benefits of the activity.

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 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 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 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 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 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, strokes, and pace, and strategies in singles and doubles play. Upon completion students should be able to play competitive tennis.

PED 285.   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 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 SCIENCES DIVISION

CHILD DEVELOPMENT

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 201.   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 in children.

CHD 202.   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 203.   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 204.   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 of creating learning experiences using appropriate techniques, materials, and realistic expectations.

CHD 205.   PROGRAM PLANNING FOR EDUCATING YOUNG CHILDREN (3 credits)
This course is designed to give students practice in lesson and unit planning, writing behavioral objectives, and evaluating activities taught to young children. Emphasis is placed on identifying basic aspects of cognitive development and how children learn. Upon completion students should be able to plan and implement developmentally appropriate curriculum and instructional practices based on knowledge of individual differences and the curriculum goals and content.

CHD 206.   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 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 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.

CHD 217.   MATH AND SCIENCE FOR YOUNG CHILDREN (3 credits)
This course will provide students with information on children's conceptional development and the fundamental basic concepts of both math and science. Students will learn various techniques for planning, implementing and evaluating developmentally appropriate activities. Students will also learn about the integrated curriculum.

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 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 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 in 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 analysis of the natural fortunes of the earth. Landforms, soils, 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 100A.   INTRODUCTION TO ONLINE LEARNING (1 credit)
This course aids students who have never taken online courses to become familiar with the hardware/software and the requirements for taking a course online.

ORI 103.   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: reading, memory, notes, tests, thinking, writing, planning, communicating, and technology.

POLITICAL SCIENCE

POL 211.   AMERICAN NATIONAL GOVERNMENT (3 credits)
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 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.

PSY260/BUS271.   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

(NOTE: No reading courses are required for a COMPASS Placement Score of 70-100.)

RDG 083.   DEVELOPMENTAL READING I (1–4 credits each) *PREREQUISITE: COMPASS Placement Score of 0-34.*
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 COMPASS Placement Score of 35-49.*
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 COMPASS Placement Score of 50-69.*
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: COMPASS Placement Score of 70-100.*
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.

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.

Course Descriptions

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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.

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 on the Enterprise Campus, the Dean of Technical Education at the Aviation Campus at Ozark, or the Director of the Aviation Center at Mobile.

MTH 090.   BASIC MATHEMATICS (3 credits) *PREREQUISITE: COMPASS Placement Score of 0-36.*
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 COMPASS Placement Score of 37 or above in pre-algebra.*
This course is a review of the fundamental arithmetic and algebra operations. Topics include the numbers of ordinary arithmetic and their properties, integer and rational numbers, the solving of equations, polynominals and factoring, and an introduction to systems of equations and graphs.

MTH 100.   INTERMEDIATE COLLEGE ALGEBRA (3 credits) *PREREQUISITE: MTH 098, ACT score of 20, or COMPASS Placement Score of 30-42 in algebra.*
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 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 a COMPASS Placement Score of 43-59 or ACT score of 22. An alternative to this is that the student should successfully pass Intermediate College Algebra with a grade of "C" or higher.*
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 a COMPASS Placement Score of 43-59 or ACT score of 22. An alternative to this is that the student should successfully pass Intermediate College Algebra with a grade of "C" or higher.*
This course emphasizes the algebra of functions—including polynominial, 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 a COMPASS Placement Score of 60-100 is required. An alternative to this is that the student should successfully pass MTH 112 with a grade of "C" or higher.*
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: MTH 090 or COMPASS Placement Score of 37 or above in pre-algebra for A.A.S. degree only.*
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 A.A.S. degree and does not meet the general core requirements for mathematics.

MTH 125.   CALCULUS I (4 credits) *PREREQUISITE: A minimum prerequisite of high school Algebra I, Geometry, Algebra II, and Trigonometry with a COMPASS Placement Score of 60-100 and a COMPASS Placement Score in trigonometry of 40-100 is required. An alternative to this is that the student should successfully pass precalculus trigonometry (MTH 113) with a grade of "C" or higher.*
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 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, and work and average value), techniques of integration, infinite series, polar coordinates, and parametric equations.

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, basis 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 (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, and the Laplace transform as a tool for the solution of initial value problems whose inhomogeneous terms are discontinuous.

SCIENCE DIVISION

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)** *PREREQUISITES: 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 laboratories 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) *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 of 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

FSM 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 students will be able to apply 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) *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. 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.*
This 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) *PREREQUISITES: 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.
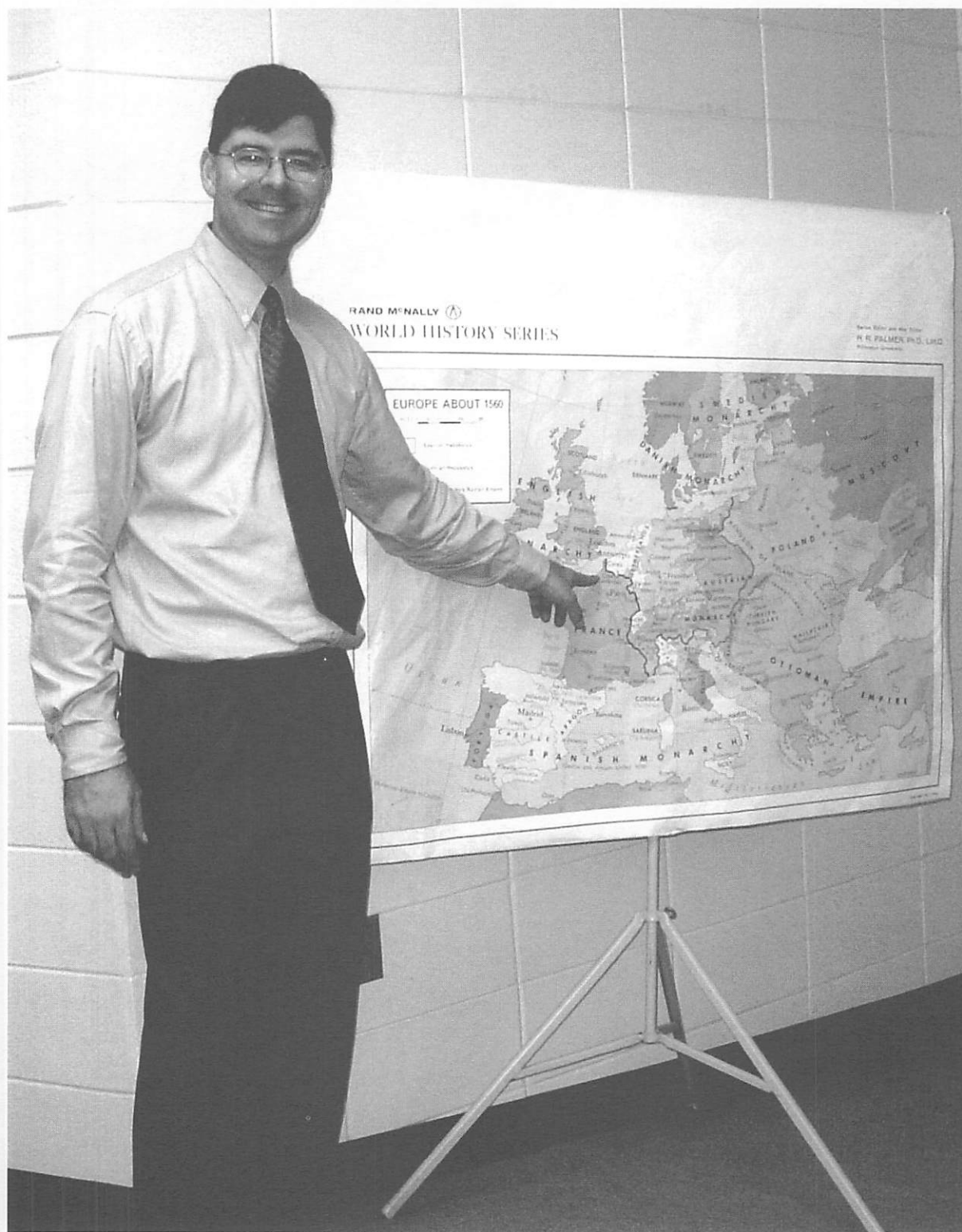
Sam Covington is an EOCC history instructor.
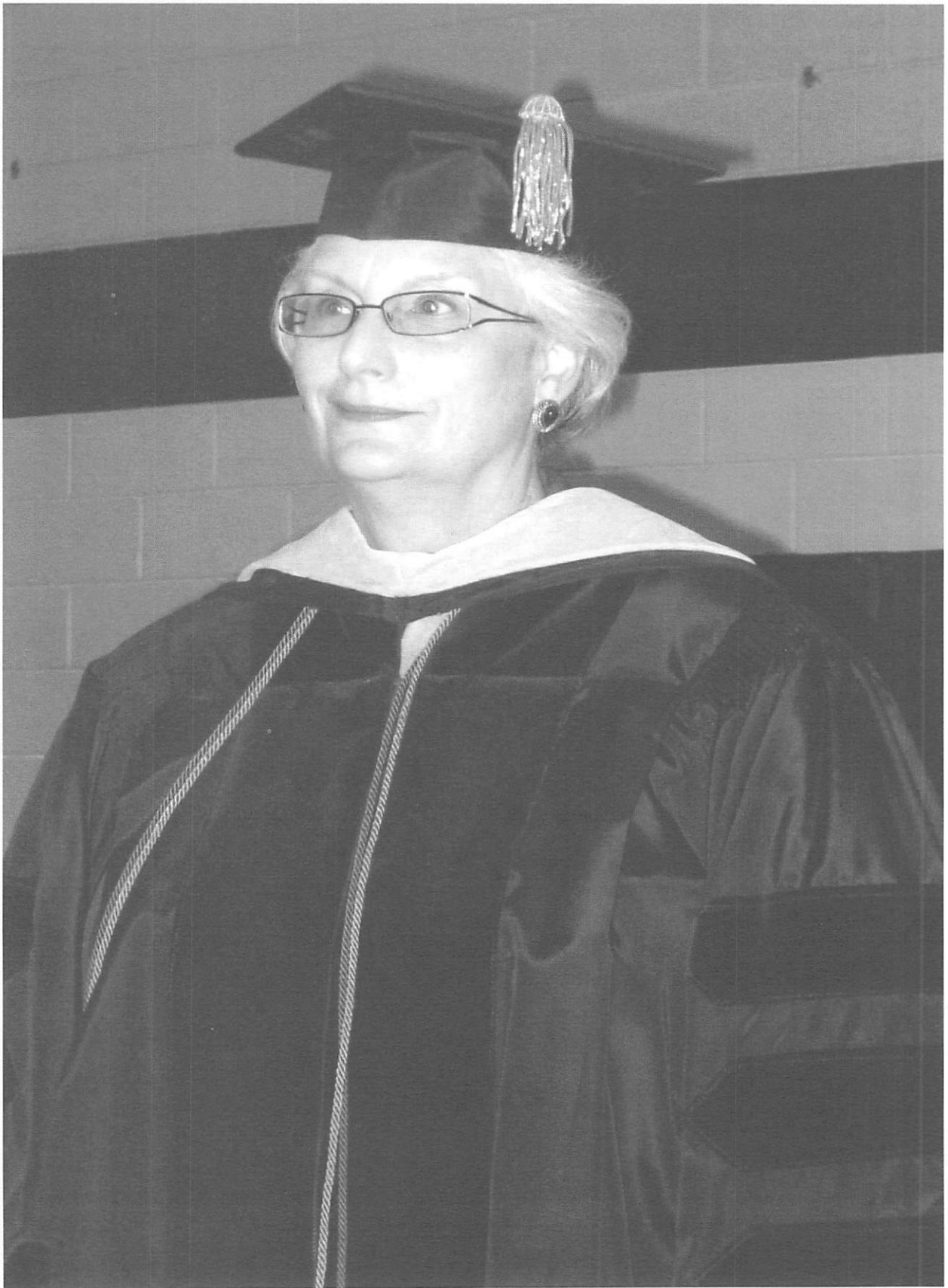
Dr. Betty Cully served as Grand Marshal for the 2009 Graduation Ceremony.
It is tradition that a retiring faculty member receive this honor.

College Personnel

ADMINISTRATION

BAUM, SUE A. .... *Director, Information Technology*
    A.S., Enterprise State Junior College
    B.S., Florida State University
    M.B.A., Troy State University
    Ed.D., University of Alabama

CHANDLER, NANCY W.. ....*President*
    A. A., Lurleen B. Wallace Junior College
    B.S., Troy State University
    M.Ed., Auburn University
    Ed.D., Auburn University

DEAS, M. GARY .... *Associate Dean of Students/Registrar*
    B.S., Troy State University
    M.Ed., Auburn University
    Additional Graduate Study

KIRK, TOM .... *Interim Dean of Instruction and Student Services*
    Certificate, Alabama Aviation & Technical College   *(Ozark, Mobile, Albertville, Andalusia)*
    A.A.S., Wallace Community College
    A.A.S., Alabama Aviation & Technical College
    B.S., Athens State College

LANDRUM-SIMS, ALONZETTA .... *Dean of Finance and Administration*
    B.S., Alabama State University
    M.B.A., Troy State University - Montgomery

MILLER, JUDITH G. .... *Dean of Instruction*
    B.S., Radford University
    M.S., Troy State University
    Ed.S., Troy State University
    Ed.D., Vanderbilt University

SPICER, TERRY .... *Assistant to the President for Economic and Community Development*
    B.S., Athens State College
    M.P.A., Auburn University - Montgomery
    Honorary Doctorate of Law, University of West Alabama

STECK, SUSAN D. .... *Associate Dean, Planning and Institutional Advancement*
    B.S., Campbell University
    Ed.M., Boston University
    Additional Graduate Study

WATT, T. HARVEY .... *Associate Dean, Fort Rucker Site, Special Projects*
    A.A., East Mississippi Junior College
    B.S., Livingston University
    M.S., Livingston University
    Adult Education Certification, University of Alabama

PROFESSIONAL STAFF

BARTON, MICHAEL .... *Director, Aviation Training Facility at Andalusia*
    A.A.S., Alabama Aviation Technical College

CAMPBELL, JENNIFER D. .... *Director, Student Support Services*
    A.A., Enterprise State Junior College
    B.S., Troy State University
    M.S., Troy State University—Dothan

COLE, CHARLES..*Women's Basketball Coach*
    B.S., Alabama State University
    M.A., Troy State University—Dothan

CROCK, VERONICA .... *Director, Institutional Effectiveness and Assessment (Enterprise, Ozark)*
    B.G.S., Indiana University
    M.S., Troy University
    Additional Graduate Study

DUNN, TERRI C. ....*Director, Adult Education*
    B.S., Troy State University
    M.B.A., Troy State University

FORD, FELISHA ....*Counselor/Campus Coordinator, Student Support Services*
    B.A., Alabama A & M Univeristy
    M.S., Troy University
    Additional Graduate Study

GRAHAM, EARL ....*Plant Supervisor (Ozark, Mobile)*
    Certifications, George C. Wallace State Community College

GRICE, LESIA ....*Transfer/Career Coordinator, Student Support Services (Ozark)*
    A.S., Wallace Community College
    B.S., B.A., Troy State University
    M.S., Troy State University

HARBERT, GARY J. ....*Director, Aviation Division*
    A.A., Wallace Community College
    A.A.S., Wallace Community College Ozark

HARPER, ORETHA J. ....*Counselor/Transfer Coordinator (Ozark)*
    B.A., Talladega College
    M.A., Atlanta University
    Ph.D., Atlanta University

HARPER, VERONICA F. ....*Counselor, Upward Bound (Ozark)*
    A.S., Enterprise State Junior College
    B.S., Troy State University
    M.S., Troy State University

HELMS, PAULA ....*Chief Accountant*
    A.S., Enterprise State Junior College
    B.S., Troy State University—Dothan

HELMS, MICHAEL ....*Plant Supervisor (Enterprise)*
    Certifications, Enterprise State Junior College

HODGES, LINDA ....*Coordinator of Information Services, Information Technology*
    Certificate, Enterprise State Junior College
    A.A.S., Enterprise State Junior College
    A.A., Enterprise State Junior College
    B.A., Huntingdon College

HOLBROOK, CARLTON ....*Extended Programs Director, TBI Coordinator*
    A.A., Enterprise State Junior College
    B.S., Troy State University—Dothan

HOLLEY, JOEY E. ....*College Recruiter*
    B.S., Troy State University

LYNK, ANGEL...*Human Resource Coordinator*
    A.A., Malcolm X Community College
    B.A., Columbia College

NICHOLS, HELEN ....*Counselor*
    B.S., Cheyney State College
    M.Ed., Georgia State University

OWEN, DANNY .... *Director, Aviation Training Facility at Albertville*
        Specialized Certification, United States Marine Corps

PARKER, TERRI .... *College Recruiter*
        A.S., Enterprise-Ozark Community College

POST, JUDY ....*Assistant Director, Student Financial Aid/*
        A.A., Enterprise State Junior College   *Veterans' Affairs Coordinator*
        B.S., Troy State University—Dothan

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

SMITH, NANCY B. .... *Director, Guidance Services/Testing*
        B.S., Mississippi State University
        M.A., University of Alabama
        Ed.D., Auburn University

STUMP, CHELLYE D. .... *Business Manager (Ozark)*
        B.S., Troy State University

VICKERS, MONTEZ M. .... *Director, Public Relations*
        B.A., University of Alabama
        M.S., Troy State University—Dothan
        Additional Graduate Study

WILLIAMS, SHARON .... *Workplace Education Specialist*
        A.S., Enterprise State Junior College
        B.S., Troy State University
        M.S., Troy State University—Dothan
        Adult Education Certification, Auburn University
        Additional Graduate Study

ZIMMER, LARRIE F. .... *Director (Mobile)*
        Diploma, Alabama Aviation & Technical College
        A.A.S., Bishop State Junior College

DIVISION CHAIRPERSONS

COLE, ANTHONY .... *EMS and Health/Fitness Division*
        A.S., Enterprise State Junior College
        E.M.T.P., Wallace State Community College
        B.S., Troy State University
        M.Ed., American Intercontinental University

COVINGTON, CYNTHIA .... *History and Social Science Division*
        A.A.S., Enterprise State Junior College
        B.S., Troy State University—Dothan
        M.S., Troy State University—Dothan

EASON, STEPHANIE .... *English, Foreign Languages, and Communication Division*
        B.A., Troy State University
        M.S.Ed., Troy State University

FLOWERS, WANDA J. .... *Business and Computer Information Science Division*
        A.S., Enterprise State Junior College
        B.S., Troy State University
        M.B.A., Troy State University
        Ed.D., University of Alabama

HAYNES, KATHY S. .... *Mathematics Division*
    B.S., Auburn University
    M.S., Troy State University
    Additional Graduate Study

JOHNSON, JEAN .... *Fine Arts Division, Coordinator—Distance Learning*
    B.A., University of North Alabama
    M.M., University of Alabama
    D.M.A., University of Alabama

LEWIS, R.C. .... *Science Division*
    B.S., Lambuth College
    M.S., Memphis State University
    Ph.D., Memphis State University

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

FACULTY

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

BRIGHT, EDDIE .... *Aviation*
    A.A.S., Wallace Community College
    B.S., Troy State University

BROWN, EDWARD .... *Paralegal*
    B.A., Auburn University
    J.D., Cumberland School of Law, Samford University

BURROWS, CORNELIUS E. .... *Business Administration*
    B.S., Troy State University
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CARNES, CLARENCE .... *Aviation*
    A.A.S., Enterprise State Junior College
    B.S., Embry-Riddle Aeronautical University

CHAMBLESS, ROBERT .... *Physical Science*
    A.A.S., Enterprise State Junior College
    B.S., Auburn University
    M.S., Troy State University—Dothan
    6th Year AA Certificate, Auburn University
    Additional Graduate Study

CHAPIN, KAREN .... *English, Speech*
    B.A., Southeastern College
    M.S., Troy State University
    Additional Graduate Study

CORKRAN, MARJEAN E. .... *English*
    B.A., Auburn University Montgomery
    M.L.A., Auburn University Montgomery

COVINGTON, SAM .... *History*
    B.A., Auburn University
    M.A., Auburn University

CROOK, DONALD .... *Psychology*
    B.S., Troy State University
    M.S., Troy State University
    Ph.D., University of Alabama

DAVENPORT, ROICE .... *Aviation*
       Diploma, Alabama Aviation & Technical College
       A.A.S., Enterprise State Junior College
       B.S., Troy State University—Dothan

GIBSON, LESLIE .... *Computer Graphics, Art*
       A.A., Enterprise State Junior College
       B.S., Troy State University
       M.F.A., Savannah College of Art and Design

GLADWIN, WARREN .... *Aviation*
       A.A., University of the State of New York
       B.S., Southern Illinois University, Carbondale

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       A.A.S., Alabama Aviation & Technical College
       B.A., Shorter College
       M.Div., New Orleans Baptist Theological Seminary

HOWARD, ED .... *Mathematics*
       A.A., Enterprise State Junior College
       B.S., Auburn University
       M.S., Auburn University
       Additional Graduate Study

HULSEY, WILLIAM T. .... *Health/Fitness, Baseball Coach*
       B.S., Auburn University
       M.Ed., University of South Alabama
       Additional Graduate Study

JONES, KELLY .... *Mathematics*
       B.A.M., Auburn University
       B.S., Columbus State University
       M.S., University of Alabama at Birmingham

JONES, L. KING .... *Softball Coach*
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       M.B.A., Troy University

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       M.S., Troy State University—Dothan

LAMMON, ROBERTA G. .... *Mathematics*
       B.S., Auburn University
       M.S., Troy State University
       Additional Graduate Study

LOCHRIDGE, LEO J. .... *Aviation*
       A.A.S., Wallace Community College

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       A.S., Enterprise State Junior College
       B.S., Troy University
       M.S.Ed., Troy University
       Additional Graduate Study

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       B.S., Auburn University
       M.A.C.T., Auburn University
       Additional Graduate Study

College Personnel

MARTIN, DON .... *Aviation*
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      A.A.S., Enterprise State Junior College

MOOR, JACK .... *Aviation*
      B.S., University of New York
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      RHIT, AHIMA

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      B.A.S., Embry Riddle Aeronautical University

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      B.S., Embry-Riddle Aeronautical University

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      B.S., Southern Illinois University, Carbondale

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      B.A., Huntingdon College
      M.Ed., Auburn University at Montgomery
      Ed.S., Auburn University at Montgomery

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      A.S., Enterprise State Junior College
      B.S., Troy State University
      M.S., Troy State University
      Additional Graduate Study

PERSIN, KEN .... *Computer Technology*
      A.S., Wallace State Community College
      B.A., Duquesne University
      B.S., Pennsylvania State University
      M.P.M., St. Louis University

PERSON, WESLEY .... *Men's Basketball Coach*
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      A.A., A.S., Enterprise State Junior College
      B.S., Troy State University
      M.S., Troy State University

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REED, DAVID .... *Aviation*
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      Certification, American Marine Institute
      A.A.S., Wallace Community College

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    B.A., University of Southern Mississippi
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    A.S., Western Kentucky University

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    M.Ed., Auburn University

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    M.A., University of Florida

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    B.S., Alabama State University
    M.L.S., University of Alabama
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    M.L.I.S., University of Southern Mississippi

TAYLOR, DAVID K. .... *Aviation*
    A.S., Alabama Christian College
    B.S., Athens State College

THOMAS, KENNETH .... *Music*
    B.Ed., Auburn University
    M.Ed., Auburn University

THOMPSON, G. WESLEY .... *Aviation*
    B.S., Troy State University

TURNER, MELISSA .... *Psychology*
    B.S., Troy University
    M.S., Troy University
    Additional Graduate Study

WARREN, ROSALYN .... *Computer Information Science*
    B.S., Alabama State University
    M.S., DeVry University

WILLIAMS, ALAN .... *Aviation*
    Diploma, Alabama Aviation & Technical College
    A.A.S., Enterprise State Junior College

College Personnel

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Students find out about many career options during the Career Fair held every fall semester on the Enterprise Campus.

Enterprise Campus
P. O. Box 1300
Enterprise, AL 36330
(334) 347-2623

Aviation Campus at Ozark
3405 So. U. S. Highway 231
Ozark, AL 36360
(334) 774-5113

Aviation Center at Mobile
1975 Avenue C
Mobile, AL 36615
(251) 438-2816

Fort Rucker Site
Building 4502, Kingsman Drive
Fort Rucker, AL 36362
(334) 598-3438

Aviation Training Facility at Andalusia
21760 Bill Benton Lane
Andalusia, AL 36421
(334) 222-0133

Aviation Training Facility at Albertville
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Albertville, AL 36950
(256) 279-0940

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