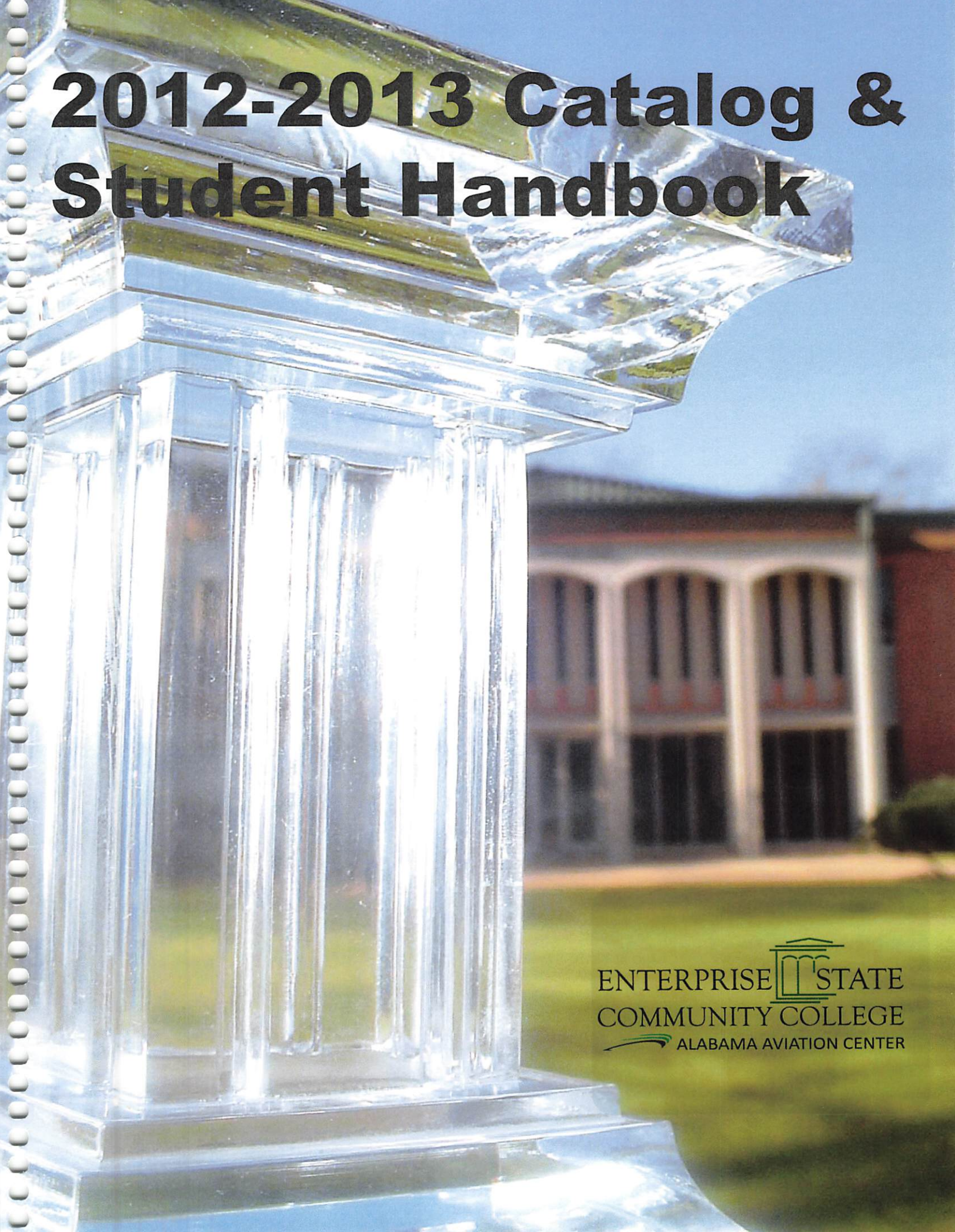
2012-2013 Catalog & Student Handbook



ENTERPRISE STATE
COMMUNITY COLLEGE
ALABAMA AVIATION CENTER

ENTERPRISE STATE COMMUNITY COLLEGE

Your Investment in Excellence

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

At Enterprise State Community College we are proud to be one of the top community colleges in the nation. ESCC has been named a Top 120 Community College in the nation by the ASPEN Institute for two years in a row. Experienced instructors, opportunities for student involvement, and convenient classes make ESCC a top choice when choosing to further your education. Our students who transfer to a four-year institution have a better academic record the longer they attend ESCC. Students planning to transfer to a four-year institution may prepare by taking courses necessary for any major field of study. Plans of study completed in accordance with the Statewide Transfer and Articulation Reporting Systems (STARS) will transfer to a state public four-year institution. Our students may take courses in the traditional classroom manner or through distance learning online.

At Enterprise State Community College we are focused on creating a total collegiate experience. Students have the opportunity to get involved with an assortment of student organizations, play on a variety of athletics teams, or strut their stuff in an outstanding fine arts department. ESCC has locations in Enterprise and Fort Rucker and offers classes online for convenience. The College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools and grants associate in arts, associate in science, and associate in applied science degrees, as well as various program certificates.

Our Alabama Aviation Center (AAC) has maintained a proven reputation and an established tradition of providing excellence in aviation maintenance technology airframe and powerplant for over 50 years. The AAC, a unit of Enterprise State Community College, is the only Federal Aviation Administration (FAA) approved provider of aviation maintenance training in Alabama. The AAC has locations in Ozark, Andalusia, Mobile, Albertville, and Decatur. AAC also offers avionics, which focuses on the electrical systems in the aviation field. All aviation programs offered by the College reflect current industry standards to ensure students are prepared for careers in the high growth aviation industry. Attending a school that has a statewide mission for aviation education broadens a student's educational experience.

For more information, visit escc.edu. Locations statewide include Enterprise, Fort Rucker, Ozark, Andalusia, Mobile, Albertville, and Decatur. We are ready to help you make the most of tomorrow by beginning today at Enterprise State Community College.

ENTERPRISE STATE COMMUNITY COLLEGE
www.escc.edu
aviation.escc.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

Alabama Aviation Center at Ozark
3405 U. S. Highway 231 South
Ozark, AL 36360
(334) 774-5113

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

Alabama Aviation Center at Albertville
24 Aviation Way
Albertville, AL 35950
(256) 279-0940

Alabama Aviation Center at Andalusia
21760 Bill Benton Lane
Andalusia, AL 36421
(334) 222-0133

Alabama Aviation Center at Decatur
Calhoun Community College
6250 U.S. Hwy. 31 North
Tanner, AL 35671
(256) 306-2521

COLLEGE CATALOG and STUDENT HANDBOOK
2012-2013

Accreditation

Enterprise State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Enterprise State Community College. Specific questions regarding ESCC's educational programs, admission requirements, financial aid, and other matters related specifically to the College should be forwarded directly to the College.

Member

Southern Association of Colleges and Schools
American Association of Community Colleges
Alabama Community College Association
Alabama Community College System Instructional Officers Association
Alabama Community College System Public Relations Association
Alabama Community College System Training for Existing Business and Industry Network
Southern Association of Collegiate Associate Dean of Students for Enrollment Managements 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

The information and statements set forth in this *Catalog and Student Handbook* are for informational purposes only. These provisions are subject to change by Enterprise State Community College and Alabama Community College System officials without notice and do not constitute an irrevocable contract between any student and Enterprise State Community College. Considering that academic requirements for graduation can be changed without actual notice to individual students, it is especially important that students keep themselves apprised of current graduation requirements for their particular degree programs. Although the publisher of this *Catalog and Student Handbook* has made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical, or printing errors occasioned by honest mistake. For current information, contact the Office of Admissions at the Enterprise Campus at (334) 347-2623, ext. 2233.

Volume 46 August 2012

ABOUT THE COVER: Photograph of clear acrylic column indicative of the columns symbol for the Enterprise Campus. Behind the column is Wallace Hall, inspiration for the columns.

Table of Contents

College Calendar 5
General Information 6
Mission of Enterprise State Community College 6
College-Level Competencies 6
Administration and Control 6
History 7
The President's Council 7
Planning and Assessment Council 9
College Assembly 9
Faculty Senate 9
Participation in the Decision-Making Process 9
The Physical Plant—Enterprise Campus 9
The Physical Plant—Fort Rucker Site 9
The Physical Plant—Alabama Aviation Center at Ozark 10
The Physical Plant—Alabama Aviation Center at Mobile 11
The Physical Plant—Alabama Aviation Center at Andalusia 11
The Physical Plant—Alabama Aviation Center at Albertville 11
The Physical Plant—Alabama Aviation Center at Decatur 11
Equal Opportunity in Education and Employment 11
Americans with Disabilities Act 11
Sexual Harassment 12
Drug Abuse Prevention Policy 12
Tobacco Usage Policy 12
Contagious Disease Policy 12
Grievance Policies and Procedures for Students 12
Intellectual Property 13
Selective Service Registration 13
Where to Go for Information 14
Admission Policies 15
Admission of First-Time College Students 15
Admission of Transfer Students 17
General Principles for Transfer of Credit 17
Admission of Transient Students 17
Policy on Placement Testing 18
Enrollment for Accelerated High School Students 18
Dual Enrollment/Dual Credit for High School Students 19
Admission of Non-Citizens/International Students 19
Special Students 20
Admission Procedures 20
Tuition and Fees 22
Facilities Renewal Fee 22
Technology Fee 22
Other Fees 22
Tuition, Facilities Renewal, and Technology Fee Refunds 22
Refund for Partial Withdrawal 22
Special Interest Course Refunds 22
Financial Aid 23
Eligibility for Financial Aid 23
Financial Aid Programs 23
How to Apply for Federal Financial Aid 24
Verification Requirements for Financial Aid 25
Financial Aid Required Standards of Satisfactory Academic Progress (SAP) 25
Evaluation of Satisfactory Academic Progress 25
Veterans' Benefits 25
Required Standards of Satisfactory Academic Progress for Veterans 27
Certification of Veterans 27
ESCC Scholarships 28
The ESCC Foundation Scholarships 29
Scholarships in the Process of Being Endowed 33
Memorial/Special Scholarships 33
How to Apply for Scholarships 33
Student Services 35
Mission and Goals 35
Counseling 35
Testing Program 36
Library/Learning Resources Center (LRC) 37
Student Academic Success Lab 37
Career Fair 37
College Transfer Day 37
Master Student 37
Orientation 38
The ESCC Bookstores 38
Student Organizations 38
Chaperoned Events 39
Academic Advising 40
Student Conduct Code 41
Information Technology (IT) Policy 43

Disciplinary Procedures ... 47
Organization of the Disciplinary Committee ... 48
Due Process ... 48
Penalty without Hearing by Disciplinary Committee ... 48
Temporary Suspensions ... 48
Rules of Evidence ... 49
Hearing Procedures ... 49
Notification of Action ... 49
Disciplinary Sanctions ... 49
Nonstudent Sanctions ... 50
Drug Testing of Student Athletes ... 50
Preventing Sexual Assault/Acquaintance Rape ... 53
Inspection of the College's Facilities ... 53
Disclosure of Campus Security Policies and Campus Crime Statistics ... 53
Traffic and Parking ... 55
Student Health Services ... 56
Academic Policies ... 57
Grading ... 57
Appeals Process ... 57
Quality Points ... 57
Incompletes ... 57
Auditing ... 58
Distance Learning Policy ... 58
Degrees and Certificates ... 61
Degree Requirements ... 61
Dual Enrollment ... 62
Attendance ... 62
Admission to Course, Readmission to Course for Students Reported as No Shows ... 63
Procedures for Appealing Dismissal from Aviation Maintenance Technology Classes for Missing Excessive Instructional Time ... 64
Excused Absences ... 64
Intervention for Student Success ... 65
Application of Standards of Progress—Academic Standing Status ... 65
Process for Appeal for Readmission ... 62
Definition of Terms ... 62
The Family Educational Rights and Privacy Act (FERPA) ... 66
Dropping or Adding a Class ... 67
Final Examinations ... 67
Withdrawal from a Course/Complete Withdrawal from the College ... 67
Academic Bankruptcy ... 67
Maximum and Minimum Course Loads ... 68
Honors and Recognitions ... 68
College Level Examination Program (CLEP) ... 69
Advanced Placement Credit (AP) ... 69
Special Programs for Military Servicemembers ... 69
Evening Program ... 70
Continuing Education and Community Service Program ... 70
Adult Education, Training, and General Education Development (GED) Program ... 71
Training for Existing Business and Industry ... 71
Academic Competitions ... 71
Degree Plans and Degree Requirements ... 72
Plans of Study and Degree Requirements, Associate in Arts and Associate in Science Degrees ... 77
Career/Technical Programs of Study, Associate in Applied Science Degrees, Certificates, and Short-term Certificates ... 169
Course Descriptions ... 212
College Personnel ... 250
Index ... 256

College Calendar

FALL SEMESTER, 2012

July 17-18, Tuesday-Wednesday ..... Priority Registration
July 19, Thursday ..... Registration Opens to All Students
August 6, Monday ..... Payment Due for Preregistration by 4:00 p.m.
August 16, Thursday ..... Registration Day
August 20, Monday ..... First Official Class Day—Full Term and First Mini-term
August 20, Monday ..... Late Registration Begins
August 20, Monday ..... Extended Hours—7:00 a.m.-6:30 p.m.
August 22, Wednesday ..... Last Day to Drop or Add Full-term Classes
August 22, Wednesday ..... Last Day to Drop or Add First Mini-term Classes
August 27, Monday ..... Attendance Verification Due by Noon from Faculty
September 3, Monday ..... Holiday,Labor Day
September 28, Friday ..... Last Day—Withdrawal First Mini-term Without Academic Penalty
October 10, Wednesday ..... First Mini-term Exams
October 10, Wednesday ..... First Mini-term Ends
October 11, Thursday ..... Second Mini-term Begins
October 17, Wednesday ..... Attendance Verification for Second Mini-term Due by Noon from Faculty
October 22, Monday ..... 60% Title IV Tuition Adjustment Date
November 2, Friday ..... Last Day—Withdrawal Full Term Without Academic Penalty
November 12, Monday ..... Holiday, Veterans' Day
November 19-21, Monday-Friday ..... Student Holidays
November 22-23, Thursday-Friday ..... Holidays, Thanksgiving
November 29, Thursday ..... Last Day—Withdrawal Second Mini-term Without Academic Penalty
December 10, Monday ..... Last Class Day Full and Second Mini-term
December 11-14, Tuesday-Friday ..... Full Term & Second Mini-term Final Exams
December 18, Tuesday ..... Graduation, Alabama Aviation Center at Ozark

SPRING SEMESTER, 2013

November 13-14,Tuesday & Wednesday ..... Priority Registration for Spring
November 15, Thursday ..... Open Registration, All Students
December 10, Monday ..... Payment Due for Preregistration by 4:00 p.m.
January 3, Thursday ..... Registration Day
January 7, Monday ..... First Official Class Day—Full Term and First Mini-term
January 7, Monday ..... Late Registration Begins
January 7, Monday ..... Extended Hours—7:00 a.m.-6:30 p.m.
January 9, Wednesday ..... Last Day to Drop or Add Full-term and First Mini-term Classes
January 14, Monday ..... Attendance Verification Due by Noon from Faculty
January 21, Monday ..... Holiday, Lee/King Birthdays
February 15, Friday ..... Last Day—Withdrawal First Mini-term without Academic Penalty
February 18, Monday ..... Student Holiday, President's Day
March 4, Monday ..... First Mini-term Exams
March 4, Monday ..... First Mini-term Ends
March 5, Tuesday ..... Second Mini-term Begins
March 11, Monday ..... Attendance Verification for Second Mini-term Due by Noon from Faculty
March 11, Monday ..... 60% Title IV Tuition Adjustment Date
March 22, Friday ..... Last Day—Withdraw Full Term Without Academic Penalty
April 1-2, Monday-Tuesday ..... Priority Registration for Summer
April 3, Wednesday ..... Open Registration, All Students
April 22-23, Monday-Tuesday ..... Priority Registration for Fall Semester 2013
April 24, Wednesday ..... Open Registration, All Students for Fall Semester 2013
April 26, Friday ..... Last Day—Withdrawal Second Mini-term Without Academic Penalty
May 1-6, Wednesday-Monday ..... Full Term and Second Mini-term Final Exams
May 6, Monday ..... Last Class Day—Full Term & Second Mini-term
May 9, Thursday ..... Graduation (Enterprise/Ozark/Fort Rucker)
May 10, Friday ..... Graduation (Mobile)

SUMMER SEMESTER, 2013

April 1 & 2, Monday & Tuesday ..... Priority Registration for Summer
April 3, Wednesday ..... Open Registration, All Students
April 22-23, Wednesday–Thursday ..... Priority Registration for Fall
April 24, Friday ..... Open Registration begins for Fall
May 13, Monday ..... Payment Due for Preregistration by 4:00 p.m.
May 23, Thursday ..... Registration Day
May 28, Tuesday ..... First Official Class Day
May 28, Tuesday ..... First Mini-term Begins
May 28, Tuesday ..... Late Registration Begins
May 28, Tuesday ..... Extended Hours—7:00 a.m.-6:30 p.m.
May 29, Wednesday ..... Last Day to Drop or Add Full-term and First Mini-term Classes
June 3, Monday ..... Attendance Verification Due by Noon from Faculty
June 21, Friday ..... Last Day—Withdrawal First Mini-term without Academic Penalty
July 1, Monday ..... First Mini-term Exams
July 1, Monday ..... First Mini-term Ends
July 2, Tuesday ..... Second Mini-term Begins
July 9, Tuesday ..... Attendance Verification for Second Mini-term Due by Noon from Faculty
July 5, Friday ..... Last Day—Withdraw Full Term Without Academic Penalty
July 8, Monday ..... 60% Title IV Tuition Adjustment Date
August 2, Friday ..... Last Day—Withdrawal Second Mini-term Without Academic Penalty
August 6-7, Tuesday-Wednesday ..... Full-term and Second Mini-term Final Exams
August 7, Wednesday ..... Last Class Day—Full-term & Second Mini-term

General Information

MISSION OF THE ALABAMA COMMUNITY COLLEGE SYSTEM

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

MISSION OF ENTERPRISE STATE COMMUNITY COLLEGE

The mission of Enterprise State Community College, including the Alabama Aviation Center, is to serve students and communities by providing educational opportunities that enhance the quality of life and promote economic development.

INSTITUTIONAL GOALS

- To Prepare Students for Transfer
- To Prepare Students for Immediate Employment and Career Advancement
- To Assist Persons in Formulating and Achieving Their Educational Goals
- To Assist Persons in Improving Learning Skills, Overcoming Educational Deficiencies, and Adapting to Technological Changes
- To Improve the Social, Economic, and Cultural/Recreational Life in Our Communities

COLLEGE-LEVEL COMPETENCIES

The ESCC 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 responses to various works of fine and performing arts

- develop criteria and judge the quality of artistic expression
- 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, synthesis, evaluation, decision making, critical thinking, and 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

Personal

To develop an ability to understand and manage self, adapt to change, enhance wellness, and learn effectively
- demonstrate an awareness of the factors that promote physical, emotional, and mental well-being
- use learning skills, resources, and strategies
- develop effective time-management and goal-setting skills
- recognize the importance of life-long learning

Interpersonal

To develop effective leadership, teamwork, relationship management, conflict resolution, and workplace skills
- recognize the importance of interpersonal sensitivity and mutual respect
- recognize and acknowledge diverse opinions, cultures, and individual differences
- identify the role of emotions and behaviors in building productive relationships
- apply productive work ethics and habits
- use collaboration, teamwork, and group presentation skills
- determine goals, develop plans, make ethical decisions, solve problems, articulate ideas with individuals and groups, and follow through to conclusion (complete goal)
- resolve conflicts

Community

To develop an understanding of diversity/pluralism in the world community and an awareness of civic and social participation and ethical and informed decision-making
- interact effectively with people from diverse backgrounds, including different religions, cultures, and political and economic systems
- become responsible and active in local, national, and global affairs
- make informed decisions which positively affect the person, family, and community at large
- recognize cultural and social customs and forms from a historical perspective

QUALITY ENHANCEMENT PLAN (QEP)

As part of the College's commitment to continuous improvement of instruction and student services and in accordance with requirements of the Southern Association of Colleges and Schools, ESCC has developed two Quality Enhancement Plans (QEPs). QEP 1 is currently in effect, and QEP 2 is under development.

QEP 1: WEEVIL (Weevils Earn Excellent Values in Learning)
WEEVIL was instituted to help students incorporate personal, interpersonal, and community values as a part of their learning. By developing these competencies in greater depth, students become more holistic learners and are able to apply these competencies to all areas of their learning.

QEP 2: The Weevil Experience
The Weevil Experience is a first-year experience program at ESCC. Elements of The Weevil Experience are being determined and will be instituted at ESCC in the 2013 fall semester. The Weevil Experience is designed to help students adjust to college and make their time at ESCC as successful as possible. Learning how to be the best student one can be will benefit ESCC students during their college career and beyond.

ADMINISTRATION AND CONTROL

Enterprise State 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.

Board of Trustees - Alabama Community and Technical Colleges
Governor Robert Bentley, President **Dr. Susan Price, Interim Chancellor**
Dr. Tommy Bice, Secretary and Executive Officer

First District	Mr. Randy McKinney
Second District	Mrs. Betty Peters
Third District	Mrs. Stephanie Bell
Fourth District	Dr. Yvette M. Richardson
Fifth District	Mrs. Ella Bell
Sixth District	Dr. Charles E. Elliott
Seventh District	Mr. Gary Warren
Eighth District	Mrs. Mary S. Hunter

HISTORY

The public junior college system of Alabama was established in 1963 through the efforts of Governor George C. Wallace and the Alabama Legislature. Enterprise was selected as the site for one of the original twelve state junior colleges. Area citizens and civic groups raised money for the purchase of a 100-acre campus site, donated library materials, and provided a number of scholarships—thus beginning a history of college and community cooperation for which Enterprise State 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 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 led the College through the reorganization to include the state's aviation maintenance training programs. He obtained funding to build the Aviation Technical Training Center on the Ozark Campus. Dr. Thompson retired July 1, 2008. At that time, Dr. Nancy W. Chandler was appointed Interim President. Dr. Chandler came to ESCC 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 Alabama Aviation Center at Ozark and the Aviation Center at Mobile of George C. Wallace Community College—Dothan. This created a new comprehensive community college that was named Enterprise-Ozark Community College. The Alabama Aviation Center in Andalusia opened fall semester of 2006, and the Alabama Aviation Center at Albertville opened spring semester 2009. Aviation maintenance courses are taught at both of these sites. In December 2009, the Alabama State Board of Education approved a name change to Enterprise State Community College and approved a marketing name for the aviation programs as the Alabama Aviation Center, a unit of Enterprise State Community College.

The Alabama Aviation Center 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 the 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 Alabama Aviation Center in Ozark and the Aviation Center at Mobile. In 2008, under ESCC, the new Aviation Technical Training Center on the Alabama Aviation Center in Ozark opened its doors for classes. Additional sites have been added for aviation programs and include the Alabama Aviation Center at Albertville, the Alabama Aviation Center at Decatur, and the Alabama Aviation Center at Andalusia.

In addition to its primary focus on academic excellence, throughout its history Enterprise State 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 for employees of existing businesses and industries and military service members and their families are available.

The College received state and national recognition for a variety of student activities. For more than 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, and again in 2010 the sponsors were named Most Distinguished Sponsor, and the Enterprise Chapter continues to be placed in the top ten percent internationally. The chapter is also active at the Alabama Aviation Center at Ozark. 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 ESCC collegiate experience as well. The 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 State 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 four major five-year development grants and three endowment grants totaling approximately $9 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 and other projects focused on student retention. 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. In 2010 a 3-Dimensional Simulation and Modeling short-term certificate program began, funded by a grant from the Alabama Governor's Office of Workforce Development. Within 16 weeks, students learn how to create 3-dimensional models that can be manipulated in myriad ways to enhance learning environments, to assist businesses and industries, to assist in development of special affects in the entertainment industry, and to provide simulation projects for the military. This unique program will provide employees for a burgeoning industry within a short period of training.

The ESCC 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 ESCC. The James Hatcher Collection is housed in Forrester Hall.

President 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 addresses matters that affect the College as a whole. The Council acts in an advisory capacity to the President and reviews and adopts College policy. Members of the Council are the College Deans and any other person(s) designated by the President of the College.

ASSESSMENT COUNCIL

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

INSTRUCTIONAL COUNCIL

The Instructional Council acts on policy and procedure recommendations of committees and recommends to the President's Council actions pertaining to instructional matters of the College.

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 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 in the Quality Enhancement Leadership Team and the Disciplinary Committees.

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, jogging, 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, computer science, and general education. 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, 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.

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 is also located here. 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, Financial Aid, Student Support Services (SSS), Dean of Students office, and Associate Dean of Students for Enrollment Management 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 3-D 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 drive around the Enterprise Campus is named for the late O.I. Cunningham who, as Executive Secretary of the Enterprise Chamber of Commerce, worked tirelessly 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—ALABAMA AVIATION CENTER AT OZARK

Sitting on a hill on U. S. Highway 231 in Ozark, the Alabama Aviation Center features six classroom and office buildings plus additional buildings with hangars.

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

James B. Sasser Building—SAS. Fronted by large trees, this building contains a multipurpose room and 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, and 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 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, labs, and offices.

THE PHYSICAL PLANT—ALABAMA 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 Alabama Aviation Center at Mobile was established in January 2002, offering Airframe Technology, General Aviation Technology, Powerplant Technology, and Avionics.

THE PHYSICAL PLANT—ALABAMA AVIATION CENTER 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, and a large sheetmetal/woodworking lab. The sheetmetal/woodworking lab has space for housing an aircraft suitable for instruction. All spaces are well lit, heated and cooled, and 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—ALABAMA AVIATION CENTER AT ALBERTVILLE

The Alabama Aviation Center at Albertville is located at the Albertville Airport. 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, a student/faculty break area, and adequate instructional storage. The spaces are well lit, heated and cooled, and 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—ALABAMA AVIATION CENTER AT DECATUR

The Alabama Aviation Center at Decatur is located on U. S. Highway 31 in Tanner on the Calhoun Community College campus, Building #12 next to Prior Field Airport perimeter. The Training facilities are housed under in one area consisting of 14,000 square feet, which includes administrative office spaces, five classrooms, a computer lab, and the aviation maintenance instructional shop. Students working in the maintenance shop can conduct sheet-metal, woodworking, composite, and welding.

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

It is the official policy of the Alabama State Department of Education and Enterprise State 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 State 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 State Community College, Office of the Assoicate Dean of Students for Enrollment Management, P.O. Box 1300, Enterprise, Alabama 36331, (334) 347-2623, ext. 2233.

AMERICANS WITH DISABILITIES ACT

It is the policy of Enterprise State 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. <u>Requesting Accommodations</u>

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

II. <u>Documentation of Disabilities</u>

It is necessary to provide ESCC Disability Support Services with recent documentation of disabilities in order to obtain appropriate classroom accommodations. Guidelines for the documentation of disabilities are available with the ESCC Disability Support Services Staff as follows:

- Enterprise Campus—Dr. Oretha Harper (interim), 600 Plaza Drive, Enterprise, AL 36330; Lurleen B. Wallace Hall—Student Center, Room LW102; (334) 347-2623, ext. 2244; FAX (334) 347-5569; or, e-mail oharper@escc.edu;
- Fort Rucker Site—Ms. Helen Nichols, Building 4502, Room 153, Fort Rucker, AL 36362; (334) 598-3438; FAX (334) 598-3438; or, e-mail hnichols@escc.edu;
- Alabama Aviation Center at Ozark—Dr. Oretha Harper, 3405 U.S. Highway 231 South, Ozark, AL 36360; (334) 774-5113; FAX (334) 774-6399; or, e-mail oharper@escc.edu;
- Aviation Center at Andalusia—21760 Bill Benton Lane, Andalusia, AL 36421; (334) 222-0133; FAX (334) 222-0429;
- Aviation Center at Mobile—1975 Avenue C, Mobile, AL 36615; (251) 438-2816, ext. 5101; FAX (251) 438-2836;
- Aviation Center at Albertville—24 Aviation Way, Albertville, AL 36421; (256) 279-0940; FAX (256) 279-0943;
- Aviation Center at Decatur—Calhoun Community College, 6250 U. S. Highway 31 North, Tanner, AL; (256)306-2521.

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. ESCC does not condone such sexual harassment. Any questions or allegations regarding such harassment involving a faculty member should be directed to the Dean of Instruction at the Enterprise Campus, (334) 347-2623, ext. 2241. Any questions or allegations regarding such harassment involving another student should be directed to the Dean of Students at the Enterprise Campus, (334) 347-2623, ext. 2247. All allegations on the Alabama Aviation Center (ACC) instructional sites regarding such harassment should be directed to the AAC site directors: the Director at the Alabama Aviation Center at Ozark, (334) 774-5113, ext. 3601, the Director of the Alabama Aviation Center at Mobile, (251) 438-2816, ext. 5101, the Director of the Alabama Aviation Center at Andalusia, (334) 222-0133, the Director of the Alabama Aviation Center at Decatur, (256) 306-2521, or the Director of the Alabama Aviation Center at Albertville, (256) 279-0941.

DRUG ABUSE PREVENTION POLICY

Enterprise State 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, a Counseling Office, classroom presentations, and Student Government Association activities.

TOBACCO USAGE POLICY

It is the policy of Enterprise State 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. **NOTE: There is no smoking allowed within 30 feet of buildings.**

CONTAGIOUS DISEASE POLICY

Enterprise State 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 ESCC according to the standards set by ESCC 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 Students 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 faculty member's division chairperson. If resolution is not satisfactory at the division chairperson level, the student should contact the appropriate instructional dean. The stated time lines for these contacts are listed below.

I. **Complaints within the Academic Area (Excluding Grade Appeals)**

A. After discussing the issue with the instructor, if the issue remains unresolved, the student should discuss the issue within five (5) working days with the division chairperson.

B. If a mutually satisfactory agreement is not reached within five (5) working days from the time the student talks with the College official, the student may submit the grievance in writing to the appropriate instructional dean with copies to the immediate college official responsible for the area in which the grievance occurred.

C. The appropriate instructional official will give a written response to the student within five (5) working days.

D. The decision of the official will be final.

II. **Complaints within the Student Services Area**

A. Within five (5) working days, students should initially discuss the incident with the Student Services professional staff member responsible for the office/area (Guidance Services, Student Support Services, etc.) in which it occurred.

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

C. The Dean of Students, or designee, 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 literary works, patents from invention of machines and/or software, and trademarked materials such as Xerox, SlimFast, and IBM.)

I. **Ownership:**

A. If the IP is created by the student on his/her own time and without the use of the 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 the College's time using College resources (i.e., laboratories, library), then ownership in trademark, copyright, or patent belongs to Enterprise State Community College.

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

A. Enterprise State 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 State 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
Alabama Aviation Center at Ozark:
For assistance in any matter: Steagall Hall, (334) 774-5113
Alabama Aviation Center at Mobile:
For assistance in any matter: (251) 438-2816
Alabama Aviation Center at Andalusia
For assistance in any matter: (334) 222-0133
Alabama Aviation Center at Albertville:
For assistance in any matter: Admissions Office, (256) 279-0941
Alabama Aviation Center at Decatur:
For assistance in any matter: (256) 306-2521

Enterprise Campus: (334) 347-2623

Absences
Instructor for course
Division Chairperson

Academic Help
Instructor for course
Counseling Office, LW102, ext. 2244
Dean of Instruction, WA106, ext. 2241
Student Support Services, LW111, ext.

Add/Drop A Course
Registrar, LW111, ext. 2295
Evening Programs Director, WA, ext. 2276

Adult Education
Director, WA113, ext. 2209 or 2218

Application for Admission
Admissions, LW102, ext. 2272

Application for Graduation
Counseling Office, LW102, ext. 2244

Campus Security
Security Officer, WA101, 447-7564 or 447-6555

Career Information
Counseling Office, LW102, ext. 2244

Change of Address
Registrar, LW102, ext. 2295

Change of Schedule
Registrar, LW102, ext. 2295

Check on a Grade
Instructor for course

Community Education Courses
Instructional & Community Outreach Coordinator/Administrative Assistant to the President, ext. 2208

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

Complete Withdrawal
Counseling Office , LW102, ext. 2244
Evening Programs Director, WA, ext. 2276

Distance Learning
Distance Learning Office,WA, ext. 2287

Financial Aid (Grants and Work-study)
Financial Aid, LW107, ext. 2214

Grades
Registrar, LW102, ext. 2295

Help Finding a Job
Counseling Office, LW102, ext. 2244

Help with Academic Problems
Counseling Office, LW102, ext. 2244

Identification Cards
Registrar, LW102, ext. 2295

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

Lost and Found
Dean of Students, LW100, ext. 2235

Make Up a Grade of Incomplete
Instructor for course

ENTERPRISE CAMPUS BUILDING CODES

WA: Wallace Hall—Administration Building
TA: Talmadge Hall—English, History, and Social Sciences
SE: Sessions Hall—Science and Math
SN: Snugs Hall—Learning Resource Center
LW: Lurleen Wallace Hall—Student Center
FO: Forrester Hall—Fine Arts Building
LO: Lolley Gymnasium

Making a Schedule
Academic Advisor
Counseling Office, Counseling , LW102, ext. 2244
Evening Programs Director, ext. 2276

Night Classes
Evening Programs Director, ext. 2276

Parking
Campus Security, WA101, ext. 2277

Parking Permits
Dean of Students, LW100, ext. 2235

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

PIN - Personal Identification Number
Counseling Office, LW102, ext. 2272

Research Help with Papers
Snuggs Hall, ext. 2298

Scholarship Application
Dean of Students, LW100, ext. 2235

Services for Students with Disabilities
504 Compliance Officer, LW102, ext. 2261

Student Organizations and Activities
Student Activities Coordinator, LW101, ext. 2339

Testing Services/Registration
Counseling Office, LW102, ext. 2244

Textbooks and Supplies
Bookstore, LW Weevil Center, ext. 2278

Transcripts
Registrar, LW102, ext. 2295

Transportation Needs
Dean of Students, LW100, ext. 2235

Tutorial and Academic Assistance
Student Support Services, LW111, ext. 2265
Student Academic Support Lab, TA108, 447-2464

Veterans Affairs
Financial Aid, LW103, ext. 2214

Withdrawals
Registrar, LW102, ext. 2295
Counseling Office, LW102, ext. 2244

Workforce Development/Industry Training (Aviation)
Dean of Aviation and Special Assistant to the President for Workforce Development, ext. 2276

Workforce Development/Industry Training (Non-aviation)
Training for Existing Business and Industry/Alabama Technology Network Office, ext. 3644

Work-study
Financial Aid, LW107, ext. 2214

Admission Policies

GENERAL ADMISSION POLICIES AND PROCEDURES

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, or 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":

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.

ESCC may establish additional admission requirements to specific courses or occupational degree programs when student enrollment must be limited or to assure those enrolled have the 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 an 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 those enrolled have the 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 has achieved 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 has achieved 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, ESCC 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 from or are otherwise unable to re-enroll in 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.

An applicants who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

B. Conditional Admission of Transfer Students

A transfer student who does 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.

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, ESCC transcripts will be held until all admissions records have been received.

C. Initial Academic Status of Transfer Students

A transfer student 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 "native" students. Grades accrued at other regionally accredited postsecondary institutions are not included in GPA calculation.

A transfer student whose cumulative grade point average at the transfer institution(s) is less than 2.0 on a 4.0 scale will be admitted on Academic Probation. The student's transcript will read "ADMITTED ON ACADEMIC PROBATION."

A transfer student who is admitted on Academic Probation retains that status until having attempted at least 12 credit hours at the institution. If, at the conclusion of the semester in which the student attempted a total of 12 or more credit hours at the institution, and his cumulative GPA at the institution is below 1.5, he is suspended for one semester. The transcript will read SUSPENDED—ONE SEMESTER.

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

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 Associate Dean of Students for Enrollment Managements and Admissions Officers, and the National Association of Foreign Student Services.

A course completed at another regionally or Council on Occupational Education accredited postsecondary institution 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

A student who wishes to earn credits for transfer to another accredited postsecondary institution in which he or she has good standing may be admitted to Enterprise State Community College as a transient student. The student must submit an application for admission and a Transient Student Permission Form or official letter of good standing from the institution he or she has been

attending that certifies that the credits they earnd at the ESCC will be accepted as part of the student's academic program. The student is not required to file a transcript of previously earned credits at other postsecondary institution.

VI. PLACEMENT TESTING POLICY

Beginning freshmen, dual enrollment students, and advanced placement students must take the COMPASS placement test to ensure 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 ESCC. These scores are valid if the student enrolled at ESCC 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 ESCC.

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 writing deficiencies during their first semester of enrollment at ESCC. 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 ESCC. 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 MTH110/112). 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 MTH110/112. 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 the principal 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 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's placement policy.

VIII. DUAL ENROLLMENT/DUAL CREDIT FOR HIGH SCHOOL STUDENTS

Institutions in the Alabama Community College System are authorized to establish dual enrollment/dual credit programs with local boards of education in the colleges' service areas. 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 placement testing requirements established by the institution.

B. The student must have a "B" average in completed high school courses unless a waiver is granted.

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 student's 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 are 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 may be developed between the participating postsecondary institution and the local board of education.

I. HOME SCHOOL: Students enrolled at ESCC who are CURRENTLY home schooled are 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 procedure for admission to ESCC. 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 an official copy of the high school or college transcript, in English, be mailed to: Office of Admissions, Enterprise State Community College, P.O. Box 1300, Enterprise, AL 36331-1300.

C. Request an official copy of evaluation of transcript, indicating the equivalent U. S. educational level, be mailed to the above ESCC 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 the above ESCC 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 State Community College.

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

G. Secure private housing as Enterprise State 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 State 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 State Community College admission 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 courses.

XI. ADMISSION PROCEDURES

Applications are available from the Admissions Office at any ESCC location or at www.escc.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 ESCC)

1. Complete application for admission.
2. Furnish appropriate form signed by principal and superintendent.
3. Provide Admissions Office with official 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 Student 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, Non-credit Training, and Community Services Courses (Seminars, Workshops, and Short Courses)

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

XII. ADMISSION TO COURSE, RE-ADMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS

A. Definition: No-show

1. For a face-to-face class, a no-show student is one who has never physically attended a class session before the attendance verification deadline.

2. For an online course, a no-show student is one who has never actively participated in the course before the attendance verification deadline. Active participation is defined as sending an e-mail, posting on the discussion board, or completing a class assignment; logging in to the course is not considered active participation.

B. Admission to Course

1. Students who have never been registered will not be admitted into a course after the drop/add period has ended unless approved by the Dean of Instruction

2. To facilitate this request, the student must obtain a drop/add form from the Registrar's office. If the admission is approved by the Dean of Instruction, the drop/add form must be signed by the Dean of Instruction and returned to the Registrar's Office.

3. This policy does not apply to data entry errors.

C. Re-admission to Course for Students Reported as No-Shows

1. If a registered student is reported as a no-show and seeks re-admission into the course, the instructor may give permission for the student to be re-admitted or may refer the student to the Dean of Instruction.

   a. However, previously registered students reported as no-shows will only be re-admitted to a fall or spring full-term course through the 14th calendar day of the term; and/or

   b. previously registered students reported as no-shows will only be readmitted to a summer full-term course through the 10th calendar day of the term; and/or

   c. previously registered students reported as no-shows will only be re-admitted to a mini-term course through the seventh calendar day of the term.

2. The student must obtain a no-show cancellation form from the Registrar's Office and submit the form to the Dean of Instruction. Re-admission must be approved by the Dean of Instruction. The Dean of Instruction is responsible for returning the no-show cancelation form to the Registrar's Office.

3. This policy does not apply to data entry errors.

Tuition and Fees

Tuition and fees are established by the Alabama State Board of Education. SBE reserves the right to make changes to the tuition and fees as deemed necessary. Each student pays the applicable tuition rate, Bond Surety Fee, Special Building Fee, and the Technology Fee. The Facility Renewal Fee is charged for classes on all campuses and sites with the exception of Fort Rucker. Tuition and fees include the following:

I. TUITION

A. In-State Tuition: $109 per credit hour.

B. Out-of-State Tuition: $218 per credit hour. Residency status is determined upon admission to the College.

II. FEES

A. Bond Surety Fee: $1 per credit hour.

B. Special Building Fee: $5 per credit hour.

C. Technology Fee: $9 per credit hour.

D. Facility Renewal Fee: $9 per credit hour.

E. Aviation Fee: $35 per credit hour for Airframe Technology (AMT)/Powerplant (AMP) classes.

III. OTHER FEES

A. Administrative Withdrawal Fee: An administrative fee of 5% of tuition and other institutional charges is assessed for each withdrawal with the period beginning the first day through end of the third week of class. The total amount charged for this service will not exceed $100.

B. Continuing Education and Special Interest Course Fees: Fees vary according to the nature and length of the course.

C. Collection Fee/Express Prior Consent to Contact: Any outstanding charges are subject to be sent to a collection agency if not paid within a specified period of time. Once submitted to the collection agency, the student will be assessed a fee as a legal and lawful debt and agrees to pay said fee, including any and all costs of collections of 33.33%, also any attorney fees and court costs if applicable. The student waives his/her rights now and forever to be exempt under the laws of the State of Alabama and any other State. The student gives ESCC, its employees and/or any agent acting on behalf of the College "expressed prior consent" to contact them at any/all telephone numbers, including cellular telephone numbers (telephone calls or text messages), for the purpose of payment.

D. Distance Learning Fees: Students may incur fees related to test proctoring.

E. Returned Check Fee: A fee of $30 is charged for each worthless check issued to the College. Failure to pay for the returned check and the fee will result in grades and transcripts being held and future enrollment will be denied. A returned check if not recovered in the specified time period will be subject to collection through the Worthless Check Unit of the District Attorney's Office.

F. Parking Fines: A fee of $15 is charged for parking illegally on the campus/site and/or not having the appropriate parking sticker. Parking stickers are available on any campus/site in the Administrative or Student Services area each term.

G. GED Testing Fee: A fee of $50 is charged for the first test. Retake of any part of the GED test is a fee of $10. the fee to reschedule a GED test is $10 per test.

H. Placement Testing Fee: A fee of $8 is charged to ESCC students to retake any part of the COMPASS/Placement test. A fee of $16 is charged to non-ESCC students to take any part of the COMPASS/Placement Test.

I. Proctor Testing Fee: A fee of $35 per test is charged for non-ESCC students.

J. Audit Fee: The cost of auditing a course is the regular tuition and fees for the course.

Financial Aid

I. GENERAL INFORMATION

Enterprise State 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. ESCC encourages all students to apply for financial aid. Students can visit the ESCC Financial Aid web site at www.escc.edu.

The financial aid programs available at ESCC are funded by the federal government, the State of Alabama, Enterprise State 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 ESCC Federal School code is 001015 for all locations. The majority of the financial aid funding at ESCC 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 ESCC, a student must:

A. be admitted to ESCC 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 ESCC 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 STATE 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 ESCC 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 ESCC 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 ESCC are paid according to the number of credit hours in which 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 ESCC 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 ESCC Student Data form.

D. Alabama Student Assistance Program (ASAP)

To be eligible, a student must be a resident of Alabama and be able to demonstrate financial need. A students is selected to receive ASAP based on a priority system using the 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. The William D. Ford Federal Direct Loan Program (DL)

Federal Direct and Federal Direct PLUS loans (for parents of undergraduate students) are low-interest loans made available by the federal government to help students and parents fund the cost of higher education at approved postsecondary institutions. Entrance interview requirements and much more information on DL is available at http://studentloans.gov.

Students are urged to consider borrowing only as a last resort and to borrow no more than is absolutely necessary. Students interested in DL should contact the Financial Aid Office or go to the Financial Aid Forms link at www.escc.edu for an application form.

IV. HOW TO APPLY FOR FEDERAL FINANCIAL AID

A. Apply for a federal Personal Identification Number (PIN) online at pin.ed.gov. At least one parent of a dependent student 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 ESCC Financial Aid Office or request that one be mailed by calling ESCC Financial Aid at (334) 347-2623, ext. 2214. The worksheet is available online at http://www.fafsa.ed.gov.

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

E. Complete the online student loan entrance interview process at https://studentloans.gov.

F. Return the completed loan application to the ESCC Financial Aid Office on either the Enterprise Campus or the Ozark Campus for all Aviation-related programs.

G. Electronically sign the Master Promissory Note (MPN).

H. 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 ESCC Financial Aid priority date is May 15 for the following fall semester. The deadline to apply for Presidential, Academic, Career, Technical, Performing Arts, Athletic, Leadership, or Foundation Scholarships is March 1.

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 ESCC. If the student's application is selected for verification, ESCC will request a copy of the student's and possibly the parent's federal income tax transcript from the Internal Revenue Service and other financial documents. These must be sent to the ESCC Financial Aid Office. ESCC 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 ESCC 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 ESCC students who receive assistance from the Federal Pell Grant, Federal Work-Study, Federal Supplemental Educational Opportunity Grant, Federal Direct Loan, or Alabama Student Assistance Program are required to make satisfactory academic progress (SAP) toward the goal of completing their chosen degree or certificate program within a specified time frame. 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 (time frame for completion).

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

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

B. Quantitative Requirement (Time frame 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 ESCC 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 ESCC. WE STRONGLY ENCOURAGE ALL STUDENTS CONSIDERING A COMPLETE WITHDRAWAL TO DISCUSS THE DECISION WITH A MEMBER OF THE FINANCIAL AID STAFF BEFORE WITHDRAWING FROM ESCC.

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—A student who loses his/her eligibility for financial aid because having failed to meet SAP requirements (see A and B above), may appeal the suspension of the aid eligibility by submitting a SAP Appeal form at least 30 days before the start of the semester for which the student is trying to establish eligibility. An appeal received after this deadline will be considered for the next term.

The student must indicate the term for which he/she is seeking reinstatement of aid, and the reason/s the student initially failed to make satisfactory academic progress. Appropriate documentation of the circumstances necessitating the appeal is required in most cases.

If an appeal is approved, the student is placed on a probationary or term-by-term status to give the student an opportunity to reestablish eligibility for aid while continuing to receive assistance. The student is required to pass all courses attempted during the probationary period with a 2.0 GPA or better. Failure to do so will result in the loss of aid for subsequent terms.

Submission of an appeal does not guarantee reinstatement of aid eligibility.

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. ESCC instructors are responsible for reporting at the end of the drop/add period the names of all students who never attend a given class.

G. Refund Policy—The College's Refund Policy may be found in the section of the ESCC Catalog and Student Handbook 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.

VIII. VETERANS' BENEFITS

The federal government and the state of Alabama have programs which provide financial assistance to veterans and their dependents. Enterprise State 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 ESCC 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 five 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/widower 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 State Community College, Enterprise Campus and the Alabama Aviation Center at Ozark,
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 State Community College,
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 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 service members 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 State Community College, Enterprise Campus,
2. DD 214 (Separation Papers)—not required for active duty service members, 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 State Community College,

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

3. official 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 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 State Community College,

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 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. service persons missing in action or captured in the line of duty by a hostile force, or

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

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 transcripts from any colleges previously attended (submitted to the Admissions 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 the ESCC VA Office with a copy of their program sheet from the College Counseling Office prior to certification for their initial semester at ESCC. Any deviation from this list of courses must be approved in writing by the appropriate department chair, the ESCC Counseling Office, or the Dean of Instruction. Veterans must have all military or transfer credits evaluated by the end of their first semester at ESCC and must then furnish the VA Office with a copy of the updated program sheet from the ESCC Counseling Office. 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 Assoicate Dean of Students for Enrollment Management office.

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 ESCC 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.

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 STATE 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 8888, Muskogee, OK 74402-8888 or the Veterans' Affairs Office at Enterprise State Community College.

XI. ESCC SCHOLARSHIPS

A. Presidential, Academic, Career, and 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.

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 ESCC 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 ESCC students must have completed at least 12 semester credit hours at ESCC 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 ESCC. Students must have at least an 80 average in their high school grades or have passed the GED test. Current and past ESCC students must have completed at least 12 semester credit hours at ESCC 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 Dean of Students, Enterprise Campus, SC100, 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. Fine Arts

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

Full-time students on fine arts scholarships will receive tuition and fee waivers for up to 15 credit hours. Students must take a minimum of 12 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

Any student meeting institutional admission requirements who is 60 years of age or older is eligible for the Senior Adult Scholarship Program, which covers tuition only. This scholarship can be used for transitional and credit courses. Scholarships are limited based on availability of space. Senior adults may receive the waiver only once 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 eligibility contact Adult Education on the Enterprise Campus at (334) 347-2623, ext. 2218.

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 Dean of Students, Enterprise Campus, LW100, by the March 1 deadline in order to be considered for scholarships that begin the following fall semester.

XII. THE ESCC FOUNDATION SCHOLARSHIPS

The Enterprise State 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 ESCC 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 ESCC colleagues. Mr. Anderson was one of the first faculty members at Enterprise State 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 ESCC. 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).

The Jimmy and David Boyle Memorial Scholarship—This scholarship is named in memory of James Dale Boyle and Robert David Boyle, former students of Enterprise State 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 ESCC, 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 ESCC's academic scholarships.

The Dr. Emmett Thomas Brunson Scholarship—Two scholarships are 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 ESCC's academic scholarships.

The Dr. and Mrs. Emmett Treadwell Brunson Scholarship—Two scholarships are 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 ESCC'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 ESCC 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 ESCC'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 ESCC 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 ESCC 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 ESCC'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 ESCC Foundation. Dr. Dobbs' 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 ESCC 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 ESCC 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 is awarded annually to a deserving student. The scholarship is based upon the same criteria as the College's academic scholarships.

The R. W. Dowling, Jr. and Family Scholarship—This scholarship was established by the Dowling family and is named in memory of R. W. and Elizabeth C. Dowling. This scholarship will be awarded annually to a student from the Coffee County area with a "C" average or above and who plans to major in the field of education with a "C" average or above.

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

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 educational 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 of the value of education. The scholarship is awarded annually with priority given to a re-entry ESCC 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 State 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 ESCC'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. and Sara H. 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 ESCC'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 ESCC. 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 ESCC 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 Jordan 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 ESCC'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 ESCC'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 ESCC 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—These three scholarships are endowed by their children and friends to promote the education of outstanding students at the Enterprise Campus or Fort Rucker Site of Enterprise State Community College. These scholarships are 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 State Community College alumnus who was active in the ESCC 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 ESCC 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 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 State 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 the 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 ESCC'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 ESCC'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 48 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 ESCC'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 ESCC student.

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 in memory of 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 ESCC student.

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 State 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, Troy University in Troy, or an approved pre-nursing academic program at Enterprise State 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 the field of church music by the private study of piano or organ. Nontraditional students are encouraged to apply.

The Rainwater-Strickland Memorial Music Scholarship—This scholarship is funded by the Society of Organized Sound (ESCC Music Club). Several of these scholarships are awarded each year to striving musicians who wish to take an applied music class that their degree plan does not cover. The scholarship covers either a voice or instrumental class. Non-traditional students are welcome to apply.

Other scholarships periodically made available include the following:

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

XV. HOW TO APPLY FOR SCHOLARSHIPS

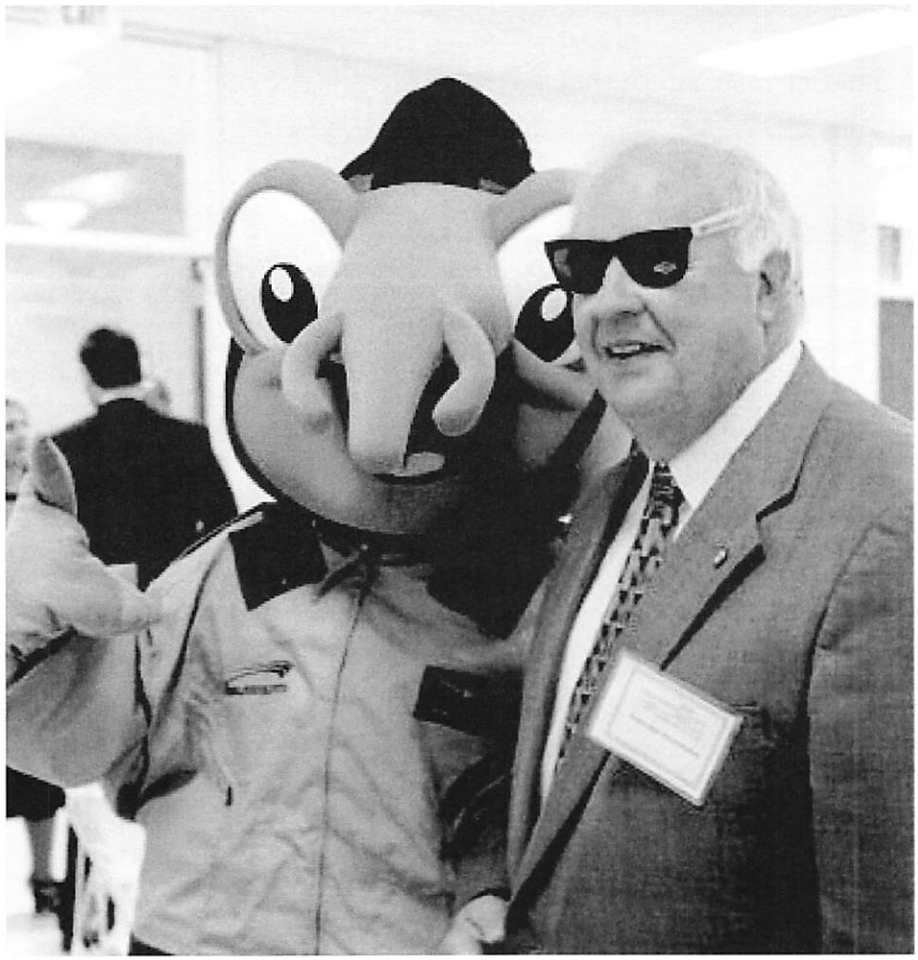
In order to apply for ESCC Academic, Career/Technical, Athletic, Performing Arts, Foundation, or Leadership scholarships, a student must:

A. apply for admission to ESCC,

B. complete an ESCC scholarship application, and

C. submit the completed scholarship application and any other required documents to the Dean of Students 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.



Bo Weevil, while sporting Aviation Center garb, consults with state senator Jimmy Holley, who is showing off his new ESCC sunglasses. The two were attending the Weevil Student Center Open House.

Student Services

I. MISSION AND GOALS

The mission of Enterprise State Community College Student Services Division is to provide a learning environment which complements the curricular mission of the College by offering services and programs that maximize holistic student success.

The goals of Student Services 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 involvement opportunities for student growth and development,

F. to provide academic support services for students to facilitate academic achievement,

G. to provide institutional leadership in the development and implementation of a marketing strategy for recruitment,

H. 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, and

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

II. COUNSELING

The Counseling Office offers services that help students meet their academic needs. Counseling services are available on the Enterprise Campus and the Alabama Aviation Center 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. Counseling services are available on the Enterprise Campus at the Counseling Center (LW102), telephone (334) 347-2623, ext. 2244 or on the Alabama Aviation Center at Ozark in (STE 102), telephone (334) 774-5113, ext. 3640. Students may make individual appointments with a counselor. Evening counseling hours are available.

Each semester the ESCC Counseling Office 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 Counseling offices on both campuses. These services are confidential.

The Alabama Articulation Program (also called **STARS**—**S**tatewide **A**rticulation **R**eporting **S**ystem) 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 go to the statewide articulation website at www.stars.troy.edu.

Students having academic difficulties may see a counselor at any time. Counseling Office staff work with students throughout the year to improve study methods, explore careers, and make referrals to Student Support Services (Enterprise Campus, Alabama Aviation Center 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. 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 including resumes, cover letters, interviews,

job openings, internships, and apprenticeships. 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 ESCC website.

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

III. STUDENT SUPPORT SERVICES (SSS)

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 102; Fort Rucker Site—Building 4502, Room 153; Alabama Aviation Center 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, dual enrollment students, and advanced placement students must take the COMPASS placement test to ensure 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 ESCC. These scores are valid if the student enrolled at ESCC 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 counseling offices.

C. C–ACT Workkeys Testing

Enterprise State Community College is an ACT Workkeys Test Center. Individuals may schedule Workkeys assessments by contacting the ESCC Office of Distance Learning at (334) 347-2623, ext. 2287.

D. College-Level Examination Program (CLEP)

Enterprise State 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 the Counseling Office at (334) 347-2623, ext. 2272/2325. Enterprise State Community College is not a CLEP testing center.

E. 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 Adult Education at (334) 347-2623, ext. 2218.

F. Advanced Placement Credit (AP)

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.

V. LIBRARY/LEARNING RESOURCES CENTER (LRC)

The Learning Resources Centers located at the Enterprise Campus, Alabama Aviation Center 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 Alabama Aviation Center 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 ESCC 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 ESCC 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 ESCC LRC/Library Homepage. 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 for students and staff. Reproductive equipment including photocopiers, scanners, and microform readers/printers are available. Copy/print 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)

The Student's Academic Support (SAS) Lab, located on the Enterprise Campus Snuggs Hall, in Room 100, is designed to offer all students access to equipment and materials for academic reinforcement. It is the distance learning test site for the Enterprise Campus, on-line courses, and COMPASS Tests. All scheduled tests in the SAS Lab are proctored.

In addition to using testing services, students can conduct research using the Internet, use educational support software, prepare course assignments, and apply on-line for Financial Aid. Students are also welcome to create and print a "STARS Guide and Transfer Agreement (STARS—Statewide Articulation Reporting System), or check college e-mail. The Lab is equipped with up-to-date computers which are available for ESCC curriculum-related work only—no recreational use allowed.

The SAS Lab hours of operation are 8:00-11:00 a.m. and Noon-4:00 p.m. Monday-Tuesday; 8:00 a.m.-7:00 p.m., Monday–Thursday; and 8:00 a.m.-12:00 (noon) on Fridays. Extended evening hours will be posted each semester. Test proctoring services are available each semester. Test proctoring services are available during morning hours by appointment only. Morning appointments must be made 24 hours in advance. Call 334-347-2623 ext. 2304 to confirm testing hours and to schedule appointments.

VI. COMPUTER LAB—OZARK CAMPUS

The Computer Lab, located on the Ozark Campus in Stegall Hall, is set up to assist students with class assignments requiring computer usage, internet research, proctored tests, COMPASS testing, financial aid applications on-line, and classes. Personal use of the computers is not allowed. All users other than classes must sign-in at the Computer Lab Office.

All testing is conducted by appointment only. Appointments must be made 24 hours in advance. Test proctoring services are available each semester. The lab is closed for testing and when classes are being held in the lab. Hours of operation will be posted each semester with hours scheduled for one evening per week. For more information or to schedule an appointment, call 334-347-2623, ext. 3653.

VII. CAREER FAIR

Each year in November, a Career Fair is held in the Enterprise Campus Gymnasium. ESCC 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.

VIII. COLLEGE TRANSFER DAY

Each February, four-year college admissions representatives visit ESCC's Enterprise Campus to provide catalogs, admissions applications, and program information for potential transfer students. For more information contact (334) 347-2623 ext. 2295 or stop by the Admissions Office in Lurleen B. Wallace Hall Student Center.

IX. MASTER STUDENT

This course 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 will conduct a career search. This course is taught on the Enterprise Campus only.

X. ORIENTATION

Orientation dates are published in every semester class schedule. Orientation helps first-time and transfer students with their transition to ESCC, 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 needing more information about orientation should consult the class schedule of the current semester.

XI. THE ESCC BOOKSTORES

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 Alabama Aviation Center at Ozark. Students who are approved for the Pell Grant may charge supplies and books after tuition is paid.

Regular hours of operation: 7:45 a.m.-4:15 p.m., Mondays-Thursdays; 7:45 a.m.-1:30 p.m., Fridays.

In addition to the regular hours, bookstores will be open for the first two nights of class each semester and one night during finals. 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 "Buy Back" are scheduled during final exam week of each term.

Books on loan to recipients of certain scholarships 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 State 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), Alabama Aviation Center at Ozark (O), and Aviation Center at Mobile (M).

A. **The Ambassadors (E)**—The Enterprise State Community College Ambassadors 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 an Ambassador, students must be enrolled full-time, have a 2.5 GPA, complete an application, and participate in an interview.

B. **Association for Women in Aviation Maintenance (O)**—AWAM champions womens' professional growth in aviation maintenance, promotes education, and increases public awareness of women in the industry.

C. **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.

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

E. **Concert 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.

F. **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.

G. **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.

H. **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.

I. **History Club (E)**—The ESCC 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 ESCC student.

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. **National Society of Leadership and Success (E)**— The Society is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation's leading presenters and a community where like-minded success oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world.

L. **Phi Beta Lambda (E)**—The purpose of Phi Beta Lambda is to familiarize students with the opportunities available in business and office occupations. PBL is an integral part of the instructional program; it promotes a sense of civic and personal responsibility. Members have an opportunity to compete in a number of skills events on the state and national levels. As members of this organization, students have the opportunity to network with business leaders in the community. All students taking business courses are urged to join.

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 State Community College. The Tau Mu chapter of Phi Theta Kappa was chartered in March 1969.

N. **Players (E)**—The ESCC 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 ESCC Players present two or more theatrical productions each year.

O. **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.

P. **Society of Organized Sound (SOS) (E)**— The main purpose of the Society of Organized Sound is to promote and support the Arts at the College and in the community. The club is a service organization that supports charitable causes.

Q. **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 ESCC students.

R. **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.

S. **Welcoming Orientation Weevils (WOW) (E)**—WOW is a select organization of student orientation leaders who work with ESCC orientations. WOW 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 ESCC freshmen make the transition to college life. Students with a minimum 2.5 GPA compete for WOW selection in an application, role-playing, and interview process.

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 State 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 State 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 (334) 347-2623, ext. 2235.

XV. ACADEMIC ADVISING

Academic advisement is a fundamental part of the educational experience at Enterprise State Community College. Academic advisors assist students in such areas as registration, course selection, 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.

A. Advisor Role and Responsibilities

The academic advisor helps the student select courses and learning experiences that supports the student's educational goals. 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. advising students in selecting work consistent with their educational goals,
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, and when completing the Change of Major Form,
    a. Complete form with student. Student and Advisor must sign the form.
    b. Verify VA Financial Aid status. You may call the Financial Aid office to verify status.
    c. If student is receiving VA benefits, forward the Change of Major form to the Financial Aid office; the Financial Aid office is then responsible for forwarding the form to the Registrar.
    d. If the student is not receiving VA benefits, forward the Change of Major form to the Registrar.
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, and

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. All first-term freshmen will be unable to register for their second academic term until they have met with their faculty advisor during the official academic advisement period. 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. schedule an appointment and 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 for advice at times other than registration,
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 CODE OF CONDUCT

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 ESCC 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.

Students are expected to possess all text(s), tools, safety items, and personal items necessary to fully and effectively participate in a given class.

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 Dean of Students (see XVIII. Disciplinary Procedures) to determine if the student should appear before the College Disciplinary Committee.

A. Application

The Student Code of Conduct applies to individual students as well as formal and informal student groups while on campus, as well as those involved in ESCC-related activities or functioning as official representatives of the institution while both on and off campus.

B. Prohibited Conduct

Any Student found to have committed one or more of the following acts of prohibited conduct will be subject to sanctions:

1. forgery, alteration, or misuse of College documents, records, or identification,
2. issuance of worthless checks made payable to the College,
3. failure to comply with the authority of 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 ESCC activities, or other activities on the College's premises by ESCC students, employees, organizations, or clubs,

6. destruction, damage, or misuse of College 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 (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, embarrassment, pain, or injury or which violates any legal statute of the College's rules, regulations, or policies) which creates 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 ESCC-owned or controlled property, of firearms, ammunition, explosives, fireworks, or other dangerous instrumentalities; exception—law enforcement officers legally authorized to carry such weapons and officially enrolled in classes or are acting in the performance of duties or an instructional program requiring firearms equipment,

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

17. being under the influence of alcoholic beverages or non-prescribed, controlled drugs on any College property or at a student or ESCC-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 or unauthorized publications or petitions,

25. any form of gambling,

26. any 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.

27. unauthorized distribution of copyrighted material, including, but not limited to, unauthorized peer-to-peer (P2P) file sharing (through such software as LimeWire, bearshare, KaZaA, etc.) may subject students to civil and criminal liabilities. A summary of the penalties for violating Federal copyright laws may be obtained from the Dean of Students. Disciplinary actions for violation of copyright laws will be governed by the Disciplinary Procedures

outlined in the College Catalog and Student Handbook and Procedure 5-11: Reporting and Responding to Copyright Infringement Allegations for ESCC Policy 518: The Digital Millennium Copyright Act (DMCA) and Peer-to-Peer File Sharing Policy.

28. implied or explicit assault, harassment, intimidation, bribery, or other threatening actions toward any individual, and

29. misuse of the College's name and/or logo spoken directly or represented visually or audibly in the form of any printed material or electronic media including any and all venues on the Internet.

This 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 State 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:** 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 for 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 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 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 State Community College 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 ESCC students and employees are responsible for using these resources in an effective, ethical, and lawful manner. The College's IT resources (software and 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.

ESCC 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 ESCC 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 State Community College, stand-alone computers, and the campus mini-computer and PC systems attached to the data network. Students and ESCC employees are not allowed to connect their personal computers and/or laptops to the wired 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, and
   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 any peer-to-peer (P2P) software (limewire, bearshare, Kaza, etc). It is illegal to download copyrighted material, it opens your computer to unknown dowloaded materials, and it could cause speed and bandwidth issues with the network,
   f. use of computing facilities for private business purposes unrelated to the mission of the College or to life at the College,
   g. academic dishonesty (plagiarism, cheating, etc.),
   h. violation of software license agreements,
   i. violation of network usage policies and regulations,
   j. violation of another user's privacy,
   k. 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,
   l. use of profanity, obscenity, or other language which may be offensive to other individuals.
3. **Cooperative Use includes but is not limited to the following:**
   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, and

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 State 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 State 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 State Community College's computer labs are available to currently enrolled students and employees of ESCC. These labs include, at the Enterprise Campus, the Student Academic 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 Libraries/LRCs at the Enterprise, Ozark, and Mobile locations. These labs also include the teaching labs at the Fort Rucker Site, Alabama Aviation Center at Ozark, and the 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 State Community College staff, student lab monitors, and campus security personnel reserve the right to ask disruptive and non-authorized individuals to leave.

Within the labs, strict policies are followed pertaining to copying files and applications and the installation of any software not licensed to Enterprise State 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. Student Academic Success (SAS) Lab

Usage is limited to currently enrolled ESCC students and priority for usage is as follows:

1. distance learning students being tested have priority for usage during designated testing hours,

2. individual students using computers or Internet for course-related work (research, study guides, tutorials, word-processing, computer assignments, etc.), and

3. individual students doing transfer searches, financial aid applications, or career searches.

G. 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 online catalog) or online databases on the Internet,
3. ESCC students using the computers or Internet for course-related work,
4. ESCC students and employees using the computers or Internet for non-course related purposes, including online communities (MySpace or Facebook) or e-mail usage—one hour session limit per day, and
5. approved community residents using computers or Internet, including online communities, for non-course related purposes—one hour session limit per day during designated hours.

H. 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.

I. Online 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.

Any student organization affiliated with Enterprise State Community College shall adhere to the same IT policies as an individual student. All content posted on a student organization social network site (i.e., Facebook, Myspace, etc.) shall be consistent with the mission of the Alabama Community College System and Enterprise State Community College. Any organization in violation of this policy shall be subject to sanctions under the Student Code of Conduct.

J. 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 State Community College.

K. 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.

L. 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.

M. Prohibited E-mail Uses

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 communication 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, and

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

M. Wireless Internet Access

Enterprise State Community College provides wireless data network access in select locations for the campus community. Wireless networking is a supplement to the College's wired LAN network and is not considered a replacement for wired access. Use of the wireless network on campus is subject to the following rules.

1. Wireless access on campus is subject to the College's Technology Policy found in the *ESCC College Catalog and Student Handbook.*

2. Each student is permitted one connection to the wireless network for a personal computer or handheld device.

3. Any action that is judged detrimental to campus network operation by the IT staff may be terminated.

4. The wireless connection is a direct connection to the Internet with a basic firewall. The College does not provide virus or spyware scanning software for this connection; therefore, the risk of infections to computers increases. Connection users, not ESCC, are responsible for infections originating from the wireless internet connection.

N. 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 Students shall be responsible for preparing and forwarding cases to the College Disciplinary Committee. When an alleged violation of the Student Code of Conduct comes to the attention of the Dean of Students, 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 Students consider the offense serious enough that the student poses a threat to other persons or ESCC facilities, the individual may be suspended immediately.

B. The Dean of Students or designee shall schedule a meeting with the student for an interview at the earliest possible time to discuss an alleged violation of the Student Code of Conduct. If the student fails to appear for the interview, the Dean of Students may, on the basis of available evidence, forward the case to the College 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 of Conduct. The student shall be presented a printed copy of his/her rights of procedural due process.

C. If the Dean of Students determines, as a result of the interview and other evidence, that there is sufficient reason to present the case to the College 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 of Students for an earlier hearing.

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

E. The College Disciplinary Committee shall make every effort to hear the case immediately in order to remove any question the student has about continuance at Enterprise State Community College. If a student withdraws from the College before appearing before the College Disciplinary Committee, a mutually satisfactory meeting date shall be arranged if possible. 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 of Students. A copy of the written statement shall be sent to the student, the Disciplinary Committee, and the President.

G. The student has three (3) days from the date of the written statement, letter, from the Dean of Students to file a written notice with the Dean of Students appealing the decision of the College Disciplinary Committee to the College Disciplinary Appeals Committee.

H. The College Disciplinary Appeals Committee is composed of a member of the Student Services Division appointed by the Dean of Students, the President of the Student Government Association, and the Dean of Instruction, who serves as chairperson. By a majority vote the College Disciplinary Appeals Committee may decide:

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

2. that the decision be amended, or

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

I. All decisions of the College Disciplinary Appeals Committee shall be final.

J. All disciplinary proceedings/records are confidential.

K. Proceedings under the code may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

XIX. ORGANIZATION OF THE DISCIPLINARY COMMITTEE

The Dean of Students or designee has the responsibility for administration of student discipline at all locations. The Enterprise, Ozark, and Mobile locations will have a separate College Disciplinary Committee appointed by that location's Dean or Director. The Enterprise Committee will serve as the disciplinary committee for the Fort Rucker Site and will be appointed by the Dean of Students. The Ozark committee will serve as the disciplinary committee for the Alabama Aviation Centers in Albertville, Andalusia, and Decatur.

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

The Disciplinary Committee shall objectively consider charges and grievances brought against any student by the Dean of Students. 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 State Community College students, and the College.

XX. DUE PROCESS

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

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

At the hearing the student may be advised by counsel of his/her choice. Counsel may not address the College 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.

College Disciplinary Committee hearings shall be open unless the student requests otherwise in writing. If the public proceedings become disorderly, the College 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 College Disciplinary Committee, the Dean of Students may accept jurisdiction. Once a student has been informed of his/her rights and has knowingly and voluntarily accepted in writing the authority of the Dean of Students jurisdiction, the student shall have waived the right to request a hearing before the College Disciplinary Committee.

Determination of guilt may be made by examination of evidence or testimony or by admission of guilt by the student. If the Dean of Students determines that a violation has occurred, then disciplinary sanctions will be imposed.

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 Dean of Students may temporarily suspend the student(s) pending a meeting with the Dean of Students.

XXIII. RULES OF EVIDENCE

A. The College 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 College Disciplinary Committee may disregard the challenged portion in its study of evidence and testimony presented. If the Committee so desires, it may discontinue 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 College Disciplinary Committee; however, decisions of the Committee on the issue of violation of the Student Code of Conduct will be based solely upon the evidence introduced at the hearing.

XXIV. HEARING PROCEDURES

A. The hearing before the College 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 the hearing shall proceed as follows:

1. only upon written request of the accused student is the hearing to be closed to the public, and
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 College 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 College Disciplinary 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 Dean of Students or designee will retire while the College Disciplinary Committee deliberates and makes its determination.

G. The College 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 Dean of Students shall notify the student by letter of the action taken by the College.

XXVI. DISCIPLINARY SANCTIONS

The following sanctions will be imposed upon any student or group of students found to have violated the code.

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 sanctions,
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 Dean of Students on a discretionary basis, and
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 Dean of Students 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 ESCC committee, and

3. performance of reasonable civic and noncredit academic assignments.

Any student(s) who fails to abide by probation may face additional disciplinary sanctions and shall be required to appear again before the College Disciplinary Committee or Dean of Students. Disciplinary probation generally is not less than one academic semester and does not extend longer than two semesters.

C. SUSPENSION excludes the student(s) from the College for a stated period of time. The student(s) may be barred from any campus, site, center, facility, or activity of the College. As a result, 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 Dean of Students' approval.

D. EXPULSION is the permanent dismissal of a student(s) from the College resulting in the termination of student status. As a result, any student found guilty of an infraction that is serious enough to merit expulsion from the College will also be withdrawn from the College and will not receive academic credit for the term.

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

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

G. 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 Dean of Students.

XXVIII. DRUG TESTING OF STUDENT ATHLETES

A. Persons 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 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 and/or Dean of Students of ESCC. The student's specimen must have been collected and tested within the two 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 ESCC 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 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 ESCC 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 ESCC.

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 ESCC 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 ESCC.

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 ESCC. 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 ESCC 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 ESCC 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 ESCC 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 ESCC 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 ESCC. 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 ESCC. 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 ESCC. 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 ESCC, 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 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 12 months while in the athletic program. If a student athlete does not comply with this requirement within two 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 ESCC. The length of the substance abuse program will be determined by the program counselor. The designated representative of ESCC should be informed of the expected completion date of the program and whether 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 ESCC 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 ESCC 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 ESCC. 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 educational 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 State 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 State Community College, P.O. Box 1300, Enterprise, AL 36331.

A. Reporting Criminal Actions or Other Emergencies

It is the policy of Enterprise State 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 State 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, WA101, (334) 347-2623, ext. 2277. If a security person is not available, the situation should be reported to the Dean of Students, LW100, or the Extended Programs Director, WA 119,

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

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

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

5. Alabama Aviation Center at Albertville: Director's Office, (256) 279-0940, or

6. Alabama Aviation Center at Andalusia: 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 College officials and law enforcement officers in the investigation of the situation. It shall be an offense subject to appropriate disciplinary action for any Enterprise State 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 ESCC official 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 State Community College. Furthermore, it shall be the duty of said official 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 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 for its students, personnel, and 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, and

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 State 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 ESCC-sanctioned activity occurs away from the campus, site, center, or facility.

It shall be the responsibility of a student or an ESCC 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 the 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

ESCC reports that for the calendar year 2011 there were no major crimes committed at any ESCC location.

XXXII. TRAFFIC AND PARKING

Enterprise State Community College and Alabama Aviation Center Security teams strive 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 or 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 or 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. All valuables left in the vehicle are the responsibility of the owner and the College is not responsible for such items.

Each violation will result in a citation, and a fine may be assessed. Any individual who wishes to appeal a parking ticket shall submit an appeal form to the Dean of Students' office within five (5) school days of the citation; otherwise, 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. or Friday, 7:30 a.m.-1:30 p.m. All appeals are reviewed by the Dean of Students. All appeal decisions shall be submitted to the individual in writing. All parking appeal decisions by the Dean of Students are final.

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 withheld and further enrollment denied. The following violations may receive a fine:

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, and
10. other violations.

C. Security

Security can be contacted on the Enterprise Campus by dialing (334) 447-7564 or (334) 447-6555. Security will not unlock doors or charge dead batteries.

Security on the Ozark Campus can be contacted by dialing (334) 447-2116. Security at the Mobile Center can be contacted by dialing (334) 347-2623, ext. 5100; security at the Fort Rucker Site may be contacted at (334) 347-2623, ext. 4221. Security on the Albertville, Andalusia, and Decatur locations may be reached through the respective directors.

For general security questions, contact the Dean of Students' office at (334) 347-2623, ext. 2235.

D. 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 Students Office in Lurleen B. Wallace Hall, all at the Enterprise Campus, the Dean of Aviation at the Alabama Aviation Center at Ozark in Steagall Hall, at the Fort Rucker Site, or the main office in the Aviation Center at Mobile, or the directors at the aviation facilities.

XXXIII. STUDENT HEALTH SERVICES

ESCC 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 contacted.

XXXIV. SECURITY AND/OR PROMOTION OF THE COLLEGE

All persons attending any event, class, service or other function of Enterprise State Community College should be aware that videotaping, audio taping, photography, or other means of capturing their images or voices may take place at any time and may be used for security and/or promotion of the College.

Academic Policies

I. GRADING

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

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."

II. GRADE APPEAL PROCESS

Students who wish to challenge a final course grade must notify the course instructor within 30 calendar days of the final day of the instructional term in which the grade was awarded. If after meeting with the instructor there is no resolution to the grade appeal, the student may then appeal to the division chairperson. If after meeting with the division chairperson the matter remains unresolved to the student's satisfaction, the student may file a written appeal to the Dean of Instruction, who forwards the appeal to the Grade Appeal Committee, which is comprised of the College division chairs and the Dean of Instruction. A hearing by the Grade Appeal Committee will be conducted with the student and instructor within 30 college business days of the Committee receiving the appeal. The chair of the division housing the course in which the grade is in question will recuse himself or herself from the committee hearing but may provide testimony during the hearing. The decision of the Grade Appeal Committee is final.

III. 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.

IV. 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.]

V. 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 Associate Dean of Students for Enrollment Management's Office. (This policy may not apply to aviation programs which must follow FAA guidelines.)

VI. 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 ESCC 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.)

VII. 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 State Community College is committed to distance learning as referenced in the College's Mission Statement.

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.

Our goal in offering distance learning courses is to allow students (learners) to receive excellent instruction reegardless of the time or location.

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

1. Are you independent, self-motivated, and self-disciplined?
2. Can you set and follow a schedule without supervision?
3. Do you have above average oral and written communication skills?
4. Can you read and follow complex written directions well?
5. Can you independently solve complex problems well?
6. Can you use computers and the Internet with ease?
7. Do you have easy access to a computer with Internet access?

C. To achieve the greatest level of success, students need easy access to the internet other than through ESCC's campus computers. Student computers should meet the following minimum specifications:

1. Mozilla Firefox 3.0 or higher or Internet Explorer 6.0 or higher,
2. 56.9Kb modem or better,
3. Windows XP, Vista, Windows 7, or Mac X Operating System, and
4. Microsoft Office Suite 2003, 2007, or 2010.

D. All online courses require at least one proctored exam. Depending on the proctoring method students select, students may incur a proctoring fee. See the ESCC Proctoring Policy.

E. Enterprise State Community College is committed to protecting the privacy of all students using our Learning Management System, Blackboard, for our online courses. See ESCC Blackboard Privacy Statement.

F. For a distance education course, a "No-Show" student is one who has never actively participated in the course before the attendance verification deadline. Active participation is defi9ned as sending an e-mail, posting on the discussion board, or completing a class assignment. Logging in to the course is **not** considered active participation. Students are required to actively participate in their course before the attendance verification.

G. Non-Enterprise State Community College Students

Individuals who are **not** enrolled in a credited Enterprise State Community College (ESCC) course may use the College's proctoring service for a fee. The proctoring service fee is $35.00 per course for one person for one semester.

ESCC's Proctoring Service is provided by the following individuals or their designees: the Learning Resources Center Director at the Enterprise Campus, the Site Director at the Fort Rucker Site, the Dean of Instruction at the Alabama

Aviation Center at Ozark, the Center Director at the Alabama Aviation Center at Mobile, the Center Director at the Alabama Aviation Center at Albertville, the Instructional Coordinator at the Alabama Aviation Center at Decatur, and the Instructional Coordinator at the Alabama Aviation Center at Andalusia. To proctor an exam

1. individuals are to contact one of the official College proctors;
2. individuals will coordinate testing arrangements with the testing institution and proctor;
3. the proctoring service fees are paid to the Business Office by the individuals requesting the service. The Business Office will issue receipts to the individuals;
4. individuals must present receipts to the proctor before exams/tests will be administered;
5. individuals are required to present a photo ID to the proctor at the time of the exam; and,
6. proctors will follow test administration guidelines established by the testing institution for the particular exam.

Active duty military personnel are exempted from the proctor service fee.

H. Enterprise State Community College Employees

The proctor service fee is waived for ESCC employees provided they present a current employee identification card.

I. Distance Learning Students

All Enterprise State Community College Distance Learning Students enrolled in distance learning courses are required to take a minimum of one proctored exam per course (actual number of proctored exams is determined by each instructor).

1. Students living **within** the service area of Enterprise State Community College are to make testing arrangements with the Laboratory Aide for the Student Academic Support (SAS) Lab or one of the official College proctors (or their designee).
   a. Official College proctors are the Learning Resources Center Director at the Enterprise Campus, the Site Director at the Fort Rucker Site, the Dean of Instruction at the Alabama Aviation Center at Ozark, the Center Director at the Alabama Aviation Center at Mobile, the Center Director at the Alabama Aviation Center at Albertville, the Instructional Coordinator at the Alabama Aviation Center at Decatur, and the Instructional Coordinator at the Alabama Aviation Center at Andalusia.
   b. A proctor service fee is not charged by ESCC to students enrolled in the College's distance learning courses using the SAS Lab Testing Service or one of the official proctors.
   c. College proctors are to publish testing schedules and testing requirements one week before the start of each semester.
2. Students living **outside** the College's service area must secure a proctor.
   a. The selected proctor must be secured in a timely manner to allow for approval by the Office of Distance Learning. Proctors must be approved in advance by the ESCC Office of Distance Learning. Testing Centers or educators from partner institutions are preferred as proctors.
   b. Proctor Approval Forms are available in the Office of Distance Learning or on the Enterprise State Community College website (www.escc.edu).
   c. Any fees charged by the secured proctor are the responsibility of the student.
3. Students are to make testing arrangements at least one week before the required exam.
4. Students are required to present a photo ID to the proctor at the time of the exam.
5. Proctors will follow test administration guidelines established by the instructor for the particular exam.
6. An instructor may choose to proctor an exam for his/her distance learning course(s). The instructor may not charge a proctor service fee.

J. Privacy Statement—Distance Education Courses

Enterprise State Community College (ESCC) is committed to protecting the privacy of all students using our Learning Management System, Blackboard. This Privacy Statement describes what information is collected on the Blackboard

server, how the information is protected, who has access to the information and how the information might be used. The Statement is in accordance with the U. S. Family Education Rights and Privacy Act of 1974 (FERPA).

1. Collection of Student Information

   When a student enrolls in an Enterprise State Community College online course, a user name and password are generated by the College's administrative software. The assigned password is a default password. Students are encouraged to change their passwords after the initial login. Student login information is linked to his/her first and last name. The first and last names are visible to the instructor and students in many areas of Blackboard, such as the discussion board, chat room, groups, and course mail (message) list. The user name is only visible to the instructor, division chair, and Blackboard system managers which include system administrators and technical support personnel.

   After students log into Blackboard and accesses their courses, much of their activity will be tracked. For example, instructors can see how many times students entered the course, how many times students clicked within the course, and how many times students clicked in specific areas of the course.

   Tracking is accomplished with a cookie, a small data file that many websites write to hard drives when the website is accessed. The cookies store unique, random user IDs that link users to their Blackboard accounts, giving the cookies the ability to track.

   Cookies will not help track discussion board posts and chat room archives, but cookies will track how often students clicked within those areas. Information posted in the discussion board or chat room becomes available to the instructor and to all students. Therefore, students should exercise caution when posting personal information. Instructors have the ability to delete posts as they see fit.

   Typically, Blackboard courses include links to external websites. Aside from links to ESCC affiliated sites, ESCC is not responsible for the privacy practices of those sites.

2. Protection of Student Information

   Since Blackboard is password-protected, the only students who have access to online courses are those students who are officially enrolled in online courses. The work that students submit through Blackboard will remain in the courses until the courses are deleted from the server. The server is located in Washington, D.C. and is hosted and maintained by Blackboard, Inc. Blackboard performs daily data backups with weekly off-site tape rotation. Additionally, Blackboard regularly monitors the system's unauthorized activity. No unauthorized individuals of Blackboard, Inc. or of Enterprise State Community College have access to the server or its data.

3. Integrity of Student Privacy

   Students should not post private information, such as telephone numbers, into discussion boards or chat rooms. Additionally, to ensure student privacy, students are to follow these policies:

   a. Students are to never allow anyone to login using their user names and passwords. After logging in, students are not to give anyone access to their courses. ESCC authenticates each student as an enrolled student in a Blackboard course through a secure log in process.. Each password is encrypted by Blackboard, and the log in page is secured by SSL technology. However, in order to maintain the integrity of students' privacy and academic integrity, students must ensure that all work completed in their courses are completed by themselves. Please view ESCC's Academic Dishonesty Police located in this *Catalog*.

   b. All students are encouraged to change their initial passwords.

   c. Each time students finish using Blackboard, they are to click the "Log Out" button and exit the web browser. Closing the web browser is especially important if students share computers or use computers in a lab.

4. Access of Student Information

   Only authorized individuals of Blackboard, Inc. and Enterprise State Community College have complete access to students' user names and work posted on Blackboard. Authorized individuals are system managers, the division chair, and the instructor(s) of the course. Passwords can only be accessed by the students. Students have the ability to change their passwords whenever they choose in Blackboard.

   Students have access to past courses until the courses are either deleted from the server or the instructors or system administrator makes the courses unavailable to students, which is standard practice at the end of each semester.

   Limited access to courses will be granted, periodically, upon request and approved by the Associate Dean of Distance Learning to individuals, such as guest speakers, instructor evaluators, course evaluators, and the Dean of Instruction.

In these instances, instructors will give students advanced notice. Guest speakers will have access to the discussion board and chat room until the instructor removes the speaker from the course. Instructor evaluators, course evaluators, or the Dean of Instruction will have access to much of the course for a predetermined amount of time.

5. Use of Student Information

Students' addresses and telephone numbers might be collected to update the College's records in order to survey students on such topics as evaluating instructors, improving the ESCC Distance Learning Program, and collecting opinions about distance learning in general.

In addition, instructors may seek students' permission to post examples of exemplary course work in future courses. If so, the instructor will delete the students' names from the examples.

No information in Blackboard or answers to online surveys will be used for anything other than College-related purposes. No information will be sold to or shared with third-party entities.

6. Modification to this Statement

Depending upon changes in technology and institutional policies, ESCC reserves the right to update and revise this Blackboard Privacy Statement. Please direct questions and/or concerns to the Associate Dean of Distance Learning at 334-347-2623, ext. 2287.

VIII. DEGREES AND CERTIFICATES

A student may be granted an award other than a degree upon satisfactory completion of the program's requirements as specified by the College. 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.), unless the course has been approved by the State Board of Education as being repeatable for credit;

C. complete at least twenty-five percent (25%) of the semester credit hours required in the program through course work from ESCC;

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. submit a formal application for graduation in accordance with institutional policy; and,

F. fulfill all financial obligations to the College.

Enterprise State Community College awards the Associate in Arts, the Associate in Science, and the Associate in Applied Science degrees, the Certificate, and the Short-term Certificate. The Associate in Arts and Associate in Science Degrees are awarded to students completing a university parallel course of study and the general education program.

The Associate in Applied Science degree, the certificate, or the short-term certificate is awarded to students who satisfy the requirements of a specific career program outlined in this *Catalog and Student Handbook* and is awarded in the particular program of study.

IX. 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 through courses from Enterprise State 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 counselor in accordance with institutional policy, and

F. fulfill all financial obligations to the College.

X. 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 placement testing requirements established by the institution,

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

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

4. is in grade 10, 11, or 12, or has an exception granted by the participating 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.

B. Students may enroll in career and technical courses 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.

XI. 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 (FAA), 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 "Required Standards of Satisfactory Academic Progress" portion of the *College Catalog & Student Handbook* in the Financial Aid section entitled. Students enrolled in aviation programs must meet attendance requirements as dictated by the FAA.

XII. ADMISSION TO COURSE, READMISSION TO COURSE FOR STUDENTS REPORTED AS NO-SHOWS

For a face-to-face class, a no-show student is one who has never physically attended a class session before the attendance verification deadline. For a distance learning course, a no-show student is one who has never actively participated in the course before the attendance verification deadline. Active participation in a distance learning course is defined as sending an e-mail, posting on the discussion board, or completing a class assignment; logging in to the course is not considered active participation.

A. Admission to Course After Final Day of Drop/Add

1. Students who are not in the "registered" status for classes at the end of the drop/add period shall be dropped from enrollment.

2. Students who are not registered for classes (including those in preregistered status) will not be admitted into a course after the drop/add period has ended until they are registered and been approved for admission by the Dean of Instruction. Admission to a course after the drop/add period will not be approved by the Dean of Instruction except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.

3. To facilitate this request the student must obtain a drop/add form from the Registrar's office. For approval, the drop/add form must be signed by the Dean of Instruction and returned to the Registrar's office by the Dean of Instruction; a copy shall be submitted to the course instructor. It is the student's responsibility to check the status of his or her admission request with the instructor.

4. This policy does not apply to data entry errors.

B. Readmission to Course for Students Reported as No-Shows

1. If a student reported as a no-show during the attendance verification period seeks readmission into a course, the instructor must submit a completed no-show cancellation form for the student.

2. The student is responsible for obtaining a no-show cancellation form from the Registrar's office and submitting the form to the instructor. The instructor is responsible for submitting the completed no-show cancellation form to the Dean of Instruction no more than ten calendar days after the final day of attendance verification for the semester. Readmission must be approved by the Dean of Instruction. The Dean of Instruction is responsible for returning the no-show cancellation form to the Registrar's Office and submitting a copy of the form to the instructor. It is the student's responsibility to check the status of his or her readmission request with the instructor.

3. Students who are reported as no-shows during the attendance verification period will not be readmitted to the class except under extreme extenuating circumstances (e.g. death in family, serious illness, military assignment, incorrectly reported as a no-show). Note that awaiting confirmation of a financial aid award is not considered an extreme extenuating circumstance.

4. A no-show student must be in the "registered" status to be re-admitted to classes.

5. This policy does not apply to data entry errors.

XIII. PROCEDURES FOR APPEALING DISMISSAL FROM AVIATION MAINTENANCE TECHNOLOGY CLASSES FOR MISSING EXCESSIVE INSTRUCTIONAL TIME

Students who miss ten percent or more of the scheduled appointment time of an aviation maintenance technology class (14 hours of the 140-hour total for class/lab) are dismissed from the class and receive a grade of F in the class. Missing ten percent or more of the instructional time in an aviation maintenance technology class is commonly known as "timing out".

Students may appeal to the Aviation Maintenance Technology Attendance Board to overturn dismissal for timing out. The Board is comprised of: 1) the aviation maintenance technology program head (e.g., Mobile Campus Director, Andalusia Instructional Coordinator) or division chair at the application instructional site, 2) the Dean of Students, and the 3) Dean of Instruction. The student may return to class during the time his or her appeal is being considered by the Board. The student may no longer attend the class should the Board reject the appeal.

All appeals must be submitted in writing to the aviation maintenance technology program head. The program head will gather background information that may be helpful to other Board members as they consider the appeal. This background information may include circumstances pertaining to the student's absence from the class, attendance in other classes, past history of attendance and punctuality, and input from the applicable instructor regarding the student's overall performance in the class. The program head presents this information to the other Board members who vote to either uphold or overturn the dismissal. Students who are successful in their appeal must make up missed class work and instructional time to ensure that no fewer than 126 instructional contact hours were completed.

The Dean of Instruction notifies the student in writing of the outcome of his or her apeal. The decision of the Board is final.

XIV. ATTENDANCE VERIFICATION

All instructors are required to verify attendance for all students who are enrolled in their classes. Students who have never attended (no-show) the classes for which they are enrolled will be reported to the Dean of Instruction 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.

XV. 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 program in accordance with FAA requirements.

XVI. STANDARDS OF ACADEMIC PROGRESS

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

A. programs within the institution thay are subject to external licensure, certification, and/or accreditation or that are fewer than six semesters in length may have higher standards of progress other than the institutional standards of progress,

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

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 "Standards of Academic Progress Policies" for financial aid recipients in this *College Catalog and Student Handbook*.

XVII. STANDARDS OF PROGRESS POLICY

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

A. students who have attempted 12-21 semester credit hours at the institution must maintain a 1.5 cumulative gradepoint average,

B. students who have attempted 22-32 semester credit hours at the institution must maintain a 1.75 cumulative gradepoint average, and

C. students who have attempted 33 or more semester credit hours at the institution must maintain a 2.0 cumulative grade point average.

XVIII. 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 measures.

XIX. APPLICATION OF STANDARDS OF PROGRESS—ACADEMIC STANDING STATUS

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 while on academic probation and 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.

XX. 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 re-admission" 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 re-admission, the student shall be given an opportunity to present a rationale and/or statement of mitigating circumstances in support of immediate re-admission. 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 are the standards by which such decisions are measured.

XXI. DEFINITION OF TERMS

Grade Point Average (GPA)—the grade point average based upon 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

XXII. 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 their educational records within 45 days of the day the College receives a request for access. Students should submit to the Associate Dean of Students for Enrollment Management a written request that identifies the record(s) they wish to inspect. The Associate Dean of Students for Enrollment Management 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 Associate Dean of Students for Enrollment Management, 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 educational 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 their educational 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 Associate Dean of Students for Enrollment Management. 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 State 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, and
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 Students or the Associate Dean of Students for Enrollment Management during the first three weeks of the respective semester or academic year.

D. Transcripts

Enterprise State 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 Associate Dean of Students for Enrollment Management, located at the Enterprise Campus, Lurleen B. Wallace Hall, Room 102, telephone (334) 347-2623, ext. 2233.

XXIII. 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. Students in the Aviation Maintenance Technology program must follow FAA requirements.

XXIV. 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.

XXV. 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, which may be obtained from the Admissions Office or the Registrar's Office. 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 Admissions Office or Registrar's Office in order to complete the withdrawal process.

B. Complete Withdrawal from the College

A student may withdraw from all courses at ESCC. 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 with a counselor or in the Evening Program Director's office at the Enterprise Campus, at the Fort Rucker Site office, the Alabama Aviation Center at Ozark office, the Alabama Aviation Center at Mobile office, or the directors' offices at the Alabama Aviation Centers 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 Financial Aid Office. The withdrawal form will then be submitted to the Admissions Office or Registrar's Office to complete 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 Satisfactory Academic Progress standards for financial aid recipients section in this *Catalog and Student Handbook* for additional information.

XXVI. ACADEMIC BANKRUPTCY

A student may a request in writing to the Admission's Office or Registrar's Office 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 to 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: Students in the Aviation Maintenance Technology program 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.

XXVII. MAXIMUM AND MINIMUM COURSE LOADS

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

XXVIII. 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: 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 24 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. A Dean's List certificate will be sent to the student via mail. Requirements for the Dean's List are 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. A President's List certificate will be sent to the student via mail. Requirements for the President's List shall be a semester grade point average 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 State 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 ESCC 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.

XXIX. COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Enterprise State 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 through courses from the College. For further information, contact Counseling on the Enterprise Campus. Enterprise State Community College is not a CLEP testing center.

XXX. 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 State Community College will review AP scores of "3," "4," and "5." For further information, the student should contact the location where he or she plans to attend classes.

XXXI. SPECIAL PROGRAMS FOR MILITARY SERVICEMEMBERS

A. Fort Rucker Site

Enterprise State Community College offers college credit courses at Fort Rucker. ESCC 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 service members.

Evening classes meet on Mondays and Wednesdays or Tuesdays and Thursdays.

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

The ESCC Fort Rucker Site Administrative Office is located in Building 4502, Room 153, on Andrews Avenue. For additional information call (334) 598-3438.

B. Servicemembers Opportunity College Associate Degree (SOCAD)

Enterprise State Community College is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System.

1. Servicemembers Opportunity Colleges Consortium

   The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicememmbers worldwide. SOC Consortium members subscribe to principles and criteria to ensure that quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website at www.soc.aascu.org.

2. SOC Degree Network System Membership

   Enterprise State Community College is a member of the SOC Degree Network System, a subgroup of SOC Consortium member institutions selected by the military services to deliver specific associate degree programs to servicemembers and their families. As a member of the DNS, ESCC has agreed to adhere to academic policies intended to support military students in their academic endeavors towards degree completion.

   These policies include:

   a. a limit of institutional residency requirements for graduation to 25 percent or less of the total degree requirements, or in the case of degrees that are offered 100 percent online to 30 percent,

   b. permission for military students to complete institutional residency at any time and avoid any "final year" or "final semester" residency requirement,

   c. awarding credit appropriate to the degree for service training school courses and military occupational experience based on the recommendations in the *American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services* (*ACE Guide*),

   d. awarding credit appropriate to the degree from at least one nationally-recognized standardized testing program such as College Level Examination Program (CLEP), DSSTs, or Excelsior College Examination program (ECE), based on credit recommendations in the ACE Guide,

   e. permitting the student to complete his or her selected degree program under the terms of the Student Agreement even after separation from active military service or if ESCC should no longer participate in the SOC Degree Network System.

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."

XXXII. EVENING PROGRAM

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

Students may take evening classes at any of the College's campuses or Aviation Center sites. All courses offered for credit at night may be found in the course descriptions in this *Catalog and Student Handbook*.

XXXIII. CONTINUING EDUCATION AND COMMUNITY SERVICE PROGRAM

From the time Enterprise State 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. Courses in continuing education are 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) 347-2623.

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 ten 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 by 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.

XXXIV. ADULT EDUCATION, TRAINING, AND GENERAL EDUCATION DEVELOPMENT (GED) PROGRAM

The ESCC Adult Education Consortium sponsors adult education and training services in 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 (17 years of age and older, not enrolled in a public school) 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 (334) 347-2623, ext. 2218.

ESCC's Enterprise Campus is a GED Testing Center. Testing is held on selected Tuesdays throughout the year. Preregistration is required because of limited space. For additional information, call (334) 347-2623, ext. 2218.

XXXV. TRAINING FOR EXISTING BUSINESS & INDUSTRY

ESCC partners with the Alabama Technology Network (ATN) to offer a Training for Existing Business and Industry (TEBI) program. The TEBI program offers customized training, seminars, and workshops to assist employers in training and development of existing and prospective employees. Programs include both academic and occupational courses. College personnel can assist in assessing company training needs, providing the training, securing the trainer, and designing job-specific training modules to enhance employee performance. Program costs vary with the length of the course and intensity of training. Training is offered on the campus as well as at the job site. For detailed course information and program costs contact the ATN/TEBI office,
(334) 347-2623.

XXXVI. ACADEMIC COMPETITIONS

A. Math Tournament

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

B. Scholars' Bowl

The History and Social Sciences Division, the Tau Mu Chapter of Phi Theta Kappa, and the ESCC Scholar Bowl Team jointly 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. ESCC scholarships are awarded to the two highest schoring high school seniors.

Degree Plans

GENERAL STUDIES—ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREE REQUIREMENTS

The Associate in Arts (AA) and the Associate in Science (AS) degrees are designed for students planning to transfer to a baccalaureate degree program. Following are the AA and AS degree requirements per Alabama State Board of Education policy 712.01. Students should select specific courses based on the requirements of the program into which they plan to transfer. Students should also consult with the Statewide transfer and Articulation Reporting System (STARS) to ensure transferability of courses to other State institutions. Alabama Community College System institutions are authorized to provide up to 50% of the total credit hours; therefore, degree plans range from 60 to 64 credit hours. Students should consider the maximum number of credit hours that can be transferred when scheduling courses.

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

Area II: **Humanities and Fine Arts ..... 12 credit hours**
*Must complete three semester credit hours in literature and three semester credit hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Humanities and arts disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theater and dance.

Area III. **Natural Science and Behavioral Sciences ..... 11 credit hours**
Must complete three semester credit hours in mathematics at the precalculus algebra or finite math level. Must complete eight semester credit hours in the natural sciences, which must include laboratory experiences. Disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science. Note: ESCC requires MTH 112 or above for an AS degree.

Area IV. **History, Social, and Behavioral Sciences ..... 12 credit hours**
*Must complete three semester credit hours in history and at least six semester credit hours from among disciplines in the social and behavioral sciences. Social and behavioral sciences include, but are not limited to: anthropology, economics, geography, political science, psychology, and sociology.

Area I-IV: **Minimum General Education Requirements ..... 41 credit hours**

Area V: **Pre-professional, Pre-major, and Elective Courses ..... ** 19-23 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major. Students completing courses that have been approved for the general studies curriculum and are appropriate to the 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 of AS and AA Degrees ..... **60-64 credit hours

**Must complete a six semester credit hour sequence either in literature or history. The sequence selected in Area II or IV should follow the requirements of the student's major at the planned transfer institution.*

***Baccalaureate degrees at Alabama public universities range from 120 to 128 semester credit hours in length. Institutions in the Alabama Community College System are authorized to provide 50 percent of that total (60-64 credit hours.*

GENERAL STUDIES—ASSOCIATE IN ARTS
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to earn a bachelor of arts degree but have not decided on a major. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Arts degree requirements.

AREA I: WRITTEN COMPOSITION I AND II — **6 Credit Hours**

Must complete at least six semester credit hours in written composition.

ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS* — **12 Credit Hours**

Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).

Select a three credit hour course or a six credit hour sequence from:

ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3-6
ENG 261, ENG 262	English Literature I, English Literature II	

Select three–nine credit hours from:

ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

Select zero–six credit hours from:

PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS — **11 Credit Hours**

Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.

Select three–four credit hours from:

MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

Select eight credit hours from:

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES* — **12 Credit Hours**

Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select three–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer. **21 Credit Hours**

Select 21 credit hours from Area I-IV courses. 21

TOTAL CREDIT HOURS: 62

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

GENERAL STUDIES—ASSOCIATE IN SCIENCE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to earn a bachelor of science degree but have not decided on a major. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II — **6 Credit Hours**

Must complete at least six semester credit hours in written composition.

ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS* — **12 Credit Hours**

Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).

Select a three credit hour course or a six credit hour sequence from:

ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3-6
ENG 261, ENG 262	English Literature I, English Literature II	

Select three–nine credit hours from:

ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

Select zero–six credit hours from:

PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS — **11 Credit Hours**

Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.

Select three–four credit hours from:

MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

Select eight credit hours from:

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES* — **12 Credit Hours**

Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select three–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer. **21 Credit Hours**

Select 21 credit hours from Area I-IV courses. 21

TOTAL CREDIT HOURS: 62

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

Plans of Study

ACCOUNTING
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in accounting or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II — **6 Credit Hours**

Must complete at least six semester credit hours in written composition.

ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS* — **12 Credit Hours**

Must complete at least 12 semester credit hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).

Select a three credit hour course or a six credit hour sequence from:

ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3
ENG 261, ENG 262	English Literature I, English Literature II	3

Select three–six credit hours from:

ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

Select three–six credit hours from:

PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS — **11 Credit Hours**

Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and at least eight hours in the natural science, which must include laboratory experiences.

Select three–four credit hours from:

MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

Select eight credit hours from:

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*

Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).

12 Credit Hours

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Must complete at least six semester credit hours in economics.

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

May select three semester credit hours from courses listed below to complete 12 credit hours if necessary.

GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ANIMAL SCIENCE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in animal science or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

BIO 201	Human Anatomy and Physiology I	4
BIO 202	Human Anatomy and Physiology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222***	Organic Chemistry II	4
CIS 146	Microcomputer Applications	3
ECO 232	Principles of Macroeconomics II	3
MTH 125	Calculus I	4
PHY 201	General Physics I (Trigonometry Based)	4
PHY 202***	General Physics II (Trigonometry Based)	4
SPH 106	Fundamentals of Oral Communication	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

*** Students in pre-professional and/or basic science options should take PHY 202 and CHM 222.

ANTHROPOLOGY
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in anthropology or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics I	3
ECO 232	Principles of Microeconomics II	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	3
SPA 102	Introductory Spanish II	3
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ARCHITECTURE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in architecture or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**12 Credit Hours**
Select four credit hours from:		
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
Select eight credit hours from:		
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102 or HIS 201, HIS 202	History of Western Civilization I, History of Western Civilization II or United States History I, United States History II	3-6
Select six-nine credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3

PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 207	Introduction to Web Development	4
CIS 255	JAVA Programming	4
ECO 231	Principles of Macroeconomics I	3
ECO 232	Principles of Microeconomics II	3
GEO 100	World Regional Geography	3
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Differential Equations	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
REL 100	World Religion	3
REL 152	Survey of the New Testament	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	3
SPA 102	Introductory Spanish II	3
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

TOTAL CREDIT HOURS: 64

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ART STUDIO/ART EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in art studio/art education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

ECO 232	Principles of Microeconomics	3
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select six-nine credit hour sequence from:		
ECO 231	Principles of Macroeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:		
ART 113	Drawing I	3
ART 114	Drawing II	3
ART 121	Two-dimensional Composition I	3
ART 127	Three-dimensional Composition II	3
ART 173	Photography I	
or	or	3
GRD 121	Digital Photography Foundation	3
ART 233	Painting I	3
CIS 146	Microcomputer Applications	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ATHLETIC TRAINING
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in athletic training or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
CIS 146	Microcomputer Applications	3
HED 224	Personal and Community Health	3
HED 231	First Aid	3
PED	Physical Education Electives	2

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

BIOLOGICAL SCIENCES
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in biological sciences or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select six-nine credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:		
ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
BIO 220	General Microbiology	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MTH 112	Pre-Calculus Algebra	3
MTH 113	Pre-Calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
PHY 201	General Physics I (Trigonometry Based)	4
PHY 202	General Physics II (Trigonometry Based)	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

BUSINESS
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in business or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 19 credit hours from:

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

CHEMISTRY
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in chemistry or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

COMPUTER SCIENCE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in computer science or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select a zero–three credit hours from:		
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer. **20 Credit Hours**

Select 19 credit hours from:		
CIS 251	C++ Programming	3
MTH 113	Pre-Calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
Area I—IV courses not previously selected		6

TOTAL CREDIT HOURS: 61

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

CRIMINAL JUSTICE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in criminal justice or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II — **6 Credit Hours**

Must complete at least six semester credit hours in written composition.

ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS* — **12 Credit Hours**

Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).

Select a three credit hour course or a six credit hour sequence from:

ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3-6
ENG 261, ENG 262	English Literature I, English Literature II	

Select three–six credit hours from:

ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

Select zero–six credit hours from:

PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS — **11 Credit Hours**

Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.

Select three–four credit hours from:

MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3

Select eight credit hours from:

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES* — **12 Credit Hours**

Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CIS 146	Microcomputer Applications	3
CRJ 100	Introduction to Criminal Justice	3
CRJ 209	Juvenile Delinquency	3
MUS 101	Music Appreciation	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ECONOMICS
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in economics or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Must complete at least six semester credit hours in Economics:

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

May select three semester credit hours from courses listed below to complete 12 credit hours if necessary.

GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ELEMENTARY OR EARLY CHILDHOOD EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in elementary or early childhood education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 146	Microcomputer Applications	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
HED 221	Personal Health	3
HED 224	Personal and Community Health	3
MTH 110	Finite Mathematics	3
MTH 112	Pre-Calculus Algebra	3
MTH 231	Math for the Elementary Teacher I	3
MTH 232	Math for the Elementary Teacher II	3
MUS 101	Music Appreciation	3
PHS 111	Physical Science I	3
PHS 112	Physical Science II	3
PHY 201	General Physics I (Trigonometry Based)	4
PHY 202	General Physics II (Trigonometry Based)	4
PSY 210	Human Growth and Development	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ENGINEERING
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in engineering or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3-6
ENG 261, ENG 262	English Literature I, English Literature II	
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero to six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**12 Credit Hours**
Select three–six credit hours from:		
MTH 125	Calculus I	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select six–nine credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**		
Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.		**21 Credit Hours**

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
CIS 191	Introduction to Computer Science	3
CIS 251	C++ Programming	3
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Differential Equations	3

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ENGLISH
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in English or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select six–nine credit hours from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select a three credit hour course or a six credit hour sequence from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.	**23 Credit Hours**
Area I—IV courses not previously selected	23

TOTAL CREDIT HOURS: 64

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

ENGLISH/LANGUAGE ARTS EDUCATION: MIDDLE/HIGH SCHOOL
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in English/language arts education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a six credit hour sequence from:		
ENG 261, ENG 262	English Literature I, English Literature II	6
Select three–six credit hours from:		
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–three credit hours from:		
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102 or HIS 201, HIS 202	History of Western Civilization I, History of Western Civilization II or United States History I, United States History II	3-6
Select six–nine credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3

POL 211	American National Government	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

23 Credit Hours

Select 19 credit hours from:

ENG 251	American Literature I	3
ENG 252	American Literature II	3
Area I—IV courses not previously selected		17

TOTAL CREDIT HOURS: 64

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

FINANCE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in finance or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Must complete at least six semester credit hours in economics:

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

May select three semester credit hours from courses listed below to complete 12 credit hours if necessary.

GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 19 credit hours from:

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

FORESTRY
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in forestry or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	6
Select three credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**12 Credit Hours**
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
MTH 125	Calculus I	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**
Select a six credit hour sequence from:		
HIS 101, HIS 102 or HIS 201, HIS 202	History of Western Civilization I, History of Western Civilization II or United States History I, United States History II	6
Select six credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**		
Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.		**20 Credit Hours**
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
SPH 107	Fundamentals of Public Speaking	3

Select three credit hours from:		
BUS 271	Business Statistics	3
MTH 265	Elementary Statistics	3
Select three–four credit hours from:		
BUS 241	Principles of Accounting I	3
PHY 201	General Physics I—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
Select three–four credit hours from:		
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
REL 100	World Religion	3
REL 152	Survey of New Testament	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

TOTAL CREDIT HOURS: 62

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

GRAPHIC DESIGN
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in graphic design or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

ECO 232	Principles of Microeconomics	3
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select six–nine credit hours from:		
ECO 231	Principles of Macroeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:		
ART 113	Drawing I	3
ART 114	Drawing II	3
ART 121	Two-dimensional Composition I	3
ART 127	Three-dimensional Composition	3
ART 173 or GRD 121	Photography I or Digital Photography Foundation	3
ART 220	Introduction to Computer Graphics	3
ART 221	Computer Graphics I	3
ART 222	Computer Graphics II	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

HEALTH INFORMATION MANAGEMENT
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in health information management or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
MTH 112	Pre-calculus Algebra	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
PSY 200	General Psychology	3
Select a three credit hour course from:		
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

		20 Credit Hours
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
BUS 241	Principles of Accounting I	3
Select three credit hours from:		
PSY 260	Statistics for the Social Sciences	3
MTH 265	Elementary statistics	3
Area I—IV courses not previously selected		6

TOTAL CREDIT HOURS: 61

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

HISTORY
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in history or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least three semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

HISTORY EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in history education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CIS 146	Microcomputer Applications	3
GEO 100	World Regional Geography	3
HIS 201	US History I	3
HIS 202	US History II	3
MUS 101	Music Appreciation	3
POL 211	American National Government	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

HUMAN RESOURCE MANAGEMENT
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in human resource management or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252	American Literature I, American Literature II	
or	or	3-6
ENG 261, ENG 262	English Literature I, English Literature II	
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Must complete at least six semester credit hours in economics.

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

May select three semester hours from courses listed below to complete 12 credit hours if necessary.

GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

JOURNALISM
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in journalism or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select six–nine credit hours from:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.		**19 Credit Hours**
MCM 100	Introduction to Mass Communication	3
SPH 106	Fundamentals of Oral Communication	
or	or	3
SPH 107	Fundamentals of Public Speaking	
Area I—IV courses not previously selected		17

TOTAL CREDIT HOURS: 64

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

MANAGEMENT
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in management or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Must complete at least six semester credit hours in economics:		
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
May select three semester credit hours from courses listed below to complete 12 credit hours if necessary.		
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 19 credit hours from:		
BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

MANAGEMENT INFORMATION SYSTEMS
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in management information systems or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–six credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a 3 credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Must complete at least six semester credit hours in economics:

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

May select three semester credit hours from courses listed below to complete 12 credit hours if necessary:

GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 22 credit hours from:

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

MARKETING
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in marketing or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Must complete at least six semester credit hours in economics:

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

May select three semester credit hours from courses listed below to complete 12 credit hours if necessary:

GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 22 credit hours from:

BUS 241	Principles of Accounting I	3
BUS 242	Principles of Accounting II	3
BUS 263	Legal and Social Environment of Business	3
BUS 271	Business Statistics I	3
BUS 272	Business Statistics II	3
CIS 146	Microcomputer Applications	3
MTH 125	Calculus I	4

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

MATHEMATICS
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in mathematics or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 22 credit hours from:

CIS 191	Introduction to Computer Science	3
CIS 251	C++ Programming	3
CIS 252	Advanced C Programming	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Differential Equations	3
MTH 265	Elementary Statistics	3
PED	Physical Education Elective	1

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

MATHEMATICS EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in mathematics education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select three–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

22 Credit Hours

Select 22 credit hours from:

CIS 146	Microcomputer Applications	3
CIS 191	Introduction to Computer Applications	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Differential Equations	3
MTH 265	Elementary Statistics	3
PED	Physical Education Elective	1

TOTAL CREDIT HOURS: 63

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

MUSIC/MUSIC EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in music/music education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

ECO 232	Principles of Microeconomics	3
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select three-six credit hours:		
ECO 231	Principles of Macroeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

MUS 111	Music Theory I	3
MUS 112	Music Theory II	3
MUS 113	Music Theory Lab I (Aural Skills)	1
MUS 114	Music Theory Lab II (Aural Skills)	1
Select 11 credit hours from:		
MUL	Music Ensemble Courses	0-11
MUP	Music Performance Courses (MUP 101, MUP 102 highly recommended)	0-11
MUS 211	Music Theory III	3
MUS 212	Music Theory IV	3
MUS 213	Music Theory Lab III (Aural Skills)	1
MUS 214	Music Theory Lab IV (Aural Skills)	1

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

PHILOSOPHY
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in philosophy or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS* *Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).*		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES* *Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):*	**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ECO 231	Principles of Macroeconomics	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

PHYSICAL EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in physical education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
HED 224	Personal and Community Health	3
HED 231	First Aid	3
PED 200	Foundations of Physical Education	3
PED	Physical Education Electives	2

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

POLITICAL SCIENCE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in political science or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

PRE-NURSING (BSN)
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in nursing or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*

Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):

12 Credit Hours

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
BIO 220	General Microbiology	4
BUS 271	Business Statistics I	3
CHM 111	College Chemistry I	4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MTH 112	Pre-Calculus Algebra	3
MTH 113	Pre-Calculus Trigonometry	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

PRE-PHARMACY
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in pre-pharmacy or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select zero–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

BIO 103	Principles of Biology I	4
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
MTH 125	Calculus I	4
MTH 265	Elementary Statistics	3
PHY 201	General Physics I (Trigonometry Based)	4

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

PSYCHOLOGY
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in psychology or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Science degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I (Trigonometry Based)	4
PHY 202	General Physics II (Trigonometry Based)	4
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

PUBLIC RELATIONS
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in public relations or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

ECO 232	Principles of Microeconomics	3
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select a three–six credit hours from:		
ECO 231	Principles of Macroeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.		**23 Credit Hours**
MCM 100	Introduction to Mass Communication	3
SPH 106	Fundamentals of Oral Communication	3
or	or	
SPH 107	Fundamentals of Public Speaking	3
Area I—Area IV courses not previously selected		17

TOTAL CREDIT HOURS: 64

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

RADIOLOGIC SCIENCE
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in radiologic science or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
BIO 201	Anatomy and Physiology I	4
BIO 202	Anatomy and Physiology II	4
CIS 146	Microcomputer Applications	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SCIENCE EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in science education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CHM 221	Organic Chemistry I	4
CHM 222	Organic Chemistry II	4
CIS 146	Microcomputer Applications	3
MTH 100	Intermediate College Algebra	3
MUS 101	Music Appreciation	3
PED 100	Various Health/Fitness Courses	1
PHY 201	General Physics I (Trigonometry Based)	4
PHY 202	General Physics II (Trigonometry Based)	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SOCIAL WORK
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in social work or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 260	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SOCIOLOGY
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in sociology or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MTH 265	Elementary Statistics	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SOC 247	Marriage and the Family	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SPECIAL EDUCATION
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in special education or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six-nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

CIS 146	Microcomputer Applications	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	US History I	3
HIS 202	US History II	3
MTH 112	Pre-Calculus Algebra	3
MTH 231	Math for Elementary Teacher I	3
MTH 232	Math for Elementary Teacher II	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SPEECH
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in speech or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Math	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

23 Credit Hours

Select 23 credit hours from:

SPH 107	Fundamentals of Public Speaking	3
Area I—Area IV courses not previously selected		20

TOTAL CREDIT HOURS: 64

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SPEECH PATHOLOGY
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in speech pathology or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least three semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
MTH 112	Pre-Calculus Algebra	3
MTH 113	Pre-Calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
PSY 200	General Psychology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

SPORTS AND FITNESS MANAGEMENT
PLAN OF STUDY IN THE ASSOCIATE IN SCIENCE DEGREE PLAN

This plan of study is for students who intend to major in sports and fitness management or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the Associate in Science degree requirements.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

Select a three credit hour course or a six credit hour sequence from:

HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	

Select six–nine credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

Select 19 credit hours from:

ART 100	Art Appreciation	3
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
CIS 146	Microcomputer Applications	3
ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HED 224	Personal and Community Health	3
HED 230	First Aid	3
MTH 112	Pre-Calculus Algebra	3
MTH 113	Pre-Calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
MUS 101	Music Appreciation	3
PED	Physical Education Electives	2
PED 200	Foundations of Physical Education	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I (Trigonometry Based)	4
PHY 202	General Physics II (Trigonometry Based)	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

THEATRE
PLAN OF STUDY IN THE ASSOCIATE IN ARTS DEGREE PLAN

This plan of study is for students who intend to major in theatre or a closely related field at a university or senior level college. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the transfer institution when selecting courses at ESCC. This plan meets the minimum requirements necessary to receive the Associate in Arts degree.

AREA I: WRITTEN COMPOSITION I AND II *Must complete at least six semester credit hours in written composition.*		**6 Credit Hours**
ENG 101	Written Composition I	3
ENG 102	Written Composition II	3
AREA II: HUMANITIES AND FINE ARTS*		
Must complete at least 12 semester hours with a minimum of three hours in literature and three hours in the arts. The remaining credit hours are to be selected from humanities and/or fine arts. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV).		**12 Credit Hours**
Select a three credit hour course or a six credit hour sequence from:		
ENG 251, ENG 252 or ENG 261, ENG 262	American Literature I, American Literature II or English Literature I, English Literature II	3-6
Select three–six credit hours from:		
ART 100	Art Appreciation	3
MUS 101	Music Appreciation	3
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3
Select zero–six credit hours from:		
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 100	World Religions	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
AREA III: NATURAL SCIENCE AND MATHEMATICS *Must complete at least 11 semester credit hours with a minimum of three hours in mathematics at the pre-calculus algebra level or finite mathematics level unless otherwise specified and a least eight hours in the natural sciences, which must include laboratory experiences.*		**11 Credit Hours**
Select three–four credit hours from:		
MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 113	Pre-calculus Trigonometry	3
MTH 125	Calculus I	4
MTH 126	Calculus II	4
MTH 227	Calculus III	4
MTH 237	Linear Algebra	3
MTH 238	Applied Differential Equations	3
Select eight credit hours from:		
BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4
AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES*		
Must complete at least 12 semester credit hours with a minimum of three hours in history and at least six hours from among other disciplines in the social and behavioral sciences. Students must complete a six semester hour sequence in either literature (Area II) or history (Area IV):		**12 Credit Hours**

ECO 232	Principles of Microeconomics	3
Select a three credit hour course or a six credit hour sequence from:		
HIS 101, HIS 102	History of Western Civilization I, History of Western Civilization II	
or	or	3-6
HIS 201, HIS 202	United States History I, United States History II	
Select a three credit hour course or a six credit hour sequence from:		
ECO 231	Principles of Macroeconomics	3
GEO 100	World Regional Geography	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: PRE-PROFESSIONAL, PRE-MAJOR, AND ELECTIVE COURSES**

Must complete 19-23 semester credit hours of courses that are appropriate to the degree and major requirements of the institution to which the student intends to transfer.

19 Credit Hours

CIS 146	Microcomputer Applications	3
MUL 172	Musical Theatre Workshop I (recommended)	2
MUL 173	Musical Theatre Workshop II (recommended)	2
MUP 111	Private Voice I	1
MUP 112	Private Voice II	1
MUP 211	Private Voice III	1
MUP 212	Private Voice IV	1
Select eight credit hours from:		
ART 100	Art Appreciation	3
ECO 231	Principles of Macroeconomics	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
POL 211	American National Government	3
PSY 200	General Psychology	3
SOC 200	Introduction to Sociology	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3
THR 126	Introduction to Theatre	3

TOTAL CREDIT HOURS: 60

* As a part of the general studies curriculum, students must complete a six semester hour sequence in literature or history. The sequence(s) selected in Area II and/or Area IV should follow the sequence requirements of the program into which the student intends to transfer.

** To ensure the courses selected in Area V are transferable, consult the catalog of the transfer institution and the STARS Transfer Guide at http://stars.troy.edu. Students may substitute courses, but note that not all Code B or C courses are transferable.

CAREER AND TECHNICAL EDUCATION DEGREE PLANS

CAREER PROGRAMS

Enterprise State 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 an associate degree, certificate, or short-term certificate 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
- Avionics Technology
- Business Administration and Management
  - *Options:*
    - Accounting
    - Management and Supervision
- Computer and Information Science
- Computer Graphics
  - *Option:*
    - 3-D Simulation Modeling
- Computer Maintenance Technology
- Child Development
- Emergency Medical Services
  - *Options:*
    - Paramedic
    - Basic
    - Advanced
- Office Administration
  - *Options*:
    - Health Information Technology
    - Legal Assistant/Paralegal
- Health Information Technology
- Legal Assistant/Paralegal
- Powerplant Technology

NOTE: Suggestsed sequence of courses applies to Area V courses only, and student must complete the requisite Area I-IV courses to receive academic awards.

Generous Wiregrass resident, Mr. Wilton 'Bud' Davis (pictured left) donated a Cozy Canard 3 aircraft to the Alabama Aviation Center at Ozark. Joining him from left to right are Mayor Billy Blackwell, former Chancellor Freida Hill, Betty Peters BOE District 2, and ESCC president Dr. Nancy W. Chandler.

ASSOCIATE IN APPLIED SCIENCE (AAS) DEGREE REQUIREMENTS

Certain courses in the Associate in Applied Science (AAS) degree are accepted in baccalaureate programs, but the AAS degree is primarily designed for students seeking to enter an occupational field upon completion. Following are the AAS degree requirements per Alabama State Board of Education policy 712.01.

AREA I: **Written Composition I and II ..... 3-6 credit hours**

AREA II: **Humanities and Fine Arts ..... 3-6 credit hours**
In addition to literature, disciplines include but are not limited to: area/ethnic studies, art and art history, foreign languages, music and music history, philosophy, ethics, religious studies, speech, theatre and dance.

Students must take a minimum of nine hours in Area I and Area II, which could include six hours in Written Composition I and II and three hours in Area II, *or* three hours in Written Composition I and three hours in technical writing and three hours in Area II, *or* three hours in Area I and six hours in Area II, *or* three hours in Area I with three hours in speech in Area II plus three additional hours in Area I or II.

NOTE: Individual colleges may establish specific course requirements within program of study parameters as set forth in the general education core for the Associate in Science degree.

AREA III: **Natural Science and Mathematics ..... 9-11 credit hours**
Disciplines in the natural sciences include: astronomy, biological sciences, chemistry, geology, physical geography, earth science, physics, and physical science.

Students must take a minimum of three hours in mathematics. They must take one computer science course (two are preferred) or have demonstrated computer literacy skills, or computer proficiencies must be integrated 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 substituted.

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

Students enrolled as majors in health-related disciplines for which the AAS degree is awarded may take BIO 211 and BIO 212 in which case BIO 212 would serve as the prerequisite for BIO 220.

AREA IV: **History, Social, and Behavioral Sciences ..... 3-6 credit hours**
The social and behavioral sciences include, but are not limited to, anthropology, economics, geography, political science, psychology, and sociology. Students in programs for which the AAS represents the terminal award are not required to complete the six semester hour sequence in Area IV.

AREA V: **General Education Core, Technical Concentration, and Electives ..... 47-58 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major.

Semester Credit Hour Range of AAS Degree ..... 60-76 credit hours

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

CERTIFICATE REQUIREMENTS

Certain courses in the certificate award may be accepted in associate degree or baccalaureate programs, but the certificate is primarily designed for students seeking to enter an occupational field upon completion. Following are the certificate requirements per Alabama State Board of Education Policy 712.01.

AREA I:WRITTEN COMPOSITION I AND II ..... **2-6 credit hours**
COM 100 and COM 103 may be substituted only in non-degree eligible programs.

AREA II: **HUMANITIES AND FINE ARTS** ..... **2-6 credit hours**
Speech is required in certificate programs unless provisions for addressing Oral Communication Competencies represent an integral module in a required discipline-specific course. SPC 100 and SPC 103 may be substituted only in non-degree eligible programs.

AREA III: **NATURAL SCIENCE AND MATHEMATICS** ..... **6 credit hours**
Requirements Prescribe: Distributed in mathematics or science or computer science (data processing), 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). MAH 101, MAH 102, and MAH 105 may be substituted only in non-degree eligible programs. DPT 100 and DPT 103 may be substituted only in non-degree eligible programs.

AREA IV: **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** ..... **0 credit hours**

AREA V: **GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** ..... **20-50 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major.

Semester Credit Hour Range of Certificate ..... **30-60 credit hours**

SHORT-TERM CERTIFICATE REQUIREMENTS

The short-term certificate is designed for students seeking to obtain a specific skill set and enter an occupational field upon completion. Following are the short-term certificate requirements per Alabama State Board of Education Policy 712.01.

AREA I: **WRITTEN COMPOSITION I AND II** ..... **0-3 credit hours**
One technical writing course is recommended.

AREA II: **HUMANITIES AND FINE ARTS** ..... **0 credit hours**

AREA III: **NATURAL SCIENCE AND MATHEMATICS** ..... **0-3 credit hours**

AREA IV: **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** ..... **0 credit hours**

AREA V: **GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** ..... **9-29 credit hours**
Area V courses are electives and other courses appropriate to the student's degree requirements and major.

Semester Credit Hour Range of Short-term Certificate ..... **9-29 credit hours**

AVIATION MAINTENANCE TECHNOLOGY—AIRFRAME TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with an airframe endorsement. Graduates earn an Associate in Applied Science Degree in Airframe Technology. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete a minimum of nine credit hours in Areas I and II; at least three hours must be in written composition.*		**3 credit hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
	*ENG 131	Applied Writing I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**9 Credit Hours**
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
Select at least three credit hours from 100 level or above courses in:			
	BIO	Biology	3-4
	CHM	Chemistry	3-4
	CIS	Computer Science	3-4
	MTH	Mathematics	3-4
	PHS	Physical Science	3-4
	PHY	Physics	3-4
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
Select three credit hours from:			
	ECO 231	Principles of Macroeconomics	3
	EOC 232	Principles of Microeconomics	3
	GEO 100	World Regional Geography	3
	HIS 101	History of Western Civilization I	3
	HIS 102	History of Western Civilization II	3
	HIS 201	United States History I	3
	HIS 202	United States History II	3
	POL 200	Introduction to Political Science	3
	POL 211	American National Government	3
	PSY 200	General Psychology	3
	PSY 210	Human Growth and Development	3
	SOC 200	Introduction to Sociology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES **45.5 Credit**

Must complete 47-58 credit hours appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.

AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
AMT 110	Non-metallic Structures and Welding	5
AMT 111	Aircraft Sheet Metal 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 117	Airframe Comprehensive Testing	0.5

TOTAL CREDIT HOURS: 66.5

*Students intending to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

AMT100	Technical Preparation	5 hrs.
AMT101	Basic Electricity	5 hrs.
AMT102	Materials and Processes	5 hrs.

Summer Year 1

AMT113	Systems II	5 hrs.
AMT114	Systems III	5 hrs.

Spring Year 1

AMT110	Non-Metallics	5 hrs.
AMT111	Sheetmetal	5 hrs.
AMT112	Systems I (Prerequisite: Basic Electricity)	5 hrs.

Fall Year 2

AMT115	Systems IV	5 hrs.
AMT117	Airframe Comprehensive Exam	.5 hr.

AVIATION MAINTENANCE TECHNOLOGY—POWERPLANT TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares students to take the Federal Aviation Administration written, oral, and practical examinations required for certification as an aviation maintenance technician with a powerplant endorsement. Graduates earn an Associate in Applied Science Degree in Powerplant Technology. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of nine credit hours in Areas I and II; at least three hours must be in written composition.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
	*ENG 131	Applied Writing I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**9 Credit Hours**
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
Select at least three credit hours from 100 level or above courses in:			
	BIO	Biology	3-4
	CHM	Chemistry	3-4
	CIS	Computer Science	3-4
	MTH	Mathematics	3-4
	PHS	Physical Science	3-4
	PHY	Physics	3-4
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
Select three credit hours from:			
	ECO 231	Principles of Macroeconomics	3
	EOC 232	Principles of Microeconomics	3
	GEO 100	World Regional Geography	3
	HIS 101	History of Western Civilization I	3
	HIS 102	History of Western Civilization II	3
	HIS 201	United States History I	3
	HIS 202	United States History II	3
	POL 200	Introduction to Political Science	3
	POL 211	American National Government	3

PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — **45.5 Credit Hours**

Must complete 47-58 credit hours appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.

AMT 100	Technical Preparation	5
AMT 101	Basic Electricity	5
AMT 102	Materials and Processes	5
AMP 120	Engine Theory and 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 and Inspections	5
AMP 125	Turbine Engine Systems Overhaul	5
AMP 127	Powerplant Comprehensive Testing	0.5

TOTAL CREDIT HOURS: 66.5

*Students intending to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

AMT 100	Technical Preparation	5 hrs.
AMT 101	Basic Electricity	5 hrs.
AMT 102	Materials and Processes	5 hrs.

Summer Year 1

AMP 123	Reciprocating Engine Inspections	5 hrs.
AMP 124	Turbine Engine Theory	5 hrs.

Spring Year 1

AMP 120	Engine Theory and Propellers	5 hrs.
AMP 121	Reciprocating Engine Systems	5 hrs.
AMP 122	Reciprocating Engine Overhaul	5 hrs.

Fall Year 2

AMP 125	Turbine Engine Overhaul	5 hrs.
AMP 127	Powerplant Comprehensive Exam	0.5 hrs.

AVIONICS TECHNOLOGY
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

Students learn to install, troubleshoot, repair, and maintain aviation electronics equipment such as communication and navigation radios, weather radios, autopilots, on-board computers, transponders, and other equipment associated with modern aircraft communications and navigation. Graduates earn an Associate in Applied Science Degree in Avionics Technology. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I: WRITTEN COMPOSITION I — **3 Credit Hours**

Must complete a minimum of nine credit hours in Areas I and II; at least three hours must be in written composition.

Select three credit hours from:

ENG 101	Written Composition I	3
*ENG 131	Applied Writing I	3

AREA II: HUMANITIES AND FINE ARTS — **6 credit hours**

Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.

Select three credit hours from:

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

Select three credit hours from:

ART 100	Art Appreciation	3
ENG 102	Written Composition II	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS

Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements. — **10 Credit Hours**

CIS 146	Microcomputer Applications	3
MTH 116	Mathematical Applications	3
**AVT 148	Microprocessors and Interfacing	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE — **3 Credit Hours**

Must complete at least three semester credit hours in Area IV.

Select three credit hours from:

ECO 231	Principles of Macroeconomics	3
EOC 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	History of Western Civilization I	3
HIS 102	History of Western Civilization II	3
HIS 201	United States History I	3
HIS 202	United States History II	3
POL 200	Introduction to Political Science	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — **51 Credit Hours**

Must complete 47-58 credit hours appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.

AVT 111	Aviation Electronics Theory	6
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	5
AVT 211	Pulse and Radar Circuits	4
AVT 212	Aircraft Installation and Soldering	4
AVT 213	Aviation Communications	4
AVT 214	Naviation/ILS	4
AVT 215	DME/Transponder	4
AVT 216	Autopilot/Aircraft Systems	4

Select zero to four credit hours from:

AVT 100	Foundation of Aviation Electronics	3
AVT 102	Aviation Soldering	2

Select zero to four credit hours from (these courses do not substitute for other courses in Areas I-V):

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

TOTAL CREDIT HOURS: 73

*Students intending to transfer into a baccalaureate degree program should take ENG 101. ENG 131 is a Code C course, which is not designed for transfer credit.

**AVT 148 meets the science and computer science content requirements in Area III.

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

AVT111	Aviation Electronics Theory	6 hrs.
AVT112	Aviation Electonics Lab I	5 hrs.

Summer Year 1

AVT142	Electronic Communications	5 hrs
AVT148	Microprocessors and Interfacing	4 hrs.

Spring Year 2

AVT214	Navigation (VOR/ILS/GPS)	4 hrs.
AVT215	DME/Transponder	4 hrs.
AVT216	Autopilot/Aircraft Systems	4 hrs.

Spring Year 1

AVT121	Principles of Solid State	5 hrs.
AVT131	Digital Concepts	4 hrs.
AVT141	Introduction to Avionics	2 hrs.

Fall Year 2

AVT 211	Pulse and Radar Circuits	4 hrs.
AVT212	Aircraft Installation/FAA Regulations	4 hrs.
AVT213	Aircraft Communications	4 hrs.

BUSINESS ADMINISTRATION AND MANAGEMENT, ACCOUNTING OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of nine credit hours in Areas I and II; at least three hours must be in written composition.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of six credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**9 Credit Hours**
	CIS 146	Microcomputer Applications	3
	CIS 196	Commercial Software Applications	3
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
	ECO 231	Principles of Macroeconomics	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**45 Credit Hours**
	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	3
	BUS 241	Principles of Accounting I	3
	BUS 242	Principles of Accounting II	3
	BUS 248	Managerial Accounting	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3

BUS 296	Business Internship	3
ECO 232	Principles of Microeconomics	3
OAD 131	Business English	3
WKO 101	Workplace Skills Development I	1

Select three to six credit hours from:

OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	
or or		3
OAD 125	Word Processing	

TOTAL CREDIT HOURS: 66

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

BUS 146	Personal Finance	3 hrs.
BUS 150	Business Math	3 hrs.
BUS 189	Human Relationships	1 hr.
OAD Elective		3 hrs.

Fall Year 2

ACC 149	Introduction to Accounting Spreadsheets	3 hrs.
BUS 248	Managerial Accounting	3 hrs.
OAD 131	Business English	3 hrs.

Spring Year 1

BUS 190	Management Workshop	1 hr.
BUS 241	Principles of Accounting I	3 hrs.
BUS 242	Principles of Accounting 2	3 hrs.
ECO 232	Principles of Microeconomics	3 hrs.

Spring Year 2

ACC 129	Individual Income Tax	3 hrs.
ACC 140	Payroll Accounting	2 hrs.
BUS 263	Legal & Social Environment of Business	3 hrs.
BUS 275	Principles of Management	3 hrs.
BUS 296	Business Internship	3 hrs.
WKO 101	Workplace Skills Development	1 hr.

BUSINESS ADMINISTRATION AND MANAGEMENT, ACCOUNTING OPTION CERTIFICATE

This program provides students with knowledge and skills needed by entry level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete two to six semester credit hours in Area I.*		**3 Credit Hours**
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of two to six credit hours in Area II. Speech is required in certificate programs unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.*		**3 Credit Hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of six credit hours in Area III distributed in mathematics, science, or computer science. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s).*		**6 Credit Hours**
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
	ECO 231	Principles of Macroeconomics	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**42 Credit Hours**
	ACC 129	Individual Income Tax	3
	ACC 140	Payroll Accounting	2
	ACC 149	Introduction to Accounting Spreadsheeets	3
	BUS 146	Personal Finance	3
	BUS 150	Business Math	3
	BUS 189	Human Relationships	3
	BUS 241	Principles of Accounting I	3
	BUS 242	Principles of Accounting II	3
	BUS 248	Managerial Accounting	3
	BUS 263	The Legal and Social Environment of Business	3
	BUS 275	Principles of Management	3
	BUS 296	Business Internship	3
	ECO 232	Principles of Microeconomics	3
	OAD 131	Business English	3
	WKO 101	Workplace Skills Development I	1
Select zero to six credit hours from:			
	OAD 101	Beginning Keyboarding	3
	OAD 103	Intermedia Keyboarding	3

TOTAL CREDIT HOURS: 57

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

BUS 146	Personal Finance	3 hrs.
BUS 150	Business Math	3 hrs.
BUS 189	Human Relations	1 hr.
BUS 275	Principles of Management	3 hrs.
OAD Elective		3 hrs.

Spring Year 1

BUS 241	Principles of Accounting I	3 hrs.
BUS 242	Principles of Accounting II	3 hrs.
ECO 232	Principles of Microeconomics	3 hrs.
ACC 129	Individual Income Tax	3 hrs.
ACC 140	Payroll Accounting	2 hrs.

Fall Year 2

ACC 149	Introduction to Accounting Spreadsheets	3 hrs.
BUS 248	Managerial Accounting	3 hrs.
BUS 263	Legal & Socia Environment of Business	3 hrs.
BUS 296	Business Internship	3 hrs.
OAD 131	Business English	3 hrs.
WKO 101	Workplace Skills Development	1 hr.

BUSINESS ADMINISTRATION AND MANAGEMENT, MANAGEMENT AND SUPERVISION OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn an Associate in Applied Science Degree in Business Administration and Management. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of nine credit hours in Areas I and II; at least three hours must be in written composition.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**9 Credit Hours**
	CIS 146	Microcomputer Applications	3
	CIS 196	Commercial Software Applications	3
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
	ECO 231	Principles of Macroeconomics	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**43 Credit Hours**
	BUS 146	Personal Finance	3
	BUS 150	Business Math	3
	BUS 175	Retailing	3
	BUS 189	Human Relationships	3
	BUS 241	Principles of Accounting I	3
	BUS 242	Principles of Accounting II	3
	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	Principles of Microeconomics	3

OAD 131	Business English	3
WKO 101	Workplace Skills Development I	1
Select three to six credit hours from:		
OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	
or	or	3
OAD 125	Word Processing	

TOTAL CREDIT HOURS: 64

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

BUS 146	Personal Finance	3 hrs.
BUS 150	Business Math	3 hrs.
BUS 189	Human Relationships	1 hr.
BUS 241	Principles of Accounting I	3 hrs.
BUS 242	Principles of Accounting II	3 hrs.
BUS 275	Principles of Management	3 hrs.

Spring Year 1

BUS 175	Retailing	3 hrs.
ECO 232	Principles of Microeconomics	3 hrs.
OAD Elective		3 hrs.
CIS 146	Microcomputer Applications	3 hrs.

Fall Year 2

BUS 263	Legal & Social Environment of Business	3 hrs.
OAD 131	Business English	3 hrs.
WKO 101	Workplace Skills Development	1 hr.

Spring Year 2

BUS 215	Business Communications	3 hrs.
BUS 285	Principles of Marketing	3 hrs.
BUS 29	Business Intership	3 hrs.

BUSINESS ADMINISTRATION AND MANAGEMENT, MANAGEMENT AND SUPERVISION OPTION CERTIFICATE

This program provides students with knowledge and skills needed by entry level employees in sales, marketing, banking, real estate, insurance, management, supervision, accounting, and related occupations. Graduates earn a Certificate in Business Administration and Management. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of two to six credit hours in Areas I.*		**3 Credit Hours**
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of two to six credit hours in Area II. Speech is required in certificate programs unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.*		**3 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of six credit hours in Area III distributed in mathematics, science, or computer science. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s).*		**6 Credit Hours**
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**		**3 Credit Hours**
	ECO 231	Principles of Macroeconomics	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**43 Credit Hours**
	BUS 146	Personal Finance	3
	BUS 150	Business Math	3
	BUS 189	Human Relationships	3
	BUS 215	Business Communication	3
	BUS 241	Principles of Accounting I	3
	BUS 242	Principles of Accounting II	3
	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	Principles of Microeconomics	3
	OAD 131	Business English	3
	WKO 101	Workplace Skills Development I	1
Select three to six credit hours from:			
	OAD 101	Beginning Keyboarding	3
	OAD 103 or OAD 125	Intermediate Keyboarding or Word Processing	3

TOTAL CREDIT HOURS: 58

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

BUS 146	Personal Finance	3 hrs.
BUS 150	Business Math	3 hrs.
BUS 189	Human Relationships	1 hr.
BUS 241	Principles of Accounting I	3 hrs.
BUS 242	Principles of Accounting II	3 hrs.
BUS 275	Principles of Management	3 hrs.

Fall Year 2

BUS 263	Legal & Social Environment of Business	3 hrs.
BUS 296	Business Internship	3 hrs.
OAD Elective		3 hrs.
WKO 101	Workplace Skills Development	1 hr.

Spring Year 1

BUS 215	Business Communications	3 hrs.
BUS 285	Principles of Marketing	3 hrs.
ECO 232	Principles of Microeconomics	3 hrs.

CHILD DEVELOPMENT
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn an Associate in Applied Science Degree in Child Development. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I: WRITTEN COMPOSITION I AND II — **3 Credit Hours**

Must complete at least six semester credit hours in written composition.

ENG 101	Written Composition I	3

AREA II: HUMANITIES AND FINE ARTS*

Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.

Select a three credit hour course or a six credit hour sequence from:

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

Select three credit hours from:

ART 100	Art Appreciation	3
ENG 102	Written Composition II	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS — **10 Credit Hours**

Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills or computer proficiencies must be integrated within a required discipline specific course(s). Appropriate 100-level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.

CIS 146	Microcomputer Applications	3

Select three credit hours from:

MTH 110	Finite Mathematics	3
MTH 112	Pre-calculus Algebra	3
MTH 116	Mathematical Applications	3

Select four credit hours from:

BIO 103	Principles of Biology I	4
BIO 104	Principles of Biology II	4
CHM 111	College Chemistry I	4
CHM 112	College Chemistry II	4
PHS 111	Physical Science I	4
PHS 112	Physical Science II	4
PHY 201	General Physics I—Trigonometry Based	4
PHY 202	General Physics II—Trigonometry Based	4
PHY 213	General Physics with Calculus I	4
PHY 214	General Physics with Calculus II	4

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES

Must complete at least three semester credit hours in (Area IV). — **3 Credit Hours**

Select a three credit hours from:

ECO 231	Principles of Macroeconomics	3
ECO 232	Principles of Microeconomics	3
GEO 100	World Regional Geography	3
HIS 101	Western Civilization I	3
HIS 102	Western Civilization II	3
HIS 201	United States History I	3

HIS 202	United States History II	3
POL 211	American National Government	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
PSY 260	Statistics for the Social Sciences	3
SOC 200	Introduction to Sociology	3
SOC 247	Marriage and the Family	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES

Courses appropriate to degree requirements, occupational, or technical specialty requirements — **42 Credit Hours**

CHD 100	Introduction of Early Care and Education of Children	3
CHD 201	Child Growth and Development Principles	3
CHD 202	Children's Creative Experiences	3
CHD 203	Children's Literature and 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 and Safety	3
CHD 215	Supervised Practical Experience in Child Development	3
CHD 217	Math and Science for Young Children	3
PED	Physical Education Electives	2
WKO 101	Workplace Skills Development I	1

Select 12 credit hours from:

BUS 241	Principles of Accounting I	3
CHD 208	Administration of Child Development Programs	3
CHD 209	Infant and Toddler Education Programs	3
CHD 210	Educating Exceptional Children	3
HED 231	First Aid	3
OAD 125	Word Processsing	3
OAD 135	Financial Record Keeping	3
OAD 217	Office Management	3
OAD 218	Office Procedures	3
PSY 200	General Psychology	3
PSY 210	Human Growth and Development	3
SOC 200	Introduction to Sociology	3
SOC 247	Marriage and the Family	3

TOTAL CREDIT HOURS: 64

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

CHD100	Introduction to Early Care	3 hrs.
CHD201	Child Growth & Development Principles	3 hrs.
CHD202	Children's Creative Experiences	3 hrs.

Spring Year 1

CHD203	Children's Literature & Language Dev	3 hrs.
CHD204	Methods and Materials for Teaching	3 hrs.
CHD205	Program Planning for Educating Young	3 hrs.
CIS146	Microcomputer Applications	3 hrs.

Fall Year 2

CHD206	Children's Health and Safety	3 hrs.
CHD208	Administration of Child Development	3 hrs.
CHD209	Infant & Toddler Education Program	3 hrs.
WKO101	Workplace Skills Development	1 hr.

Spring Year 2

CHD210	Educating Exceptional Children	3 hrs.
CHD215	Supervised Practical Experience in	3 hrs.
CHD217	Math & Science for Young Children	3 hrs.

CHILD DEVELOPMENT
CERTIFICATE

Students learn skills needed for employment in a variety of childcare facilities. Those currently working with young children may use this program to upgrade their skills. Graduates earn a Certificate in Child Development. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete at least two–six semester credit hours in Area I.*		**3 Credit Hours**
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS*** *Must complete at least two–six credit hours in Area II. Speech is required in certificate programs unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.*		**3 Credit Hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete at least six semester credit hours in Area III distributed in mathematics, science, or computer science. Must take one computer science course or have demonstrated computer literacy skills or computer proficiencies must be integrated wtihin a required discipline-specific course(s).*		**9 Credit Hours**
	CIS 146	Microcomputer Applications	3
Select three credit hours from:			
	MTH 110	Finite Mathematics	3
	MTH 112	Pre-calculus Algebra	3
	MTH 116	Mathematical Calculations	3
Select three–four credit hours from 100-level or above courses with one of the following prefixes:			
	BIO	Biology	4
	CHM	Chemistry	4
	CIS	Computer Science	3-4
	MTH	Mathematics	3-4
	PHS	Physical Science	4
	PHY	General Physics	4
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**		**0 Credit Hours**
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.*		**28 Credit Hours**
	CHD 100	Introduction of Early Care and Education of Children	3
	CHD 201	Child Growth and Development Principles	3
	CHD 202	Children's Creative Experiences	3
	CHD 203	Children's Literature and 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 and Safety	3
	CHD 215	Supervised Practical Experience in Child Development	3
	CHD 217	Math and Science for Young Children	3
	WKO 101	Workplace Skills Development I	1

TOTAL CREDIT HOURS: 40

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

CHD100	Introduction to Early Care	3 hrs.
CHD201	Child Growth & Development Principles	3 hrs.
CHD202	Children's Creative Experiences	3 hrs.
CHD203	Children's Literature & Language Dev	3 hrs.
CHD215	Supervised Practical Experience in	3 hrs.

Spring Year 1

CHD204	Methods and Materials for Teaching	3 hrs.
CHD205	Program Planning for Educating the	3 hrs.
CHD206	Children's Health and Safety	3 hrs.
CHD208	Administration of Child Development	3 hrs.
CHD215	Supervisied Practical Experience in	3 hrs.

Summer Year 1

CHD209	Infant and Toddler Education Programs	3 hrs.
CHD210	Eucating Exceptional Young Children	3 hrs.
CHD 215	Supervised Practical Experience in	3 hrs.
CHD217	Math and Science for Young Children	3 hrs.

COMPUTER INFORMATION SCIENCE
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by entry level computer operators, computer programmers, and systems analysts. Graduates earn an Associate in Applied Science Degree in Computer and Information Science. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of nine credit hours in Areas I and II; at least three hours must be in written composition.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
	ENG 102	Written Composition II	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**3 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**10 Credit Hours**
	CIS 150	Introduction to Computer Logic and Programming	3
	MTH 110 or MTH 112	Finite Mathematics or Precalculus Algebra	3
Select four credit hours from 100 level courses with one of the following prefixes:			
	BIO	Biology	4
	CHM	Chemistry	4
	PHS	Physical Science	4
	PHY	General Physics	4
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
	ECO 231 or ECO 232	Principles of Macroeconomics or Principles of Microeconomics	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**48 Credit Hours**
	CIS 146	Microcomputer Applications	3
	CIS 161	Introduction to Networking Communications	3
	CIS 165A	Network Lab	1

CIS 189	Co-Op for CIS I	3
CIS 290A	Special Topics, Windows	1
CIS 290B	Special Topics, Internet	1
CIS 290C	Special Topics, Troubleshooting	1

Select thirty-five credit hours from:

CIS 150	Introduction to Computer Logic and Programming	3
CIS 165B	Special Topics, A+ Software Lab	1
CIS 165C	Special Topics, A+ Hardware Lab	1
CIS 165D	Special Topics, Microsoft Server 2008 Lab	1
CIS 165E	Special Topics, Linux Operating System Lab	1
CIS 165F	Special Topics, Cisco Routing Lab	1
CIS 189	Co-Op for CIS I	3
CIS 196	Commercial Software Applications, AutoCAD	3
CIS 201	Introduction to Computer Programming Concepts	3
CIS 207	Introduction to Web Development	3
CIS 212	Visual Basic Programming	3
CIS 213	Advanced Visual Basic Programming	3
CIS 215	C# Programming	3
CIS 223	Three Dimensional Computer Modeling	3
CIS 255	JAVA Programming	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 288	Linux Operating System Administrator	3
CIS 292	Special Topics, Capstone Course in 3D Simulation and Modeling	3
CPT 270	Certified Cisco Network Associate	3
CPT 221	Network Service and Support	3
CPT 224	Network Installation and Design	3
CPT 232	Network Design and Implementation	3
GIS 101	Introduction to Geographic Information Systems	2

TOTAL CREDIT HOURS: 70

COMPUTER INFORMATION SCIENCE
CERTIFICATE

This program provides students with knowledge and skills needed by entry level computer operators, computer programmers, and systems analysts. Graduates earn a Certificate in Computer and Information Science. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of two to six semester credit hours in Area I.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete two to six credit hours in Area II. Speech is required in certificate programs unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.*		**3 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of six credit hours in Area III distributed in mathematics, science, or computer science.*		**6 Credit Hours**
	Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s).		
	CIS 150	Introduction to Computer Logic and Programming	3
	MTH 110 or MTH 112	Finite Mathematics or Precalculus Algebra	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**		**3 Credit Hours**
	ECO 231 or ECO 232	Principles of Macroeconomics or Principles of Microeconomics	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**44 Credit Hours**
	CIS 146	Microcomputer Applications	3
	CIS 189	Co-Op for CIS I	3
	CIS 268	Software Support	3
	CIS 290A	Special Topics, Windows	1
	CIS 290B	Special Topics, Internet	1
	CIS 290C	Special Topics, Troubleshooting	1
Select 32 credit hours from:			
	CIS 150	Introduction to Computer Logic and Programming	3
	CIS 165B	Special Topics, A+ Software Lab	1
	CIS 165C	Special Topics, A+ Hardware Lab	1
	CIS 165D	Special Topics, Microsoft Server 2008 Lab	1
	CIS 165E	Special Topics, Linux Operating System Lab	1
	CIS 165F	Special Topics, Cisco Routing Lab	1
	CIS 189	Co-Op for CIS I	3
	CIS 196	Commercial Software Applications, AutoCAD	3
	CIS 201	Introduction to Computer Programming Concepts	3
	CIS 207	Introduction to Web Development	3
	CIS 212	Visual Basic Programming	3
	CIS 213	Advanced Visual Basic Programming	3
	CIS 215	C# Programming	3
	CIS 223	Three Dimensional Computer Modeling	3
	CIS 255	JAVA Programming	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 288	Linux Operating System Administrator	3
CIS 292	Special Topics, Capstone Course in 3D Simulation and Modeling	3
CPT 221	Network Service and Support	3
CPT 224	Network Installation and Design	3
CPT 232	Network Design and Implementation	3
CPT 270	Certified Cisco Network Associate	3
GIS 101	Introduction to Geographic Information Systems	2

TOTAL CREDIT HOURS: 59

COMPUTER INFORMATION SCIENCE, COMPUTER GRAPHICS OPTION
SHORT-TERM CERTIFICATE

Students learn computer applications and techniques needed to produce graphic designs. Graduates earn a Short-term Certificate in Computer and Information Science, Computer Graphics Option. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I: WRITTEN COMPOSITION I AND II — **0 Credit Hours**
Must complete zero to three semester credit hours in Area I.

AREA II: HUMANITIES AND FINE ARTS* — **0 Credit Hours**
Must complete zero semester credit hours in Area II.

AREA III: NATURAL SCIENCE AND MATHEMATICS — **0 Credit Hours**
Must complete zero to three semester credit hours in Area III.

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES — **0 Credit Hours**
Must complete zero semester credit hours in Area IV.

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — **25 Credit Hours**
Courses appropriate to short-term certificate requirements, occupational, or technical specialty requirements, core courses, and electives.

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
CIS 146	Microcomputer Applications	3
GRD 121	Foundations in Digital Photography	3
WKO 101	Workplace Skills Development I	1

TOTAL CREDIT HOURS: 25

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1			Spring Year 1		
CIS146	Microcomputer Applications	3 hrs.	ART100	Art Appreciation	3 hrs.
ART113	Drawing I	3 hrs.	ART121	Two-Dimensional Composition	3 hrs.
ART220	Introduction to Computer Graphics	3 hrs.	ART221	Computer Graphics I	3 hrs.
GRD121	Foundations in Digital Photography	3 hrs.	ART222	Computer Graphics II	3 hrs.
WKO101	Workplace Skills Development	1 hr.			

COMPUTER INFORMATION SCIENCE, 3D SIMULATION AND MODELING
SHORT-TERM CERTIFICATE

Students learn computer applications and techniques needed to produce 3D images used in modeling and simulated environments. Graduates earn a Short-term Certificate in Compuer and Information Science, 3D Simulation and Modeling Option. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete zero to three semester credit hours in Area I.*	**0 Credit Hours**
AREA II:	**HUMANITIES AND FINE ARTS*** *Must complete zero semester credit hours in Area II.*	**0 Credit Hours**
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete zero to three semester credit hours in Area III.*	**0 Credit Hours**
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**	**0 Credit Hours**
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.*	**15 Credit Hours**

CIS 196	Commercial Software Applications, AutoCAD	3
CIS 201	Introduction to Computer Programming Concepts	3
CIS 223	Three Dimensional Computer Modeling	3
CIS 292	Special Topics, Capstone Course in 3D simulation and Modeling	3
GIS 101	Introduction to Geographic Information Systems	2
WKO 101	Workplace Skills Development I	1

TOTAL CREDIT HOURS: 15

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1			Spring Year 1		
CIS 150	Intro. to Computer Logic & Programming	3 hrs.	CIS 196S	Introduction to Autocad	3 hrs.
GIS 101	Intro. to Geographic Info. Systems Tech.	3 hrs.	CIS 196T	Special Topics Capstone	1 hr.
WKO101	Workplace Skills Development I	1 hr.	CIS 223	3D Computer Modeling	3 hrs.

COMPUTER MAINTENANCE TECHNOLOGY
SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians, computer operators, computer programmers, and systems analysts. Graduates earn a Short-term Certificate in Computer Maintenance Technology. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete zero to three semester credit hours in Area I.*	**0 Credit Hours**
AREA II:	**HUMANITIES AND FINE ARTS*** *Must complete zero semester credit hours in Area II.*	**0 Credit Hours**
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete zero to three semester credit hours in Area III.*	**0 Credit Hours**
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES***	**0 Credit Hours**
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.*	**29 Credit Hours**

CIS 150	Introduction to Computer Logic and Programming	3
CIS 161	Introduction to Networking Communications	3
CIS 165A	Special Topics, Network Lab	1
CIS 165B	Special Topics, A+ Software Lab	1
CIS 165C	Special Topics, A+ Hardware Lab	1
CIS 165D	Special Topics, Microsoft Server 2008 Lab	1
CIS 165E	Special Topics, Linux Operating System Lab	1
CIS 268	Software Support	3
CIS 269	Hardware Support	3
CIS 270	Certified Cisco Network Associate	3
CIS 275	Workstation Administration	3
CIS 276	Server Administration	3
CPT 288	Linux Operating System Administrator	3

TOTAL CREDIT HOURS: 29

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

CIS 150	Intro. to Computer Logic & Programming	3 hrs.
CIS 161	Basic Networking	3 hrs.
CIS 165A	Lab for CIS 161	1 hr.
CIS 165B	Lab for CIS 268	1 hr.
CIS 268	A+ Guide to Software	3 hrs.
CIS 275	Windows 7 Administration	3 hrs.

Spring Year 1

CIS 165C	Lab for CIS 269	1 hr.
CIS 165D	Lab for CIS 276	1 hr.
CIS 165F	Lab for CIS 270	1 hr.
CIS 269	A+ Hardware	3 hrs.
CIS 270	Certified Cisco Network Associate	3 hrs.
CIS 276	Microsoft Server 2008 Administration	3 hrs.
CPT 288	Linux Administration	3 hrs.

EMERGENCY MEDICAL SERVICES
ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students with knowledge and skills needed by paramedics and other first responders. Students must complete the EMT—Advanced programs before enrolling in this program. Graduates earn an Associate in Applied Science Degree in Emergency Medical Services. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of nine semester credit hours in Area I and II; at least three hours must be in written composition.*		**3 Credit Hours**
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit Hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	MUS 101	Music Appreciation	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**11 Credit Hours**
	*BIO 201	Human Anatomy and Physiologyl	4
	*BIO 202	Human Anatomy and Physiology II	4
Select three credit hours from:			
	MTH 100	Intermediate College Algebra (or higher)	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**		**3 Credit Hours**
	PSY 200	General Psychology	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**52 Credit Hours**
	EMS 100	Cardiopulmonary Resusitation I	1
	EMS 101	Cardiopulmonary Resusitation II	2
	EMS 107	Emergency Vehicle Operator Ambulance	1
Select 52 credit hours from:			
	EMS 118	Emergency Medical Technician	9
	EMS 119	Emergency Medical Technician	1
	EMS 155	Advanced Emergency Medical Technician	8
	EMS 156	Advanced Emergency Medical Technician Clinical	2
	EMS 240	Paramedic Operations	2
	EMS 241	Paramedic Cardiology	3
	EMS 242	Paramedic Patient Assessment	3
	EMS 243	Paramedic Pharmacology	1
	EMS 244	Paramedic Clinical I	1
	EMS 245	Paramedic Medical Emergencys	3
	EMS 246	Paramedic Trauma Managemenet	3
	EMS 247	Paramedic Special Populations	2
	EMS 248	Paramedic Clinical II	3
	EMS 253	Paramedic Transitiion to the Workforce	3
	EMS 254	Advanced Competencies for Paramedic	2
	EMS 255	Paramedic Field Preceptorship	5
	EMS 256	Paramedic Team Leadership	1

Select zero to four credit hours from:

BIO 101	Principles of Biology	4

TOTAL CREDIT HOURS: 75

*The BIO 103 prerequisite for BIO 201 and BIO 292 is waived in the Emergency Medical Services (EMS) program. However, EMS students may take BIO 103 if needed to prepare for BIO 201 and BIO 202.

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

EMS118	Emergency Medical Technician	9 hrs.
EMS119	Emergency Medical Technicial Clinical	1 hr.

Summer Year 1

EMS240	Paramedic Operations	2 hrs.
EMS241	Paramedic Cardiology	3 hrs.
EMS242	Paramedic Patient Assessment	3 hrs.
EMS243	Paramedic Pharmacology	1 hr.

Spring Year 2

EMS253	Paramedic Transition to the Work Force	2 hrs.
EMS254	Advanced Competencies for the Para	2 hrs.
EMS255	Paramedic Field Preceptorship	5 hrs.
EMS256	Paramedic Team Leadership	1 hr.

Spring Year 1

EMS155	Advanced Emergency Medical Tech	8 hrs.
EMS156	Advanced Emergency Med Tech Clinical	2 hrs.

Fall Year 2

EMS245	Paramedic Medical Emergencies	3 hrs.
EMS246	Paramedic Trauma Management	3 hrs.
EMS247	Paramedic Special Populations	3 hrs.
EMS248	Paramedic Clinical II	3 hrs.

EMERGENCY MEDICAL SERVICES—PARAMEDIC CERTIFICATE

This program provides students with the knowledge and skills needed by paramedics and other first responders. Students must complete the EMT–Basic and the EMT–Advanced programs before enrolling in this program. Graduates earn a Certificate in Emergency Medical Services–Paramedic. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete two–six semester credit hours in Area I.*	**3 credit hours**
	ENG 101 Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete two–six credit hours in Area II. Speech is required in certificate programs unless provisions for addressing oral communication competencies represent an integral module in a required discipline–specific course.*	**3 credit hours**
	Select three credit hours from:	
	SPH 106 Fundamentals of Oral Communication	3
	SPH 107 Fundamentals of Public Speaking	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of six semester credit hours in Area III distributed in mathematics, science, or computer science. Must take one computer science course or have demonstrated computer literacy skills or computer proficiencies must be integrated within a required discipline–specific course(s).*	**7 credit hours**
	* BIO 201 Human Anatomy and Physiology I	4
	MTH 100 Intermediate College Algebra (or higher)	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**	**0 credit hours**
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational or technical specialty requirements, core courses, and electives.*	**44 credit hours**
	EMS 155 Advanced Emergency Medical Technician	8
	EMS 156 Advanced Emergency Medical Technician Clinical	2
	EMS 240 Paramedic Operations	2
	EMS 241 Paramedic Cardiology	3
	EMS 242 Paramedic Patient Assessment	3
	EMS 243 Paramedic Pharmacology	1
	EMS 244 Paramedic Clinical I	1
	EMS 245 Paramedic Medical Emergencies	3
	EMS 246 Paramedic Trauma Management	3
	EMS 247 Paramedic Special Populations	3
	EMS 248 Paramedic Clinical II	3
	EMS 253 Paramedic Transition to the Work Force	3
	EMS 254 Advanced Competencies for Paramedic	2
	EMS 255 Paramedic Field Preceptorship	6
	EMS 256 Paramedic Team Leadership	1
	Select zero to four credit hours from:	
	BIO101 Principles of Biology	4

TOTAL CREDIT HOURS: 57

*The BIO 103 prerequisite for BIO 201 is waived in the emergency Medical Services (EMS) program. However, EMS students may take BIO 103 if needed to prepare for BIO 201 and BIO 202. BIO 201 must be completed prior to entering paramedic 200 level courses.

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

EMS118	Emergency Medical Technician	9 hrs.
EMS119	Emergency Medical Technical Clinical	1 hr.

Summer Year 1

EMS240	Paramedic Operations	2 hrs.
EMS241	Paramedic Cardiology	3 hrs.
EMS242	Paramedic Patient Assessment	3 hrs.
EMS243	Paramedic Pharmacology	1 hr.

Spring Year 2

EMS253	Paramedic Transition to the Work Force	2 hrs.
EMS254	Advanced Competencies for the Para	2 hrs.
EMS255	Paramedic Field Preceptorship	5 hrs.
EMS256	Paramedic Team Leadership	1 hr.

Spring Year 1

EMS155	Advanced Emergency Medical Tech	8 hrs.
EMS156	Advanced Emergency Med Tech Clinical	2 hrs.

Fall Year 2

EMS245	Paramedic Medical Emergencies	3 hrs.
EMS246	Paramedic Trauma Management	3 hrs.
EMS247	Paramedic Special Populations	3 hrs.
EMS248	Paramedic Clinical II	3 hrs.

EMERGENCY MEDICAL TECHNICIAN—BASIC
SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students successfully completing the EMT Basic program may take the National Registry of EMT's Examination, which is used by the State of Alabama Department of Public Health to grant an EMT license. Graduates receive a Short-term Certificate in Emergency Medical Technician—Basic. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete zero to three semester credit hours in Area I.*	**0 Credit Hours**
AREA II:	**HUMANITIES AND FINE ARTS*** *Must complete zero semester credit hours in Area II.*	**0 Credit Hours**
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete zero to three semester credit hours in Area III.*	**0 Credit Hours**
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** *Must complete zero semester credit hours in Area IV.*	**0 Credit Hours**
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.*	**15 Credit Hours**
	EMS 118 Emergency Medical Technician	9
	EMS 119 Emergency Medical Technician Clinical	1

TOTAL CREDIT HOURS: 10

EMERGENCY MEDICAL TECHNICIAN—ADVANCED
SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed for paid or volunteer work as an emergency medical technician (EMT) with a fire department, ambulance service, or in private industry. Students successfully completing the EMT Basic program may take the National Registry of EMT's Examination, which is used by the State of Alabama Department of Public Health to grant an EMT license. Graduates receive a Short-term Certificate in Emergency Medical Technician—Advanced. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete zero to three semester credit hours in Area I.*	**0 Credit Hours**
AREA II:	**HUMANITIES AND FINE ARTS*** *Must complete zero semester credit hours in Area II.*	**0 Credit Hours**
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete zero to three semester credit hours in Area III.*	**0 Credit Hours**
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** *Must complete zero semester credit hours in Area IV.*	**0 Credit Hours**
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.*	**15 Credit Hours**
	EMS 155 Advanced Emergency Medical Technician	8
	EMS 156 Advanced Emergency Medical Technician Clinical	2

TOTAL CREDIT HOURS: 10

HEALTH INFORMATION TECHNOLOGY
SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by medical office personnel responsible for recording and reporting patient health information. Graduates receive a Short-term Certificate in Health Information Technology. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I: WRITTEN COMPOSITION I AND II — **0 Credit Hours**
Must complete zero to three semester credit hours in Area I.

AREA II: HUMANITIES AND FINE ARTS* — **0 Credit Hours**
Must complete zero semester credit hours in Area II.

AREA III: NATURAL SCIENCE AND MATHEMATICS — **0 Credit Hours**
Must complete zero to three semester credit hours in Area III.

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES — **0 Credit Hours**
Must complete zero semester credit hours in Area IV.

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — **27 Credit Hours**
Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.

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 222	HIT Computer Applications Lab	1
HIT 230	Medical Coding Systems I	3
HIT 231	Medical Coding Systems I Lab	1
HIT 232	Medical Coding Systems II	3
HIT 233	Medical Coding Systems II Lab	1
HIT 260/OAD 242	Professional Practice Experience/Office Internship	3
OAD 211	Medical Terminology	3
WKO 101	Workplace Skills Development I	1

TOTAL CREDIT HOURS: 27

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

OAD 211	Medical Terminology	3 hrs.
HIT 151	Health Data Content and Structure	3 hrs.

Fall Year 2

HIT 230	Medical Coding Systems I	3 hrs.
HIT 231	Medical Coding Systems I Laboratory	1 hr.

Spring Year 1

HIT 130	HIT Classification and Reimbursement	3 hrs.
HIT 134	HIT Legal and Ethical Issues	3 hrs.
HIT 221	HIT Computer Applications	3 hrs.
HIT 222	HIT Computer Applications Laboratory	1 hr.

Spring Year 2

HIT 232	Medical Coding Systems II	3 hrs.
HIT 233	Medical Coding Systems III Laboratory	1 hrs.
HIT 260	Office Internship	3 hrs.
OR OAD 242		
WKO 101	Workplace Skills Development	1 hr.

LEGAL ASSISTANT/PARALEGAL
SHORT-TERM CERTIFICATE

This program provides students with the knowledge and skills needed by paralegals and other personnel responsible for assisting professionals in law offices. Graduates receive a Short-term Certificate in Legal Assistant/Paralegal. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I: WRITTEN COMPOSITION I AND II — **0 Credit Hours**
Must complete zero to three semester credit hours in Area I.

AREA II: HUMANITIES AND FINE ARTS* — **0 Credit Hours**
Must complete zero semester credit hours in Area II.

AREA III: NATURAL SCIENCE AND MATHEMATICS — **0 Credit Hours**
Must complete zero to three semester credit hours in Area III.

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES — **0 Credit Hours**
Must complete zero semester credit hours in Area IV.

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — **28 Credit Hours**
Courses appropriate to certificate requirements, occupational, or technical specialty requirements, core courses, and electives.

BUS 263	Legal and Social Environment of Business	3
CRJ 140	Criminal Law and Procedure	3
PRL 101	Introduction of Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
PRL 192	Selected Topics in Paralegal, Torts	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
PRL 262	Civil Laws and Procedures	3
PRL 291/OAD 242	Internship	3
WKO 101	Workplace Skills Development I	1

TOTAL CREDIT HOURS: 28

SUGGESTED SEQUENCE OF AREA V COURSES

(without summer semester)

Fall Year 1			Spring Year 1		
BUS263	Legal and Social Environment of	3 hrs.	PRL192	Alabama Legal Systems (Torts)	3 hrs.
CRJ 140	Criminal Law and Procedures	3 hrs.	PRL230	Domestic Relations	3 hrs.
PRL101	Introduction to Paralegal Study	3 hrs.	PRL240	Wills, Estates, and Trusts	3 hrs.
PRL102	Basic Legal Research and Writing	3 hrs.	PRL291	Internship in Paralegal	3 hrs.
PRL262	Civil Law and Procedures	3 hrs.	WKO101	Workplace Skills Dev I	1 hr.

(with summer semester)

Fall Year 1			Spring Year I		
PRL101	Introduction to Paralegal Study	3 hrs.	PRL230	Domestic Relations	3 hrs.
PRL102	Basic Legal Research and Writing	3 hrs.	PRL240	Wills, Estates, and Trusts	3 hrs.
PRL262	Civil Procedure	3 hrs.	PRL291	Internship in Paralegal	3 hrs.
			WKO101	Workplace Sills Development I	1 hr.

Summer Year I		
BUS263	Legal and Social Environment of	3 hrs.
CRJ140	Criminal law and Procedures	3 hrs.
PRL192	Alabama Legal Systems (Torts)	3 hrs.

OFFICE ADMINISTRATION
ASSOCIATE IN APPLIED SCIENCE DEGREE

This program provides students with knowledge and skills needed by office professionals in banking, education, manufacturing, government, and professional services. Job titles may include legal secretary, medical secretary, administrative assistant, word processing specialist, executive secretary, office manager, or office supervisor. Graduates earn an Associate in Applied Science degree in Office Administration. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete a minimum of nine semester credit hours in Area I and II; at least three hours must be in written composition.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**9 Credit Hours**
	CIS 146	Microcomputer Applications	3
	CIS 196	Commercial Software Applications	3
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**		**3 Credit Hours**
	PSY 200	General Psychology	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**40 Credit Hours**
	BUS 215	Business Communication	3
	BUS 241	Principles of Accounting I	3
	CIS 115	Presentation Graphics Software Applications	3
	OAD 125	Word Processing	3
	OAD 126	Advanced Word Processing	3
	OAD 131	Business English	3
	OAD 134	Career and Professional Development	3
	OAD 138	Records/Information Management	3
	OAD 217	Office Management	3
	OAD 242	Office Internship	3
	OAD 243	Spreadsheet Applications	3

OAD 244	Database Concepts	3
WKO 101	Workplace Skills Development I	3

Select three to six credit hours from:

OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	3

TOTAL CREDIT HOURS: 61

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

OAD 101	Beginning Keyboarding	3 hrs.
OAD 125	Word Processing	3 hrs.
OAD 131	Business English	3 hrs.

Summer Year 1

BUS 215	Business Communications	3 hrs.
OAD 138	Records and Information Management	3 hrs.
OAD 217	Office Management	3 hrs.

Spring Year 2

BUS 241	Principles of Accounting	3 hrs.
OAD 134	Career and Professional Development	3 hrs.
OAD 242	Internship	3 hrs.

Spring Year 1

OAD 126	Advanced Word Processing	3 hrs.
OAD 244	Database Applications	3 hrs.

Fall Year 2

CIS 115	Presentation Graphics	3 hrs.
OAD 243	Spreadsheet Applications	3 hrs.
WKO 101	Workplace Skills	1 hr.

OFFICE ADMINISTRATION
CERTIFICATE

This program provides students with knowledge and skills needed by office professionals in banking, education, manufacturing, government, and professional services. Job titles may include legal secretary, medical secretary, administrative assistant, word processing specialist, executive secretary, office manager, or office supervisor. Graduates earn a Certificate in Office Administration. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I** *Must complete two to six semester credit hours in Area I.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete two to six credit hours in Area II. Speech is required in certificate programs unless provisions for addressing oral communication competencies represent an integral module in a required discipline-specific course.*		**3 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of six credit hours in Area III distributed in mathematics, science, or computer science. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s).*		**6 Credit Hours**
	CIS 146	Microcomputer Applications	3
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE**		**3 Credit Hours**
	PSY 200	General Psychology	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**22 Credit Hours**
	BUS 241	Principles of Accounting I	3
	OAD 125	Word Processing	3
	OAD 131	Business English	3
	OAD 138	Records/Information Management	3
	OAD 217	Office Management	3
	OAD 242	Office Internship	3
	WKO 101	Workplace Skills Development I	3
Select three to six credit hours from:			
	OAD 101	Beginning Keyboarding	3
	OAD 103	Intermediate Keyboarding	3

TOTAL CREDIT HOURS: 37

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1			Spring Year 1		
OAD 101	Beginning Keyboarding	3 hrs.	OAD 125	Word Processing	3 hrs.
OAD 131	Business English	3 hrs.	OAD 138	Records and Information Management	3 hrs.
BUS 241	Principles of Accounting	3 hrs.	OAD 217	Office Management	3 hrs.
			OAD 242	OAD Internship	3 hrs.
			WKO 101	Workplace Skills	1 hr.

OFFICE ADMINISTRATION, HEALTH INFORMATION TECHNOLOGY OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE

This program provides students with knowledge and skills needed by medical office professionals responsible for recording and reporting patient health information. Graduates earn an Associate in Applied Science degree in Office Administration. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I:	**WRITTEN COMPOSITION I AND II** *Must complete a minimum of nine semester credit hours in Area I and II; at least three hours must be in written composition.*		**3 Credit Hours**
Select three credit hours from:			
	ENG 101	Written Composition I	3
AREA II:	**HUMANITIES AND FINE ARTS** *Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.*		**6 credit hours**
Select three credit hours from:			
	SPH 106	Fundamentals of Oral Communication	3
	SPH 107	Fundamentals of Public Speaking	3
Select three credit hours from:			
	ART 100	Art Appreciation	3
	ENG 102	Written Composition II	3
	ENG 251	American Literature I	3
	ENG 252	American Literature II	3
	ENG 261	English Literature I	3
	ENG 262	English Literature II	3
	MUS 101	Music Appreciation	3
	PHL 106	Introduction to Philosophy	3
	PHL 206	Ethics and Society	3
	REL 152	Survey of the New Testament	3
	SPA 101	Introductory Spanish I	4
	SPA 102	Introductory Spanish II	4
	THR 120	Theatre Appreciation	3
	THR 126	Introduction to Theatre	3
AREA III:	**NATURAL SCIENCE AND MATHEMATICS** *Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements.*		**11 Credit Hours**
	BIO 103	Principles of Biology	4
	BIO 201	Human Anatomy and Physiology	4
	MTH 116	Mathematical Applications	3
AREA IV:	**HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE** *Must complete at least three semester credit hours in Area IV.*		**3 Credit Hours**
	PSY 200	General Psychology	3
AREA V:	**GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** *Courses appropriate to degree requirements, occupational, or technical specialty requirements, core courses, and electives.*		**41 Credit Hours**
	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	3
	HIT 222	HIT Computer Applications Lab	3
	HIT 230	Medical Coding Systems I	3
	HIT 231	Medical Coding Systems I Lab	1
	HIT 232	Medical Coding Systems II	3
	HIT 233	Medical Coding Systems II Lab	1
	HIT 255	Principles of Supervision	3
	HIT 260/OAD 242	Professional Practice Experience/Office Internship	3
	OAD 131	Business English	3

OAD 134	Career and Professional Development	3
OAD 211	Medical Terminology	3
OAD 212	Medical Transcription	3
WKO 101	Workplace Skills Development I	3

Select three to six credit hours from:

OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	
or	or	3
OAD 125	Word Processing	

TOTAL CREDIT HOURS: 64

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

OAD101	Beginning Keyboarding	3 hrs.
OAD131	Business English	3 hrs.
OAD211	Medical Terminiology	3 hrs.
HIT151	Health Data Content and Structure	3 hrs.

Fall Year 2

HIT230	Medical Coding Systems I	3 hrs.
HIT231	Medical Coding Systems I Laboratory	1 hr.

Spring Year 1

HIT130	HIT Classification and Reimbursement	3 hrs.
HIT134	HIT Legal and Ethical Issues	3 hrs.
HIT221	HIT Computer Applications	3 hrs.
HIT222	HIT Computer Applications Laboratory	3 hrs.
OAD103	Intermediate Keyboarding	3 hrs.
OAD134	Career and Professional Development	3 hrs.

Spring Year 2

HIT232	Medical Coding Systems II	
HIT233	Medical Coding Systems II Laboratory	1 hrs.
HIT255	Principles of Supervision	3 hrs.
HIT260	Office Internship or OAD242	3 hrs.
WKO101	Workplace Skills Development	1 hr.

OFFICE ADMINISTRATION, LEGAL ASSISTANT/PARALEGAL OPTION
ASSOCIATE IN APPLIED SCIENCE DEGREE

This program provides students with knowledge and skills needed by paralegals and other personnel responsible for assisting professionals in law offices. Graduates earn an Associate in Applied Science degree in Office Administration. **Note that the AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

AREA I: WRITTEN COMPOSITION I — **3 Credit Hours**

Must complete a minimum of nine semester credit hours in Area I and II; at least three hours must be in written composition.

Select three credit hours from:

ENG 101	Written Composition I	3
ENG 102	Written Composition II	3

AREA II: HUMANITIES AND FINE ARTS — **6 credit hours**

Must complete a minimum of nine credit hours in Area I and Area II; at least three hours must be in Area II.

Select three credit hours from:

SPH 106	Fundamentals of Oral Communication	3
SPH 107	Fundamentals of Public Speaking	3

Select three credit hours from:

ART 100	Art Appreciation	3
ENG 102	Written Composition II	3
ENG 251	American Literature I	3
ENG 252	American Literature II	3
ENG 261	English Literature I	3
ENG 262	English Literature II	3
MUS 101	Music Appreciation	3
PHL 106	Introduction to Philosophy	3
PHL 206	Ethics and Society	3
REL 152	Survey of the New Testament	3
SPA 101	Introductory Spanish I	4
SPA 102	Introductory Spanish II	4
THR 120	Theatre Appreciation	3
THR 126	Introduction to Theatre	3

AREA III: NATURAL SCIENCE AND MATHEMATICS

Must complete a minimum of nine credit hours; three must be in mathematics. Must take one computer science course or have demonstrated computer literacy skills, or computer proficiencies must be integrated within a required discipline-specific course(s). Appropriate 100 level or above courses in computer sciences, natural sciences, and mathematics may be selected to complete the credit hour requirements. — **11 Credit Hours**

CIS 146	Microcomputer Applications	3
CIS 196	Commercial Software Applications	3
MTH 116	Mathematical Applications	3

AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCE — **3 Credit Hours**

Must complete at least three semester credit hours in Area IV.

PSY 200	General Psychology	3

AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES — **40 Credit Hours**

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

BUS 241	Principles of Accounting I	3
BUS 263	Legal and Social Environment of Business	3
CRJ 140	Criminal Law and Procedure	3
OAD 131	Business English	3
OAD 138	Records/Information Management	3
PRL 101	Introduction to Paralegal Study	3
PRL 102	Basic Legal Research and Writing	3
PRL 192	Selected Topics in Paralegal, Torts	3
PRL 230	Domestic Law	3
PRL 240	Wills, Estates, and Trusts	3
PRL 262	Civil Laws and Procedures	3

PRL 291/OAD 242	Internship	3
WKO 101	Workplace Skills Development I	3

Select three to six credit hours from:

OAD 101	Beginning Keyboarding	3
OAD 103	Intermediate Keyboarding	
or	or	3
OAD 125	Word Processing	

TOTAL CREDIT HOURS: 63

SUGGESTED SEQUENCE OF AREA V COURSES

Fall Year 1

OAD131	Beginning Keyboarding	3 hrs.
OR		
OAD125	Word Processing	
OAD131	Business English	3 hrs.
PRL101	Introduction to Paralegal Study	3 hrs.
PRL102	Basic Legal Research and Writing	3 hrs.

Fall Year 2

PRL160	Civil Law and Procedures	3 hrs.
PRL262	Criminal Law and Procedure	3 hrs.

Spring Year 1

OAD138	Records and Information	3 hrs.
PRL240	Wills, Estates, and Trusts	3 hrs.
PRL230	Domestic Relations	3 hrs.
PRL263	Legal & Soclal Environment of Busi	3 hrs.

Spring Year 2

WKO101	Workplace Skills Dev I	1 hr.
OAD242	Office Internship	3 hrs.
OR		
PRL291	Internship in Paralegal	
BUS241	Principles of Accounting	3 hrs.
PRL192	Alabama Legal Systems (Torts)	3 hrs.

NOTES FOR YOUR PLAN 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.

CODE A = AGSC approved transfer courses in Areas I-IV that are common to all Alabama Public Colleges and Universities.
CODE B = Area V courses that are deemed appropriate to the degree and pre-major requirements of individual students.
CODE C = Potential Area V transfer courses that are subject to approval by respective receiving institutions.

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

FLIGHT SIMULATOR/AUTOMATION ENGINEERING TECHNICIAN

AEN 101. SIMULATION FUNDAMENTALS (3 credits) *PREREQUISITE: As required by program.*
This course provides a study of simulation fundamentals. Topics included in this course are the history, use, procedures, safety, and basic structure of a simulation. Upon completion, students will be able to describe how simulation can be applied to a particular need and then address safety and procedural concerns.

AEN 102. SIMULATION SYSTEM TESTING (3 credits) *PREREQUISITE: As required by program.*
This course provides an introduction to testing procedures, equipment and documentation at system, sub-system, and component level as used in a simulator. Topics included in this course are equipment identification, using equipment documentation and specifications, generating test results, evaluating test results and user reports, and performing quality control. Upon completion, students will be able to identify test equipment, the procedures appropriate to perform testing and evaluate results, and the steps in quality control.

AEN 103. SIMULATION SYSTEM TROUBLESHOOTING (3 credits) *PREREQUISITE: As required by program.*
This course provides an introduction to simulation troubleshooting procedures. Topics included in this course are troubleshooting techniques and replacing of defective components including visuals, communications, navigation, motion controls, avionics, power, and safety sub-systems. Upon completion, students will be able to identify troubleshooting techniques, perform diagnostic testing and describe replacement of failed components.

AEN 104. ADVANCED SIMULATION SYSTEMS (3 credits) *PREREQUISITE: As required by program.*
This course provides a study of rules governing simulation modification and upgrading. Topics included in this course are evaluation of simulator performance in comparison to requirements, working with different specification documentation, technical writing, identifying modification and upgrading needs, subsystem calibration, and alignment procedures.

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. Emphasis is based on gaining a basic understanding of reciprocating engines and of fixed and variable pitch propellers. 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. This is a CORE course.
Alabama Community College System Transfer Code C

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. Emphasis is on inspection, troubleshooting, and repairs of ignition systems, fuel and induction systems, lubrication systems, and cooling and exhaust systems. Upon completion, students should be able to inspect, service, troubleshoot, and repair ignition, lubrication, fuel, induction, and cooling and exhaust systems. This is a CORE course.
Alabama Community College System Transfer Code C

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 powerplant; overhaul to include disassembly, cleaning, measuring, inspecting, reassembly, and troubleshooting in accordance with appropriate FAA and manufacturers' regulations and practices. Emphasis is placed on the 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. 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. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 123. RECIPROCATING ENGINE INSPECTION (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course is a study of engine instruments, electrical systems, and ignition systems and aircraft powerplant inspections, as well as the study of rotary wing aircraft, rotary wing aerodynamics, main and tail rotor systems, rotor blades, primary and secondary controls, and general maintenance practices. Emphasis is placed on the 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. 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. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 124. TURBINE ENGINE THEORY AND INSPECTION (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces the turbine engine. Emphasis is placed on turbine engine development, application, theory, components, materials and construction, and operating and power extraction principles. 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. This is a CORE course.
Alabama Community College System Transfer Code C

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. Emphasis is placed on starter, ignition, anti-ice, fire detection, and fire extinguishing systems. 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. This is a CORE course.
Alabama Community College System Transfer Code C

AMP 127. POWERPLANT PROGRAM REVIEW AND COMPREHENSIVE TESTING (.5 credit) *PREREQUISITES: AMT 100, AMT 101, AMT 102, AMP 120, AMP 121, AMP 122, AMP 123, AMP 124, and AMP 125.*
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or powerplant courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Powerplant written examination.
Alabama Community College System Transfer Code C

AIRFRAME TECHNOLOGY

AMT 100. TECHNICAL PREPARATION (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
This course introduces basic information necessary for entering students in aviation maintenance technology. Emphasis is placed on math and physics, aircraft weight and balance, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. Upon completion, students should be able to make basic computations, apply principles of physics, compute weight and balance, use maintenance forms and records, state mechanic's privileges and limitations, and interpret maintenance publications. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 101. BASIC ELECTRICITY (5 credits) *PREREQUISITE: Satisfactory Placement scores.*
This course provides a study of electricity. Emphasis is placed on alternating current (AC) and direct current (DC) circuits and controls, electrical measurements, electrical test equipment, aircraft batteries, fundamental electronics, and semi-conductor devices. Upon completion, students should be able to solve problems associated with electrical measurements, use basic electrical test equipment, and service aircraft batteries. This is a CORE course.
Alabama Community College System Transfer Code C

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. Emphasis is on identification and selection of aircraft hardware, performance of non-destructive testing, fabrication and inspection of flexible fluid lines, identification of fuels, use of cleaning materials, and corrosion control programs. 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. This is a CORE course.
Alabama Community College System Transfer Code C

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. Emphasis is placed on repairs to fabric surfaces, to wood surfaces, and to composite and steel structures. 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. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 111. AIRCRAFT SHEETMETAL STRUCTURES (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft sheetmetal repairs. Emphasis is placed on the use of proper procedures, tools, and materials to complete sheetmetal repairs. Upon completion, students should be able to install conventional rivets; form, layout, and bend sheetmetal; install special rivets and fasteners; and, inspect and repair sheetmetal structures. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 112. AIRFRAME SYSTEMS I (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft electrical, communication, and navigation systems and components. 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, communication, and navigation systems. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 113. AIRFRAME SYSTEMS II (5 credits) *PREREQUISITES: AMT 100, AMT 101, and AMT 102.*
This course introduces aircraft inclement weather control, fire protection and fuel systems as well as on cabin environmental control, and instrumentation. Emphasis is placed on theory and 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, instruments and fuel systems. This is a CORE course.
Alabama Community College System Transfer Code C

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, landing gear systems, and various position and warning systems. Emphasis is on testing, inspecting, troubleshooting, and servicing hydraulic and pneumatic system components, wheel and brake systems, and position and warning systems. 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. This is a CORE course.
Alabama Community College System Transfer Code C

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. Emphasis is placed on skills required to inspect, service, maintain, and troubleshoot airframes, airframe systems, and components and assemble and rig aircraft structures. 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. This is a CORE course.
Alabama Community College System Transfer Code C

AMT 117 AIRFRAME PROGRAM REVIEW AND COMPREHENSIVE TESTING (.5 credit) *PREREQUISITES: AMT 100, AMT 101, AMT 102, AMT 110, AMT 111, AMT 112, AMT 113, AMT 114, and AMT 115.*
This course is a combination self-directed program review and comprehensive examination covering all materials in the generals and/or airframe courses. Students successfully completing the course will be certified as eligible to take the Federal Aviation Administration (FAA) General and Airframe written examination.
Alabama Community College System Transfer Code C

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 artwork. Upon completion, students should understand the fundamentals of art, the materials used, and have a basic overview of the history of art.
Alabama Community College System Transfer Code A

ART 113. DRAWING I (3 credits)
This course provides the opportunity to develop perceptional and technical skills in a variety of media. Emphasis is placed on communication through experimenting with composition, subject matter, and technique. Upon completion, students should demonstrate and apply the fundamentals of art to various creative drawing projects.
Alabama Community College System Transfer Code B

ART 114. DRAWING II (3 credits) *PREREQUISITE: Drawing I.*
This course advances the students' drawing skills in various art media. Emphasis is placed on communication through experimentation, composition, technique, and personal expression. Upon completion, students should demonstrate creative drawing skills, the application of the fundamentals of art, and the communication of personal thoughts and feelings.
Alabama Community College System Transfer Code B

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. Upon completion, students should demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Alabama Community College System Transfer Code B

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. Upon completion, students should, through personal expression, demonstrate an effective use of these elements and principles of design in creating two-dimensional compositions.
Alabama Community College System Transfer Code B

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. Upon completion, students should demonstrate basic technical skills and a personal awareness of the creative potential inherent in three-dimensional art forms.
Alabama Community College System Transfer Code B

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. Upon completion, students should understand the camera as a creative tool, understand the films, chemicals and papers, and have a knowledge of composition and history.
Alabama Community College System Transfer Code C

ART 174. PHOTOGRAPHY II (3 credits) *PREREQUISITE: ART 173.*
This course advances the students' technical and aesthetic knowledge of photography beyond the introductory level. Emphasis is placed on photographic composition and darkroom techniques as a means of communication. Upon completion, students should demonstrate through the photographic process their creative and communication skills.
Alabama Community College System Transfer Code C

ART 180. INTRODUCTION TO GRAPHIC DESIGN (3 credits)
This course is a general introduction to graphic design. Topics include history, processes, and production design. Upon completion, students should understand the concepts used to create media graphics.
Alabama Community College System Transfer Code C

ART 203. ART HISTORY I (3 credits)
This course covers the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the ancient period through the Renaissance. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.
Alabama Community College System Transfer Code A

ART 204. ART HISTORY II (3 credits)
This course covers a study of the chronological development of different forms of art, such as sculpture, painting, and architecture. Emphasis is placed on history from the Baroque to the present. Upon completion, students should be able to communicate a knowledge of time period and chronological sequence including a knowledge of themes, styles, and of the impact of society on the arts.
Alabama Community College System Transfer Code A

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. Upon completion, students should demonstrate a knowledge of computer graphics through production on a graphic program in a computer environment.
Alabama Community College System Transfer Code C

ART 221. COMPUTER GRAPHICS I (3 credits) *PREREQUISITE: ART 220.*
This course is 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. Upon completion, students should have an understanding of professional computer graphics.
Alabama Community College System Transfer Code C

ART 222. COMPUTER GRAPHICS II (3 credits) *PREREQUISITE: ART 221.*
This course is designed to enhance the student's ability to produce an advanced level of computer generated graphics. Emphasis is on the application of original design to practical problems using a variety of hardware and software. Upon completion, students should have an understanding of professional computer graphics.
Alabama Community College System Transfer Code C

ART 233. PAINTING I (3 credits) *PREREQUISITE: ART 113.*
This course is designed to introduce the student to fundamental painting processes and materials. Topics include art fundamentals, color theory, and composition. Upon completion, students should be able to demonstrate the fundamentals of art and discuss various approaches to the media and the creative processes associated with painting.
Alabama Community College System Transfer Code B

ART 234. PAINTING II (3 credits) *PREREQUISITE: ART 233.*
This course is designed to develop the student's knowledge of the materials and procedures of painting beyond the introductory level. Emphasis is placed on the creative and technical problems associated with communicating through composition and style. Upon completion, students should be able to demonstrate the application of the fundamentals of painting and the creative process to the communication of ideas.
Alabama Community College System Transfer Code C

ART 291. SUPERVISED STUDY IN STUDIO ART I (1–4 credits)
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have a greater expertise in a particular area of art.
Alabama Community College System Transfer Code C

ART 292. SUPERVISED STUDY IN STUDIO ART II (1-4 credits)
This course is designed to enable the student to continue studio experiences in greater depth. Topics are chosen by the student with the approval of the instructor. Upon completion, the student should have greater expertise in a particular area of art.

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). Emphasis is placed on the relationship of FCC rules and regulations to the practice of avionics and electronics in the aviation industry. Upon completion, students should be able to apply rules and regulations and take the basic FCC certification examination.

AVIONICS

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 provides students with applicable math, physics, and report writing skills. Upon completion, students will have the foundational knowledge needed to solve practical problems and exercises encountered in class and throughout the Avionics Program. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 102. AVIATION SOLDERING (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.
Alabama Community College System Transfer Code C

AVT 111. AVIONICS THEORY (6 credits) *PREREQUISITE: Satisfactory placement scores. COREQUISITE: AVT 112.*
This course provides instruction pertaining to the technical math and physics skills needed to solve practical problems encountered throughout the avionics program. It provides instruction pertaining to the theory of direct current (DC) and alternating current (AC) as applied to aviation. 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. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 112. AVIONICS LAB I (5 credits) *PREREQUISITE: Satisfactory placement scores. COREQUISITE: AVT 111.*
This course provides hands-on laboratory exercises to analyze direct current and alternating current circuits. Emphasis is placed on the use of the 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. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 121. PRINCIPLES OF SOLID STATE (5 credits) *PREREQUISITES: AVT 111 and AVT 112.*
This course provides instruction in basic solid state theory beginning with atomic structure and includes diodes, bipolar transistors, field effect transistors, amplifiers, operational amplifiers, oscillator and power supply circuits. Emphasis is placed on the practical application of solid state devices, proper biasing and amplifier circuit analysis, and the use of test equipment to diagnose, troubleshoot, and repair typical solid state device circuits. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 131. DIGITAL CONCEPTS (4 credits) *PREREQUISITE: AVT 121.*
This course provides instruction in basic logic gates, flip-flops, registers, counters, microprocessor/computer fundamentals, analog-to-digital conversion, and digital-to-analog conversion. Emphasis is placed on number systems, Boolean algebra, combination logic circuits, sequential logic circuits, and typical microprocessor data manipulation and storage. Upon completion, students should be able to analyze digital circuits, draw timing diagrams, determine output of combinational and sequential logic circuits, and diagnose and troubleshoot electronic components as well as demonstrate knowledge of microprocessor and computer circuits. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 141. INTRODUCTION TO AVIONICS (3 credits)
This course is an introduction to aircraft avionics systems. Emphasis is placed on basic concepts of navigation systems, landing systems, weather radar, transponder/TCAS operation, data buss concepts, and flight control systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 142. ELECTRONIC COMMUNICATIONS (5 credits) *PREREQUISITE: AVT 121.*
This course provides instruction in basic principles of electronic communications, including AM, FM, and SSB receiver, transmitter and transceiver theory, antennas, transmission lines, and wave propagation. It provides instruction on fundamental theory and practice of soldering. Students will have multiple opportunities for developing and practicing soldering skills. Emphasis is placed on communications circuits used in amplitude modulation, frequency modulation, and single-side band receiver/transmitter. This course further develops the student's' diagnostic, troubleshooting, and repair skills. Upon completion, students will be able to align, troubleshoot, and repair basic receivers. Students also will gain a working knowledge of antennas, frequency spectrum, and wave propagation. This is a CORE course.
Alabama Community College System Transfer Code C

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, data storage, and interfacing using programmable devices. Emphasis is placed on writing simple programs, executing, debugging programs and programming devices to serve as input/output interface units, and the flow of data during the fetch and execute phases of a program. Students will understand how a microprocessor runs a stored program, how to use an instruction set, and how to interface with displays, switches, and programmable devices. This is a CORE course.
Alabama Community College System Transfer Code C

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 systems. Upon completion, the student should be able to satisfactorily diagnose malfunctions in aircraft systems and successfully troubleshoot and repair pulse equipment. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 212. AIRCRAFT INSTALLATION/FAA REGULATIONS (4 credits) *PREREQUISITE: AVT 142.*
This course provides instruction in Federal Aviation Administration (FAA) regulations which direct repair station operations, sheetmetal procedures used in the installation of avionics systems, and aircraft wiring techniques. Emphasis is placed on developing the ability to construct aircraft composite structures using standard sheetmetal practices and a wiring harness for the King Radio KX-155 system. Upon completion, students should be able to use test equipment to perform board repair and install avionics equipment to industry and FAA standards. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 213. AVIATION COMMUNICATION (4 credits) *PREREQUISITE: AVT 142.*
This course is a study of frequency synthesizers, aviation transceivers, and aircraft audio systems. Emphasis is placed on PLL and LSI frequency synthesizers, aviation transceivers based on these synthesizer types, and audio systems with power amplification and switching capability with an in-depth study of the King Radio KX-155, KTR-905, and KMA-24 as representative examples. Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft communication systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 214. NAVIGATION/ILS (4 credits) *PREREQUISITE: AVT 142.*
This course is a study of navigation and instrument landing systems used in traffic control systems. Emphasis is placed on VOR, ILS, ADF, and GPS with an in-depth study of the King Radio KI-203, KI-208, and KN-75 as representative examples. Upon completion, students should be able to use test equipment to perform operational checks, align, and troubleshoot aircraft navigation systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 215. DME TRANSPONDERS (4 credits) *PREREQUISITE: AVT 211.*
This course provides instruction in the study of distance measuring equipment, ACTRBS transponders, and mode S transponders as used in the Air Traffic Control system. Instruction specifically focused on airborne systems with an in-depth study of the King Radio KN-62 DME, KT-76A transponder, and the KT-71 Mode S transponder as representative examples. Upon completion, students should be able to use test equipment to test equipment to perform operational checks, align, and troubleshoot aircraft DME transponder systems. This is a CORE course.
Alabama Community College System Transfer Code C

AVT 216. AUTOPILOT AIRCRAFT SYSTEMS (4 credits) *PREREQUISITE: AVT 211.*
This course provides instruction in aircraft autopilot theory, data buss, electrical power, and integrated systems. Emphasis is placed upon integrated aircraft systems and the diagnosis, alignment, maintenance, inspection, and troubleshooting of these systems. This is a CORE course.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code A

BIO 104. PRINCIPLES OF BIOLOGY II (4 credits) *PREREQUISITE: BIO 103.*
This course 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. This is a CORE course.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

BIO 250. DIRECTED STUDIES IN BIOLOGY I (4 credits) *PREREQUISITE: As required by program.*
This course allows independent study under the direction of an instructor. Topics to be included in the course material will be approved by the instructor prior to or at the beginning of the class. Upon completion, students will be able to demonstrate knowledge of the topics as specified by the instructor.
Alabama Community College System Transfer Code C

BIO 256. BIOTECHNOLOGY INTERNSHIP (2 credits) *PREREQUISITE: As required by program.*
The internship will provide advanced students the opportunity to develop job and career-related skills while in a work setting. Upon successful completion of this course, students will be able to apply classroom knowledge to an actual work situation. The work will be developed cooperatively with academic, industrial, and private institutional biotechnology laboratories.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

BUS 271. 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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

CHILD DEVELOPMENT

CHD 100. INTRODUCTION TO EARLY CARE AND EDUCATION OF CHILDREN (3 credits)
This course introduces students to the child care education and care profession. It is designed to increase understanding of the basic concepts of child development and the developmental characteristics of children from birth through age eight/nine years. This course is the foundation for planning appropriate activities for children and establishing appropriate expectations of young children. This class also offers an opportunity to study the developmental domains (social, emotional, cognitive/language and physical). Course includes observations of the young child in early childhood settings.
Alabama Community College System Transfer Code C

CHD 201. CHILD GROWTH AND DEVELOPMENT PRINCIPLES (3 credits)
This course is a systematic study of child growth and development from conception through early childhood. Emphasis is on principles underlying physical, mental, emotional and social development, and methods of child study and practical implications. Upon completion, students will be able to use knowledge of how young children differ in development and approaches to learning to provide opportunities that support physical, social, emotional, language, cognitive, and aesthetic development. This is a CORE course. PSY 210 or PSY 211 may be used as a suitable substitute for this course for AAT and AAS degree programs at the discretion of the college.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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. Course includes observations of young children in a variety of childcare environments.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CHD 206. CHILDREN'S HEALTH AND SAFETY (3 credits)
This course provides students with knowledge to develop programs for early child development. Specific content includes a review of child development concepts and program contents. Upon completion students will be able to develop and evaluate effective programs for the education of young children.
Alabama Community College System Transfer Code C

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 how to set 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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CHD 209. INFANT AND TODDLER EDUCATION PROGRAMS (3 credits)
This course focuses on child development from infancy through thirty-five months of age with emphasis on planning programs using developmentally appropriate material. Emphasis is placed on positive ways to support an infant's or toddler's social, emotional, physical, and intellectual development. Upon completion, the students should be able to plan an infant-toddler program and environment that is appropriate and supportive of the families and children.
Alabama Community College System Transfer Code C

CHD 210. EDUCATING EXCEPTIONAL 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, motional, behavioral, and neurological handicaps. Upon completion, students should be able to identify appropriate strategies for working with young exceptional children.
Alabama Community College System Transfer Code C

CHD 215. SUPERVISED PRACTICAL EXPERIENCE IN CHILD DEVELOPMENT (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. Students will develop portfolios documenting experiences gained during this course.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

CHM 250. DIRECTED STUDIES IN CHEMISTRY (1-3 credits) *PREREQUISITE: As required by program.*
This course is designed for independent study in specific areas of chemistry chosen in consultation with a faculty member and carried out under faculty supervision. This course may be repeated three times for credit.
Alabama Community College System Transfer Code C

COMPUTER 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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

CIS 146. MICROCOMPUTER APPLICATIONS (3 credits) *RECOMMENDED: Keyboarding experience.*
This course is an introduction to the most common microcomputer software applications. These software packages should include typical features of applications such as word processing, spreadsheets, database management, and presentation software. Upon completion, students will be able to utilize selected features of these packages. This course will help prepare students for the MOS and IC^3 certification. This course or an equivalent is CORE for the AAT and AAS CIS programs.
Alabama Community College System Transfer Code B

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 covered in CIS 146. Advanced functions and integration 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, the student should be able to apply the advanced features of selected software appropriately to typical problems found in society and business. This course

will help prepare students for the MOS certification.
Alabama Community College System Transfer Code B

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. Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CIS 191. INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS (3 credits)
This course introduces fundamental concepts, including an algorithmic approach to problem solving via the design and implementation of programs in selected languages. Structured programming techniques involving input/output, conditional statements, loops, files, arrays and structures, and simple data structures are introduced. Students are expected to write programs as part of this course.
Alabama Community College System Transfer Code B

CIS 196. COMMERCIAL SOFTWARE APPLICATIONS (3 credits) *RECOMMENDED: Keyboarding experience.*
This is a "hands-on" introduction to software packages, languages, and utility programs currently in use, with the course being able to repeat for credit for each different topic being covered. Emphasis is placed on the purpose capabilities and utilization of each package, language, or program. Upon completion, students will be able to use the features selected for the application covered.
Alabama Community College System Transfer Code C

CIS 197. ADVANCED COMMERCIAL SOFTWARE APPLICATIONS (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.
Alabama Community College System Transfer Code C

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 languages to develop basic Web pages.
Alabama Community College System Transfer Code C

CIS 212. VISUAL BASIC PROGRAMMING (3 credits)
Emphasis 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.
Alabama Community College System Transfer Code B

CIS 213. ADVANCED VISUAL BASIC PROGRAMMING (3 credits) *PREREQUISITE: CIS 212.*
This course is a continuation of CIS 212, Visual Basic Programming.
Alabama Community College System Transfer Code C

CIS 215. C# PROGRAMMING (3 credits)
This course is an introduction to the C# programming language. The goal of this course is to provide students with the knowledge and skills they need to develop C# applications for the Microsoft .NET Platform. Topics include program structure, language syntax, and implementation details. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests. At the end of the course, students will be able to:

- analyze the basic structure of a C# application and be able to document, debug, compile, and run a simple application;
- create, name, and assign values to variables;
- use common statements to implement flow control, looping, and exception handling;
- create methods (functions and subroutines) that can return values and take parameters;
- create, initialize, and use arrays;
- explain the basic concepts and terminology of object-oriented programming;
- use common objects and reference types; and,
- build new C# classes from existing classes.

Alabama Community College System Transfer Code C

CIS 223. THREE DIMENSIONAL COMPUTER MODELING (3 credits) *PREREQUISITE: As required by the College.*
This course is a study of 3D computer modeling and 3D painting beginning with primitive shapes and creating compelling 3D objects for use in model libraries, games, print material, web sites, visual simulation, and architectural applications. Powerful operations for modeling and 3D painting are incorporated into an interface that is simple and intuitive to use.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CIS 242. INTERMEDIATE 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.
Alabama Community College System Transfer Code C

CIS 246. ETHICAL HACKING (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.
Alabama Community College System Transfer Code C

CIS 251. C++ PROGRAMMING (3 credits) *PREREQUISITE: CIS 191.*
This course is an introduction to the C++ programming language including object oriented programming. Topics include: problem solving and design, control structures, objects and events, user interface construction, and document and program testing.
Alabama Community College System Transfer Code B

CIS 252. ADVANCED C++ PROGRAMMING (3 credits) *PREREQUISITE: CIS 251.*
This course is a continuation of C++ programming. Techniques for the improvement of application and systems programming will be covered and other topics may include memory management, C Library functions, debugging, portability, and reusable code. Upon completion, the student will be able to demonstrate knowledge of the topics through the completion of programming projects and appropriate tests.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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, and 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. Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CIS 281. SYSTEM 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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CIS 288. SPECIAL TOPICS IN NETWORKING (1 credit) *PREREQUISITE: As required by the college.*
This course is designed to provide student opportunities to develop skills in networking. Specific course application will be determined by the instructor.
Alabama Community College System Transfer Code C

CIS 292. SPECIAL TOPICS (2 credits) *PREREQUISITE: As required by college.*
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Upon completion, the student will be able to demonstrate comprehension of the specified topics.
Alabama Community College System Transfer Code C

CIS 293. SPECIAL TOPICS (1 credit) *PREREQUISITE: As required by the College.*
This course allows study of currently relevant computer science topics, with the course being able to be repeated for credit for each different topic covered. Course content will be determined by the instructor and will vary according to the topic being covered. Upon completion, the student will be able to demonstrate specified skills.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CPT 224. NETWORKING INSTALLATION AND DESIGN (3 credits) *PREREQUISITE: CIS 161, 275, 276*
This course covers upgrading, migrating, and installing networks. It is designed to provide students with the necessary skills to install, configure, and maintain an Intranet. Students will receive step-by-step instruction on how to incorporate the service components of Intranet Ware. Students will receive step-by-step instruction on how to incorporate and intranet on their existing network.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

CPT 270. CISCO I (3 credits)
This course is the first part of a four-part curriculum leading to CISCO Certified Network Associate (CCNA) certification. The content of this course is based on current requirements from the CISCO Networking Academy certification standards.
Alabama Community College System Transfer Code C

CPT 288 LINUX ADMINISTRATION (3 credits)
This course is designed to teach students how to administer, use, or develop programs for SUSE Linux. The concepts introduced do not assume prior Linux experience and are geared toward the objectives on the CompTIA Linux+ certification exam. Furthermore, many of the concepts and procedures introduced in this course are transferable to most other Linux distributions. This course will introduce students to the concepts required to successfully use and administer a Linux system.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

CRJ 140. CRIMINAL LAW AND PROCEDURE (3 credits)
This course examines both substantive and procedural law. The legal elements of various crimes are discussed, with emphasis placed on the Alabama Code. Areas of criminal procedure essential to the criminal justice profession are covered.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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 approval of the department head.
Alabama Community College System Transfer Code C

ECONOMICS

ECO 231. PRINCIPLES OF MACROECONOMICS I (3 credits)
This course is an introduction to macroeconomic theory, analysis, and policy applications. Topics include the following: scarcity, demand and supply, national income analysis, major economic theories concerning monetary and fiscal policies as stabilization measures, the banking system, and other economic issues or problems including international trade.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

EMERGENCY MEDICAL SERVICES

EMS 100. CARDIOPULMONARY RESUSCITATION I (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 107. EMERGENCY VEHICLE OPERATOR AMBULANCE (1 credit) *PREREQUISITE: Must present a valid driver's license and program approval.*
The Emergency Vehicle Operator Ambulance course 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 118. EMERGENCY MEDICAL TECHNICIAN (9 credits) *PREREQUISITE: As required by program.*
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 Technician—Basic National Standard Curriculum.

EMS 119. EMERGENCY MEDICAL TECHNICIAN CLINICAL (1 credit) *PREREQUISITE: As required by program.*
This course is required to apply for certification as an EMT. This course provides students with clinical education experiences to enhance knowledge and skills learned in the EMS 118, Emergency Medical Technician Theory and Lab. This course helps students prepare for the National Registry Exam.

EMS 155. ADVANCED EMERGENCY MEDICAL TECHNICIAN (8 credits) *PREREQUISITE: As required by program. COREQUISITE: EMS 156. There is an approved Plan-of-Instruction for this course.*
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course introduces the theory and application of concepts related to the profession of the AEMT. The primary focus of the AEMT is to provide basic and limited advanced emergency medical care and individual possesses the basic knowledge and skills necessary to provide patient care and transportation. Topics include: extending the knowledge of the EMT to a more complex breadth and depth, intravenous access and fluid therapy, medication administration, blind insertion airway devices, as well as the advanced assessment and management of various medical illnesses and traumatic injuries. This course is based on the NHTSA National Emergency Medical Services Education Standards. Requires licensure or eligibility for licensure at the EMT level and EMS 156 must be taken as a corequisite.

EMS 156. ADVANCED EMERGENCY MEDICAL TECHNICIAN CLINICAL (2 credits) *PREREQUISITE: As required by program. COREQUISITE: EMS 155. There is an approved Plan-of-Instruction for this course.*
This course is required to apply for certification as an Advanced Emergency Medical Technician (AEMT). This course provides students with clinical education experiences to enhance knowledge and skills learned in EMS 155. This course helps prepare students for the National Registry AEMT Exam. The student will have the opportunity to use the basic and advanced skills of the AEMT in the clinical and field settings under the direct supervision of licensed healthcare professionals. Requires licensure or eligibility for licensure at the EMT level and EMS 155 must be taken as a corequisite.

EMS 240. PARAMEDIC OPERATIONS (2 credits) *PREREQUISITE: EMS 189 or BIO 201.*
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: research, paramedic roles and responsibilities, well-being of the paramedic, illness and injury prevention, medical-legal-ethical issues, therapeutic communications, medical terminology, life span development, ambulance operations, medical incident command, rescue awareness and operations, hazardous materials incidents, crime scene awareness, and Alabama EMS laws and rules.

EMS 241. PARAMEDIC CARDIOLOGY (3 credits) *PREREQUISITE: As required by program.*
This course introduces the cardiovascular system, cardiovascular electrophysiology, and electrocardiographic monitoring. This course further relates pathophysiology and assessment findings to the formulation of field impressions and implementation of treatment plans for specific cardiovascular conditions. Content areas include: cardiovascular anatomy and physiology, cardiovascular electrophysiology, electrocardiographic monitoring, rhythm analysis, and prehospital 12-lead electrocardiogram monitoring and interpretation, assessment of the cardiovascular patient, pathophysiology of cardiovascular disease and techniques of management including appropriate pharmacologic agents and electrical therapy.

EMS 242. PARAMEDIC PATIENT ASSESSMENT (3 credits) *PREREQUISITE: As required by program.*
This course provides the knowledge and skills needed to perform a comprehensive patient assessment, make initial management decisions, and to communicate assessment findings and patient care verbally and in writing. Content areas include: airway management, history taking, techniques of the physical examination, patient assessment, clinical decision making, communications, documentation and assessment based management.

EMS 243. PARAMEDIC PHARMACOLOGY (1 credit) *PREREQUISITE: As required by program.*
This course introduces basic pharmacological agents and concepts with an emphasis on drug classifications and the knowledge and skills required of a paramedic 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; pharmacokinetics and pharmacodynamics, and nasogastric tube placement.

EMS 244. PARAMEDIC CLINICAL I (1 credit) *PREREQUISITE: As required by program.*
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 clinical setting, with a focus on patient assessment and management, advanced airway management, electro-therapy, I.V./I.O. initiation and medication administration.

EMS 245. PARAMEDIC MEDICAL EMERGENCIES (3 credits) *PREREQUISITE: As required by program.*
This course relates pathophysiology and assessment findings to the formulation of field impressions and implementation 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.

EMS 246. PARAMEDIC TRAUMA MANAGEMENT (3 credits) *PREREQUISITE: As required by program.*
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.

EMS 247. PARAMEDIC SPECIAL POPULATIONS (2 credits) *PREREQUISITE: As required by program.*
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. In the clinical setting, theory and skills are applied to a variety of medical situations across the life span of the patient, with a focus on communication with and management of cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

EMS 248. PARAMEDIC CLINICAL II (3 credits) *PREREQUISITE: As required by program.*
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 medical and trauma situations across the life span of the patient, with a focus on communication with and management of trauma, cardiac, acute care, psychiatric/behavioral, obstetrical, newborn, pediatric, geriatric, and acute interventions for chronic care patients, and patients with special challenges.

EMS 253. PARAMEDIC TRANSITION TO THE WORKFORCE (2 credits) *PREREQUISITE: As required by program.*
This course is designed to meet additional state and local educational requirements for paramedic practice. Content may include: prehospital protocols, transfer medications, topics in critical care and transport, systems presentation, and/or national standard certification courses as dictated by local needs or state requirement.

EMS 254. ADVANCED COMPETENCIES FOR PARAMEDIC (2 credits) *PREREQUISITE: As required by program.*
This course is designed to assist students in preparation for the paramedic licensure examination. Emphasis is placed on validation of knowledge and skills through didactic review, skills lab performance, and/or computer simulation and practice testing. Upon course completion, students should be sufficiently prepared to sit for the paramedic licensure examination.

EMS 255. PARAMEDIC FIELD PRECEPTORSHIP (5 credits) *PREREQUISITE: As required by program.*
This course provides field experiences in the prehospital setting with advanced life support EMS units. Under the direct supervision of a field preceptor, students synthesize cognitive knowledge and skills developed in the skills laboratory and hospital clinical to provide safe and effective patient care in the prehospital environment. Upon course completion, students should have refined and validated their patient care practices to provide safe and effective patient care over a broad spectrum of patient situations and complaints.

EMS 256. PARAMEDIC TEAM LEADERSHIP (1 credit) *PREREQUISITE: As required by program.*
This course is designed to evaluate students' ability to integrate didactic, psychomotor skills, clinical, and field internship instruction to serve as a competent entry-level paramedic. This final evaluative (rather than instructional) course focuses on students' professional attributes and integrative competence in clinical decision-making and team leadership in the prehospital setting. Upon course completion, students should have demonstrated adequate knowledge and skills, professional attitudes and attributes, clinical decision-making and team leadership abilities to effectively function as a competent entry-level paramedic.

ENGLISH

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 with a grade of "C" or higher before enrolling in ENG 101.

***NOTE:** 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 the writing of at least six (6) 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.
Alabama Community College System Transfer Code A

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 six (6) formal, analytical essays, at least one of which is a research project using outside sources and/or references effectively and legally. Additionally, English Composition II provides instruction in the development of analytical and critical reading skills and in the composition process. English Composition II may include instruction and practice in library usage.
Alabama Community College System Transfer Code A

ENG 131. APPLIED WRITING
This course is a study of various types of written documents required in scientific, technical, and other specialized fields. Emphasis is placed on the production of such documents, including research, documentation, graphical displays, the abstract, appropriate diction, grammar, punctuation, and audience. Students will demonstrate the ability to produce effective reports, letters, memoranda, and similar documents.
Alabama Community College System Transfer Code C

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, historical and literary contexts, and relevant criticism and research.
Alabama Community College System Transfer Code A

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, historical and literary contexts, and relevant criticism and research.
Alabama Community College System Transfer Code A

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, relate the works to their historical and literary contexts, and understand relevant criticism and research.
Alabama Community College System Transfer Code A

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. Upon completion,and in written compositions, students will be able to interpret the aesthetic and thematic aspects of these works, relate the works to their historical and literary contexts, and understand relative criticism and research.
Alabama Community College System Transfer Code A

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.

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, and its external and internal organization problems and potentials.
Alabama Community College System Transfer Code A

GEO 101. PRINCIPLES OF PHYSICAL GEOGRAPHY I (4 credits)
Physical Geography I is the first in a two-part sequence including topics such as weather and climate relative to the earth and relationships between the earth and sun. Laboratory is required.
Alabama Community College System Transfer Code A

GEOGRAPHIC INFORMATION SYSTEMS

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.

GRAPHIC DESIGN

GRD 101. INTRODUCTION TO GRAPHICS (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.
This course introduces the student to the Graphic Design industry. Emphasis is placed on visual language vocabularies, the elements and principles of design, typography, creative problem solving, design processes, current design technologies, and professional expectations of graphic designers. This is a CORE course.

GRD 112. LAYOUT AND DESIGN (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.
This course introduces students to layout and design principles using current software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Upon completion, students should be able to design and layout various projects at a professional level for production. This is a CORE course.

GRD 114. ILLUSTRATION GRAPHICS (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.
This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on creating clip art, logos, and illustrations to be reproduced in print and electronic media. Upon completion, students should be able to successfully prepare scalable artwork for production. This is a CORE course.

GRD 116. PHOTOSHOP (3 credits) *PREREQUISITE: As required by college.*
There is a state approved Plan of Instruction for this course.
This course introduces students to digital imaging software. Emphasis is placed on painting and editing, creating special effects, basic image corrections, photo retouching, preparing images for web publications and creating color separations. Upon completion, students should be able to identify the different tools, work with multiple layer images, retouch a photograph, create special effects and prepare an image for a web publication. This is a CORE course.

GRD 118. GRAPHICS DESIGN TECHNIQUES (3 credits) *PREREQUISITE: As required by the college.*
This course introduces the different creative processes involved to produce professional graphic designs. Emphasis is placed on the student developing a standard of design quality to be used throughout the graphic design program and professional life.

GRD 121. DIGITAL PHOTOGRAPHY FOUNDATION (3 credits) *PREREQUISITE: As required by the college.*
This course introduces students to the creative process of digital photography. Emphasis is placed on the components, accessories, and maintenance of a digital camera. Upon completion,a student will comprehend how to compose and shoot a picture using a digital camera.

GRD 137. 3-D FUNDAMENTALS (3 credits) *PREREQUISITE: As required by the college.*
This course introduces students to fundamental concepts, principles, and practices of 3-D digital modeling and 3-D modeling and rendering software. Students are given instruction in 3-D modeling techniques including: production of geometric and organic surfaces and forms using NURBS (Nonuniform rational B-spline) polygon construction and sub-divisional surfaces.

GRD 143. DIGITAL VIDEO FOUNDATION (3 credits) *PREREQUISITE: As required by the college.*
This course introduces students to the basic knowledge and development of digital video and audio. Students are introduced to creating digital video productions and editing techniques. Emphasis is placed on aesthetics and techniques of digital video and audio recording and non-linear editing.

GRD 150. WEB DESIGN (3 credits) *PREREQUISITE: As required by college.*
This course focuses on the necessary technical tools and design principles used for creating and posting web sites. Emphasis is placed on software and the creation and maintenance of a web site. Upon completion, students should be able to design, implement, and maintain a web site.

GRD 160. PRODUCTION PROCEDURES (3 credits) *PREREQUISITE: As required by college.*
This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients, peers, and suppliers involved in the print production process.

GRD 164. ILLUSTRATION DESIGN (3 credits) *PREREQUISITE: As required by college.*
This course covers the use of vector based software for preparing illustrations for output using form, balance, repetition, proportion, and color theory. Emphasis is placed on expanding the student's ability to create illustrations to communicate concepts and ideas.

GRD 170. PRODUCTION PROCESSES (3 credits) *PREREQUISITE: As required by college.*
This course introduces students to the stages and procedures necessary to prepare conceptual artwork for print. Traditional as well as contemporary production methods are explored. Students will develop and enhance interpersonal and communication skills necessary to work with clients peers, and suppliers involved in the print production process.

GRD 171. DIGITAL PHOTOGRAPHY TECHNIQUES (3 credits) *PREREQUISITE: As required by college.*
This course focuses on picture composition, lighting, camera angles, depth of field and camera settings to create a visual impression.

Emphasis is placed on the student's ability to shoot and present photographic work in various delivery platforms. Design concepts are reinforced in this course for use with all media types.

GRD 175. WEB GRAPHICS (3 credits) *PREREQUISITE: As required by college.*
This course focuses on creating original graphics for the web. Students will design images for backgrounds, text, graphic formats, navigation, and animation. Students will learn to use appropriate colors, file formats, and compression methods in designing web graphics and layouts.

GRD 183. DIGITAL VIDEO PRODUCTION (3 credits) *PREREQUISITE: As required by college.*
This course focuses on production planning, camera techniques, lighting, audio, and advanced non-linear editing. Students will work independently or in small groups to develop, capture, edit, and deliver digital video projects while also learning compression and delivery standards.

GRD 147. 3-D ANIMATION (3 credits) *PREREQUISITE: As required by college.*
This course focuses on a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects, and rendering techniques using lighting, camera, and color manipulation within a current 3-D Modeling and Animation software.

GRD 190. PORTFOLIO PREPARATION (3 credits) *PREREQUISITE: As required by college.*
This course includes the preparation of artwork for a portfolio presentation. Topics include production of a portfolio for presentation at the completion of the first year of course work. Upon completion, students should be able to prepare and produce a portfolio for presentation.

GRD 208. GRAPHICS BUSINESS MANAGEMENT (3 credits) *PREREQUISITE: As required by college.*
This course is designed to introduce the student to general business practices including finance, accounting, insurance, taxes, management, marketing, and negotiation. Students are provided a foundation that addresses the complexities of intellectual properties, copyright, and basic business and contract law as it pertains to creative input.

GRD 212. PUBLICATION DESIGN (3 credits) *PREREQUISITE: As required by college.*
This course further prepares students for publication layout and design principles incorporating creative software. Topics include importing, combining and manipulating text, graphic elements, and images for composite layout. Emphasis is placed on using elements of multiple design software applications to produce professional publications.

GRD 214. ILLUSTRATION DESIGN TECHNIQUES (3 credits) *PREREQUISITE: As required by college.*
This course further develops the student's ability to communicate visually by incorporating raster and vector imagery for illustration purposes. Emphasis is placed on creating complex illustrations that communicate an idea or concept.

GRD 216. PHOTOSHOP TECHNIQUES (3 credits) *PREREQUISITE: As required by college.*
This course further enhances the student's experience with digital imaging software. Emphasis is placed on the development of intermediate level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

GRD 219. PHOTOSHOP IMAGING (3 credits) *PREREQUISITE: As required by college.*
This course draws from the student's previous experiences to enhance their use of digital imaging software. Emphasis is placed on the development of advanced level skills in the use of Photoshop for the purpose of creating and manipulating imagery that communicates an idea or concept.

GRD 221. CONCEPTUAL DIGITAL PHOTOGRAPHY (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to create powerful images through different utilizations of light, perspective, and composition. Advanced camera functions, software and final image output are explored. Emphasis is placed on improving the students' photographic skills by encouraging discovery of personal style.

GRD 225. PUBLICATION STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to draw from their creative talent and previous course work to design and prepare complex publications for printing. Emphasis is placed on the student's ability to use creative problem solving techniques to manage their project from concept to completion.

GRD 230. BASIC MULTIMEDIA PRESENTATION (3 credits) *PREREQUISITE: As required by college.*
This course covers basic desktop electronic imaging technology and multimedia presentation development and production. Emphasis is placed on preparation and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

GRD 235. ADVANCED MULTIMEDIA PRODUCTION (3 credits) *PREREQUISITE: As required by college.*
This course covers advanced desktop electronic imaging technology and multimedia presentation development and production of multimedia presentations with a variety of computer hardware and software. Upon completion, students should be able to prepare and produce multimedia presentations.

GRD 237. 3-D GRAPHICS AND ANIMATION (3 credits) *PREREQUISITE: As required by college.*
Building on previously learned skills this course is a series of project-based lessons designed to guide students through the process of creating and generating an animation. Emphasis is placed on animation, texture map, adding visual effects and rendering techniques using lighting, camera, and color manipulation within a current 3D Modeling and Animation software.

GRD 240. GRAPHIC SOFTWARE EXPLORATION (3 credits) *PREREQUISITE: As required by college.*
This course allows students to explore various graphic software applications that are not offered in a traditional classroom setting. Emphasis is placed on typography, 3-D graphics, and photo imaging. Upon completion, students should be able to apply the knowledge learned to enhance existing skills.

GRD 243. DIGITAL VIDEO EFFECTS (3 credits) *PREREQUISITE: As required by college.*
This course focuses on the creation of 2D visual effects in digital video productions. Emphasis is placed on keyframe, chroma key screen, composition, and proper rendering techniques. Students will conceptualize and create an original scene for a movie, TV, or video game.

GRD 250. WEB MEDIA (3 credits) *PREREQUISITE: As required by college.*
This course focuses on creating original graphics for the web. Students will design web based media, animation, and navigation for the purpose of human interface design. Emphasis is placed on techniques and technologies for designing web media in which interactivity is the focus.

GRD 261. DESIGN STUDIO I (3 credits) *PREREQUISITE: As required by college.*
This course allows students to create, design, and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.

GRD 262. DESIGN STUDIO II (3 credits) *PREREQUISITE: As required by college.*
This course allows students to create, design, and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.

GRD 263. DESIGN STUDIO III (3 credits) *PREREQUISITE: As required by college.*
This course allows students to create, design, and produce a corporate image project. Emphasis is placed on the integration of graphic design skills, typography, creative visual problem-solving, and professional presentation. Upon completion, students should be able to apply skills to design projects from concept to implementation.

GRD 264. ILLUSTRATION DESIGN STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course is designed to allow the student to draw on their previous illustrative work to communicate. Classes are designed around a series of problems and illustration experiences for which there are no pre-established solutions. Emphasis is placed on the student's illustrative ability to create a visual image that communicates an idea or concept.

GRD 265. PACKAGE DESIGN STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course is designed to allow the student to draw on their previous course work to produce a prototype package design. Classes are designed to allow students to explore the form and function of 3-D packaging. Emphasis is placed on designing and constructing containers and/or displays for various products.

GRD 271. DIGITAL PHOTOGRAPHY STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to develop photographic skills in professional, editorial, and studio photography. The use of advanced digital photography techniques and processes will be expected, including studio photography with portrait figure, still life, and architectural form, as well as black-and-white, and color formats.

GRD 275. WEB DESIGN STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to design and produce a project suitable for use on the web. Emphasis is placed on creating an original concept in which the successful design and implementation of a web site is achieved. It must serve as an effective communication tool using current technologies and user interaction. Students will design and implement effective web sites that can be included in their portfolios.

GRD 283. DIGITAL VIDEO STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to design and produce a project suitable for use in a movie, TV, or video game. Emphasis is placed on creating an original concept, storyboarding, production, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.

GRD 287. 3-D STUDIO (3 credits) *PREREQUISITE: As required by college.*
This course allows the student to design and produce a project suitable for digital animation, 3D design, or game development. Emphasis is placed on creating an original concept, storyboarding, and post-production processing. The student will document each stage of the project's development. The project will be presented for critique and evaluation at each of the developmental stages.

GRD 290. PORTFOLIO PRESENTATION (3 credits) *PREREQUISITE: As required by college.*
This course includes the preparation of artwork and a resume for portfolio presentation. Topics include production of a resume and portfolio for presentation during the second year of course work. Upon completion, students should be able to prepare and produce a resume and portfolio for presentation.

GRD 292, 293, & 294. PRACTICUM/COOP (3 credits each) *PREREQUISITE: As required by college.*
This course is designed for the student to obtain real work experience in the graphic arts industry. Emphasis is placed on instruction by a qualified graphic artist in a work situation and producing printable assignments using current technology. Upon completion, students should be able to work in a graphic arts environment with little or no supervision.

GRD 295, 296, 297, & 298. GRAPHIC TRENDS (3 credits each) *PREREQUISITE: As required by college.*
This course covers current trends and practices in the graphic arts industry. Emphasis is placed on software programs that are currently being used by professionals. Upon completion, students should be able to use applicable current software.

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code C

HED 231. FIRST AID (3 credits)
This course provides instruction to the immediate, temporary care which should be given to the victims of accidents and sudden illness. It also includes standard and advanced requirements of the American Red Cross, and/or the American Heart Association. CPR training also is included.
Alabama Community College System Transfer Code B

HED 232. CARE AND PREVENTION OF ATHLETIC INJURIES (3 credits)
This course provides a study of specific athletic injuries, treatment, and preventive measures.
Alabama Community College System Transfer Code C

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. Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

HEALTH INFORMATION TECHNOLOGY

HIT 116 PHARMACOLOGY FOR HIT (2 credits) *PREREQUISITE: As required by program.*
This course is a study of drug classifications. The course focuses on generic and name brand drugs and their use. At the conclusion of the course, the student should be able to apply knowledge regarding certain drugs and their usage in treatment and prevention of disease.

HIT 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. The 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. The 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 222. HIT COMPUTER APPLICATIONS LABORATORY (1 credit)
This course is designed to provide the opportunity to apply HIT computer application skills in online and/or on-campus laboratory. Emphasis includes concentration in the use of computer technology in collecting, storing, retrieving, reporting, and displaying health care data. Upon completion, students should be able to demonstrate specific computer skills in these areas.

HIT 230. MEDICAL CODING SYSTEMS I (3 credits) *PREREQUISITE: OAD 211.*
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: OAD 211.*
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: OAD 211.*
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 233 MEDICAL CODING SKILLS LAB II (1 credit) *PREREQUISITES: OAD 211*
This course provides laboratory experience in medical coding. The course allows the student to become proficient at skills learned in the medical coding systems theory classes. Student competency is demonstrated by accuracy and speed in medical coding simulation.

HIT 286 EXPANDED MEDICAL CODING (2 credit) *PREREQUISITE: As required by program.*
This course covers advanced guidelines of medical classification systems. The course focuses on coding techniques and coded data quality issues in relation to reimbursement systems and medical research. Upon completion, the student should be able to demonstrate proficiency in advanced coding systems.

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) *PREREQUISITES: OAD 211, 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.

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.
Alabama Community College System Transfer Code C

IDS 200. COLLEGE SCHOLARS BOWL WORKSHOP (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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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, development, regulation, operation, and effects upon society.
Alabama Community College System Transfer Code B

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 Alabama Aviation Center 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; integers and rational numbers; the solving of equations; polynomials and factoring; and an introduction to systems of equations and graphs.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code B

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 sets, counting, permutations, combinations, basic probability (including Baye's Theorem), and introduction to statistics (including work with Binomial Distributions and Normal Distributions), 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.
Alabama Community College System Transfer Code A

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 polynomial, rational, exponential, and logarithmic functions. The course also covers systems of equations and inequalities, quadratic inequalities, and the binomial theorem. Additional topics may include matrices, Cramer's Rule, and mathematical induction.
Alabama Community College System Transfer Code A

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 OR ACT score of 24 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.
Alabama Community College System Transfer Code A

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 topics 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.
Alabama Community College System Transfer Code C

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 the derivative are covered in detail, including approximations of error using differentials, maximum and minimum problems, and curve sketching using calculus.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

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).
Alabama Community College System Transfer Code A

MTH 231. MATH FOR THE ELEMENTARY TEACHER I (3 credits) *PREREQUISITE: MTH 100 or appropriate mathematics placement score.*
This course is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing basic arithmetic operations. Topics include logic, sets and functions, operations and properties of whole numbers and integers including number theory; use of manipulatives by teachers to demonstrate abstract concepts; and by students while learning these abstract concepts as emphasized in the class. Upon completion, students are required to demonstrate proficiency in each topic studied as well as to learn teaching techniques that are grade level and subject matter appropriate, and test for mathematical proficiency and the learning of teaching concepts.
Alabama Community College System Transfer Code B

MTH 232. MATH FOR THE ELEMENTARY TEACHER II (3 credits) *PREREQUISITE: MTH 100 or appropriate mathematics placement score.*
This course is the second of a three-course sequence and is designed to provide appropriate insights into mathematics for students majoring in elementary education and to ensure that students going into elementary education are more than proficient at performing

basic arithmetic operations. Topics include numerations skills with fractions, decimals and percentages, elementary concepts of probability and statistics, and analytic geometry concepts associated with linear equations and inequalities. The use of manipulatives and calculators in the teaching and learning process is stressed. Upon completion, students will test for mathematical proficiency and the learning of teaching concepts. Students also will demonstrate an appropriate teaching technique by preparing a lesson and teaching it to the class for their final exam grade.
Alabama Community College System Transfer Code B

MTH 237. LINEAR ALGEBRA (3 credits) *COREQUISITE: 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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

MTH 265. ELEMENTARY STATISTICS (3 credits) *PREREQUISITE: MTH 100 or appropriate mathematics placement score.*
This course provides an introduction to methods of statistics, including the following topics: sampling, frequency distributions, measures of central tendency, graphic representation, reliability, hypothesis testing, confidence intervals, analysis, regression, estimation, and applications. Probability, permutations, combinations, binomial theorem, random variables, and distributions may be included.
Alabama College System Transfer Code B

MUSIC ENSEMBLES

These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.

MUL 170–171; 270–271. MUSIC WORKSHOP I, II, III, IV (1 credit each)
These courses are seminar clinics in advanced rehearsal/performance techniques. Emphasis is placed on intensive rehearsal techniques required for advanced or specialized performance groups. Upon completion, students should be able to effectively participate in performances presented by this type of ensemble.
Alabama Community College System Transfer Code C

MUL 172-173, 272-273. MUSICAL THEATRE WORKSHOP I, II, III, IV (2 credits each)
These courses include the study of musical theatre history and are open to all students. A major American musical theatre production will be performed. Emphasis is placed on the supervised study, preparation, production, and performances of scenes or complete works of musical theatre. Upon completion, students should be able to effectively participate in a public presentation of the prepared scenes or work in an assigned performance or technical role.
Alabama Community College System Transfer Code C

MUL 180–181; 280–281. CHORUS I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 184–185; 284–285. JAZZ/SHOW CHOIR I, II, III, IV (2 credits each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 190–191; 290–291. CONCERT BAND I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 192–193; 292–293. INSTRUMENTAL ENSEMBLE I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and

performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

MUL 196-197; 296-297 JAZZ/SHOW BAND I, II, III, IV (1 credit each)
These courses provide opportunities for students to participate in a performing ensemble. Emphasis is placed on rehearsing and performing literature appropriate to the mission and goals of the group. Upon completion, students should be able to effectively participate in performances presented by the ensemble.
Alabama Community College System Transfer Code B

INDIVIDUAL PERFORMANCE INSTRUCTION (PRIVATE LESSONS)

Individual performance instruction is available in keyboard instruments, voice, strings, woodwinds, brass, percussion, and fretted instruments. Emphasis is placed upon developing technique, repertoire, and performance skills commensurate with the student's educational goals. 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)
Alabama Community College System Transfer Code B

MUP 103–104, 203–204. PRIVATE ORGAN I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 111–112, 211–212. PRIVATE VOICE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 133–134, 233–234. PRIVATE GUITAR I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 141–142, 241–242. PRIVATE FLUTE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 143–144, 243–244. PRIVATE CLARINET I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 145–146, 245–246. PRIVATE SAXOPHONE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 151–152, 251–252. PRIVATE OBOE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 153–154, 253–254. PRIVATE BASSOON I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 161–162, 261–262. PRIVATE TRUMPET I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 163–164, 263–264. PRIVATE FRENCH HORN I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 165–166, 265–266. PRIVATE MELLOPHONE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 171–172, 271–272. PRIVATE TROMBONE I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 173–174, 273–274. PRIVATE EUPHONIUM I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 175–176, 275–276. PRIVATE TUBA I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

MUP 181–182, 281–282. PRIVATE PERCUSSION I, II, III, IV (1 credit each)
Alabama Community College System Transfer Code B

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. Upon completion, students should be able to demonstrate a knowledge of music fundamentals, the aesthetic/stylistic characteristics of historical periods, and an aural perception of style and structure in music.
Alabama Community College System Transfer Code A

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. Upon completion, students should be able to demonstrate a basic competency using diatonic harmony through analysis, writing, sight singing, dictation and keyboard skills.
Alabama Community College System Transfer Code B

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. Upon completion, students should be able to demonstrate competence using diatonic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
Alabama Community College System Transfer Code B

MUS 113. MUSIC THEORY LAB I (1 credit) *COREQUISITE: MUS 111.*
This course provides practical application of basic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, simple triads, diatonic stepwise melodies, basic rhythmic patterns in simple and compound meter, and four-part triadic progressions in root position. Upon completion, students should be able to write, sing, and play intervals, scales, basic rhythmic patterns, diatonic stepwise melodies, simple triads, and short four-part progressions in root position.
Alabama Community College System Transfer Code B

MUS 114. MUSIC THEORY LAB II (1 credit) *PREREQUISITE: MUS 113. COREQUISITE: MUS 112.*
This course continues the practical application of diatonic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include intervals, scales, diatonic melodies with triadic arpeggiations, more complex rhythmic patterns in simple and compound meter, and four-part diatonic progressions in all inversions. Upon completion, students should be able to write, sing, and play all intervals, rhythmic patterns employing syncopations and beat divisions, diatronic melodies, and four-part diatonic progressions.
Alabama Community College System Transfer Code B

MUS 211. MUSIC THEORY III (3 credits) *PREREQUISITE: MUS 112. 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. Upon completion, students should be able to demonstrate competence using chromatic harmony through analysis, writing, sight singing, dictation, and keyboard skills.
Alabama Community College System Transfer Code C

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. Upon completion, students should be able to demonstrate competence using chromatic harmony and basic twentieth century techniques through analysis, writing, sight singing, dictation, and keyboard skills.
Alabama Community College System Transfer Code C

MUS 213. MUSIC THEORY LAB III (1 credit) *PREREQUISITE: MUS 114. COREQUISITE: MUS 211.*
This course provides practical application of chromatic musical materials through sight singing; melodic, harmonic, and rhythmic dictation; and keyboard harmony. Topics include melodies with simple modulations, complex rhythms in simple and compound meter, and secondary function chords. Upon completion, students should be able to write, sing, and play modulating melodies, rhythmic patterns with beat subdivisions, and four-part chromatic harmony.
Alabama Community College System Transfer Code C

MUS 214. MUSIC THEORY LAB IV (1 credit) *PREREQUISITE: MUS 213. COREQUISITE: MUS 212.*
This course provides the practical application of chromatic musical materials and simple twentieth-century practices through sight singing; melodic, harmonic, rhythmic dictation; and keyboard harmony. Topics include chromatic and atonal melodies, complex rhythmic patterns in simple, compound, and asymmetric meters, chromatic chords, and twentieth-century harmony. Upon completion, students should be able to write, sing, and play chromatic and atonal melodies, complete rhythms and meters, four-part chromatic harmony, and simple twentieth-century chord structures.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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. Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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. Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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 effective supervision in the modern office.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

OAD 243. SPREADSHEET APPLICATIONS (3 credits)
This course is designed to provide the student with a firm foundation in the use of computerized equipment and appropriate software in performing spreadsheet tasks through classroom instruction and lab exercises. Emphasis is on spreadsheet terminology and design, common formulas, and proper file and disk management procedures. Upon completion, the student should be able to use spreadsheet features to design, format, and graph effective spreadsheets.
Alabama Community College System Transfer Code C

OAD 244. DATABASE CONCEPTS (3 credits)
This course is designed to provide the student with an understanding of the concepts of database management through classroom instruction and lab exercises. Emphasis is on the use of database software for business applications. Upon completion, the student should be able to create and manipulate data files and format output as documents and reports.
Alabama Community College System Transfer Code C

ORIENTATION

ORI 103. 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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code B

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

PED 246. CAMPING (1 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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

PHILOSOPHY

PHL 106. INTRODUCTION TO PHILOSOPHY (3 credits)
This course is an introduction to the basic concepts of philosophy. The literary and conceptual approach of the course is balanced with emphasis on approaches to ethical decision making. The student should have an understanding of major philosophical ideas in a historical survey from the early Greeks to the modern era.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

PHYSICS

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

PHYSICAL SCIENCE

PHY 201. General Physics I (Trigonometry Based)—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.
Alabama Community College System Transfer Code A

PHY 202. General Physics II (Trigonometry Based)I—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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

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. Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

PARALEGAL

PRL 101. INTRODUCTION TO PARALEGAL STUDY (3 credits)
This course introduces the paralegal profession and the legal system. Topics include an overview of major areas of legal practice, ethics, legal analysis and research, professional development including certification and employment, and related topics. This is a CORE course.
Alabama Community College System Transfer Code C

PRL 102. BASIC LEGAL RESEARCH AND WRITING (3 credits)
This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and validating sources of law. Topics include legal research, legal writing, proper citation, and electronic research. This is a CORE course.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

PRL 240. WILLS, ESTATES, AND TRUSTS (3 credits)
This course covers wills, trusts, and inheritance. Topics include types of wills, the law of intestacy (inheritance), probating estates, and alternatives to probate. This course also covers trusts, medical directives, and associated litigation. This is a CORE course.
Alabama Community College System Transfer Code C

PRL 262. CIVIL LAW AND PROCEDURES (3 credits)
This course examines the Federal Rules of Civil Procedures, the Alabama Rules of Civil Procedure, and trial procedure.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code C

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code C

PSY260. 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.
Alabama Community College System Transfer Code B

READING

(NOTE: No reading courses are required for a Reading 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)
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.
Alabama Community College System Transfer Code C

RDG 114. CRITICAL READING FOR COLLEGE (1-4 credits) *PREREQUISITE: College test score placement or permission of the instructor.*
This course is designed to enhance critical reading skills. Topics include vocabulary enrichment, reading flexibility, metacognitive strategies, and advanced comprehension skills, including analysis and evaluation. Upon completion, students should be able to demonstrate comprehension and analysis and respond effectively to material across the disciplines.
Alabama Community College System Transfer Code C

RELIGION

REL 100. HISTORY OF WORLD RELIGIONS (3 credits)
This course is designed to acquaint the student with the beliefs and practices of the major contemporary religions of the world. This includes the religions of Africa, the Orient, and the western world. The student should have an understanding of the history and origins of the various religions in the world.
Alabama Community College System Transfer Code B

REL 152. SURVEY OF THE NEW TESTAMENT (3 credits)
This course is a survey of books of the New Testament, with special attention focused on the historical and geographical settings. The student should have an understanding of the books of the New Testament and cultural and historical events associated with these writings.
Alabama Community College System Transfer Code A

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.
Alabama Community College System Transfer Code A

SOC 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.
Alabama Community College System Transfer Code C

SOC 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.
Alabama Community College System Transfer Code C

SOC 247. MARRIAGE AND FAMILY (3 credits)
This course is a study of family structures and families in a modern society. It covers preparation of marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.
Alabama Community College System Transfer Code B

FOREIGN LANGUAGE/SPANISH

SPA 101. INTRODUCTORY SPANISH I (4 credits) *PREREQUISITE: As required by college.*
These courses provides an introduction to Spanish. Topics include the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Alabama Community College System Transfer Code A

SPA 102. INTRODUCTORY SPANISH II (4 credits) *PREREQUISITE: SPA 101 or equivalent.*
This continuation course includes the development of basic communication skills and the acquisition of basic knowledge of the cultures of Spanish-speaking areas.
Alabama Community College System Transfer Code A

SPEECH COMMUNICATION

SPH 106. FUNDAMENTALS OF ORAL COMMUNICATION (3 credits)
This course is a performance course that includes 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. Historical foundations, communication theories, and student performances are emphasized.
Alabama Community College System Transfer Code A

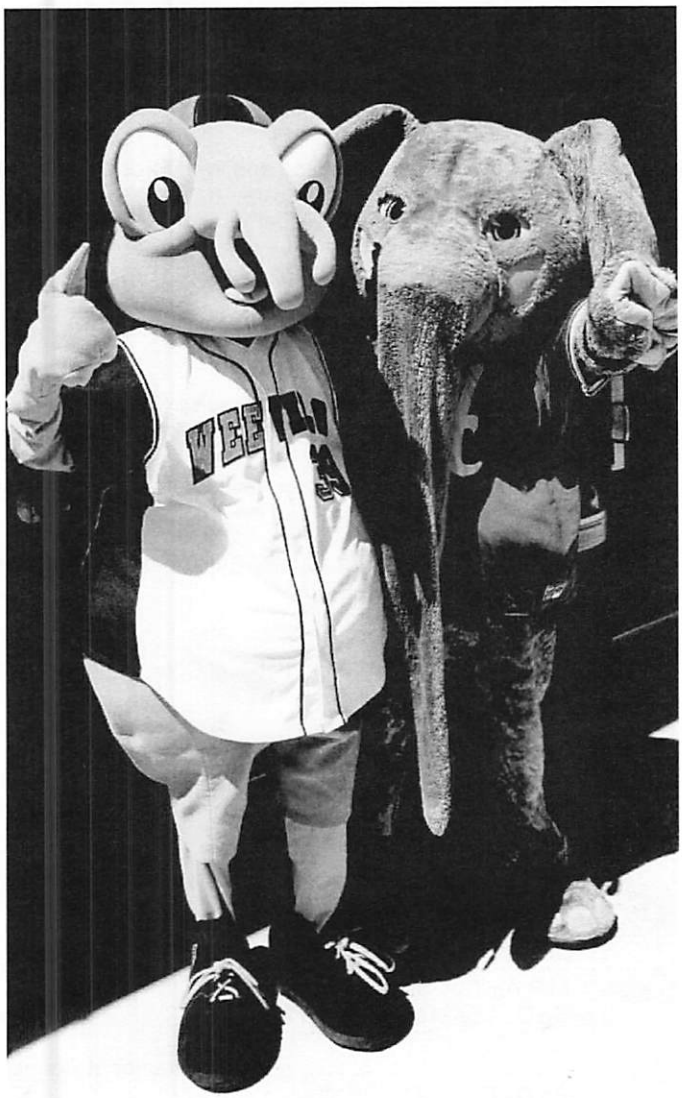
THEATRE

THR 120. THEATRE APPRECIATION (3 credits)
This course is designed to increase the student's appreciation of contemporary theatre. Emphasis is given to the theatre as an art form through the study of history and theory of drama and the contributions to modern media. Emphasis is given to the playwright, actor, director, designer, and technician to modern media. Attendance at theatre production may be required.
Alabama Community College System Transfer Code A

THR 126. INTRODUCTION TO THEATRE (3 credits)
This course is designed to teach the history of the theatre and the principles of drama. It also covers the development of theatre production and the study of selected plays as theatrical presentations.
Alabama Community College System Transfer Code A

WORKFORCE

WKO 101. WORKPLACE SKILLS DEVELOPMENT I (1 credits) *PREREQUISITE: As required by program.*
This course emphasizes foundational information for students to develop knowledge and skills to prepare them for employment following completion of technical and academic programs. As part of this course students will participate in WorkKeys assessment and research related to Labor Management Information (MLI). At the conclusion of this course, students will have knowledge and skills relevant to work ethic, communication, resume writing, job interviewing, dress and appearance, behavior, problem solving, decision making, and project management.



Bo Weevil and The University of Alabama's Big Al meet to discuss the advantages of being college mascots.

College Personnel

ADMINISTRATION

AMMONS, KEVIN ..... Associate Dean of Students
B.A.,University of Alabama
M.Ed.,Troy State University

BROOKING, DAVID, M. ..... Title III Project Coodinator/ActivityDirector
B.S., Auburn University Montgomery
Ed.D., University of Alabama
M.Ed., University of Southern Mississippi

CHANDLER, NANCY W. ..... President
A. A., Lurleen B. Wallace Junior College
M.Ed., Auburn University
B.S., Troy State University
Ed.D., Auburn University

COATS, JEFFREY H., ... Dean of Students
A.A., Faulkner State Community College
Ed.D., Auburn University
B.A., Auburn University
Additional Graduate Study, The University of Alabama
M.Ed., Auburn University

CROCK, VERONICA ..... Associate Dean, Planning and Institutional Effectiveness
B.G.S., Indiana University
Additional Graduate Study
M.S., Troy University

HUGHES, MATTHEW ..... Dean of Instruction
B.S., Mississippi State University
Ph.D., Ohio State University
M.S., University of Florida

LANDRUM-SIMS, ALONZETTA ..... Dean of Finance and Administration
B.S., Alabama State University
M.B.A., Troy State University - Montgomery

ROBERTS, TUCSON ..... Dean and Special Assistant to the President for Aviation and Workforce Development
Certification, The University of Alabama
M.A., The University of Alabama
B.A., The University of Alabama
M.S., The University of Alabama

STUMP, CHELLYE D. ..... Business Manager
B.S., Troy State University

PROFESSIONAL STAFF

ADCOCK, STEPHEN ..... Title III Financial Aid Counselor
A.S., Enterprise State Community College
B.S., Troy University

COATS, REBECCA B. ..... Director, Quality Enhancement/Grant Writer
B.A. University of South Alabama
Additional Graduate Study
M.Ed. Auburn University

COOK, KYLE ..... AMT Instructional Coordinator at Decatur
A.M., University of Phoenix
M.S.M., Troy University
B.S., Charter Oak State College

CRAFT, DAVID ..... AMT Instructional Coordinator at Andalusia
A.A.S., Community College of the Air Force
Additional Graduate Study
B.S., Embry-Riddle Aeronautical University

DUNN, TERRI C. ..... Director, Adult Education
B.S., Troy State University
M.B.A., Troy State University

FLOWERS, WANDA J. ..... Associate Dean for Distance Learning
A.S., Enterprise State Junior College
M.B.A., Troy State University
B.S., Troy State University
Ed.D., University of Alabama

FORD, FELISHA ..... Director of Counseling
B.A., Alabama A & M Univeristy
Ph.D., Capella University
M.S., Troy University

FRITH, DEIDRE ..... Director of Marketing and Media Relations
A.A., Wallace Community College
B.A., The University of Alabama
Additional Graduate Study

GRAHAM, EARL ..... Coordinator of Physical Plant (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 (Ozark)
A.A., Wallace Community College
A.A.S., Wallace Community College Ozark

HARPER, ORETHA J. ..... Coordinator, Guidance Services
B.A., Talladega College
M.A., Atlanta University
Ph.D., Atlanta University

HARRISON, MICHAEL B. ..... Counselor, Upward Bound (Ozark)
B.A., University of West Florida
M.S., Troy 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
Certificate, Enterprise State Junior College
A.A.S., Enterprise State Junior College
A.A., Enterprise State Junior College
B.A., Huntingdon College

HOLLEY, JOEY E. ..... College Recruiter/Plant Manager
B.S., Troy State University

HORNE, MARVIN ..... Director of Evening and Extended Programs—Ozark
Specialized Certification, U.S. Army

LYNK, ANGEL ..... Human Resources Coordinator
A.A., Malcolm X Community College
B.A., Columbia College

MOSOW, DAVID ..... Director, Alabama Aviation Center at Mobile
A.S., Cochise College
B.S., Troy University
M.B.A., Auburn University
Ed.D., M.Ed., North Arizona University

NICHOLS, HELEN ..... Director, Fort Rucker Site
B.S., Cheyney State College
M.Ed., Georgia State University

OWEN, DANNY ..... Director, North Alabama Aviation Center
Specialized Certification, United States Marine Corps

PARKER, TERRI ..... College Recruiter
A.S., Enterprise State Community College

POST, JUDY ..... Assistant Director, Student Financial Aid/ Veterans' Affairs Coordinator
A.A., Enterprise State Junior College
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., The University of Alabama

SCARBOROUGH, LEE ..... Instructional Technology Support Specialist
B.S., Troy University

TRULL, JASON ..... Coordinator of Information Technology for Aviation—Ozark
A.S., Herzing University
B.S. Herzing University

VICKERS, MONTEZ M. ..... Director, Public Relations and Marketing
B.A., The 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

DIVISION CHAIRPERSONS

BURROWS, CORNELIUS E. ..... Business Administration
B.S., Troy State University
M.B.A., Troy State University
Additional Graduate Study

COLE, ANTHONY ..... EMS and Health/Fitness Division
A.S., Enterprise State Junior College
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B.S., Troy State University
M.Ed., American Intercontinental University

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A.A.S., Enterprise State Junior College
B.S., Troy State University—Dothan
M.S., Troy State University—Dothan
Additional Graduate Study

EASON, STEPHANIE ..... English, Foreign Languages, and Communication Division
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HAYNES, KATHY S. ..... Mathematics Division
B.S., Auburn University
M.S., Troy State University
Additional Graduate Study

JOHNSON, JEAN ..... Fine Arts Division
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

PARAMORE, TOM ..... Avionics
B.S., Southern Illinois University, Carbondale

FACULTY

ADAWAY, CHAD H. ..... Aviation
B.S., Troy University–Dothan
Additional Graduate Study

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B.S., Troy State University
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Additional Graduate Study

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A.A.S., Enterprise State Community College

BROTEN, DANIEL J. ..... Aviation
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B.A., Auburn University
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B.S., Embry-Riddle Aeronautical University

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B.S., Embry-Riddle Aeronautical University

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M.S., Troy University

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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

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B.A., Southeastern College
M.S., Troy State University
Additional Graduate Study

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M.S., Troy State Univeersity—Dothan

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M.L.A., Auburn University Montgomery

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Specialized Certification, United States Army

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B.A., Auburn University
M.A., Auburn University

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A.A.S., Enterprise State Junior College
B.S., Troy State University—Dothan

DAVIS, JOHN G. ..... Aviation
A.A., Wallace Community College

DILLINGHAM, LYDIA ..... Social Science
A.A., Abilene Christian University
B.S., Troy University
J.D., Jones School of Law, Faulkner University

FANN, LINDA DEANNE ..... Mathematics
B.S., Troy State University
M.S., Troy State University
Additional Graduate Study

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B.S., Troy State University
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HEAD, ANNA ..... English
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M.A., Auburn University
Ph.D., Auburn University

HENDERSON, CHRISTOPHER W. ..... Aviation
A.A.S., Wallace Community College

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A.A.S., Alabama Aviation & Technical College
B.A., Shorter College
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Additional Graduate Study

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B.S., Auburn University
M.S., Auburn University
Additional Graduate Study

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Additional Graduate Study

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KELLEY, RONALD W. ..... Aviation
A.A., Community College of the Air Force

KELLEY, III, WARREN ..... Aviation
B.A., University of West Florida

KOSIK, KYLE E. ..... Aviation
A.A.S., Enterprise-Ozark Community College

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M.S., Troy State University
Additional Graduate Study

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M.A.E., The University of Alabama at Birmingham

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LOGAN, JOHN B., III ..... History
A.S., Enterprise State Junior College
B.S., Troy University
M.S.Ed., Troy University
Additional Graduate Study

MOOR, JACK ..... Aviation
B.S., University of New York
M.A.S., Embry-Riddle Aeronautical University
Additional Graduate Study

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RHIT, American Health Information Management Association
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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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A.A.S., Westwood College of Aviation Technology

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A.S., Linn Technical College

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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.A., A.S., Enterprise State Junior College
B.S., Troy State University
M.S., Troy State University

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A.A.S., Faulkner State Community College

POUND, DANEAN ..... English
A.A., Enterprise State Junior College
B.S., Troy State University
M.A., Northwestern State University

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A.S., Enterprise State Community College
B.S., Auburn University

RASH, LONNIE ..... Aviation
A.S., Excelsior University

REED, DAVID ..... Aviation
Specialized Certification, United States Coast Guard

RILEY, DAN ..... Aviation
A.S., Miami-Dade Junior College

ROBERTS, KENNETH ..... Aviation
Certification, American Marine Institute
A.A.S., Wallace Community College

SCOTT, GEORGE L. ..... Speech
B.A., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Graduate Study

SHERRARD, JOSEPH ..... Aviation
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B.A., The University of Alabama
M.A., University of Florida
Ph.D., The University of Alabama

SLOANE, HAROLD ..... Aviation
B.S., Embry-Riddle Aeronautical University

SNELLGROVE, ASHLEY ..... Science
B.S., The University of Alabama at Birmingham
M.S., Troy University at Dothan

STEPHENS, LINDA ..... Librarian
A.A., Selma University
B.S., Alabama State University
M.L.S., The University of Alabama

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A.A.S., Enterprise State Community College

TAYLOR, HAROLD B. ..... Aviation
B.S., Auburn University

THOMAS, KENNETH ..... Music
B.Ed., Auburn University
M.Ed., Auburn University
Additional Graduate Study

THOMPSON, G. WESLEY ..... Aviation
B.S., Troy State University

TURNER, MELISSA ..... Psychology
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M.S., Troy University
Additional Graduate Study

WARREN, ROSALYN ..... Computer Information Science
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M.S., DeVry University

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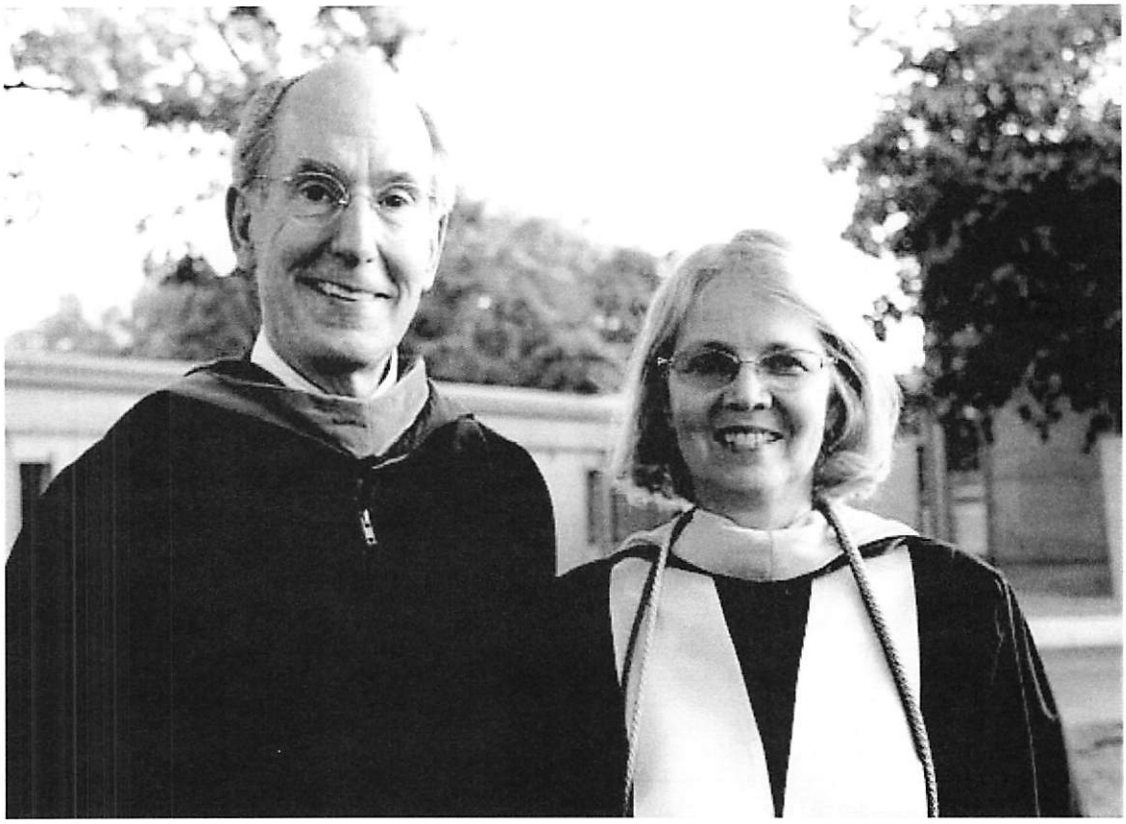
Diploma, Alabama Aviation & Technical College
A.A.S., Enterprise State Junior College

WISE, AMY L. ..... Business
A.A., Wallace Community College
B.S., Troy University
M.S., Auburn University
Additional Graduate Study

YOUNG, GEORGE E. ..... Aviation
A.S., Enterprise State Community College



Alabama State Treasurer, The Honorable Young Boozer, III, speaker for the spring graduation commencement at the Enterprise Campus, and ESCC President, Dr. Nancy Chandler, after the ceremony.

Index

Absences....62
Absences, Excused....64
Academic Advising....40
Academic Bankruptcy....67
Academic Competitions....71
Academic Dishonesty....43
Academic Policies....57
Academic Probation....65
Academic Progress, Standards of....64
Academic Scholarships....28
Academic Standing Status, Application of Standards of Progress....65
Academic Status (Initial) of Transfer Students....17
Academic Student Conduct Code....41
Academic Suspension....66
Accelerated High School Students, Enrollment for....18
Access to Student Records....66
Accounting Course Descriptions....212
Accounting Plan of Study, Degree....77
Accreditation Statement....2
Active Duty Educational Assistance Program (Chapter 30), Montgomery G.I. Bill....26
Adding Courses....67
Administration and Control....7
Administration Personnel....250
Admission, Accelerated High School Students....18
Admission to Course, Readmission to Course for Students Reported as No Shows....63
Admission, Dual Enrollment/Dual Credit for High School Students....19
Admission, First Time College Students....15
Admission, Non-Citizens/International Students....19
Admission Policies....15
Admission Procedures....20
Admission, Required Documentation....15
Admission, Special Students....20
Admission, Students Entering Continuing Education and Community Service Courses....21
Admission, Transfer Students....16
Admission, Transient Students....17
Adult Education, Training, & General Education Development (GED) Programs....71
Advanced Placement Credit....18, 36, 69
Advertising Degree Plan....70
Advisee Role and Responsibilities....41
Advisor Role and Responsibilities....40
Airframe Technology Degree Plan, Aviation Maintenance Technology/....172
Airframe Technology Course Descriptions....213
Alabama Articulation Program (STARS)....35
Alabama G.I. and Dependents' Educational Benefit Act....25
Alabama Student Assistance Program....24
Ambassadors....38
American College Test (ACT)....36
Americans with Disabilities Act....11
Amy Dowling Memorial Scholarship....33
Animal Science Plan of Study, Degree....79
Anthroplology Plan of Study Degree....81
Appeal for Dismissal from Aviation Maintenance Technology Classes, Excessive Time....64
Appeal Process, Grade....57
Appeal for Readmission....62
Aquaintance Rape, Preventing Sexual Assault/....53
Architecture Program of Study, Degree....83
Arrest Statistics Relating to Alcohol, Drugs, and Weapons....54
Art Course Descriptions....214
Art Studio/Art Education Program of Study, Degree....85
Associate in Arts, General Studies, Plan of Study in the Associate in Arts Degree Plan....70
Associate in Science, General Studies, Plan of Study in the Associate in Science Degree Plan....72
Association for Women in Aviation Maintenance....38
Athletes, Drug Testing....50
Athletics Scholarships....28
Athletics (Student Activities)....39
Athletic Training Program of Study, Degree....87
Attendance....62
Attendance, Students Reported as No Shows....21
Attendance Verification....64
Audit Charges....22
Auditing....58

Aviation Centers 10
Aviation Maintenance Technology/Airframe Technology Degree Plan 172
Aviation Maintenance Technology/Powerplant Technology Degree Plan 178
Aviation Management Course Descriptions 216
Avionics Technology Course Descriptions 216
Avionics Technology Degree Plan 176
Band, Community 38
Baptist Campus Ministries 38
Biology Course Descriptions 218
Biological Science Plan of Study, Degree 89
Board of Trustees—Alabama Community and Technical Colleges 8
Bookstores 38
Business Plan of Study, Degree 91
Business Administration and Management, Accounting Option, Certificate Plan 180
Business Administration and Management, Accounting Option, Degree Plan 178
Business Administration and Management, Management and Supervision Option, Certificate Plan 184
Business Administration and Management, Management and Supervision Option, Degree Plan 182
Business Course Descriptions 219
Business and Industry, Training in Existing 71
C–Act Workkeys Testing 36
Campus Crime Statistics 54
Campus Crime Statistics, Disclosure of (Policies) 53
Campus Security Policies, Disclosure of 53
Calendar, College—2011-2012 5
Cancellation and Refund Policy, Continuing Education 22, 67
Career Fair 37
Career and Technical Education Degree Plans 169
Career Programs 169
Career Scholarships 28
Catalog and Student Handbook Disclaimer 2
Certificate Requirements, Career and Technical Education Programs 171
Certification of Veterans 27
Chaperoned Events 39
Cheating 43
Chemistry Course Descriptions 222
Chemistry Plan of Study, Degree 93
Child Development Certificate Plan 188
Child Development Degree Plan 186
Child Development Course Descriptions 220
Codes of Conduct 41
College Accreditation 2
College Assembly 9
College Facilities, Inspection of 53
College Level Competencies 6
College Level Examination Program (CLEP) 36, 69
College Memberships 2
College Personnel 250
College Transfer Day 37
Community Band 38
Community Services Courses' Fees and Refunds 22
COMPASS Placement Test 18, 36
Complaints within the Academic Area 12
Complaints within the Student Services Area 13
Computer Information Science Certificate Plan 191
Computer Information Science Degree Plan 189
Computer Information Science—Computer Graphics Option Short-term Certificate Plan 193
Computer Information Science Course Descriptions 222
Computer Information Science Plan of Study, Degree 95
Computer Information Science—3-Dimensional Simulation & Modeling Short-term Certificate Plan 194
Computer Graphics Option Short-term Certificate Plan 193
Computer Lab—Ozark 37
Computer Lab Use 45
Computer Maintenance Technology Short-term Certificate Plan 195
Computer Maintenance Technology Course Descriptions 225
Computers, Classroom Use 45
Computers, Cooperative Use 44
Computers, Illegal Use 44
Computers, Library/LRC 45
Computers, Unethical Use 44
Concert Band 38
Concert Choir 38
Contagious Disease Policy 12
Continuing Education and Community Service Program 70
Continuing Education and Special Interest Course Fees 22
Continuing Education and Special Interest Course Refunds 22, 71

Continuing Education Units 70
Counseling 35
Course Descriptions 212
Course Loads 68
Credit—Non, Programs for Training for Existing Business and Industry 71
Crime Prevention 54
Crime Report 55
Crime Statistics 54
Crimes, Reporting of 53, 54
Criminal Actions and Other Emergencies, Reporting 53
Criminal Incidents Occuring at Off-campus Student Organizations, Reporting 54
Criminal Justice Program of Study, Degree 97
Criminal Justice Course Descriptions 226
Dean's Academic Honor Roll 69
Dean's List 68
Decision-making Process, Participation in 9
Degree Plan, General Studies Associate in Arts 73
Degree Plan, General Studies Associate in Science 76
Degree Plans 72
Degree Requirements 61
Degree Requirements, Associate in Applied Science(AAS) Degree 170
Degree Requirements, General Studies—Associate in Arts (AA) and Associate in Science (AS) Degrees 72
Degrees and Certificates 61
Developmental Reading Policy 18
Diamond Dolls 38
Direct Loan Program, The William D. Ford Federal 24
Directory Information 66
Disabilities, Assistance with 11
Disciplinary Committee—Penalty without Hearing 48
Disciplinary Committee, Organization of 48
Disciplinary—Due Process 48
Disciplinary—Hearing Procedures 49
Disciplinary—Nonstudent Sanctions 50
Disciplinary—Notification of Action 49
Disciplinary Procedures 47
Disciplinary—Rules of Evidence 49
Disciplinary Sanctions 49
Disciplinary—Temporary Suspension 48
Disciplinary—Warning and Probation 50
Disclosure of Campus Security Policies and Campus Crime Statistics 53
Dishonesty, Academic 43
Dismissal (Expulsion) 50
Dismissal from Aviation Maintenance Technology Courses for Missing Excessive Instructional Time, Procedures for 64
Distance Learning Policy for Internet or Online Courses 58
Division Chairpersons 262
Dowling, Amy, Memorial Scholarship 33
Dropping or Adding a Class 67
Drug Abuse Prevention Policy 12
Drug Testing of Student Athletes 50
Dual Enrollment/Dual Credit for High School Students 19, 20, 62
Due Process for Student Disciplinary Cases 48
Economics Course Descriptions 227
Economics Plan of Study, Degree 99
Elementary or Early Childhood Education Plan of Study, Degree 101
E. L. Gibson Foundation Scholarships 33
E-mail, Computer Policies 46
Emergency Medical Services Degree Plan 196
Emergency Medical Services—Paramedic Certificate Plan 198
Emergency Medical Technician—Advanced Short-term Certificate Plan 201
Emergency Medical Technician—Basic Short-term Certificate Plan 200
Emergency Medical Services Course Descriptions 227
Employee Training and Workplace Literacy Programs 71
Engineering Plan of Study, Degree 103
English Course Descriptions 229
English Plan of Study, Degree 105
English/Language Arts Education: Middle/High School Plan of Study, Degree 107
English Placement Policy 18
Entertainers 38
ESCC Scholarships 28
Equal Opportunity in Education and Employment 11
Evening Program 70
Excelerated High School Students 18
Excused Absences 64
Exemptions to Placement Testing 18
Facilities Renewal Fee 22

Expulsion....50
Faculty....252
Faculty Senate....9
Family Educational Rights and Privacy Act (FERPA)....66
Federal Direct Loan Program, The William D. Ford....24
Federal Pell Grant....23
Federal Supplemental Education Opportunity Grant (FSEOG)....23
Federal Work-Study Program....23
Fees....22
Final Examinations....67
Finance Plan of Study, Degree....109
Financial Aid....23
Financial Aid, Attendance Policy....25
Financial Aid—Eligibility....23
Financial Aid, Evaluation of Satisfactory Academic Progress (SAP)....24
Financial Aid, Grade Point Average Requirements....25
Financial Aid, How to Apply for Federal Financial Aid....24
Financial Aid, Programs Available....23
Financial Aid, Remedial Coursework Policy....25
Financial Aid, Required Standards of Academic Progress....24
Financial Aid, Return of Title IV Funds....25
Financial Aid, Scholarships....28
Financial Aid, Time for Completion of Program of Study....25
Financial Aid, Verification Requirements....24
Financial Aid, Veterans' Benefits....25
Fine Arts Scholarships....28
Fines, Traffic and Parking....54
Flight Simulator/Automation Technician Course Descriptions....212
Ford, The William D., Federal Direct Loan Program....24
Foreign Language, Spanish, Course Descriptions....248
Foreign Students....19
Foreign Student Tuition....22
Forestry Plan of Study, Degree....111
Fort Rucker Site....69
Foundation Scholarships, ESCC....29
G.E.D. Testing Center....36, 71
General Aviation Technology Course Descriptions....230
General Education Development (GED) Testing Program....36, 71
General Information....6
General Studies in Associate in Arts Plan of Study in the Associate in Arts Degree Plan....73
General Studies in Associate in Science Plan of Study in the Associate in Science Degree Plan....75
Geographic Information Systems Course Description....230
Geography Course Descriptions....230
G.I. Bill, Old (Vietnam Era—Chapter 39-26/G.I. Bill, Montgomery....26
G. I. Bill, Post—9/11 (Chapter 33)....27
Gibson, E.L., Foundation Scholarships....33
Grade Appeal Process....57
Grade Point Average and Cumulative Grade Point Average....65
Grading....57
Graduation Honors....68
Grants, Financial Aid....23
Graphic Design Course Descriptions....231
Graphic Design Plan of Study, Degree....113
Grievance Policies and Procedures for Students....12
Health Education Course Descriptions....234
Health Information Management Plan of Study, Degree....115
Health Information Technology Degree Plan....207
Health Information Technology Short-term Certificate Plan....202
Health Information Technology Course Descriptions....235
Health Services....56
Help (from Campus Security)....55
History Club....39
History Course Descriptions....234
History of the College....7
History Education Plan of Study, Degree....119
History Plan of Study, Degree....117
Home School, Dual Enrollment....19, 62
Honors and Recognitions....68
Honors Day Assembly Recognitions....69
Honors Course Descriptions....236
Human Resource Management Plan of Study, Degree....121
Hutton, J. Warren, Church Music Scholarship....33
Incompletes....57
Individual Performance (Private Music Instruction) Course Descriptions....239
Information, Where to Go....14

Information Technology (IT) Policy 43
Inspection of College Facilities 53
Intellectual Property 13
Interclub Council 39
International Students (Admissions) 19
Intervention for Student Success 65
Intramurals 40
Journalism Plan of Study, Degree 123
J. Warren Hutton Church Music Scholarship 33
Late Registration Fee 22
Legal Assistant/Paralegal Option Degree Plan 209
Legal Assistant/Paralegal Option Short Term Certificate Plan 203
Legal Assistant/Paralegal Course Descriptions 246
Library/Learning Resources Center (LRC) 37
Library/Learning Resources Center Computers 46
Loans, Financial Aid, The William D. Ford Federal Direct Loan Program 24
Lost and Found 56
Management Information Systems Plan of Study, Degree 127
Management Plan of Study, Degree 125
Management/Supervision Option Certificate Plan, Business Administration and Management 184
Management/Supervision Option Degree Plan, Business Administration and Management 182
Marketing Plan of Study, Degree 129
Mass Communication Course Description 236
Master Student 37, 242
Math Tournament 71
Mathematics Course Descriptions 236
Mathematics Education Plan of Study, Degree 133
Mathematics Placement Policy 18
Mathematics Plan of Study, Degree 131
Maximum and Minimum Course Loads 68
Memorial/Special Scholarships 33
Message from the President 1
Military Schools (Credit) 70
Military Servicemembers Students (Special Programs) 69
Mission of the Alabama Community College System 6
Mission of Enterprise State Community College 6
Montgomery G.I. Bill—Active Duty Educational Assistance Program (Chapter 30) 26
Montgomery G.I. Bill—Reserve Educational Assistance Program (REAP) (Chapter 1607) 27
Montgomery G.I. Bill—Selected Reserve/National Guard Educational Assistance Program (Chapter 1606) 26
Music Course Descriptions 240
Music—Individual Performance (Private Lessons) Course Descriptions 239
Music/ Music Education Plan of Study, Degree 135
Music Ensembles Course Descriptions 238
National Guard (Selected Reserve) Educational Assistance Program (Chapter 1606), Montgomery G.I. Bill 26
National Society of Leadership and Success 39
Non-credit Programs for Training for Existing Business and Industry 71
Nonstudent Sanctions 50
No Shows, Admission to Course, Readmission to Course for Students Reported as 63
Office Administration Certificate Plan 206
Office Administration Degree Plan 204
Office Administration Course Descriptions 241
Office Administration—Health Information Technology Short-term Certificate Plan 202
Office Administration—Legal Assistant/Paralegal Short Term Certificate Plan 203
Online Communities (MySpace and Facebook) 46
Orientation 38
Orientation Course Description 242
Other Fees 22
Out-of-State Student Tuition 22
Paralegal Course Descriptions 246
Paralegal/Legal Assistant Degree Plan 208
Paralegal/Legal Assistant Short-term Certificate Plan 210
Parking Regulations 55
Participation in the Decision-Making Process 9
Pell Grant 23
Penalty without Hearing by Disciplinary Committee 48
Performance Instruction (Private Lessons) Course Descriptions 239
Personnel 250
Phi Beta Lambda 39
Phi Theta Kappa 39
Philosophy Course Descriptions 246
Philosophy Plan of Study, Degree 137
Physical Education Course Descriptions 242
Physical Plants 9
Physical Plant, Alabama Aviation Center at Albertville 11
Physical Plant, Alabama Aviation Center at Andalusia 11

Physical Plant, Alabama Aviation Center at Decatur 11
Physical Plant, Alabama Aviation Center at Ozark 10
Physical Plant, Alabama Aviation Center at Mobile 11
Physical Plant, Enterprise Campus 9
Physical Plant, Fort Rucker Site 10
Physical Science Course Descriptions 246
Physics Course Descriptions 246
Placement Testing, COMPASS 18, 36
Placement Testing Exemptions 18
Placement Testing Policy 18, 36
Plagiarism 43
Planning and Assessment Council 9
Plans of Study 77
Players, The ESCC 39
Political Science Course Descriptions 246
Political Science Plan of Study, Degree 141
Post—9/11 G.I. Bill (Chapter 31) 27
Powerplant Technology Degree Plan, Aviation Maintenance/ 174
Powerplant Technology Course Descriptions 214
Pre-nursing Plan of Study, Degree 143
Pre-pharmacy Plan of Study, Degree 142
Presidential Scholarships 28
President's Council 9
President's List 69
President's Message 1
Preventing Sexual Assault/Acquaintance Rape 53
Probation 49
Professional Aviation Maintenance Association 39
Professional Staff 250
Prohibited Conduct, Student Conduct Code 41
Promotion of the College, Security and/or 56
Psychology Course Descriptions 247
Psychology Plan of Study, Degree 147
Public Relations Plan of Study, Degree 149
Quality Points 57
Radiologic Science Plan of Study, Degree 151
Reading Course Descriptions 247
Reading Placement Policy 18
Re-admission, Process for Appeal 65
Re-admission Students 21
Re-admission to Course for Students Reported as No Shows 21
Recognition at Honors Day Assembly 66
Refund for Partial Withdrawal 22
Refunds of Fees 22
Religion Course Descriptions 248
Remedial Coursework, Financial Aid Policy 25
Reporting Criminal Actions or Other Emergencies 53
Reporting of Criminal Incidents Occurring at Off-Campus Student Organizations 54
Required Standards of Progress, Financial Aid 24
Required Standards of Satisfactory Academic Progress for Veterans 27
Reserve Educational Assistance Program (REAP) (Chapter 1607), Montgomery G.I. Bill 27
Returned Check Fee 22
Sanction, Non-student 50
Scholars' Bowl 71
Scholarship, Amy Dowling Memorial 33
Scholarship, E. Warren Hutton Church Music 33
Scholarships, Athletic 28
Scholarships, E. L. Gibson Foundation 33
Scholarships, ESCC Foundation 29
Scholarships, Fine Arts 28
Scholarships, General Education Diploma (GED) 29
Scholarships (How to Apply . . .) 34
Scholarships in the Process of Being Endowed 33
Scholarships, Memorial/Special 33
Scholarships, Presidential/Academic/Career/Technical 28
Scholarships, Senior Adults 29
Science Education Plan of Study, Degree 153
Security Policies and Crime Statistics 53
Security and/or Promotion of the College 56
Selected Service/National Guard Educational Assistance Program (Chapter 1606), Montgomery G.I. Bill 27
Selective Service Registration 13
Senior Adult Scholarship Program 29
Sexual Assault/Acquaintance Rape, Preventing 53
Sexual Harassment Policy 12
Short-term Certificate Requirements, Career Technical Programs 171

Simulation Modeling, 3-D, Short-term Certificate Plan 194
SOCAD—Servicemembers Opportunity College Associate Degree 69
Social Work Plan of Study, Degree 155
Society of Organized Sound 39
Sociology Course Descriptions 248
Sociology Plan of Study, Degree 157
Spanish Course Descriptions 248
Special Education Plan of Study, Degree 159
Special Interest Course Refunds 22
Special Students, Admission Policies 20
Speech Communication Course Descriptions 248
Speech Pathology Plan of Study, Degree 163
Speech Plan of Study, Degree 161
Spirit Club 39
Sports and Fitness Management Plan of Study, Degree 165
Standards of Progress Policy (Academic Policies) 64
Standards of Progress Policy, Application of 65
Statewide Articulation Reporting System (STARS) 35
Student Academic Success (SAS) Lab, Library/Learning Resources Center (LRC) 37, 45
Student Conduct Code 41
Student Government Association 39
Student Health Services 56
Student Organizations 38
Student Records, Access to 66
Student Services 35
Student Success, Intervention for 65
Student Success Lab 37, 45
Student Support Services 36
Survivors' and Dependents' Educational Assistance Program (Chapter 35), Veterans' Benefits, Financial Aid 27
Suspensions 50
Table of Contents 3
Technical Scholarships 28
Technology Fee 22
Testing Program 36
Theatre Course Descriptions 249
Theatre Plan of Study, Degree 167
Three-dimensional Simulation and Modeling Technology Short-term Certificate Plan 194
Tobacco Usage Policy 12
Traffic and Parking 55
Traffic Fines 56
Training for Existing Business and Industry 71
Transfer of Credit to ESCC 16
Transfer, General Principles of 17
Transfer Students 16, 20
Transient Students 17, 20
Transcripts 67
Tuition and Fees 22
Tuition, Facilities Renewal, and Technology Fee Refunds 22
Veterans' Benefits, Financial Aid 25
Veterans' Educational Assistance Program 26
Veterans' Required Standards of Satisfactory Academic Progress, Veterans' Benefits 27
Veterans, Certification 27
Vocational Rehabilitation (Chapter 31), Veterans' Benefits 27
Welcoming Orientation Weevils (WOW) 39
Where To Go For Information 14
Who's Who Among Students in American Junior Colleges 69
William D. Ford Federal Direct Loan Program, Financial Aid 24
Wireless Internet Access, Student Services 47
Withdrawal from a Course 67
Withdrawal from College 67
Workforce Course Description 249
Workkeys Testing, C–Act 36
Workplace Literacy, Adult Education 68
Work/Study, Financial Aid 23

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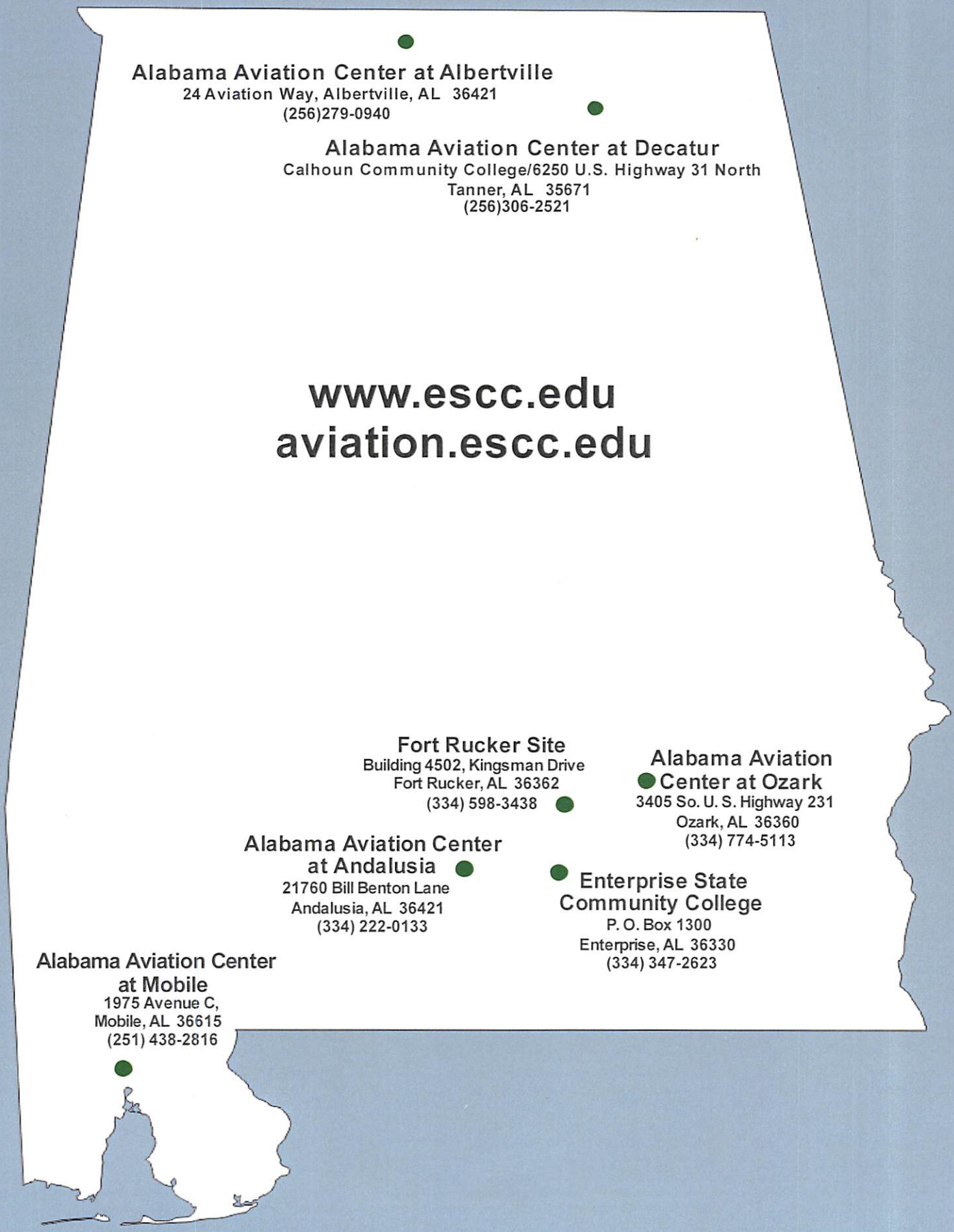
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