# Enterprise State Community College
## 2016-2017 Catalog & Student Handbook

ENTERPRISE STATE COMMUNITY COLLEGE

50th

*Your Investment in Excellence*

1965-2015

ENTERPRISE STATE
COMMUNITY COLLEGE
ALABAMA AVIATION CENTER

Albertville ~ Andalusia ~ Enterprise ~ Mobile ~ Ozark

# ENTERPRISE STATE COMMUNITY COLLEGE
*Your Investment in Excellence*

## A MESSAGE FROM THE PRESIDENT

Dr. Vicky Ohlson
Interim President

Coming home….it means different things to different people. To me it means coming back to my roots, to the people and places that influenced who I am today. I am proud to have been raised in the Wiregrass area and proud to have started my college education at Enterprise State Community College. ESCC has always been known for excellence in education and for the success of its graduates, both academically and professionally. I can personally testify to the quality of an ESCC education, having completed two years at ESCC taking rigorous classes that prepared me to subsequently complete a bachelor's degree in mathematics, a master's degree in education, and a Ph.D. in mathematics at well-known and highly respected universities. ESCC made a significant impact on my life, academically, professionally and personally. In fact, I still remember my ESCC instructors' names and the ones who are still around still remember me!

Some things at ESCC have changed since I attended 'way back then; we are now a true community college, offering many career/technical degrees and certificates that were not offered before and serving students at 2 different major campuses and 4 additional instructional sites across the state. But the really important things have not changed – quality instruction from caring, highly-credentialed faculty members, affordability with the lowest tuition in the state, and programs that prepare students for life, whether that means immediate employment in a high-wage, high-demand career field, or transfer to a 4-year institution. When you consider all the additional benefits of the vibrant campus life offered at ESCC, including exciting athletic programs, active and engaging student organizations, and opportunities to participate in or just enjoy the great performing arts and cultural events on campus, you have every reason to choose ESCC.

If you are not already part of Enterprise State, then come join the ESCC family! Let us show you what it's like to belong to a college that cares about you, your future, and your success. Let us show what coming home can mean!

# 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

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

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

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

## COLLEGE CATALOG and STUDENT HANDBOOK
## 2016-2017

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
Alabama Community College System Financial Management Association
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 the Dean of Instruction at the Enterprise Campus at (334) 347-2623, ext. 2241.

# Table of Contents

# College Calendar

## ENTERPRISE STATE COMMUNITY COLLEGE
## COLLEGE CALENDAR 2016-2017

### FALL SEMESTER 2016

| | |
|---|---|
| August 15-19, Monday-Friday | Faculty Duty Days |
| **August 15, Monday** | **Local Professional Development (College Offices Closed)** |
| August 22, Monday | First Official Class Day (Full Term and 1st Mini Term) |
| August 25, Thursday | Last Day to Drop/Add (Full Term and 1st Mini Term) |
| September 5, Monday | State Holiday, Labor Day |
| September 30, Friday | Last Day to Withdraw **Without Academic Penalty,** 1st Mini |
| October 11-12, Tuesday & Wednesday | 1st Mini Exams |
| October 13, Thursday | Begin of 2nd Mini Term |
| October 14, Friday | Last Day to Drop/Add 2nd Mini Term |
| **October 27, Thursday** | **60% Title IV Tuition Adjustment Date** |
| November 4, Friday | Last Day to Withdraw **Without Academic Penalty,** Full Term |
| **November 3, Thursday** | **Open Registration begins for Spring Term** |
| November 11, Friday | State Holiday, Veteran's Day |
| November 21-23, Monday - Wednesday | Student Holidays, (*Professional Development*) |
| November 24-25, Thursday - Friday | State Holidays, Thanksgiving |
| December 2, Friday | Last Day to Withdraw **Without Academic Penalty,** 2nd Mini |
| December 9, Friday | Last Class Day |
| December 12-16, Monday-Friday | Final Exams (Full Term and 2nd Mini Classes) |
| **December 16, Friday** | **Grades Due** |
| December 20, Tuesday | AAC – Ozark Graduation |
| ***December 23-30*** | ***Christmas Holidays*** |

### SPRING SEMESTER 2017

**Last day to pay for pre-registration for spring 2017 is December 16, 2016.**
Payment is due by 4:00 p.m for pre-registrations received prior to that time.
Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

| | |
|---|---|
| January 2, Monday | State Holiday, New Year's Day |
| January 3-6, Tuesday-Friday | Faculty Duty Days |
| January 5-6, Thursday & Friday | Registration Days |
| January 9, Monday | First Official Class Day (Full Term and 1st Mini Term) |
| January 10, Tuesday | Last Day to Drop/Add (Full Term and 1st Mini Term) |
| January 16, Monday | State Holiday, Lee – King Birthday(s) |
| February 17, Friday | Last Day to Withdraw **Without Academic Penalty,** 1st Mini |
| February 28-March 1, Tuesday & Wednesday | 1st Mini Exams |
| March 2, Thursday | Begin of 2nd Mini Term |
| March 3, Friday | Last Day to Drop/Add 2nd Mini Term |
| **March 17, Friday** | **60% Title IV Tuition Adjustment Date** |
| March 24, Thursday | Last Day to Withdraw **Without Academic Penalty**, Full Term |
| March 27-31, Monday-Friday | ***Spring Break*** |
| **April 6, Thursday** | **Open Registration begins for Summer Term** |
| **April 7, Friday** | **Local Professional Development (College Offices Closed)** |
| April 20, Thursday | Last Day to Withdraw **Without Academic Penalty,** 2nd Mini |
| **April 27, Thursday** | **Open Registration begins for Fall Term** |
| May 1, Monday | Last Class Day |
| May 2-8 | Final Exams (Full Term and 2nd Mini Classes) |
| **May 9, Tuesday** | **Grades Due** |
| May 9-11, Tuesday-Thursday | Faculty Duty Days |
| May 11, Thursday | Enterprise Campus Graduation          April 20, Thursday |

Last Day to Withdraw **Without Academic Penalty**, 2nd Mini
(Extra week due to student holidays - Spring Break)

| | |
|---|---|
| **April 25-26, Tuesday-Wednesday** | **Priority Registration begins for Fall Term** |
| **April 27, Thursday** | **Open Registration begins for Fall Term** |
| May 1, Monday | Last Class Day |
| May 2-8 | Final Exams (Full Term and 2nd Mini Classes) |

**May 9, Tuesday**                            **Grades Due – 12:00 p.m. (NOON)**
May 9-11, Tuesday-Thursday                    Faculty Duty Days
May 11, Thursday                              Graduation-Faculty Duty Day (E'prise/Ft.Rkr)


## SUMMER TERM, 2017

**Last day to pay for preregistration for summer 2017 is May 1, 2017.**
Payment is due by 4:00 p.m for pre-registrations received prior to that time.
Unpaid pre-registrations will be deleted each day at 4:00 p.m. after these dates.

| | |
|---|---|
| May 17-18, Wednesday -Thursday | Faculty Duty Days |
| May 18, Thursday | GED Graduation |
| May 17-18, Wednesday-Thursday | Registration Days |
| May 22, Monday | First Official Class Day (Full Term and 1st Mini Term) |
| May 23, Tuesday | Last Day to Drop/Add (Full Term and 1st Mini Term) |
| May 29, Monday | Holiday, Memorial Day |
| June 15, Thursday | Last Day to Withdraw **Without Academic Penalty,** 1st Mini |
| June 26, Monday | 1st Mini Exams |
| June 27, Tuesday | Begin of 2nd Mini Term |
| June 28, Wednesday | Last Day to Drop/Add 2nd Mini Term |
| June 29, Thursday | Last Day to Withdraw **Without Academic Penalty,** Full Term |
| July 3 - 4, Monday & Tuesday | Independence Day Holidays – All Campuses Closed |
| **July 4, Tuesday** | **60% Title IV Tuition Adjustment Date** |
| July 18, Tuesday | Last Day to Withdraw **Without Academic Penalty,** 2nd Mini |
| July 31, Monday | End of 2nd Mini Term |
| July 31, Monday | Last Class Day |
| August 1-2, Tuesday-Wednesday | Final Exams (Full Term and 2nd Mini Classes) |
| **August 2, Wednesday** | **Grades Due** |
| August 3, Thursday | AAC – Mobile Graduation |

**Approved by Calendar Committee 2/10/16**

# NOTES

# ESCC is online at
# www.escc.edu and on Facebook!

# 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**

ESCC 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.

*MATHEMATICS COMPETENCY:* Students will identify and correctly apply the appropriate principle, formula, or method needed to solve mathematical problems fundamental to the further study of mathematics and to personal/professional success.

*WRITING COMPETENCY:* Students will demonstrate the ability to develop a stylistically appropriate, grammatically correct, and well-organized essay.

*NATURAL SCIENCE COMPETENCY:* Students will apply established principles of science and methods of scientific inquiry to solve problems in the natural sciences.

*COMMUNICATION COMPETENCY:* Students will demonstrate the effective verbal and non-verbal communication skills necessary for successful oral presentations.

*HISTORY/SOCIAL SCIENCES COMPETENCY:* Students will demonstrate knowledge and understanding of key figures and/or events in history and their impact on the human condition.

*FINE ARTS COMPETENCY:* Students will demonstrate the understanding of essential concepts necessary to appreciate musical and visual works of art.

*COMPUTER SKILLS COMPETENCY:* Students will use common computer applications to create professional-quality documents, spreadsheets, and slide presentations.

**QUALITY ENHANCEMENT PLAN**

As part of the College's commitment to continuous improvement and in accordance with requirements of the Southern Association of Colleges and Schools Commission on Colleges, ESCC has developed a Quality Enhancement Plan (QEP) that focuses on reading and is specifically designed to improve student's academic  reading comprehension.

Using broad-based involvement of faculty, staff, students and community members, institutional research, and a thorough review of current literature and best practices, ESCC developed *A CASE for Developmental Reading*.  The ESCC QEP contains three main goals to enhance academic reading comprehension.
1. Increase the percentage of students who acquire the knowledge, skills, and abilities to be successful in each developmental reading course;
2. Increase student success rate (by each developmental reading course); and

3.  Increase the percentage of developmental reading students who successfully complete English 101 compared to students who did not test into reading developmental courses.

In order to achieve these objectives, ESCC will restructure developmental reading courses and require students who place into developmental reading  to enroll in a one-credit hour co-requisite lab.  Housed within the Center for Academic Success and Excellence (CASE) the co-requisite lab will include computer assisted instruction, tutoring and seminars on topics such as reading strategies, note-taking, and learning styles. Additionally, faculty members, will attend professional development seminars and workshops to ensure broad based support for and implementation of reading interventions resulting in improved student academic reading comprehension.

Evidence of enhanced academic reading comprehension will be assessed through multiple evaluative measures to ensure progression is being made toward accomplishment of QEP initiatives.  Measures include quantitative, qualitative, formative, summative, direct, and indirect assessment designed to assess progress and allow for modifications as necessary.  To ensure effectiveness of plan, assessment data will be disseminated to the institutional community as well as faculty and staff members with responsibility for ensuring that adequate progress is being made toward achieving QEP goals and strategies.

For additional information please contact Dr. Anna Head at 334-347-2623, Ext. 2232

## MODES OF DELIVERY

Enterprise State Community College delivers courses and programs in a variety of formats at a number of locations.  Courses may be taught in lecture format, as laboratory performance classes, as seminars, as independent study, or as hybrid online classes.  Faculty members use the Internet to enhance content and instruction in all courses, making student access to the Internet important to success.  With an advisor's assistance, each student may choose any delivery mode or location that fits his or her needs, schedule, and abilities.

## 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 Chancellor Mark Heinrich and the Alabama Community College System Board of Trustees.

**Alabama Community College System Board of Trustees**

| | |
|---|---|
| President | Governor Robert Bentley |
| First District | Mr. Al Thompson |
| Second District | Mr. Ron Fantroy |
| Third District | Ms. Susan Foy |
| Fourth District | Mr. Frank Caldwell |
| Fifth District | Ms. Crystal Brown |
| Sixth District | Mr. Milton Davis |
| Seventh District | Mr. Chuck Smith |
| Member at Large | Mr. Blake McAnally |
| State BOE Ex-officio member | Ms. 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 27, 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 and worked diligently to expand certification for 3-D Modeling, and continued to expand the availability of Aviation training for students in Alabama.  On March 5, 2014 Dr. Chandler resigned and on March 24, 2014 Dr. Cynthia Anthony was selected as interim president.  In a "triple win" agreement, Dr. Anthony was instrumental in crafting the Reverse Transfer Agreement between Troy University and ESCC in January of 2015.  The proclamation allowed former ESCC students who transfer to Troy University to transfer eligible credits back to ESCC to count toward their associate degree.  Dr. Anthony moved to Shelton State Community College in September, 2015 and Dr. Vicky Ohlson was appointed interim president on October 1, 2015.

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 November 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, Dr. 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.

Dr. Ohlson, 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.

**STUDENT SERVICES COUNCIL**
The Student Services Council's purpose is to review policies which affect ESCC students.

**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.

**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.  College employees participate in the decision making process through participation in standing councils and committees. Students also serve on standing College 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 Academic Success (SAS) Lab.  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—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.

**Steagall Armory - ARM.**  Consists of 29 acres located on US Highway 231, Ozark south to the current campus.

**Henry B. Steagall, II Hall—STE.**  This building houses the administrative offices along with Student Services, the Learning Resources Center, a computer lab, 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 faculty 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 faculty 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, AMT, computer labs, and division and faculty 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 8,000 square feet of instructional and administrative space including a faculty administrative office, secure records storage space, two large classrooms, a welding lab, a composites lab, a sheetmetal lab, and a woodworking lab. The sheetmetal/woodworking lab has space for housing an aircraft suitable for instruction. All spaces are well lit 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.

### EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT

Enterprise State Community College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall 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 will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

### AMERICANS WITH DISABILITIES ACT

*The Americans with Disabilities Act of 1990* (ADA), as amended, provides that no otherwise qualified person shall be discriminated against in the provision of an educational service or benefit on the basis of disability. It is the policy of Enterprise State Community College to provide reasonable accommodations to qualified students with disabilities.

**I. Requesting Accommodations**

Students with permanent or temporary disabilities that affect their participation in the academic environment are encouraged to request accommodations in a timely manner. Students needing disability services or information should contact the appropriate Disability Support Services staff member as listed below.

Disability Support Services Staff are as follows:

• **Enterprise Campus**—Dr. Felisha Ford (ADA Compliance Officer), 600 Plaza Drive, Enterprise, AL 36330; Lurleen B. Wallace Hall—Student Center, Room LW102; (334) 347-2623, ext. 2293; FAX (334) 347-5569; or, e-mail fford@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;

For TDD users in Alabama, the Alabama Relay Center is available by calling 1-800-548-2546.

**II. Documentation of Disabilities**

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 office.

General Information

### TITLE IX & SEX DISCRIMINATION 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 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.

It is the policy of Enterprise State Community College to provide an educational and employment environment free of all forms of discrimination or harassment. Discrimination or harassment based upon one's race, color, religion, national origin, gender identity, sexual identity, age, genetic information, veteran status, or disability as defined in the policy and as otherwise prohibited by state and federal statues is prohibited at the college.

Sexual harassment, including acts of sexual assault, sexual violence, domestic violence, dating violence, stalking, and sexual exploitation/misconduct, is a form of sex discrimination and is prohibited at the college. This policy applies to all College students, faculty, staff, other members of the college community, and non-employee third parties who are doing business or providing services to the college. In its efforts to provide a safe environment and in compliance with Title IX of the Education Amendments of 1972, ESCC will not tolerate retaliation for claims made under the College's Title IX policy.

Any inquiries regarding this policy should be directed to one or more of the Title IX Coordinators identified below. These coordinators will be available to meet with students and employees regarding issues relating to Title IX and this policy.

**TITLE IX COORDINATOR FOR STUDENTS**
Dr. Felisha Ford, Director of Counseling
Lurleen B. Wallace Student Center, Suite 102
Email: fford@escc.edu
334-347-2623 Ext. 2293

**TITLE IX COORDINATOR FOR EMPLOYEES**
Ms. Jessica Herbster
George C. Wallace Administration Building, Room 121
Email: jherbster@escc.edu
334-347-2623 Ext. 2222

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 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 instructional dean, or designee, with copies to the immediate college official responsible for the area in which the grievance occurred.
   C.  The instructional official, or designee, will give a written response to the student within five (5) working days.

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.

III.  **State Student Complaint Process**

   A.  If, after exhausting all available institutional processes, a student's complaint remains unresolved, the student may appeal to the Alabama Community College System using the System's official Student Complaint Form, which is contained in this document and also available online at the ACCS website (www.accs.cc). Students may submit completed complaint forms by printing the form, signing it, and then either (1) scanning it and emailing it to complaints@accs.edu or (2) mailing it to:

Alabama Community College System
Attention: Division of Academic and Student Affairs
P.O. Box 302130
Montgomery, AL 36130-2130

## VIOLENCE AGAINST WOMEN REAUTHORIZATION ACT (VAWA) AMENDMENTS TO THE JEANNE CLERY ACT.

In 2013 the Higher Education Act of 1965 was amended to require institutions to compile statistics for incidents of domestic violence, dating violence, sexual assault and stalking and to include certain policies, procedures and programs pertaining to these incidents.

## 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.

General Information

    **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 Community College System 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.

## FUND RAISING

The President of ESCC controls the College's fund raising activities. All fund raising activities for the College must be approved by the President prior to the fund raiser.

**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

**Switchboard:  (334) 347-2623**

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**ENTERPRISE CAMPUS
BUILDING CODES**

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

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# WHERE TO GO FOR INFORMATION

Absences
Instructor for course
Division Chairperson
Academic Help
Instructor for course
Counseling Office, LW105, ext. 2293
Dean of Instruction, WA106, ext. 2241
Student Support Services, LW111-B, ext. 3626, 2302, or 2356
Add/Drop A Course
Admissions & Registrar, LW111, ext. 2295, 2272
Evening Programs Director, WA 103, ext. 2276
Adult Education
Director, WA113, ext. 2273 or 2218
Application for Admission
Admissions, LW102, ext. 2272
Application for Graduation
Counseling Office, LW102, ext. 2293
Campus Security
Security Officer, WA101, 447-7564 or 447-6555
Canvas Support
Distance Learning Office, WA120A, ext. 2282
Career Information
Counseling Office, LW102, ext. 2293
Change of Address
Registrar, LW102, ext. 2297
Change of Schedule
Registrar, LW102, ext. 2297
Check on a Grade
Instructor for Course
Community Education Courses
Instructional Resources & Community Outreach Coordinator, ext. 2208 or 2340
Complaints and Grievances
Dean of Instruction, WA106, ext. 2241
Dean of Students, LW100, ext. 2235
Complete Withdrawal
Counseling Office , LW102, ext. 2293
Evening Programs Director, WA, ext. 2276
Distance Learning
Distance Learning Office, WA, ext. 2282 or 2231
Dual Enrollment
Instructional Resources and Community Education Director, ext. 2282
Financial Aid (Grants and Work-study)
Financial Aid, LW107, ext. 2214
Grades
Registrar, LW102, ext. 2297
Help Finding a Job
Counseling Office, LW102, ext. 2293
Help with Academic Problems
Counseling Office, LW102, ext. 2293
Identification Cards
Registrar, LW102, ext. 2295
Information Center
Information Center, WA110, ext. 0/2257
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
Making a Schedule
Academic Advisor
Counseling Office, Counseling, LW102, ext. 2244
Evening Programs Director, ext. 2276
Night Classes
Evening Program Director, WA106, ext. 2276
Parking Appeals
Dean of Finance and Administration, WA114, ext. 2250
Parking Permits
Information Center, WA110, ext. 0/2257
Pay Tuition/Refunds
Business Office, WA114, ext. 2250
PIN-Personal Identification Number
Counseling Office, LW102, ext. 2293
Research Help with Papers
LRC, ext. 2271
Services for Students with Disabilities
504 Compliance Officer, LW102, ext. 2293
Scholarship Application
Financial Aid, ext. 2241
Security
Campus Security, WA101, ext. 2277
Student Organizations and Activities
Students Activities Coordinator, LW105A, ext. 2339
Test Proctoring
Student Academic Success Lab (SAS), SN100, ext. 2304
Testing Services/Registration
Counseling Office, LW102, ext. 2293
Textbooks and Supplies
Bookstore, SC Weevil Center, ext. 2278
Transcripts
Registrar, LW102, ext. 2297
Transportation Needs
Dean of Students, LW100, ext. 2235
Tutorial and Academic Assistance
LW111B, ext. 3626, 2302, or 2356
Student Academic Support Lab, SN100, ext. 2304
Veterans Affairs
Stephen Adcock, Financial Aid, LW107, ext. 2313
Withdrawals
Registrar, LW102, ext. 2297
Counseling Office, LW102, ext. 2293
Workforce Development
Instructional Resources and Community Education Director, ext. 2340
Work-study
Financial Aid, LW107, ext. 2214

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:

- Unexpired Alabama Driver's License or instruction permit
- Unexpired Alabama identification card
- Unexpired U.S. Passport
- Unexpired U.S. Permanent Resident Card
- Resident Alien Card - Pre-1997
- Unexpired Driver's License or instruction permit from another state or possession that verifies lawful presence, dated 2000 and
  beyond
- U.S. Alien Registration Receipt Card (Form I-151) prior to 1978
- BIA or tribal identification card with photo
- I -797 Form with expiration date
- In-State Residency Form
- Identity Verification Form

Applicants should submit the identification referenced above in person. Those applicants unable to present identification in person must submit a legible copy by mail or via electronic submission consistent with local institutional policy.

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 Immigration and Naturalization Service, and all other applicable directives.

Applicants who fail to satisfy the forms of identification requirement will not be admitted to any ACCS institution.

## II. ADMISSION OF FIRST TIME COLLEGE STUDENTS

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

### A. Admission to Courses Creditable Toward an Associate Degree

Degree seeking students required Admission Documentation
- Admission application
- Primary form of identification
- Proof of high school graduation
- Official transcript - high school or GED®
- Official transcript(s) - all other colleges attended, ACT scores
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution.
- Identity Verification Form

### B. Admission to Courses Not Creditable Toward an Associate Degree

For admission to an Alabama Community College System institution to Courses Not Credible Toward an Associate Degree/ Non-degree seeking students who have earned a High School Diploma or GED.

- Admission application
- Primary form of identification
- Proof of graduation
- Official transcript - high school or GED®
- Official transcript - all other colleges (if attended)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution

- In-State Residency Form
- Identity Verification Form

For admission to an Alabama Community College System institution to Courses Not Credible Toward an Associate Degree/ Non-degree seeking students who have not earned a High School Diploma or GED.

- Admission application
- Primary form of identification
- Official transcript - high school (if attended)
- Official transcript - all other colleges attended (if attended)
- Required Assessment Score (State Board Procedure 801.05: Admission: Non-High School Graduate)
- Students who have achieved a minimum of a Baccalaureate degree are only required to submit a transcript from the granting institution
- In-State Residency Form
- Identity Verification Form

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.

**C.  Conditional and Unconditional Admission of First-time College Students**

ESCC has two types of admission status:

- **Unconditional status:** Students who have submitted all required documentation may be admitted as unconditional status. An applicant who has completed the baccalaureate degree will be required to submit only the transcript from the institution granting the baccalaureate degree.

- **Conditional status:** Students who have not submitted all required documentation may be admitted as conditional status. Failure to provide documentation by the end of the first semester, as determined by institutional calendars, will prevent a student from future registration and official transcript release. If all required admission 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.

**D.  ADMISSION CLASSIFICATION**

- **First Time:** A student who has no prior post-secondary experience, attending any institution for the first time.

- **Transfer:** A student entering the institution for the first time, having previously attended a post-secondary institution. The student may transfer with or without credit. Acceptance of transfer credits is based upon institutional policy. Transfer students will be required to furnish official transcripts of all work attempted at all said institutions. 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.

- **Transient**: A student enrolled at another college or university who is taking classes at an ESCC for the express purpose for transferring credit back to the home college or university.

- **International:** A student who is a citizen of another country.

- **Accelerated:** A secondary education student who is earning college credit while still in high school. Accelerated High School program may not substitute for high school credit.

- **Dual Enrollment and Dual Credit:** A secondary education student who is earning college credit while still in high school. Dual enrollment credit may be applied toward a high school diploma.

- **Early College Education Program:** A secondary education student who is earning college credit toward a technical or health certificate.

Admission to an ESCC/ACCS institution does not ensure admission to any individual program or course.

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 applicant 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."

<div style="writing-mode: vertical">Admission Policies</div>

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 earned at 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**

All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours must take a placement test, unless the student is exempt from the assessment requirement. Transfer students must take a placement test prior to registering for English Composition or mathematics courses or have credit in math or English on their transcript. Placement test scores are valid for three years. Students may retake the placement 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 three years of high school graduation. Otherwise, a three-year time limit is used to determine the acceptability of the test.

A.  **Reading Placement Policy**

The Reading Placement Policy is displayed in the table below. Students are required to address reading deficiencies during their first semester of enrollment at ESCC. Students will not be allowed to enroll in certain science, fine arts, humanities, speech, business, or social science courses until they meet the passing criteria for the ENR 094 – Integrated Reading and Writing course.

| **ACCUPLACER Reading Comprehension** | **ACCUPLACER Placement Score Chart Placement** |
|---|---|
| BSR 070 & RDG 080A | 0-34 |
| ENR 094 | 35-69 |
| Exempt from Reading | 70 or higher |

B.  **English Placement Policy**

The English Placement Policy is displayed in the table below. Entering students are required to address writing deficiencies during their first semester of enrollment at ESCC.

| **ACCUPLACER WritePlacer** | **ACCUPLACER Placement Score Chart Placement** |
|---|---|
| ENG 092 | 0 -2 |
| ENR 094 | 3-4 |
| ENG 101 English Composition | 5 or higher |

C. **Mathematics Placement Policy**

The Mathematics Placement Policy is displayed in the table below. Entering students are required to address math deficiencies during their first semester of enrollment at ESCC.

Student 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.

| ACCUPLACER Elementary Algebra (EA), Arithmetic (AR), or College Level Math (CLM) | ACCUPLACER Placement Score Chart Placement |
|---|---|
| MTH 090 Basic Math | Elementary Algebra  20 – 39 Or Arithmetic 20-69 |
| MTH 098 Elementary Algebra MTH 116 Mathematical Applications | Elementary Algebra 40 – 59 Or Arithmetic 70 - 120 |
| MTH 100 Intermediate College Algebra | Elementary Algebra 60 – 79 Or College Level Math 20-49 |
| MTH 110 Finite Math MTH 112 Pre-Calculus Algebra | Elementary Algebra 80-120 Or College Level Math 50 or higher |
| MTH 113  Pre-calculus Trigonometry | College Level Math 60-79 |
| MTH 125 Calculus I | College Level Math 80 or higher |

D. **Exemptions**

Any student scoring **510** or higher on the SAT Evidence Based Reading and Writing section or a **25** or higher test score on the SAT Writing and Language or **18** or above on the ACT English within three years of enrollment is exempt from the English assessment requirement.

Any student scoring a **510** or higher on the SAT Evidence Based Reading and Writing section or a **26** or higher test score on the SAT Reading or **20** or above on the ACT Reading within three years of enrollment is exempt from the reading assessment requirement.

Any student scoring a **510** section score or higher on the SAT Math or **25.5** test score or higher on the SAT Math or **20** or above on the ACT Math within three years of enrollment is exempt from the math assessment requirement.

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. ACCELERATED HIGH SCHOOL STUDENTS

Students are eligible for early admission if they desire to take courses for college credit only if the all of the following criteria:

a.   Successful completion of the 10th grade;

b.   Completion of an *Application for Accelerated and Dual Enrollment* and the *Statement of Eligibility for Accelerated High School Students* signed by the principal certifying that students have a minimum cumulative **B** average (3.0) and recommending that they be admitted under this policy;

c.   Enrollment only in postsecondary courses for which high school pre-requisites have been completed (for example, students may not take English Composition until all required high school English courses have been completed).  High school students must have either the appropriate ACT or ACCUPLACER exam scores to place into eligible courses

**Admission Policies**

Students may enroll in academic and career and technical courses in accordance with guidelines of The Alabama Community College System.

Exceptions may be granted by the Chancellor of The Alabama College System for students documented as gifted according to standards included in the *Alabama Administrative Code 290-8-9.12.* Exceptions apply only to requirements A and C.

Accelerated high school students who later enroll as regular students at Enterprise State Community College receive credit for hours earned under this accelerated high school program if the credits are applicable toward their degree program. Students attending other colleges; however, must request in writing or online though My ESCC that official transcripts be mailed to those institutions if they desire to receive credit earned through this program. **College credit earned through this program may not substitute for high school credit.**

## VIII. DUAL ENROLLMENT FOR HIGH SCHOOL STUDENTS

Dual enrollment program allow eligible high school students to enroll in college classes concurrently with high school classes. Students successfully completing dual enrollment classes receive both high school and college credit.

Colleges in the Alabama Community College System are authorized to establish dual enrollment/dual credit courses with local boards or education in the colleges' service area. Dual enrollment courses offered by postsecondary institutions shall be of collegiate quality and rigor. Students applying for dual enrollment must take the college placement tests (ACCUPLACER) unless exempt because of ACT or SAT scores. Students may enroll in academic or career technical credit courses for dual credit.

A. **Tuition and Payment**

Students in dual enrollment/dual credit courses must pay normal tuition as required by the institution. Tuition may be provided by alternative resources, including funds provided by state and federal workforce development agencies, tuition assistance for employee dependents as defined in State Board of Education Policy 612.02, and scholarship programs as outlined by the specific system institution. **If alternative resources are used to pay tuition and/or related expenses, there is no implication that the resources will be available beyond the current term of course enrollment.**

B. **Student Eligibility for Dual Enrollment/Dual Credit**

Students are eligible for Dual Enrollment/Dual Credit if they meet **all** of the following criteria:

1. Student must meet the entrance requirement established by the Alabama Community    College System institution (801.01: Admission: General).
2. Student must have a minimum cumulative 2.5 (unweighted) grade point average (GPA) in completed high school courses.
3. Completion of a *Dual Enrollment Application Packet.*
4. Student must meet applicable pre-requisites before participating in dual enrollment courses.
5. Student must meet placement testing and scores required by the college.
6. Student must be in grades 10, 11, or 12 or an exception may be granted by the Chancellor for a student documented as gifted and talented in accordance with Alabama Administrative Code 290-8-9.12. .

C. **Course Eligibility**

Courses offered by postsecondary institutions shall be drawn from the college's existing academic inventory of courses offered for credit. Courses numbered below 100 and physical education (PED) courses are not eligible for dual enrollment/dual credit. Students may not audit courses under the terms of this policy. Eligible high school students are permitted to enroll in college courses conducted during school hours, after school hours, and during summer terms. The college reserves the right to cancel course offerings when courses do not meet minimum enrollment requirements.

D. **Students Not Attending Public School**

This policy and these guidelines are also intended to apply to students who are not attending public school, but who are enrolled in private school or church school pursuant 16-28-1 of the Code of Alabama, or who are receiving instruction from a private tutor pursuant 16-28-5 of the Code of Alabama. Student eligibility must be certified by the appropriate official at the private school or church school or by the private tutor. A dual enrollment agreement must be developed between the college and participating private schools, church schools, or private tutors according to State Board of Education guidelines.

E. **Enrollment Limitations**

Enrollment in a combined number of high school and college courses per term will not exceed that which is educationally sound as a determined  by the College and the local School Board.

**F. Other Provision**

1. Dual Credit/Dual Enrollment instructors shall be faculty of the College. A high school teacher employed to teach a dual enrollment course will be designated as an adjunct faculty member of the college, and therefore must meet the credentialing requirements of the State Board of Education and other accrediting agencies. Faculty must be under the ultimate control and supervision of the college. The college must provide for faculty orientation, supervision, and evaluation. Documentation of appropriate instructor credentials which meet or exceed accrediting agencies must be on file at the college. College faculty credentials shall be provided to the local school board of education as needed to meet credential standards of accrediting agencies.

2. The college shall be responsible for the compensation of faculty, in accordance with State Board of Education and college policy.

3. Three semester hours at the postsecondary level shall equal one credit at the high school level in the same or related subject.

4. College courses approved for dual credit shall be posted on both high school and college transcripts. Courses completed for dual credit shall be transcripted with the appropriate statement at the postsecondary level indicating dual enrollment credit.

5. Payment of the current rate of tuition and fees per credit hour, textbooks and materials is the responsibility of the student unless other resources are available. Full payment of tuition must be completed by the first day of class. School boards will be notified of any unpaid tuition and fees prior to the start of classes.

6. Students are responsible for knowing policies relative to dual enrollment of colleges/universities to which they plan to transfer credit. The college reserves the right to refuse readmission to any student who is found to be in violation of college policies (academic standards of progress, Student Code of Conduct, ect.).

7. Transportation for any student receiving instruction at any facility other than a school campus of the local school board shall be the responsibility of the parents/guardian of such students unless otherwise negotiated between the college and the local school board.

## 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.**   A certified original evaluated and translated copy of the high school and/or college transcript (translations must be completed by an   organization affiliated with The National Association of Credential Evaluation Services; see www.naces.org for information). Request English translated copy be mailed to: Office of Admissions, Enterprise State Community College, P.O. Box 1300, Enterprise, AL  36331-1300.

**C.**   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.

**D.**   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.

**E.**   Purchase and verify accident and health insurance policies which include repatriation expenses, which must be maintained during enrollment.

**F.**   Secure private housing as Enterprise State Community College does not provide dormitory facilities.

**G.**   Present a current and valid passport and visa, or other official documentation to verify lawful presence.

**H.**   Present a medical health history with proof of vaccinations.

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

**J.**    Pay I-901 Student and Exchange Visitor Information System (SEVIS) fee.

**K.**    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.

**Admission Policies**

## X.  SPECIAL STUDENTS

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

## XI.  ADMISSION PROCEDURES

Apply online at www.escc.edu.  Paper applications are available from the Admissions Office at any ESCC location if needed. 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 Accelerated and Dual Enrollment* and the *Statement of Eligibility for Accelerated High School*.
2.  Furnish appropriate forms signed by principal to the Dual Enrollment Office.
3.  Provide Dual Enrollment 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 a *Dual Enrollment Application Packet*.
2.  Furnish **all** appropriate forms signed by high school counselor to the Dual Enrollment Office.
3.  Provide Dual Enrollment Office with all required official documentation.

### 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

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 an online course, a "No-Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon of the fifth *calendar* day of each semester. Logging in to the course or sending an E-mail 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 indicate his or her support for re-admission on the no-show cancellation form.
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.

# Tuition and Fees

Tuition and fees are established by the Alabama Community College System Board of Trustees.  SBT 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.  Tuition and fees include the following:

I.    **TUITION:** In-State Tuition:  $117.00 per credit hour.  Out-of-State Tuition:  $234.00 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: $10 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 the 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: The 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 tag  Parking tag are available on any campus/site in the Administrative or Student Services area each term.  The replacement cost if lost is $5.00 per tag
   **G.**   Placement Testing Fee:  A fee of $8 is charged to ESCC students to retake any part of the ACCUPLACER/Placement test.  A fee of $16 is charged to non-ESCC students to take any part of the ACCUPLACER/Placement Test.
   **H.**   Proctor Testing Fee:  A fee of $35 per test is charged for non-ESCC students.
   **I.**   Audit Fee:  The cost of auditing a course is the regular tuition and fees for the course.

## REFUND POLICIES

### TUITION, FACILITIES, RENEWAL, AND TECHNOLOGY FEE REFUNDS

Time Limit For Complete Withdrawal. No refunds will be made after the first three weeks of any given semester. Computations are made from the first official class day and are computed according to the date the student actually appears at the College to withdraw and not according to the student's last day of attendance. If a student withdraws following registration but prior to the first official class day, all tuition and fees are refunded. Refunds are computed as follows:

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

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

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

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

*An administrative fee not to exceed five percent of tuition and other institutional charges shall be assessed for each withdrawal within the period beginning the first day of class and ending at the end of the third week of class. Enterprise State Community College shall comply with federal and state regulations relative to refund of tuition and fees.

### REFUND FOR PARTIAL WITHDRAWAL

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

# 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.**   maintain 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 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 student 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.  FINANCIAL AID APPLICATION CHECKLIST

This is a checklist for students applying for all types of federal financial aid (Pell Grants, Federal Work/Study, and Direct Loans) at ESCC.  Failure to follow this process will delay our ability to process your financial aid application!

**A.**  Apply for admission to ESCC by visiting https://grace.escc.edu/cgi-bin/admonline.mbr/login.  You must provide ESCC Admissions with an official transcript from your high school and each college you attended prior to coming to ESCC.  "Unofficial" or FAXed transcripts will not suffice.  Your aid application will not be considered until all transcripts and supporting documents are received and reviewed by Financial Aid Staff.

**B.**  Obtain a Federal Student Aid ID.  Your FSAID will allow you to electronically "sign" financial aid applications and federal loan promissory notes.  Parents of dependent students need their own FSAID.  Apply for an FSAID online at fsaid.ed.gov.

**C.**  Complete the Free Application for Federal Student Aid (FAFSA) online by visiting www.fafsa.ed.gov.  When completing the FAFSA, please list the ESCC school code.  The ESCC school code is 001015.

**D.**  If possible, use the IRS Data Retrieval Tool within the FAFSA to provide your federal income tax return data.  You should also use the Data Retrieval Tool to provide your parents' income tax return data if it is requested.

**E.**  Complete any additional forms requested by ESCC Financial Aid and submit them to the appropriate ESCC Financial Aid Office (FAO) as soon as possible.  If you are attending academic classes, your financial aid supporting documents should be submitted to the Enterprise Campus Financial Aid Office at P. O. Box 1300, Enterprise, AL  36331-1300.  The Enterprise FAO FAX number is 334-347-0191.

If you are attending one of the Alabama Aviation Center campuses, please submit your requested financial aid documents to the AAC–Ozark Financial Aid Office at 3405 South U. S. Highway 231, Ozark, AL  36360.  The AAC–Ozark FAO FAX number is 334-774-0477.

**F.**  In some cases, you may be required to submit an IRS tax return transcript.  If you receive such a request from our office, there are three ways you can request this document.  Most of these methods do not require the payment of a fee.

   1.  Online:  Go to www.irs.gov.  A paper transcript will be mailed to the requestor within five to ten days.  Please sign the transcript and submit it to our office by mail or FAX.

   2.  Telephone:  Call (800) 908-9946.  A paper transcript will be mailed to the requestor within five to ten days.  Please sign the transcript and submit it to our office by mail or FAX.

   3.  IRS Form 4506-EZ:  A paper transcript will be mailed to the requestor within five to ten days.  Please sign the transcript and submit it to our office by mail or FAX.

**G.**  If you wish to apply for a student loan, complete an ESCC Direct Loan application, following the directions on the back of the form.  Submit the completed application to your FAO.

***What Happens Next?***  We will review your application information, and if necessary, request additional documentation to verify what you have provided.  Once we receive and review all of your information, an official award showing your financial aid eligibility will be created, and we will mail you an award letter.  This information will also be made available to you online in the Student Information Center at https://grace.escc.edu/cgi-bin/fslogin.mbr/login.  Make sure that you continue to check your Student Information Center for additional information and for required items needed that may have been added.

If you have been notified that you are ineligible for financial aid, you may file an appeal of your status.  Appeals must be filed at least 30 days before the beginning of the next term.  Appeals filed later than 30 days before the start of the next term will not be considered until several weeks into the new term.

**Financial Aid**

**V.   VERIFICATION REQUIREMENTS**

Federal regulations require the verification of adjusted gross income, taxes paid, household size, untaxed income, and other items for selected 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)**

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 he/she failed to meet SAP requirements (see A and B above), may appeal the suspension of 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, prior to aid approval. 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 educational benefits forms are available at all ESCC locations.

### A. Alabama G.I. Dependents' Scholarship Program

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 dependents of permanently and totally disabled veterans who are bona fide residents or were prior to their death.  Other benefits may be available to eligible dependents of former prisoners of war (POWs), those declared missing in action (MIAs), and those who died in service.

Maximum educational benefits include free tuition and required textbooks, excluding non-credit and/or remedial courses, for five standard academic years, or a prescribed technical course at any state-supported junior or community college, university, or technical school.  Only certain fees are covered.

Dependent children must file an application prior to age 26 (may be extended to age 30 in certain cases).  A spouse or widow(er) does not have a filing deadline or age limitation.  For more information and application procedures, students should contact the nearest Veterans' Affairs Office located in each county 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 1-888-442-4551 (1-888-GIBILL1).

### C. Veterans Educational Assistance Program (Chapter 32)

To apply for benefits through the Veterans Educational Assistance Program, veterans with service beginning on or after January 1, 1977, through June 30, 1985, must provide the following items 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, for transfer students, a completed Request for Change of Program (Form 22-1995),

2. DD 214 (Separation Papers), and

3. official transcripts from any colleges or military service schools previously attended (submitted to the Office of Admissions).

### 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, for transfer students, a completed Request for Change of Program (Form 22-1995),

2. DD 214 (Separation Papers)—not required for active duty service members, and

3. official transcripts from any colleges or military service schools previously attended (submitted to Office of Admissions).

**Financial Aid**

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 National 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, or for transfer students a completed Request for Change of Program/Place of Training (Form 22-1995)

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

3. official transcripts from any colleges or military service schools previously attended (submitted to Office of Admissions).

F. **Montgomery GI Bill Reserve Educational Assistance Program (REAP) Chapter 1607**

A member of a reserve component who serves on active duty on or after September 11, 2001, under Title 10 U.S. Code for a contingency operation and who serves at least 90 consecutive days or more is eligible for Chapter 1607.  National Guard members are also eligible if their active duty is under section 502(f), Title 32 U.S.C., and is supported by federal funds and they serve for 90 consecutive days when authorized by the President or Secretary of Defense for a national emergency. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. The Department of Defense will fully identify contingency operations that qualify for benefits under Chapter 1607.

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, or for transfer students a completed Request for Change of Program/Place of Training (Form 22-1995),

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

3. DD214 (Separation Papers),

4. official transcripts from any colleges or military service schools previously attended (submitted to Office of Admission).

G. **Vocational Rehabilitation and Employment (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 county Veterans' Affairs Office or the regional Veterans' Affairs Office at 1-800-827-1000.

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

The Post 9/11 GI Bill is an education benefit program for individuals who served on active duty on or after September 11, 2001. Veterans and dependents under this program must provide the following items to the Enterprise State Community College VA Office:

1. *Certificate of Eligibility* as issued by the Department of Veterans' Affairs, and

2. official transcripts from any colleges or military service schools previously attended (submitted to the Office of Admissions).

3. DD214 (separation papers)

For detailed eligibility and application information, visit the Veterans' Affairs website at www.gibill.va.gov, or call toll free at 1-888-442-4551 (1-888-GIBILL1).

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

This program provides benefits 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, or for transfer students a Change of Program/Place of Training (Form 22-5495), and

2.  official transcripts from any colleges or military service schools previously attended (submitted to the Admissions Office).

## IX.  REQUIRED STANDARDS OF SATISFACTORY ACADEMIC PROGRESS FOR VETERANS

To retain eligibility for veterans' benefits, all veterans must meet the same standards of student progress applicable to all students at the institution.  (See STANDARDS OF PROGRESS POLICY in this *Catalog* for complete standards).

*Any complaint against the College should be routed through the VA GI Bill Feedback System by going to the following link: http://www.benefits.va.gov/GIBILL/Feedback.asp.  The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## 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.  Any deviation from this list of courses must be approved in writing.  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 Associate Dean of Students.

**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 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 ACCUPLACER test results; however, online remedial courses cannot be certified by VA.

**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.  TUITION ASSISTANCE (TA)

Tuition Assistance (TA) is a Department of Defense (DOD) program, and can be accessed at www.goarmyed.com.  GoArmyEd is the virtual gateway for all eligible Active Duty, National Guard, and Army Reserve soldiers to request Tuition Assistance (TA) online, anytime, anywhere for classroom and distance learning.  It allows soldiers to manage their education records including college classes, testing, on-duty classes, and Army Education Counselor support.

TA rules vary by branch of service and can even vary between units depending on whether the unit is active, reserve, or National Guard.

The TA program provides financial assistance for voluntary off-duty education programs in support of a soldier's professional and personal self-development goals.  TA is available for courses that are offered in the classroom or by distance learning. The courses must be offered by schools that are registered in GoArmyEd and are accredited by accrediting agencies that are recognized by the U.S. Department of Education.  All eligible soldiers will request TA through GoArmyEd.  Non-Army service members must obtain TA through their branch of service.

**Tuition Assistance Procedures**

•  Soldiers must request TA through www.GoArmyEd.com prior to the course start date or before the school's late registration period.  TA is requested on a course-by-course basis.

- GoArmyEd will notify the soldier whether the TA is approved or not.  If the TA request is not approved, GoArmyEd will advise the soldier of the reason and next steps.

- All drops/withdrawals must be handled through GoArmyEd.  Soldiers who do not successfully complete a class will be required to pay TA.  Soldiers who are unable to successfully complete a class due to military reasons must request a Withdrawal for Military Reasons through GoArmyEd and complete all required steps to ensure that they will not be charged.

- Soldiers must submit a signed TA Statement of Understanding (TA SOU) each year.  Soldiers in the rank of E7 or above do not need their commander's signature.  However, by signing this document they agree to the terms of the TA SOU.  Soldiers in the rank of E6 or below must have their commander's signature.  GoArmyEd will send a notice to students 90 days before the due date.

## XII.  MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNTS PROGRAM

The Military Spouse Career Advancement Accounts (MyCAA) program is an employment assistance program that provides up to $4,000 of financial assistance to eligible military spouses who are pursuing a license, certification, or an associate degree in a portable career field and occupation.  MyCAA, a component of the Department of Defense's (DOD) Spouse Education and Career Opportunities (SECO) program, is a career development and employment assistance program.  MyCAA helps military spouses pursue licenses, certificates, certifications, or associate degrees (excluding associate degrees in General Studies, Liberal Arts, and Interdisciplinary Studies that do not have a concentration) necessary for gainful employment in high demand, high growth portable career fields and occupations.  Interested students should refer to the following website for more information:  https://aiportal.acc. af.mil/mycaa/Default.aspx.

## XIII. ALABAMA NATIONAL GUARD EDUCATIONAL ASSISTANCE PROGRAM (ANGEAP)

The State of Alabama offers this assistance to an Alabama National Guard Educational Assistance Program applicant who is (1) a resident of Alabama and (2) designated to be an eligible student enrolled in or accepted for enrollment in an eligible program at an eligible institution.  The assistance is awarded to the student to defray direct education-related expenses:  tuition, mandatory fees, books, and supplies, not to exceed $500 per term and not more than $1,000 annually. **Certain restrictions apply.**

## XIV. 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 cumulative 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 Cumulative 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.

### 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.

Students must take a minimum of 12 credit hours and must maintain a cumulative grade point average of 2.5.

### C.  Leadership
ESCC offers leadership scholarships to a limited number of students who are interested in participating in student leadership organizations.  Recipients are required to maintain at least a 2.50 cumulative GPA.

The W.O.W. Team (Welcoming Orientation Weevils) conducts orientation activities for new students on the Enterprise Campus.

The ESCC Ambassadors are the official college student hosts and hostesses for the Enterprise campus, giving tours and serving in a multitude of capacities both on Enterprise campus and in the community at large.

The ESCC Aviators serve as the official college hosts and hostesses on the Alabama Aviation Center campus at Ozark.

**D.  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.

**E.  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.

**F.  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 up to 3 credit hours.  To determine eligibility contact Adult Education on the Enterprise Campus at (334) 347-2623, ext. 2218.

The College also offers a GED Scholarship to the GED recipient selected as the Adult Education Student of the Year.  Adult Education Instructors may nominate outstanding students to the Director of Adult Education for consideration.  This scholarship is awarded in May at the annual ESCC Adult Education Graduation Ceremony.

## XV.  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

**Financial Aid**

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 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 Civitian 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 Civitian.  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.

## XVI.  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.

## XVII.  MEMORIAL/SPECIAL SCHOLARSHIPS

Memorial/Special Scholarships are periodically made available through donations from private individuals, clubs, and other organizations.

**Edwin L. and Elizabeth L. Skelton Foundation Scholarship**
Edwin L. and Elizabeth L. Skelton (Ed and Bettie) were residents of Enterprise, Alabama from 1978 until their deaths in 2005  and 2012.  Ed and Bettie moved to Enterprise when Ed was transferred to manage the newly opened JC Penney Store.  He managed the store until his retirement.  Elizabeth was an executive and legal secretary for E. H. Darby & Co., in Sheffield, Alabama.  She worked for the company from her home until her death.  Ed and Bettie were accomplished ballroom dancers.  They taught Ballroom Dancing at the college for many years as an adult education class.  After Ed's death, Bettie became  philanthropically inclined and in 2006 she established the Edwin L. and Elizabeth L. Skelton Foundation in memory of their marriage. Bettie established the Foundation to promote the arts, education and environmental conservation.

**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 was originally 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.  The scholarship covers either a voice or instrumental class.  Non-traditional students are welcome to apply.

**Other scholarships periodically made available include the following:**
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
Pilot Club of Enterprise
Pilot Club of Ozark
Vietnam Veterans of America, Inc
Walton Foundation
Winn-Dixie

**XVIII.  HOW TO APPLY FOR SCHOLARSHIPS**

Enterprise State Community College and the ESCC Foundation offer a rich variety of scholarship opportunities to outstanding students. Scholarships are awarded for academic performance, technical promise, career interests, and for participation in the fine arts, athletics, and leadership activities.

The scholarship application process at ESCC is competitive.

Successful applicants must submit a complete scholarship application packet before the deadline, which is March 1.  Applicants are urged to compete their application packets at one week before the March deadline to avoid last minute processing problems.

Late or incomplete applications will not be considered.

A complete application package consists of the following items:

A.    ESCC application for admission (complete online at www.escc.edu)

B.    The students Expected Family Contribution (EFC) from www.fafsa.gov.  ESCC's Federal School Code fro the Free Application for Federal Student Aid (FAFSA) is 001015.  Contact ESCC Financial Aid at 334-347-2632  Ext. 2214 or financialaid@escc.edu with questions about the FAFSA

C. ESCC scholarship application (completed online at www.escc.edu)  All required items must be completed or the application cannot be submitted.

D. High School transcript (if still enrolled in high school) or GED documentation (if a GED recipient) An official college transcript from each college previously attended (for transfer students)

E. High School and/or college transcripts may be mailed to the address below, faxed to 334-347-0191, e-mailed to scholarshipapp2016@escc.edu, or delivered to:

> ESCC Financial Aid Office
> Attn:  Scholarship Committee
> PO Box 1300
> 600 Plaza Drive
> Enterprise, AL 36331

# 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 4:45 p.m., Mondays-Thursdays, and 7:30 a.m. until 2:00 p.m. on Fridays. Counseling services are available on the Enterprise Campus at the Counseling Services Office in the Student Center, telephone (334) 347-2623, ext. 2293 or on the Alabama Aviation Center at Ozark in (Room 107, Stegall Hall), telephone (334) 774-5113, ext. 3640. Students may make individual appointments with a counselor. Evening counseling hours are available upon request.

### A.    Career Interest Inventories

Career interest inventories information is available to students at the Counseling offices on each campus. Follow-up sessions may be scheduled with a counselor to discuss the results of the career interest inventories.

The counselor may provide the student access information to the Focus 2 Career Planning and Major Exploration System which is a comprehensive interactive career computer program which is updated annually. The program provides interests, abilities, and values inventories; it also provides detailed information for occupations and college majors, plus a two- and four-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 two-year and four-year colleges. Please visit the Counseling Services Office for access information for Focus.

### B.    Statewide Articulation Reporting System (STARS)

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.

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 as well.

**C.  Additional Services**

Counseling Office staff work with students throughout the year to improve study methods, test-taking skills, explore careers, and make referrals to Student Support Services (Enterprise Campus and Alabama Aviation Center at Ozark) and other institutional or community support services. In addition, a counselor is available to explain the student's respective plan of study and to aid students with information concerning transfer requirements. Helpful information about area colleges and careers is available through the Counseling Office at the Enterprise Campus and Alabama Aviation Center at Ozark. Students are encouraged to make use of these free, professional services.

**III.  STUDENT SUPPORT SERVICES (SSS)**

The Student Support Services (SSS) program is a federally funded grant provided by the U.S. Department of Education and has been part of Enterprise State nearly 40 years.  The Student Support Services program works in conjunction with all departments on campus as well as external agencies to aid students in retaining, graduating and transferring to senior institutions.  This program provides opportunities for academic development, assists students with basic college requirements and serves to support and motivate students toward the successful completion of their postsecondary education.  The goal of the SSS program is to increase college retention and graduation rates of its participants and help students make the transition from one level of higher education to the next.

Student Support Services program participants benefit from services such as:
-   -Academic advising
-   -Tutorial services
-   -Career planning
-   -Counseling
-   -Campus visits to four-year universities
-   -Cultural and social enrichment activities
-   -Financial aid workshops
-   -Financial/economic literacy programs
-   -Scholarship opportunities (Grant Aid funds)

To qualify for participation in the SSS program an applicant must meet the following criteria:
-   -Be enrolled at Enterprise State Community College
-   -Be a citizen of the United States of America
-   -Be a first-generation college student (parent(s) did not graduate from a four-year institution and/or,
-   -Meet income criteria set forth by the U.S. Department of Education and/or,
-   -Have a documented disability

If you are interested and want to determine your eligibility, please call or visit the following Student Support Services offices:
-   -Enterprise Campus – (334) 347-2623 ext. 3640, located in the L.B.W. Student Center Building
-   -Ozark Campus – (334) 347-2623 ext. 2265, located in the Stegall Administration Building

**IV.  TESTING PROGRAM**

**A.  Placement Testing**
All entering students who enroll in associate degree or certificate programs and those who enroll for more than seven credit hours or fourteen weekly contact hours must take a placement test, unless the student is exempt from the assessment requirement. Transfer students must take a placement test prior to registering for English Composition or mathematics courses or have credit in math or English on their transcript. Placement test scores are valid for three years. Students may retake the placement test one time only. A fee of $8.00 per test retake is charged.

Students are exempt from assessment requirements in a specific subject area if they meet one of the following criteria:

The following students are exempt from the placement test:

1.  Any student with acceptable ACT or SAT scores as designated in the Placement Score Chart (see below). These scores are valid if the student enrolled at ESCC within three years of high school graduation. Otherwise, a three-year limit is used to determine the acceptability of the test.
2.  Any student who wishes to improve their course placement must take the state placement test;
3.  Any student who has an associate degree or higher;
3.  Any student who transfers degree-creditable, college-level English or mathematics courses with a grade of "C" or better from an accredited institution;

4.    Any student who has successfully completed required developmental coursework at another Alabama Community College System college or an accredited college within the last three years. Course descriptions from institutions outside of the Alabama Community College System must be reviewed;
5.    Any student who is enrolling to audit a course;
6.    Any student who scores 165 or higher on the Mathematical Reasoning or Reasoning Through Language Arts subject tests of the 2014 series GED;
7.    Any transient student with documentation;
8.    Any student who is enrolling for personal enrichment purposes only.

**Placement Score Chart**

|  | __ACT__ | __SAT (prior to 2016)__ | __New SAT__<br><br>**(Section Score)** | __New SAT__<br><br>**(Test Scores)** |
|---|---|---|---|---|
| **English/**<br><br>**Writing** | ≥ 18<br><br>(English) | ≥ 440<br><br>(Writing) | ≥ 510 (Evidence Based Reading and Writing) | ≥ 25<br><br>(Writing and Language) |
| **Reading** | ≥ 20 | ≥ 480 | ≥ 510<br><br>(Evidence Based Reading and Writing) | ≥ 26 |
| **Math** | ≥ 20 | ≥ 480 | ≥ 510 | ≥ 25.5 |

**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 or obtain information from high school counseling offices for test dates

**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. 2282.

**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 Postsecondary 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.

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

Access to the LRC collections is available through the online catalog "Webcat."  Links to library resources are provided on the ESCC home page.  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 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.  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.  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.

Test proctoring hours will be posted each semester. Please call (334) 347-2623, ext. 2304 for testing hours. Students will need to call during the hours the lab is open to make an appointment.

NOTE:  Exams must be started no later than one hour before posted closing time and completed by posted closing time.

**VI.     COMPUTER LAB—OZARK CAMPUS**

The Computer Lab, located in Steagall Hall on the Ozark Campus, is set up to assist students with placement assessment testing and to provide students with test proctoring services for online classes.  All testing is conducted by appointment only and appointments must be made at least 24 hours in advance.  For more information or to schedule an appointment, call (334) 347-2623 ext. 3640.

**VIII.    COLLEGE TRANSFER DAY**

Each Spring semester, 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. 2339 or stop by the Admissions Office in Lurleen B. Wallace Hall Student Center.

**IX.     MASTER STUDENT**

This course is designed primarily for first-time students or any other student who would like the opportunity to learn and adopt methods to promote their success in college. Topics include time management, reading, memory, note-taking, test-taking, diversity, writing, money management, and career planning. Students will be given a learning skills and learning sbiotyles 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.

<div style="text-align: right">Student Services</div>

**XI.**    **THE ESCC BOOKSTORES**

College books stores are located on the Enterprise Campus, Ozark Aviation Center Campus and the Mobile Aviation Campus.

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 one week before classes begin.

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

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.**    **ESCC 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.

**A.  ORGANIZATION GUIDELINES**

1. The establishment of social sororities and fraternities and/or societies is considered in conflict with the institution philosophy, and hereby prohibited at Enterprise State Community College.

2.  Enterprise State Community College must publish and distribute policies regarding student organizations. Institutional policies and procedures will be reviewed annually and updated as required.

3. Individuals who wish to organize or sponsor a new student group must obtain approval for the new group from the Dean of Students.  Student groups must have a faculty or staff sponsor.

**B.  ACTIVE ORGANIZATIONS**

The ESCC student organizations are listed below alphabetically and are followed by a code indicating the campus, site, or center where the organization is available:  Enterprise Campus (E), Alabama Aviation Center at Ozark (O), and Aviation Center at Mobile (M).

**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.

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

**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.

**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.

**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.

**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.

**Debate Club (E) -** The Debate Club is a group that works towards learning basic debating skills and competes in intramural and regional public forum debate tournaments.  Debate members participate in learning techniques and rehearse tournament style debate in order to gain competencies in speech, communication, and argumentation.  Debaters greatly enhance their critical and analytical thinking skills and research abilities.

**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.

**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.

**ESSSA (E)—** The Enterprise State Secular Student Alliance (known as ESSSA) is an affiliate of the national Secular Student Alliance.  The SSA and its affiliates are agreed on four standards: groups are naturalistic, economically neutral, civil-rights minded, and non-discriminatory.  We are here to organize, unite, educate, and serve students and student communities that promote the ideals of scientific and critical inquiry, democracy, secularism, and human-based ethics.

**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.

**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.

**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.

**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.

**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.

**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.

**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.

**Republican Club (E) -** The Enterprise State College Republicans is a group of students who support conservative values.  The main purpose of the College Republican Club is to inform ESCC students on city, county, state, and national government.

**Rotaract Club (E) -** The ESCC Rotaract Club provides an opportunity for young men and women to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service.

**Scholars' Bowl (E)—** Scholars' Bowl is a varsity academic team that travels throughout the state and nation competing with similar teams from other colleges and universities.  It is a competition involving fast reflexes, great amounts of collegiate knowledge, and close teamwork.   Scholarships are available.

**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.

**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.

**Student Services**

**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.

**World Perspectives –** The purpose of this organization is to help the students of Enterprise State Community College to gain a new perspective on the world and all of its cultures.

**Write Club (E)—** The ESCC Literary Society & Creative Writing Club (known as Write Club, informally) is a group of students who meet regularly to foster and improve creative writing in those interested in pursuing that as a hobby or career as well as to share creative literary works that the members enjoy, including—but not limited to—novels, poetry, drama, film adaptations, and song lyrics.

**Young Democrats of ESCC-** The purpose and aim of the Young Democrats of ESCC shall be to offer an organization for individuals who identify as a member of the Democratic party or identify themselves in a central left to far left political opinion, as well as promoting the discussion and understanding of political ideas.

## 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 Community College Systems Board of Trustee 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 Community College System Board of Trustees 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 goals.

### A. Advisor Role and Responsibilities

The academic advisor helps the student select courses and learning experiences that support 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, inform the Financial Aid Office of the major change and then forward the Change of Major form to the Registrar or Director of Counseling
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, the 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

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 result in 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.

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 downloaded 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 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. Social Media and Online Communities (Facebook, Twitter, YouTube, Instagram, Snapchat, etc.)

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

Anyone posting to social media sites can be held legally responsible for the comments posted.

Posts by page administrators, or others, to social media sites do not necessarily reflect the opinions of the college.

ESCC monitors all sites & reserves the right to edit, change or modify any post not in compliance with college guidelines

### A. GUIDELINES FOR USING SOCIAL MEDIA

1.  Obscenities, personal attacks, harassment, threats, hateful, slanderous, unlawful or defamatory comments will not be tolerated. These type items will be removed and any person making such post will be reported to the Dean of Student's office for violation of student code of conduct or to the appropriate authorities.
2.  Remember your target audience and do not post text, video, pictures or other items that could alienate, harm, or provoke other students, colleagues, instructors, or peers.
3.  Be accurate and review posts for grammatical or factual errors.  The college reserves to right make related corrections as necessary or to remove post that violate ESCC guidelines.
4.  No Spamming - All posts must be relevant to ESCC.  The college's social media sites can not be used to promote businesses, personal causes, or political candidates.
5.  Copyrights - Do not post any item that infringes on the rights of any third party.  These include intellectual property, privacy or public rights
6.  No Soliciting

### B. PERMISSIONS

1.  By posting text, pictures, or video to any ESCC social media site, the user acknowledges that Enterprise State Community College, including the Alabama Aviation Center, has the irrevocable right to the material posted.  These items, including photographs and/or text may be reproduced, copied, distributed, published, displayed, edited, or modified, or used in other way as deemed necessary and/or beneficial to the college.
2.  Any college department, club, or organization planning to establish, create, or maintain a social media site, must first obtain written permission from the Dean of Students or college president.

    **A.** Any student organization affiliated with Enterprise State Community College shall adhere to the same IT policies as an individual student. All content (including text, photos, & video, posted on a student organization social network site (i.e., Facebook, Titter etc.) shall be consistent with the mission of Enterprise State Community College. Any person or organization in violation of this policy shall be subject to sanctions under the Student Code of Conduct.

ESCC is not responsible for the content of any other website outside of the escc.edu domain.

### 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.

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

2. Acceptable Use Policy
   The use of all campus computing resources and access to the Internet is a PRIVILEGE, not a RIGHT. All students and college employees are responsible for using these resources in an effective, ethical, and lawful manner. College computing resources (software and hardware) are to be used to advance the College's mission. The College provides an atmosphere that encourages access to knowledge and sharing of information.

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

Student Services

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

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

3. Unacceptable Use Policy

    a. **Legal Use -** Computing resources may only be used for legal purposes. Examples of UNACCEPTABLE purposes include, but are not limited to, the following:
- Harassment of other users;
- Libeling or slandering other users;
- Destruction of or damage to equipment, software, or data belonging to the College or other users;
- Disruption or unauthorized monitoring of electronic communications;
- Unauthorized copying of copyright-protected material.
- Pornography installation
- Concealing or misrepresenting your name or affiliation in e-mail messages

    b. **Ethical Use -**Computing resources should be used in accordance with the ethical standards of the College community. Examples of UNACCEPTABLE use (some of which may also have legal consequences) include, but are not limited to, the following:
- Violation of computer network security;
- Setting up servers and machines that are against College policies or which invite an exceptional amount of network access traffic;
- Unauthorized use of computer accounts, access codes, or network identification numbers assigned to others;
- Use of computer communications facilities in ways that unnecessarily impede the computing activities of others (such as randomly initiating interactive electronic communications or e-mail exchanges, overuse of interactive network utilities, and so forth);
- Use of computing facilities for private business purposes unrelated to the mission of the College or to College life
- Academic dishonesty (plagiarism, cheating, etc.);
- Violation of software license agreements;
- Violation of network usage policies and regulations;
- Violation of another user's privacy;
- Display or distribution of materials (text, audio, or video) which are obscene, sexist, or racist in any campus location where it may be deemed offensive to other individuals;
- Use of profanity, obscenity, or other language which may be offensive to other individuals

**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.

**N.  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.

**O. 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

**Purpose**

The purpose of the ESCC Disciplinary Procedures is to provide a process to address formal complaints concerning students at the College, discuss them in an orderly and amicable fashion, and resolve them equitably and fairly.

**Filing a Complaint**

In an effort to resolve student complaints at the initial administrative level, the College seeks to promote simple, honest and straightforward communication between the complainant, the student (s), and the College.

An individual who has a grievance should complete the Official Complaint Form – Form A found in the Dean of Students office and submit it to the Dean of Students immediately after the alleged discrepancy is recognized. Official complaints should include, but are not limited to, one or more of the prohibited behaviors listed within the College's Code of Student Conduct in the Catalog and Student Handbook which documents the standard of conduct by which students and organizations are expected to abide.

**Processing of Complaint**

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 individual 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 complainant and 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 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 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 closed hearing. There shall be a minimum of five (5) business days 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. In the event of extenuating circumstances, the student may request to defer the hearing based on the Dean of Students approval within 24 hours of the scheduled hearing date. The student may request to defer the hearing date up to 3 business days. The written hearing notification may be sent to the student's residence and may also be communicated to the student via the student's ESCC student email address.

Student Services

**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.** Once the Dean of Students determines the need for a hearing, a hold shall be placed on the student's record until the disciplinary process is completed.

**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 decision letter shall be sent to the student, the complainant, the Disciplinary Committee, and the President within three (3) business days after the hearing.

**G.** The student has ten (10) business days from the date of the decision letter from the Dean of Students to complete the Complaint Appeal Form – Form B with the Dean of Students office to appeal the decision of the Disciplinary Committee to the Disciplinary Appeals Committee. The student may request the Complaint Appeal Form from the Dean of Students office.

**H.** The 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 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 Disciplinary Committee. A written copy of the decision reached by the Disciplinary Appeals Committee shall be sent to the student by the Dean of Students.

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

**J.** All disciplinary proceedings/records are confidential.

**K.** These disciplinary procedures 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 Disciplinary Committee appointed by that location's Dean or Director. The Ozark Campus College Disciplinary Committee will serve any aviation sites. Each Disciplinary Committee will consist of three faculty, two 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 Disciplinary Committee.

    **A.  The Hearing**
      1. **Notice:** 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 the location of the Disciplinary Committee hearing.
      2. **Legal Counsel:** At the hearing the student may be advised by legal counsel of his/her choice. Legal counsel may not address the Disciplinary Committee or any witness.
      3. **Testimony:** The student may call witnesses on 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.
      4. **Nature of Hearing**: All disciplinary hearings are closed to everyone except those authorized by the Dean of Students.

    **B.  Waiving the Hearing**
      1. Within twenty-four (24) hours of notification of the hearing, a student may waive the right to a hearing before the Disciplinary Committee. Should a student waive the right to a hearing before the Committee, the Dean of Students may accept jurisdiction.
      2. Once a student has knowingly and voluntarily accepted in writing the authority of the Dean of Students jurisdiction and has been informed of his/her rights, the student is deemed to have waived the right to request a hearing before the Disciplinary Committee.
      3. Once the Dean of Students has been granted jurisdiction, the Dean of Students may make a determination of guilt 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 may be imposed.

C.  **Hearing Procedures**
    The hearing before the Disciplinary Committee is not a court proceeding and therefore adherence to Federal or State Rules of Court is not required. The Hearing shall proceed as follows:
    1.   All disciplinary hearings are closed to everyone except those authorized by the Dean of Students.
    2.   All proceedings of the hearing shall be recorded.  The record of the hearing shall be maintained in the office of the Dean of Students.
    3.   The proceeding shall open with the Chairperson of the Disciplinary Committee reading the charge against the student and the advisement of the student's right to remain silent.
    4.   The plaintiff or a representative of the plaintiff shall present the evidence against the accused student in the presence of the student and the Committee shall be afforded the opportunity for reasonable cross-examination.
    5.   The defendant (accused student) may then present the evidence on his/her behalf and the Disciplinary Committee shall be afforded the opportunity for reasonable cross-examination.
    6.   Legal Counsel may not speak or conduct cross-examination; however, counsel may advise his/her client.
    7.   Rebuttal evidence may be presented by either party as necessary but not so as to be redundant.
    8.   While the Disciplinary Committee deliberates and makes its decision only committee members are to be present.
    9.   The Disciplinary Committee can determine (by simple majority) that the student in fact did commit the act as charged only if it finds the evidence to be clear and convincing.

D.   **Rules of Evidence used in the Hearing**
    The Federal and/or applicable State Rules of Evidence shall not be required or enforced.
    1.   The Disciplinary Committee does not have the power to subpoena or require sworn testimony of students appearing before the Committee or of witnesses for or against the student.  Refusal of a student to make a statement or to answer any or all questions shall be no basis for a determination of guilt or innocence.
    2.   Written statements from absent witnesses shall be admissible only when a witness is unable to attend for good cause shown.   If the student challenges any significant part of a written statement, the 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.
    3.   A student's prior record (legal or disciplinary) shall be inadmissible as evidence to prove guilt or innocence; however, a prior record may be considered by the Committee in determining the appropriate disciplinary action.
    4.   Although formal Federal and State Rules of Evidence shall not be observed in proceedings before the Disciplinary Committee, the 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.

XXI.    **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 (should this be reinstatement) 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 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.   loss of privilege performing  reasonable civic and noncredit academic assignments.

Any student(s) who fails to abide by the condition of sanctions may face additional disciplinary actions and shall be required to appear again before the 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.

## XXII.   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.

Enterprise State Community College complies with all directives from The National Junior College Athletic Association concerning drug testing and substance abuse.

A. **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**

**Student Services**

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:** Campus Security (334) 347-2623 Ext. 2277, (334) 447-7564 or dial 911.  If a security person is not available, the situation should be reported to the Dean of Finance and Administration, WA A114, 334-347-2623 Ext. 2211 or the Extended Programs Director, WA 119, 334-347-2623 Ext. 2276

2. **Alabama Aviation Center at Ozark**:  ATTC Director's Office, (334) 774-5113 Ext. 3692

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

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

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

C.  **Campus Crime Statistics**

Campus crime statistics relate to incidents occurring on any location operated by Enterprise 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 2013 there were no major crimes committed at any ESCC location. This report is available on the college website.   Crime report is available on website under security tab:  Clery Report.

## 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:

   A.  Visitors

   B.  Faculty/Staff (Permit Required)

   C.  Handicapped (Permit Required)

   D.  Students (Permit Required)

   E.  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.

**Student Services**

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 Finance and Administration 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 Finance and Administration. All appeal decisions shall be submitted to the individual in writing.

**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 Ext. 2277 or (334) 447-6555.  Security will not unlock doors or charge dead batteries.

Security on the Ozark Campus can be contacted by dialing (334) 447-2154.  Security at the Mobile Center can be contacted by dialing (334) 347-2623, ext. 5100; security on the Albertville and Andalusia 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:
Enterprise Campus - 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
Ozark Campus - Dean of Aviation at the Alabama Aviation Center in Steagall Hall
Mobile Campus - Main office in the Aviation Center
All Aviation Facilities – Director's office

## 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.

## XXXV.  FUND RAISING

The President of Enterprise State Community College controls the College's fund raising activities. All fund raising activities for the College must be approved by the President prior to the fund raiser.

**XXXVI.  FREE SPEECH ZONE**

The Free Speech Zone is a designated area that may be reserved though the Dean of Students' office.  All information and content of the "Free Speech Zone" is for informational and educational purposes only.  All information expressed by the individual or organization using Enterprise State Community College's "Free Speech Zone" is particular to the individual/ organization, and is not in any way expressing a belief of Enterprise State Community College in whole or part.

## Academic Policies

**I.    GRADING**

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

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

Satisfactory grades are "A," "B," and "C."  Most colleges and universities will not accept transfer of 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.  Regardless of the grade, the second grade awarded will be counted in the computation of the cumulative grade point average.

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.]

Implementation of course forgiveness at the College does not guarantee that other institutions will approve such action.  This determination is made by the respective transfer institution.

**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

**Academic Policies**

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" by the Associate Dean of Students. (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 regardless 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  or Google Chrome

2.   56.9Kb modem or better

3.   Windows or MAC Operating System

4.   Microsoft Office Suite 2013

**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, Canvas, for our online courses.

**F.**   Attendance:  **"No Show" Definition for Distance Education Courses**:  For a distance education course, a "No Show" student is one who has never actively participated in the course.  Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled.  The Attendance Verification Quiz must be completed by noon on the 5th calendar day of each semester.  Logging in to the course of sending an e-mail is not considered active participation.

**G. Proctor Policy**

Students are required to take at least one proctored exam in each online course each semester.  Students may choose to use an on-campus proctor, a proctor approved by the Office of Online Learning, or an online proctor provided by Proctor U for an additional fee.

Students are not allowed to use electronic devices, or any other materials, during proctored tests or proctored assignments unless approved by the instructor.  Instructors are to give prior notification to proctors regarding which, if any, electronic devices or other materials may be used during the proctored exam or assignment.  Permitted devices or materials are to be noted in the course syllabi.

**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 a designee at ESCC Campus Site. To take

a proctored 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.

**Enterprise State Community College Employees**

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

**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 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, 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.

### H.    PRIVACY STATEMENT—DISTANCE EDUCATION COURSES

Enterprise State Community College (ESCC) is committed to protecting the privacy of all students using our Learning Management System, Canvas by Instructure, Inc.  This Privacy Statement describes what information is collected on the Canvas 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 students enroll in an Enterprise State Community College online course, a username, login identification, and password are generated by the College's administrative software.  Students are encouraged to change their passwords after the initial login.  Student login information is linked to his/her ESCC e-mail address.  The student's first and last names are visible to the instructor and students in many areas of Canvas, such as the discussion board, chat room, groups, and course mail (message) list.  The username is only visible to the instructor, division chairpersons, and Canvas system managers which include system administrators and technical support personnel.

After a student logs into Canvas and accesses his/her course, much of his/her 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 cookie stores a unique, random user ID that links users to their Canvas accounts, giving the cookie 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, Canvas 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 Canvas is password-protected, the only students who have access to online courses are those students who are officially enrolled in an online course.  The work that students submit through Canvas will remain in the course until the course is deleted from the server.  The server is located in Sandy, Utah and is hosted and maintained by Instructure, Inc.  Instructure performs daily data backups with weekly off-site tape rotation.  Additionally, Canvas regularly monitors the system's unauthorized activity.  No unauthorized individuals of Instructure 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 the policies below:

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 Canvas course through a secure log in process.  Each password is encrypted by Canvas, 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 Policy located in this *College Catalog and Student Handbook.*

b.    Each time students finish using Canvas, they are to click the "Log Out" button and exit the web browser.

Closing the web browser is especially important if students share a computer or are using a computer in a lab.

4. **Access of Student Information**

Only authorized individuals of Instructor Inc. and Enterprise State Community College have complete access to students' usernames and work posted on Canvas. Authorized individuals are system managers, the division chair, and the instructor(s) of the course. Students have the ability to change their passwords whenever they choose in Canvas. Students have access to past courses until the courses are either deleted from the server or the instructor 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 Canvas 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 Canvas Privacy Statement.

7. **Contact Information**

Please direct questions and/or concerns to the Office 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 transfer credit courses. A course may be counted only once for purposes of meeting graduation requirements.), unless the course has been approved by the Alabama Community College System 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. transfer into Enterprise State Community College only credit hours that represent coursework relevant to the degree, with course content and level of instruction resulting in student competencies at least equivalent to those of students enrooled in the undergraduate degree programs of the College. In assessing and documenting equivalent learning and qualified faculty members, the College may use recognized guides that aid in the evaluation for credit. Such guides include those published by the American Association of Collegiate Registrars and Admissions Officers, the American Council of Education, and the National Association of Foreign Student Affairs;
E. submit a formal application for graduation in accordance with institutional policy;
F. fulfill all financial obligations to the College; and,
G. meet graduation requirements for the appropriate catalog. Students are guided by the Enterprise State Community College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term). Students may elect to be guided by a new catalog during their continuous enrollment period. Breaking continuous enrollment will result in students

being guided by the catalog in effect the term they reenroll.  Students who change majors will be guided by the catalog in effect at the time the new major is declared.

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 Community College System 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 transfer credit courses.  A course may be counted only once for purposes of meeting graduation requirements.  A student must have a "C" average in both English 101 and 102 for Associate in Arts, Associate in Science, and Associate in Applied Science;

**C.**    complete at least 25% of semester credit hours required of the degree through courses from Enterprise State Community College in Applied Science degrees that require English 101 and English 102.  A grade of "D" will be accepted for English 101 in Associate in Applied Science degrees that do not require English 102;

**D.**    submit a formal application for graduation with a counselor in accordance with institutional policy;

**E.**    fulfill all financial obligations to the College; and,

**F.**    meet graduation requirements for the appropriate catalog.  Students are guided by the Enterprise State Community     College catalog in effect their first term of enrollment as long as they maintain continuous enrollment (except summer term).  Students may elect to be guided by a new catalog during their continuous enrollment period.  Breaking continuous enrollment will result in students being guided by the catalog in effect the term they reenroll.  Students who change majors will be guided by the catalog in effect at the time the new major is declared.

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. Attendance policies specific to a course shall be included in course syllabi, which shall be distributed to students enrolled in applicable course(s). 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 an online course, a "No-Show" student is one who has never actively participated in the course. Active participation is defined as completing the Attendance Verification Quiz for each online course in which the student is enrolled. The Attendance Verification Quiz must be completed by noon of the fifth *calendar* day of each semester. Logging in to the course or sending an e-mail 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.

**Academic Policies**

    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 indicate his or her support for re-admission on the no-show cancellation form.

    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.

4   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 more than 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 more than ten percent of the instructional time in an aviation maintenance technology class is commonly known as "timing out".  Students nearing the minimum limit of attendance are advised to withdraw from the class and will receive the grade of, "W", "WP", or "WF", depending on the prevailing policy at the time of withdrawal, if the absences are not due to "extreme and unavoidable circumstances".

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, outside normal class hours, to ensure that no fewer than 126 instructional contact hours, and missed materials, are completed.

The Dean of Instruction notifies the student in writing of the outcome of his or her appeal.  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 by the Associate Dean of Students.  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 the  re 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 grade point average,

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

**CLEAR:**  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.

**Academic Probation:**  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.

**Suspended – one semester:**  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".  A students who is placed on "suspension – one semester" will have their schedule dropped.

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.

**Suspended – one year:**  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

**Academic Policies**

one year suspension.  The transcript will read "SUSPENDED—ONE YEAR".  A student who is placed on "suspension – one year" will have their schedule dropped.

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 placed student's transcript.

*Any student on suspension will automatically lose their schedule for the following term.

## 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 a written request that identifies the record(s) they wish to inspect.  The Associate Dean of Students 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, 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,
8.  weight and height of members of the athletic teams,
9.  most recent educational institution attended,
10. photographs,
11. enrollment status, and
12. email addresses.
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 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. 2272.

**XXIII.    FINAL EXAMINATIONS**

Examinations are required in all courses of study, and each individual course requires a **final** examination.  Attendance at final exams is mandatory, and no student is allowed to exempt this requirement with the exception of deployed military personnel. Students who must miss a final exam have the responsibility of notifying the instructor prior to the exam and providing acceptable evidence regarding the cause of the absence when returning to the College.

Final exam schedules are issued by the Dean of Instruction office, and other important information is provided in each course syllabus disseminated to students by faculty members at the beginning of each term. Any student who desires to schedule an exam at a time other than that published on the final exam schedule must receive approval from the faculty member administering the exam and the Dean of Instruction.

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. After the Drop and Add period is over, students cannot add classes to their term schedules and can drop classes only by following withdrawal procedures.

**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 complete withdrawals in person.

**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, the Alabama Aviation Center at Ozark office, the Alabama Aviation Center at Mobile office, or the directors' offices at the Alabama Aviation Centers at 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.

Students must complete withdrawals in person.

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 the grade they earned in the course. 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.

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

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 Certificates:**  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.  **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 College committee will appear in the national publication *Who's Who Among Students in American Junior Colleges*.

F.  **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.

Enterprise State Community College accepts CLEP credit awarded by other institutions only if College requirements regarding scores and other restrictions are met. The College cannot guarantee that other institutions of higher education will accept CLEP credit awarded by Enterprise State Community College. Students should consult their institution's policy prior to taking a CLEP examination.

## 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.

With a score of **3** or higher students receive credit for a minimum of one course in the subject area corresponding to the test. Credit is awarded based on students' majors. Additional AP credit in a single subject area may be awarded based on an evaluation of students' high school records and career goals. To apply for additional credit, students should contact the Associate Dean of Students.

## XXXI. SPECIAL PROGRAMS FOR MILITARY SERVICE MEMBERS

**A. Army Tuition Assistance, as well as other financial aid programs offered by the College, is available to service members.**

**B. Service members Opportunity College Associate Degree (SOCAD)**

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

1. Service members Opportunity Colleges Consortium
    The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for service members 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 service members 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.  The same quality education will be offered during evening hours as traditional class times. 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

Enterprise State Community College offers adult education and skills training services in Coffee, Dale, Geneva, and Pike County. Adult Education classes provide opportunities for learners who are 17 years of age or older and not enrolled in a public school, to improve skills in reading, writing, mathematics, and communication. Students may:

- prepare for the GED®
- get certified and tested through WorkKeys
- earn the Alabama Career Readiness Certificate
- learn English as a Second Language (ESL)
- acquire essential skills for job placement
- take college preparatory classes for a seamless transition into college

Classes are offered *free of charge* on the Enterprise and Ozark campuses, at the Enterprise and Troy Career Centers, and at twelve other locations throughout our four-county service area. Day, evening, and weekend classes are available. For additional information, call (334) 347-2623, ext. 2218.

#### GED TESTING

ESCC's Enterprise Campus is a GED® Testing Center. The GED® computer-based exam includes four sections: Reasoning through Language Arts, Mathematical Reasoning, Science, and Social Studies. The cost of the exam is $30 per section or $120 for the complete battery. Each section may be taken individually or combined with other sections as desired by the examinee. Exams may be scheduled online at www.GED.com or by phone at 1-877-EXAM-GED (392-6433). A credit or debit card is required. For additional information, call (334) 347-2623, ext. 2273.

### XXXV.  INDUSTRY TRAINING

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 current and prospective employees.  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 may be 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 ESCC Scholars' Bowl team sponsors an annual Scholars' Bowl for high school teams in the College's service area.  Trophies are awarded to high-performing teams and individuals, and scholarships are also offered to the best players.  This competition is open to all high schools and typically occurs in December

**C.  English Tournament**
The ESCC English Division hosts an English Tournament for high school students in the College's service area.  The event is usually held in the spring each year.  The tournament includes exams in British Literature, American Literature, Language and Vocabulary, as well as a speech competition.

# NOTES

**Academic Policies**

# Degree Plans

Enterprise State Community College offers Associate in Arts (AA) and Associate in Science (AS) degrees for students who plan to transfer into baccalaureate degree programs. Students should select specific courses based on the requirements of the program into which they plan to transfer. Students should consult with the Statewide Transfer and Articulation Reporting System (STARS) to ensure transferability of courses to in-state institutions as well as the catalog of the intended transfer institution. Go to http://stars.troy.edu.

Following is a list of institutions in Alabama that offer baccalaureate degree programs in the designated major. (Note that this list was current as of spring 2014; students should visit the STARS website for updates.) Students can complete the first two years of the degrees at ESCC and earn an AA or AS degree by following the prescribed courses in the STARS transfer guide. Students wishing to obtain an official transfer guide should use the STARS transfer guide request page. Students planning to transfer to an out-of-state college or university should follow the courses prescribed for the first two years as listed in this catalogs. Students can also transfer courses among the public two year colleges in Alabama.

**Advertising**
University of Alabama

**Agricultural Business and Economics**
Auburn University

**Agriscience Education**
Auburn University

**Agronomy and Soils**
Auburn University

**Animal Sciences**
Auburn University

**Anthropology**
Auburn University
University of Alabama
University of Alabama at Birmingham
University of South Alabama

**Apparel and Textiles**
Auburn University
University of alabama

**Applied Mathematics**
Auburn University

**Architecture**
Auburn University

**Art Education**
Alabama A&M University
Alabama State University
Auburn University at Montgomery
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

**Art History B.A.**
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

**Art Studio B.A.**
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama

**Art Studio B.F.A.**
Alabama A&M University

Alabama State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama

**Athletic Training**
Troy University University of Alabama University of West Alabama

**Behavioral Science**
Athens State University

**Biology**
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

**Biology Education (Middle/High School)**
Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

**Biomedical Sciences**
University of South Alabama

**Building Science**
Auburn University

**Business (All Business Majors)**
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham

University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

**Business Education: (Middle/High School)**
Alabama A&M University
Alabama State University
Auburn University
University of North Alabama

**Career Technical Education**
Athens State University

**Chemistry**
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

**Chemistry Education (Middle/High School)**
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

**Clinical Lab Sciences/Medical Tech**
University of Alabama at Birmingham
University of South Alabama

**Communication Studies or Speech**
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

**Computer Science**
Alabama A&M University
Alabama State University
Athens State University
Auburn University

Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

Consumer Sciences
University of Alabama

Criminal Justice
Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama

Cyber Assurance
University of South Alabama

Dance
Troy University
University of Alabama

Economics B.A.
Jacksonville State University
Troy University
University of Alabama

Elementary or Early Childhood Education
Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Emergency Management
Jacksonville State University

Emergency Medical Services
University of South Alabama

Engineering - Aerospace
Auburn University
University of Alabama

Engineering - Biomedical
University of Alabama at Birmingham

Engineering - Biosystems
Auburn University

Engineering - Chemical
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

Engineering - Civil
Alabama A&M University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

Engineering - Computer Engineering
Auburn University

University of Alabama in Huntsville

University of South Alabama

Engineering - Computer Science Auburn
University University of Alabama
University of Alabama at Birmingham
University of South Alabama

Engineering - Electrical Alabama A&M
University Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville University
of South Alabama

Engineering - Industrial Auburn
University University of
Alabama
University of Alabama at Birmingham
Engineering - Materials Auburn
University University of
Alabama
University of Alabama at Birmingham

Engineering - Mechanical Alabama
A&M University Auburn
University University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville University
of South Alabama

English (BA or BS)
Alabama A&M University
Alabama State University Athens
State University Auburn
University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville University
of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

English/Language Arts Education (Middle/High School)
Alabama A&M University
Alabama State University Athens
State University Auburn
University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville University
of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Environmental Science Alabama A&M
University Auburn University
Troy University University of
Alabama University of West
Alabama

Exercise Science and Wellness
Jacksonville State University

Family & Consumer Sciences / Human Environmental
Sciences
Alabama A&M University
Jacksonville State University
University of Alabama University of
Montevallo University of North
Alabama

Fisheries and Allied Aquacultures
Auburn University

Food Science
Alabama A&M University

Foreign Language
Alabama A&M University
Alabama State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Forestry
Alabama A&M University
Auburn University

French Education (Middle/High School)
Alabama A&M University
Alabama State University
Auburn University
Jacksonville State University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

General Science Education (Middle/High School)
Alabama A&M University
Alabama State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville

University of North Alabama
University of South Alabama
University of West Alabama

General Studies in Human Environmental Sciences
University of Alabama

Geography
Auburn University
Jacksonville State University
University of Alabama
University of North Alabama
University of South Alabama

Geography Education (Middle/High School)
Auburn University
University of Alabama
University of Alabama at Birmingham
University of North Alabama
University of South Alabama

Geology
Auburn University
University of Alabama
University of North Alabama
University of South Alabama

German Education (Middle/High School)
Auburn University
Jacksonville State University
University of Alabama
University of Alabama at Birmingham
University of North Alabama
University of South Alabama

Graphic Design
Auburn University
Troy University

Health Education (Middle/High School)
Alabama A&M University

Alabama State University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama

Health Informatics
University of South Alabama

Health Science
Athens State University

Health Services Administration
Auburn University

Health, P E & Recreation
University of North Alabama

History
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

History Education (Middle/High School)
Alabama A&M University
Alabama State University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Horticulture
Auburn University

Hospitality, Sport, and Tourism Management
Troy University

Hotel, Restaurant, and Hospitality Management
Auburn University University
of Alabama University of
South Alabama

Human Development & Family Studies
Auburn University
University of Alabama

Human Services
Troy University

Industrial Design
Auburn University

Industrial Hygiene
University of North Alabama

University of South Alabama
Information Systems

Information Technology
University of South Alabama

Integrated Marketing Communications
University of West Alabama

Interdisciplinary Arts
University of West Alabama

Interior Architecture
Auburn University

Interior Design
Auburn University
University of Alabama

International Studies
Auburn University at Montgomery
University of Alabama
University of Alabama at Birmingham
University of South Alabama

Interpreter Training
Troy University

Journalism
Alabama State University
Auburn University
Troy University
University of Alabama
University of Alabama at Birmingham
University of North Alabama

Kinesiology
University of Montevallo

Laboratory Technology
Auburn University

Liberal Arts/Studies
Alabama A&M University
Athens State University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama at Birmingham

Math Education (Middle/High School)
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Mathematics
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Meteorology
University of South Alabama

Music
Alabama A&M University
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville

University of Montevallo
University of North Alabama
University of South Alabama

Music Education (Middle/High School)
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama

Natural Resources Management
Auburn University

Nursing
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama
University of West Alabama

Nutrition
Auburn University
University of Alabama

Philosophy
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of South Alabama

Physical Education
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Physics
Alabama A&M University
Alabama State University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Physics Education (Middle/High School)
Alabama A&M University
Auburn University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama
Alabama A&M University

Political Science
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama

University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Polymer and Fiber Engineering
Auburn University

Poultry Science
Auburn University

Professional Health Sciences
University of South Alabama

Psychology BA or BS
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Public Administration
Auburn University

Public Health
University of Alabama at Birmingham

Public Relations
Alabama State University
Auburn University
University of Alabama
University of South Alabama

Public Safety & Health Administration
Athens State University

Radiologic Sciences
University of South alabama

Recreation Leadership
Jacksonville State University

Rehabilitation and Disability Studies
Auburn University

Rehabilitation (Non-Certification)
Troy University

Religious Studies
Athens State University
Auburn University
University of Alabama

Resources and Technology Management
Troy University

Respiratory Therapy / Cardio Science
University of South Alabama

Social Science
Troy University
University of Montevallo

Social Studies Education (Middle/High School)
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Social Work
Alabama A&M University
Alabama State University
Auburn University
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama

Sociology
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama
University of West Alabama

Spanish Education (Middle/High School)
Alabama State University
Auburn University
Jacksonville State University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of Montevallo
University of North Alabama
University of South Alabama

Special Education
Alabama A&M University
Alabama State University
Athens State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Alabama in Huntsville
University of North Alabama
University of South Alabama
University of West Alabama

Speech Pathology
Alabama A&M University
Auburn University
Auburn University at Montgomery
University of Alabama
University of Montevallo
University of South Alabama

Surveying and Geomatics Science
Troy University

Technology, Industrial Technology or Engineering Technology
Alabama A&M University
Jacksonville State University
University of West Alabama

Telecommunication and Film or Broadcasting
Alabama A&M University
Auburn University
Troy University
University of Alabama
University of North Alabama

Textile Management and Technology
Auburn University

Theatre
Alabama State University
Auburn University
Auburn University at Montgomery
Jacksonville State University
Troy University
University of Alabama
University of Alabama at Birmingham
University of Montevallo
University of North Alabama
University of South Alabama

Wildlife Ecology and Management
Auburn University

**Degree Plans**

# ESCC is online at www.escc.edu

# Degree Plans

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 found in 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).*

## ASSOCIATE IN ARTS DEGREE PLAN

This degree plan is for students who intend to earn a bachelor of arts degree.  Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the intended 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** |
|---|---|---|
| ENG 101 | Written Composition I | 3 |
| ENG 102 | Written Composition II | 3 |

| **AREA II:  HUMANITIES AND FINE ARTS\*** | | **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 | |
| or | or | |
| ENG 271, ENG 272 | World Literature I, World 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

*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

*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**                        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.

Degree Plans

** 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.

# ASSOCIATE IN SCIENCE DEGREE PLAN

This degree plan is for students who intend to earn a bachelor of science degree. Students should use this plan, the Statewide Transfer and Articulation Reporting System (STARS) (http://stars.troy.edu), and information from the intended 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**

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

**AREA II: HUMANITIES AND FINE ARTS***                                                    **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 | |
| or | or | |
| ENG 271, ENG 272 | World Literature I, World 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**

*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**

*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**** | **19-23 Credit Hours**

*Select 19-23 credit hours from Area I-IV courses or other electives as appropriate.* | 19-23

**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.

# DEGREE PLAN NOTES

**Degree Plans**

# CAREER TECHNICAL EDUCATION DEGREE PLANS AND PLANS OF STUDY

## CAREER PROGRAMS

Enterprise State Community College is meeting the needs of a growing and diversified job market by offering career technical programs to prepare students for careers that require study beyond high school but not a four-year degree.  Completion of a career technical program prepares 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 & Management
     *Concentrations:*
        Management & Supervision
Computer & Information Science
Computer Programming
Computer Systems Technology
Child Development

Computer Graphics
Emergency Medical Services
General Aviation Technology
Legal Assistant/Paralegal
Office Administration
     *Concentrations:*
        Administrative Assistant
        Health Information Technology
Paramedic
Powerplant Technology
3-D Simulation & Modeling

## 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 minimum requirements per Alabama State Board of Education policy 712.01.

**AREA I:**  **Written Composition I** ……. ................................................................................................................. **3-6 credit hours**

**AREA II:**  **Humanities and Fine Arts**................................................................................................................. **3-6 credit hours**
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 Applied 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**………………………………………………..................................................**3-6 credit hours**
COM 100 and COM 103 may be substituted only in non-degree eligible programs.

**AREA II:     HUMANITIES AND FINE ARTS** ................................................................................................**3-6 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** ………….. ..................................................................................**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 COMPOSITE MATERIALS
# SHORT-TERM CERTIFICATE

The Aviation Composite Materials short-term certificate program prepares students to inspect, fabricate, and repair aircraft and other components made of composite materials. **Note that AAS degrees, certificates, and short-term certificates are not designed to be transfer degrees.**

| | | |
|---|---|---|
| **AREA I:** | **WRITTEN COMPOSITION** | **0 Credit Hours** |
| **AREA II:** | **HUMANITIES AND FINE ARTS** | **0 Credit Hours** |
| **AREA III:** | **NATURAL SCIENCE AND MATHEMATICS** | **0 Credit Hours** |
| **AREA IV:** | **HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** | **0 Credit Hours** |
| **AREA V:** | **GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** | **9 Credit Hours** |
| | AMT 130          Fundamentals of Advanced Composite Materials | 3 |
| | AMT 131          Introduction to Non-destructive Testing of Composite Materials | 1 |
| | AMT 230          Advanced Composites Fabrication and Repair | 5 |

**TOTAL MINIMUM CREDIT HOURS:  9**

<div align="center">SUGGESTED SEQUENCE OF COURSES</div>

**SEMESTER 1**

| | | |
|---|---|---|
| AMT 130 | Fundamentals of Advanced Composite Materials | 3 CH |
| AMT 131 | Introduction to Non-destructive Testing of Composite Materials | 3 CH |
| AMT 230 | Advanced Composites Fabrication and Repair | 3 CH |
| **TOTAL** | | **9 CH** |



Students at the Alabama Aviation Center in Ozark

**Degree Plans and Plans of Study**

# AVIATION MAINTENANCE FOUNDATIONS
## SHORT-TERM CERTIFICATE

The Aviation Maintenance Foundations Short-Term Certificate program is designed to prepare qualified individuals to take Federal Aviation Administration (FAA) exams required of certificated Airframe and Powerplant Mechanics.  Courses follow the FAA General, Airframe, and Powerplant testing requirements.  There are two ways an individual may qualify to take the exams: 1) have 18 months of work experience as either an airframe or a powerplant maintenance technician, or 30 months combined documented on an FAA Form 8610-2 and endorsed by an FAA Inspector or 2) complete an airframe and/or powerplant training program at an FAA approved Part 147 training institution.  **Note that AAS degrees, certificates, and short-term certificates are not designed as transfer programs.**

**AREA I:** **WRITTEN COMPOSITION** **0 Credit Hours**

**AREA II:** **HUMANITIES AND FINE ARTS** **0 Credit Hours**

**AREA III:** **NATURAL SCIENCE AND MATHEMATICS** **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **9 Credit Hours**
| | | |
|---|---|---|
| GAT 101 | General Aviation Maintenance Comprehensive Studies | 3 |
| GAT 112 | Airframe Comprehensive Studies | 3 |
| GAT 122 | Powerplant Comprehensive Studies | 3 |

**TOTAL MINIMUM CREDIT HOURS:  9**

### SUGGESTED SEQUENCE OF COURSES
**SEMESTER 1**
| | | |
|---|---|---|
| GAT 101 | General Aviation Maintenance Comprehensive Studies | 3 CH |
| GAT 112 | Airframe Comprehensive Studies | 3 CH |
| GAT 122 | Powerplant Comprehensive Studies | 3 CH |
| | **TOTAL** | **9 CH** |

# NOTES

# 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 degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I:    WRITTEN COMPOSITION I and II**                                                        **3 Credit Hours**

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ENG 101 | English 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 II; At least three hours must be in Area II*
*Select 3 credit hours from:*

| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 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**                                            **9 Credit Hours**

| | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |
| MTH 116 | Mathematical Applications | 3 |

*Select at least 3 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 SCIENCES**                                 **3 Credit Hours**

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ECO 231 | Principles of Macroeconomics | 3 |
| ECO 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 |

*Degree Plans and Plans of Study*

| SOC 200 | Introduction to Sociology | 3**91** |
|---------|---------------------------|---------|

**AREA V:   GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**          **45 Credit Hours**

| 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 |

**Although it is not a requirement for graduation, successful completion of the Aviation Program's General and Airframe Comprehensive Exams is a requirement to be eligible for the FAA Written Exam and/or the FAA Oral and Practical Exam which leads to FAA certification.  Students must register and pay the current examination fees prior to testing.  See the semester schedule for details on exam dates, fees and registration deadlines.**

| AMT 107 | General Comprehensive Testing |
|---------|-------------------------------|
| AMT 117 | Airframe Comprehensive Testing |

**TOTAL MINIMUM CREDIT HOURS:  66**

*Students who intend 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 COURSE SEQUENCE OF AREA V COURSES

### FALL YEAR 1

| AMT 100 | Technical Preparation | 5 CH |
|---------|----------------------|------|
| AMT 101 | Basic Electricity | 5 CH |
| AMT 102 | Materials and Processes | 5 CH |
| AMT 107 | Generals Comprehensive Exam | |
| | **TOTAL** | **15 CH** |

### SPRING YEAR 1

| AMT 110 | Non-metallic Structures and Welding | 5 CH |
|---------|-------------------------------------|------|
| AMT 111 | Aircraft Sheet Metal Structures | 5 CH |
| AMT 112 | Airframe Systems I | 5 CH |
| | *(Prerequisite: Basic Electricity)* | |
| | **TOTAL** | **15 CH** |

### SUMMER YEAR 1

| AMT 113 | Airframe Systems II | 5 CH |
|---------|---------------------|------|
| AMT 114 | Airframe Systems III | 5 CH |
| | **TOTAL** | **10 CH** |

### FALL YEAR 2
*(Most students Begin Powerplant courses this semester)*

| AMT 115 | Airframe Systems IV | 5 CH |
|---------|---------------------|------|
| AMT 117 | Airframe Comprehensive Testing | |
| | **TOTAL** | **5 CH** |

# 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 AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I:    WRITTEN COMPOSITION**                                                                  **3 Credit Hours**

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| *ENG 131 | Applied Writing I | 3 |

**AREA II:   HUMANITIES AND FINE ARTS**                                                       **6 Credit Hours**

*Select 3 credit hours from:*

| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 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**                                      **9 Credit Hours**

| | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |
| MTH 116 | Mathematical Applications | 3 |

*Select at least 3 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 SCIENCES**                         **3 Credit Hours**

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ECO 231 | Principles of Macroeconomics | 3 |
| ECO 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 |

**Degree Plans and Plans of Study**

| PSY 210 | Human Growth and Development | 3 |
| SOC 200 | Introduction to Sociology | 393 |

**AREA V:  GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**          **45 Credit Hours**

| 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 |

**Although it is not a requirement for graduation, successful completion of the Aviation Program's General and Powerplant Comprehensive Exams is a requirement to be eligible for the FAA Written Exam and/or the FAA Oral and Practical Exam which leads to FAA certification.  Students must register and pay the current examination fees prior to testing.  See the semester schedule for details on exam dates, fees and registration deadlines.**

| AMT 107 | General Comprehensive Testing |
| AMP 127 | Powerplant Comprehensive Testing |

**TOTAL MINIMUM CREDIT HOURS:  66**

* Students who intend 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 COURSE SEQUENCE FOR FULL-TIME STUDENTS

#### FALL YEAR 1

| AMT 100 | Technical Preparation | 5 CH |
| AMT 101 | Basic Electricity | 5 CH |
| AMT 102 | Materials and Processes | 5 CH |
| | **TOTAL** | **15 CH** |

#### SPRING YEAR 1

| AMP 120 | Engine Theory and Propellers | 5 CH |
| AMP 121 | Reciprocating Engine Systems | 5 CH |
| AMP 122 | Reciprocating Engine Overhaul | 5 CH |
| | **TOTAL** | **15 CH** |

#### SUMMER YEAR 1

| AMP 123 | Reciprocating Engine Inspections | 5 CH |
| AMP 124 | Turbine Engine Theory | 5 CH |
| | **TOTAL** | **10 CH** |

#### FALL YEAR 2

| AMP 125 | Turbine Engine Overhaul | 5 CH |
| AMP 127 | Powerplant Comprehensive Exam | |
| | **TOTAL** | **5 CH** |

# AVIONICS TECHNOLOGY
# ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

Students learn to install, troubleshoot, repair, and maintain communication and navigation radios, weather radios, autopilots, on-board computers, transponders, and other equipment associated with aircraft communications and navigation. Graduates earn an Associate in Applied Science Degree in Avionics Technology. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I:   WRITTEN COMPOSITION**                                               **3 Credit Hours**

*Select 3 credit hours from:*
| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| *ENG 131 | Applied Writing I | 3 |

**AREA II:   HUMANITIES AND FINE ARTS**                                         **6 Credit Hours**

*Select 3 credit hours from:*
| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 credit hours from:*
| | | |
|---|---|---|
| ART 100 | Art Appreciation | 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 |
| THR 120 | Theatre Appreciation | 3 |
| THR 126 | Introduction to Theatre | 3 |

**AREA III:   NATURAL SCIENCE AND MATHEMATICS**                                **10 Credit Hours**
| | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |
| MTH 100 or higher | Mathematics, including MTH 116 | 3 |
| ** AVT 148 | Microprocessors and Interfacing | 4 |

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                          **3 Credit Hours**

*Select 3 credit hours from:*
| | | |
|---|---|---|
| ECO 231 | Principles of Macroeconomics | 3 |
| ECO 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**
| | | |
|---|---|---|
| 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 |

Degree Plans and Plans of Study

| AVT 214 | Navigation/ILS | 4 |
| AVT 215 | DME/Transponder | 4 |
| AVT 216 | Autopilot/Aircraft Systems | 4 |
| *credit hours from (these courses do not substitute for other courses in Areas I-V):* | | |
| AVT 100 | Foundation of Aviation Electronics | 3 |
| AVT 102 | Aviation Soldering | 2 |

**Select 0-5**

**Select 0-4 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 MINIMUM CREDIT HOURS:  73**

\* Students who intend 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 requirements in Area III.

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

#### FALL YEAR 1

| AVT 111 | Aviation Electronics Theory | 6 CH |
| AVT 112 | Aviation Electronics Laboratory I | 5 CH |
| MTH 100 or higher | Mathematics, including MTH 116 | 3 CH |
| | **TOTAL** | **14 CH** |

#### SPRING YEAR 1

| AVT 121 | Principles of Solid State | 5 CH |
| AVT 131 | Digital Concepts | 4 CH |
| AVT 141 | Introduction to Avionics | 2 CH |
| SPH 106 or 107 | Fundamentals of Oral Communication or Fundamentals of Public Speaking | 3 CH |
| | **TOTAL** | **14 CH** |

#### SUMMER YEAR 1

| AVT 142 | Electronic Communications | 5 CH |
| AVT 148 | Microprocessors and Interfacing | 4 CH |
| ENG 101 or 131 | English Composition I or Applied Writing I | 3 CH |
| | **TOTAL** | **12 CH** |

#### FALL YEAR 2

| AVT 211 | Pulse and Radar Circuits | 4 CH |
| AVT 212 | Aircraft Installation and Soldering | 4 CH |
| AVT 213 | Aviation Communications | 4 CH |
| CIS 146 | Microcomputer Applications | 3 CH |
| Area II Elective | Humanities and Fine Arts | 3 CH |
| | **TOTAL** | **18 CH** |

#### SPRING YEAR 2

| AVT 214 | Navigation/ILS | 4 CH |
| AVT 215 | DME/Transponder | 4 CH |
| AVT 216 | Autopilot/Aircraft Systems | 4 CH |
| AVM 140 or 145 | FCC Rules and Regulations or Certified Electronics Technician | 0-2 CH |
| Area IV Elective | History, Social, and Behavioral Sciences | 3 CH |
| | **TOTAL** | **15-17 CH** |

# BUSINESS ADMINISTRATION & 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 with an emphasis in accounting.  Graduates earn an Associate in Applied Science Degree in Business Administration and Management.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION**                                           **3 Credit Hours**
    ENG 101      English Composition I      3

**AREA II: HUMANITIES AND FINE ARTS**                                      **6 Credit Hours**

*Select 3 credit hours from:*
    SPH 106      Fundamentals of Oral Communication      3
    SPH 107      Fundamentals of Public Speaking      3

*Select 3 credit hours from:*
    ART 100      Art Appreciation      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
    THR 120      Theatre Appreciation      3
    THR 126      Introduction to Theatre      3

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                             **9 Credit Hours**
    CIS 146      Microcomputer Applications      3
    CIS 196      Commercial Software Applications  **OR**      3
    MTH 100 or higher      Intermediate College Algebra      3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                     **3 Credit Hours**
    ECO 231      Principles of Macroeconomics      3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**   **49 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      1
    BUS 215      Business Communication      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
    OAD 134      Career and Professional Development      3
    WKO 101      Workplace Skills Development I      1

*Select 3 credit hours from:*
    *OAD 101      Beginning Keyboarding      3
    *OAD 103      Intermediate Keyboarding      3
    OAD 125      Word Processing      3

**TOTAL MINIMUM CREDIT HOURS:  70**

*Degree Plans and Plans of Study*

# SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS (Accounting Option)

\* Students may test out of required keyboarding courses.

### FALL YEAR 1

| | | |
|---|---|---|
| BUS 241 | Principles of Accounting I | 3 CH |
| BUS 275 | Principles of Management | 3 CH |
| OAD 131 | Business English | 3 CH |
| BUS 263 | The Legal and Social Environment of Business | 3 CH |
| OAD 101, 103, or 125 | Beginning Keyboarding, Intermediate Keyboarding, or Word Processing | 3CH |
| | **TOTAL** | **15 CH** |

### SPRING YEAR 1

| | | |
|---|---|---|
| ACC 140 | Payroll Accounting | 2 CH |
| BUS 146 | Personal Finance | 3 CH |
| BUS 242 | Principles of Accounting II | 3 CH |
| BUS 150 | Business Math | 3 CH |
| ECO 231 | Principles of Macroeconomics | 3 CH |
| | **TOTAL** | **14 CH** |

### SUMMER YEAR 1

| | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 CH |
| ENG 101 | English Composition I | 3 CH |
| MTH 100 or higher | Intermediate College Algebra | 3 CH |
| SPH 106 | Fundamentals of Oral Communication **OR** | |
| SPH 107 | Fundamentals of Public Speaking | 3 CH |
| | **TOTAL** | **12 CH** |

### FALL YEAR 2

| | | |
|---|---|---|
| ACC 129 | Individual Income Taxes | 3 CH |
| ACC 149 | Introduction to Accounting Spreadsheets | 3 CH |
| BUS 189 | Human Relationships | 1 CH |
| BUS 215 | Business Communication | 3 CH |
| BUS 248 | Managerial Accounting | 3 CH |
| ECO 232 | Principles of Microeconomics | 3 CH |
| Area II Elective | Humanities and Fine Arts | 3 CH |
| | **TOTAL** | **16 CH** |

### SPRING YEAR 2

| | | |
|---|---|---|
| BUS 248 | Managerial Accounting | 3 CH |
| BUS 296 | Business Internship | 3 CH |
| CIS 196 | Commercial Software Applications | 3 CH |
| OAD 134 | Career and Professional Development | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13** |

# BUSINESS ADMINISTRATION & MANAGEMENT
## ACCOUNTING OPTION
## SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level employees in business and accounting related occupations. Graduates earn a short-term certificate in Business Administration and Management with an emphasis in accounting. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

| | | |
|---|---|---|
| **AREA I: WRITTEN COMPOSITION** | | **0 Credit Hours** |
| **AREA II: HUMANITIES AND FINE ARTS** | | **0 Credit Hours** |
| **AREA III: NATURAL SCIENCE AND MATHEMATICS** | | **0 Credit Hours** |
| **AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** | | **0 Credit Hours** |
| **AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** | | **28 Credit Hours** |
| ACC 129 | Individual Income Tax | 3 |
| ACC 140 | Payroll Accounting | 2 |
| ACC 149 | Introduction to Accounting Spreadsheets | 3 |
| BUS 150 | Business Math | 3 |
| BUS 189 | Human Relationships | 1 |
| BUS 215 | Business Communication | 3 |
| BUS 241 | Principles of Accounting I | 3 |
| BUS 242 | Principles of Accounting II | 3 |
| BUS 248 | Managerial Accounting | 3 |
| BUS 296 | Business Internship | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS: 28**

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

### FALL SEMESTER YEAR 2

| | | |
|---|---|---|
| ACC 129 | Individual Income Tax | 3 CH |
| ACC 149 | Introduction to Accounting Spreadsheets | 3 CH |
| BUS 189 | Human Relationships | 1 CH |
| BUS 215 | Business Communication | 3 CH |
| BUS 241 | Principles of Accounting I | 3 CH |
| | **TOTAL** | **13 CH** |

### SPRING SEMESTER
### YEAR 2

| | | |
|---|---|---|
| ACC 140 | Payroll Accounting | 2 CH |
| BUS 242 | Principles of Accounting II | 3 CH |
| BUS 248 | Managerial Accounting | 3 CH |
| BUS 296 | Business Internship | 3 CH |
| BUS 150 | Business Math | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **15 CH** |

*Degree Plans and Plans of Study*

# 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 with an emphasis in management and supervision.  Graduates earn an Associate in Applied Science Degree in Business Administration and Management.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION**                                                    **3 Credit Hours**
| ENG 101 | English Composition I | 3 |
|---|---|---|

**AREA II: HUMANITIES AND FINE ARTS**                                              **6 Credit Hours**

*Select 3 credit hours from:*
| SPH 106 | Fundamentals of Oral Communication | 3 |
|---|---|---|
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 credit hours from:*
| ART 100 | Art Appreciation | 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 |
| THR 120 | Theatre Appreciation | 3 |
| THR 126 | Introduction to Theatre | 3 |

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                      **9 Credit Hours**
| CIS 146 | Microcomputer Applications | 3 |
|---|---|---|
| CIS 196 | Commercial Software Applications | 3 |
| MTH 100 or higher | Intermediate College Algebra | 3 |

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                              **3 Credit Hours**
| ECO 231 | Principles of Macroeconomics | 3 |
|---|---|---|

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**         **44 Credit Hours**
| BUS 146 | Personal Finance | 3 |
|---|---|---|
| BUS 150 | Business Math | 3 |
| BUS 189 | Human Relationships | 1 |
| 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 276 | Human Resource Management | 3 |
| BUS 285 | Principles of Marketing | 3 |
| BUS 296 | Business Internship | 3 |
| ECO 232 | Principles of Microeconomics | 3 |
| OAD 131 | Business English | 3 |
| OAD 134 | Career and Professional Development | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

*Select 3 credit hours from:*
| *OAD 101 | Beginning Keyboarding | 3 |
|---|---|---|
| *OAD 103 | Intermediate Keyboarding | 3 |
| OAD 125 | Word Processing | 3 |

**TOTAL MINIMUM CREDIT HOURS:  65**

\* Students may test out of required keyboarding courses.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS
### (Management and Supervision Option)

**FALL YEAR 1**

BUS 189

| | | |
|---|---|---|
| BUS 146 | Personal Finance | 3 CH |
| BUS 241 | Principles of Accounting I | 3 CH |
| BUS 263 | The Legal and Social Environment of Business | 3 CH |
| BUS 276 | Human Resource Management | 3 CH |
| OAD 131 | Business English | 3 CH |
| OAD 101 | Beginning Keyboarding **OR** | 3 CH |
| OAD 103 | Intermediate Keyboarding **OR** | 3 CH |
| OAD 125 | Word Processing | 3 CH |
| | **TOTAL** | **15 CH** |

**FALL YEAR 2**

| | | |
|---|---|---|
| BUS 189 | Human Relationships | 1 CH |
| BUS 215 | Business Communication | 3 CH |
| ECO 232 | Principles of Microeconomics | 3 CH |
| BUS 275 | Principles of Management | 3 CH |
| | Humanities & Fine Arts – Area II Elective | 3 CH |
| | **TOTAL** | **13 CH** |

**SPRING YEAR 1**

| | | |
|---|---|---|
| BUS 150 | Business Math | 3 CH |
| BUS 242 | Principles of Accounting II | 3 CH |
| ECO 231 | Principles of Macroeconomics | 3 CH |
| | Area II Elective | 3 CH |
| | **TOTAL** | **12 CH** |

**SPRING YEAR 2**

| | | |
|---|---|---|
| BUS 285 | Principles of Marketing | 3 CH |
| BUS 296 | Business Internship | 3 CH |
| CIS 196 | Commercial Software Applications | 3 CH |
| OAD 134 | Career and Professional Development | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13 CH** |

**SUMMER YEAR 1**

| | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 CH |
| ENG 101 | English Composition I | 3 CH |
| MTH 100 | Intermediate College Algebra | 3 CH |
| SPH 106 | Fundamentals of Oral Communication | 3 CH |
| **or** 107 | **or** Fundamentals of Public Speaking | |
| | **TOTAL** | **12 CH** |

## Business students earn high school diploma and college degree on same night

A total of 13 Pike County High School students graduated from both high school and Enterprise State Community College during a commencement ceremony on Friday, May 29, 2015. These high school students earned enough credits through the college's dual enrollment program to receive an Associate of Applied Science in Business Administration with Accounting

Concentration degree from ESCC. The college degrees were awarded by interim President Dr. Cynthia T. Anthony.  The students earning degrees from Enterprise State Community College include:  (Back) Keyona Sanford, Solina Flowers, Adrian Fisher, Stephen LeVeque, Dr. Cynthia Anthony, Timorion Thompkins, Kelsey Terry, Armando Arroyo, and Mrs. Sharon Denison; (Front) Laneisha Magwood, Lakeisha Magwood, Sh'ana Lee, Victoria Coleman, Chelsea Linson, and BreAnna Sewell.

# BUSINESS ADMINISTRATION AND MANAGEMENT
# MANAGEMENT AND SUPERVISION OPTION
# SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level employees in business settings.  Graduates earn a short-term certificate in Business Administration and Management with an emphasis in management and supervision.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

| | | |
|---|---|---|
| **AREA I: WRITTEN COMPOSITION** | | **0 Credit Hours** |
| **AREA II: HUMANITIES AND FINE ARTS** | | **0 Credit Hours** |
| **AREA III: NATURAL SCIENCE AND MATHEMATICS** | | **0 Credit Hours** |
| **AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** | | **0 Credit Hours** |
| **AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** | | **29 Credit Hours** |
| BUS 150 | Business Math | 3 |
| BUS 189 | Human Relationships | 1 |
| 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 276 | Human Resource Management | 3 |
| BUS 285 | Principles of Marketing | 3 |
| BUS 296 | Business Internship | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS:  29**

## SUGGESTED SEQUENCE OF COURSES

### FALL SEMESTER

| | | |
|---|---|---|
| BUS 189 | Human Relationships | 1 CH |
| BUS 215 | Business Communication | 3 CH |
| BUS 241 | Principles of Accounting I | 3 CH |
| BUS 263 | The Legal & Social Environment of Business | 3 CH |
| BUS 275 | Principles of Management | 3 CH |
| BUS 276 | Human Resource Management | 3 CH |
| | **TOTAL** | **16 CH** |

### SPRING SEMESTER

| | | |
|---|---|---|
| BUS 150 | Business Math | 3 CH |
| BUS 242 | Principles of Accounting II | 3 CH |
| BUS 285 | Principles of Marketing | 3 CH |
| BUS 296 | Business Internship | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13 CH** |

# CHILD DEVELOPMENT
# ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

The Child Development program prepares students for employment in the field of Early Care and Education of children. Students learn the skills and knowledge needed to work with young children and their families. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION**       **3 Credit Hours**

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |

**AREA II: HUMANITIES AND FINE ARTS**       **6 Credit Hours**

*Select 3 credit hours from:*

| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ART 100 | Art Appreciation | 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 |
| THR 120 | Theatre Appreciation | 3 |
| THR 126 | Introduction to Theatre | 3 |

**AREA III: NATURAL SCIENCE AND MATHEMATICS**       **10 Credit Hours**

| | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| MTH 110 | Finite Mathematics | 3 |
| MTH 112 | Precalculus Algebra | 3 |
| MTH 116 | Mathematical Applications | 3 |

*Select 4 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**       **3 Credit Hours**

*Select 3 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 State 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 |

Degree Plans and Plans of Study

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**     **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 Electives | 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 Children with Exceptional Needs | 3 |
| HED 231 | First Aid | 3 |
| OAD 125 | Word Processing | 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 MINIMUM CREDIT HOURS: 64**

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

#### FALL YEAR 1

| | | |
|---|---|---|
| CHD 100 | Introduction of Early Care and Education of Children | 3 CH |
| CHD 201 | Child Growth and Development Principles | 3 CH |
| CIS 146 | Microcomputer Applications | 3 CH |
| SPH 107 | Fundamentals of Public Speaking | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13 CH** |

#### SPRING YEAR 1

| | | |
|---|---|---|
| CHD 203 | Children's Literature and Language Development | 3 CH |
| CHD 204 | Methods and Materials for Teaching Children | 3 CH |
| CHD 205 | Program Planning for Educating Young Children | 3 CH |
| MTH 110 or higher | Finite Mathematics or higher, including MTH 116 | 3 CH |
| | **TOTAL** | **12 CH** |

#### SUMMER YEAR 1

| | | |
|---|---|---|
| CHD 208 | Administration of Child Development Programs | 3 CH |
| CHD 209 | Infant and Toddler Education Programs | 3 CH |
| CHD 210 | Educating Children with Exceptional Needs | 3 CH |
| CHD 217 | Math and Science for Young Children | 3 CH |
| | **TOTAL** | **12 CH** |

#### FALL YEAR 2

| | | |
|---|---|---|
| CHD 202 | Children's Creative Experiences | 3 CH |
| HIS 101 | Western Civilization I | 3 CH |
| PED Elect | Physical Education Elective | 1 CH |
| PHS 111 | Physical Science I | 4 CH |
| MUS 101 | Music Appreciation | 3 CH |
| | **TOTAL** | **14 CH** |

#### SPRING YEAR 2

| | | |
|---|---|---|
| CHD 215 | Supervised Practical Experience in Child Development | 3 CH |
| ENG 101 | English Composition I | 3 CH |
| CHD 206 | Children's Health and Safety | 3 CH |
| PED Elect | Physical Education Elective | 1 CH |
| PSY 200 | General Psychology | 3 CH |
| | **TOTAL** | **13 CH** |

# CHILD DEVELOPMENT CERTIFICATE

The Child Development program prepares students for employment in the field of Early Care and Education of children.  Students learn the skills and knowledge needed to work with young children and their families.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

| AREA I: WRITTEN COMPOSITION I AND II | | **3 Credit Hours** |
|---|---|---|
| ENG 101 | English Composition I | 3 |

| AREA II: HUMANITIES AND FINE ARTS | | **3 Credit Hours** |
|---|---|---|

*Select 3 credit hours from:*

| SPH 106 | Fundamentals of Oral Communication | 3 |
|---|---|---|
| SPH 107 | Fundamentals of Public Speaking | 3 |

| AREA III: NATURAL SCIENCE AND MATHEMATICS | | **10 Credit Hours** |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |
| MTH 100 OR HIGHER | Mathematics, including MTH 116 | 3 |

*Select 4 credit hours from 100-level or above 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 SCIENCES | | **0 Credit Hours** |
|---|---|---|

| AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, 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 MINIMUM CREDIT HOURS:  44**

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

### FALL YEAR 1

| CHD 100 | Introduction of Early Care and Education of Children | 3 CH |
|---|---|---|
| CHD 201 | Child Growth and Development Principles | 3 CH |
| CHD 202 | Children's Creative Experiences | 3 CH |
| CIS 146 | Microcomputer Applications | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13 CH** |

### SPRING YEAR 1

| CHD 203 | Children's Literature and Language Development | 3 CH |
|---|---|---|
| CHD 204 | Methods and Materials for Teaching Children | 3 CH |
| CHD 205 | Program Planning for Educating Young Children | 3 CH |
| CHD 206 | Children's Health and Safety | 3 CH |
| MTH 110 or higher | Finite Mathematics Mathematics, including MTH 116 | 3 CH |
| | **TOTAL** | **15 CH** |

### SUMMER YEAR 1

| CHD 215 | Supervised Practical Experience in Child Development | 3 CH |
|---|---|---|
| CHD 217 | Math and Science for Young Children | 3 CH |
| ENG 101 | English Composition I | 3 CH |
| Area III Elective | BIO, CHM, PHS, PHY course | 4 CH |
| SPH 107 | Fundamentals of Public Speaking | 3 CH |
| | **TOTAL** | **16 CH** |

# CHILD DEVELOPMENT
# SHORT-TERM CERTIFICATES

The Child Development program prepares students for employment in the field of Early Care and Education of children.  Students learn the skills and knowledge needed to work with young children and their families.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

## FOUNDATIONAL CERTIFICATE

| | | |
|---|---|---|
| CHD 100 | Introduction of Early Care and Education of Children | 3 CH |
| CHD 201 | Child Growth and Development Principles | 3 CH |
| CHD 204 | Methods and Materials for Teaching Children | 3 CH |
| CHD 206 | Children's Health and Safety | 3 CH |
| HED 231 | First Aid | 3 CH |
| | **TOTAL** | **15 CH** |

## CURRICULUM AND DESIGN CERTIFICATE

| | | |
|---|---|---|
| CHD 202 | Children's Creative Experiences | 3 CH |
| CHD 203 | Children's Literature and Language Development | 3 CH |
| CHD 204 | Methods and Materials for Teaching Children | 3 CH |
| CHD 205 | Program Planning for Educating Young Children | 3 CH |
| CHD 217 | Math and Science for Young Children | 3 CH |
| | **TOTAL** | **15 CH** |

## CHILDCARE PROGRAM DEVELOPMENT AND ADMINISTRATION CERTIFICATE

| | | |
|---|---|---|
| CHD 205 | Program Planning for Educating Young Children | 3 CH |
| CHD 208 | Administration of Child Development Programs | 3 CH |
| CHD 209 | Infant and Toddler Education Programs | 3 CH |
| CHD 215 | Supervised Practical Experience in Child Development | 3 CH |
| | **TOTAL** | **12 CH** |

### SUGGESTED COURSE SEQUENCE FOR CHILD DEVELOPMENT SHORT TERM CERTIFICATES

### FALL YEAR 1

| | | |
|---|---|---|
| CHD 100 | Introduction of Early Care and Education of Children | 3 CH |
| CHD 201 | Child Growth and Development Principles | 3 CH |
| CHD 204 | Methods and Materials for Teaching Children | 3 CH |
| HED 231 | First Aid | 3 CH |
| | **TOTAL** | **12 CH** |

### SPRING YEAR 1

| | | |
|---|---|---|
| CHD 202 | Children's Creative Experiences | 3 CH |
| CHD 203 | Children's Literature and Language Development | 3 CH |
| CHD 205 | Program Planning for Educating Young Children | 3 CH |
| CHD 206 | Children's Health and Safety | 3 CH |
| | **TOTAL** | **12 CH** |

### SUMMER YEAR 1

| | | |
|---|---|---|
| CHD 208 | Administration of Child Development Programs | 3 CH |
| CHD 209 | Infant and Toddler Education Programs | 3 CH |
| CHD 215 | Supervised Practical Experience in Child Development | 3 CH |
| CHD 217 | Math and Science for Young Children | 3 CH |
| | **TOTAL** | **12 CH** |

# COMPUTER GRAPHICS
# SHORT-TERM CERTIFICATE

Students learn computer applications and techniques needed to produce graphic designs.  Graduates earn a Short-Term Certificate in Computer Graphics.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II\***                                    **0 Credit Hours**

**AREA II: HUMANITIES AND FINE ARTS**                                         **0 Credit Hours**

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                 **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                         **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**    **22 Credit Hours**

| | | |
|---|---|---|
| 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 |
| GRD 121 or ART 175 | Digital Photography Foundation or Digital Photography | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS:  22**

### SUGGESTED SEQUENCE OF COURSES

#### FALL SEMESTER

| | | |
|---|---|---|
| ART 113 | Drawing I | 3 CH |
| ART 121 | Two Dimensional Composition I | 3 CH |
| ART 220 | Introduction to Computer Graphics | 3 CH |
| GRD 121 | Digital Photography Foundation **OR** | |
| ART 175 | Digital Photography | 3 CH |
| | **TOTAL** | **12 CH** |

#### SPRING SEMESTER

| | | |
|---|---|---|
| ART 100 | Art Appreciation | 3 CH |
| ART 221 | Computer Graphics I | 3 CH |
| ART 222 | Computer Graphics II | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **10 CH** |

**Degree Plans and Plans of Study**

# COMPUTER AND 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 AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

| AREA I: WRITTEN COMPOSITION | | 3 Credit Hours |
|---|---|---|
| ENG 101 | English Composition I | 3 |

| AREA II: HUMANITIES AND FINE ARTS | | 6 Credit Hours |
|---|---|---|

*Select 3 credit hours from:*

| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ART 100 | Art Appreciation | 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 |
| THR 120 | Theatre Appreciation | 3 |
| THR 126 | Introduction to Theatre | 3 |

| AREA III: NATURAL SCIENCE AND MATHEMATICS | | 10 Credit Hours |
|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| MTH 110 | Finite Mathematics | 3 |
| MTH 112 | Precalculus Algebra | 3 |

*Select 4 credit hours from 100-level or above 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 SCIENCES | | 3 Credit Hours |
|---|---|---|

*Select 3 credit hours from:*

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

| AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES | | 46 Credit Hours |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |
| CIS 161 | Introduction to Networking Communications | 3 |
| CIS 189 | Co-Op for CIS I | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

*Select 36 credit hours from:*

| | | |
|---|---|---|
| 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 251 | C++ Programming | 3 |
| CIS 252 | Advanced C++ Programming | 3 |
| CIS 255 | JAVA Programming | 3 |
| CIS 256 | Advanced JAVA | 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 |
| CPT 270 | Cisco I | 3 |
| CPT 221 | Network Service and Support | 3 |
| CPT 224 | Network Installation and Design | 3 |
| CPT 232 | Network Design and Implementation | 3 |
| CPT 288 | Linux Administration | 3 |
| GIS 101 | Introduction to Geographic Information Systems | 2 |

**TOTAL MINIMUM CREDIT HOURS: 68**

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

#### FALL YEAR 1

| CIS 146 | Microcomputer Applications | 3 CH |
| CIS 161 | Introduction to Networking Communications | 3 CH |
| CIS 212 | Visual Basic Programming | 3 CH |
| CIS 268 | Software Support | 3 CH |
| CIS 280 | Network Security | 3 CH |
| | **TOTAL** | **15 CH** |

#### SPRING YEAR 1

| MTH 110 | Finite Mathematics | |
| **or** 112 | **or** Precalculus Algebra | 3 CH |
| CIS 196 | Commercial Software Applications | 3 CH |
| CIS 269 | Hardware Support | 3 CH |
| CIS 275 | Workstation Administration | 3 CH |
| | **TOTAL** | **12 CH** |

#### SUMMER YEAR 1

| ENG 101 | Written Composition | 3 CH |
| ECO 231 | Principles of Macroeconomics | |
| **or** 232 | Principles of Microeconomics | 3 CH |
| SPH 106 | Fundamentals or Oral Communication or | |
| **or** 107 | Fundamentals of Public Speaking | 3 CH |
| Area II Elec | Humanities and Fine Arts | 3 CH |
| | **TOTAL** | **12 CH** |

#### FALL YEAR 2

| CIS 150 | Introduction to Computer logic & Programming | 3 CH |
| CIS 255 | Java Programming | 3 CH |
| CIS 276 | Server Administration | 3 CH |
| Area III Elective | BIO, CHM, PHS, or PHY Elective | 4 CH |
| | **TOTAL** | **13 CH** |

#### SPRING YEAR 2

| CIS 189 | Co-Op for CIS I | 3 CH |
| CIS 215 | C# Programming | 3 CH |
| CIS 256 | Advanced Java | 3 CH |
| CIS 278 | Directory Services Administration | 3 CH |
| CIS 282 | Computer Forensics | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **16 CH** |

Degree Plans and Plans of Study

# COMPUTER PROGRAMMING
# SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level computer programmers and operators.  Graduates earn a Short-Term Certificate in Computer Programming.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs**

| | |
|---|---|
| **AREA I: WRITTEN COMPOSITION** | **0 Credit Hours** |
| **AREA II: HUMANITIES AND FINE ARTS** | **0 Credit Hours** |
| **AREA III: NATURAL SCIENCE AND MATHEMATICS** | **0 Credit Hours** |
| **AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** | **0 Credit Hours** |

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**          **28 Credit Hours**

| | | | |
|---|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | | 3 |
| CIS 161 | Introduction to Networking Communications | | 3 |
| CIS 207 | Introduction To Web Development | | 3 |
| CIS 212 | Visual Basic Programming | | 3 |
| CIS 213 | Advanced Visual Basic Programming | | 3 |
| CIS 251 | C++ Programming | | 3 |
| CIS 252 | Advanced C++ Programming | | 3 |
| CIS 255 | JAVA Programming | | 3 |
| CIS 256 | Advanced JAVA | | 3 |
| WKO 101 | Workplace Skills Development | | 1 |

**TOTAL MINIMUM CREDIT HOURS:  28**

## SUGGESTED SEQUENCE OF COURSES

### FALL SEMESTER

| | | |
|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | 3 CH |
| CIS 161 | Introduction to Networking Communications | 3 CH |
| CIS 212 | Visual Basic Programming | 3 CH |
| CIS 251 | C++ Programming | 3 CH |
| CIS 255 | JAVA Programming | 3 CH |
| | **TOTAL** | **15 CH** |

### SPRING SEMESTER

| | | |
|---|---|---|
| CIS 207 | Introduction To Web Development | 3 CH |
| CIS 213 | Advanced Visual Basic Programming | 3 CH |
| CIS 252 | Advanced C++ Programming | 3 CH |
| CIS 256 | Advanced JAVA | 3 CH |
| WKO 101 | Workplace Skills Development | 1 CH |
| | **TOTAL** | **13 CH** |

# COMPUTER SYSTEMS TECHNOLOGY
# SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by entry-level network technicians and computer maintenance technicians.  Graduates earn a Short-Term Certificate in Computer Systems Technology.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION**                                              **0 Credit Hours**

**AREA II: HUMANITIES AND FINE ARTS**                                        **0 Credit Hours**

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                               **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                        **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**   **28 Credit Hours**

| | | |
|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | 3 |
| CIS 161 | Introduction to Networking Communications | 3 |
| CIS 189 | Co-Op for CIS | 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 |
| WKO 101 | Workplaces Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS:  28**

## SUGGESTED SEQUENCE OF COURSES

### FALL SEMESTER

| | | |
|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | 3 CH |
| CIS 161 | Introduction to Networking Communications | 3 CH |
| CIS 268 | Software Support | 3 CH |
| CIS 280 | Network Security | 3 CH |
| CIS 276 | Server Administration | 3 CH |
| | **TOTAL** | **15 CH** |

### SPRING SEMESTER

| | | |
|---|---|---|
| CIS 189 | Co-Op for CIS Hardware | 3 CH |
| CIS 269 | Support Workstation | 3 CH |
| CIS 275 | Administration | 3 CH |
| CIS 278 | Directory Services Administration | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13 CH** |

**Degree Plans and Plans of Study**

# 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 – Basic and the EMT – Advanced programs before enrolling in this program. Graduates earn an Associate in Applied Science in Emergency Medical Services. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION** — **3 Credit Hours**
| ENG 101 | English Composition I | 3 |
|---|---|---|

**AREA II: HUMANITIES AND FINE ARTS** — *6 Credit Hours*

*Select 3 credit hours from:*
| SPH 106 | Fundamentals of Oral Communication | 3 |
|---|---|---|
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 credit hours from:*
| ART 100 | Art Appreciation | 3 |
|---|---|---|
| MUS 101 | Music Appreciation | 3 |

**AREA III: NATURAL SCIENCE AND MATHEMATICS** — **11 Credit Hours**
| *BIO 201 | Human Anatomy and Physiology I | 4 |
|---|---|---|
| *BIO 202 | Human Anatomy and Physiology II | 4 |
| MTH 100 or higher | Mathematics, including MTH 116 | 3 |

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** — **3 Credit Hours**
| PSY 200 | General Psychology | 3 |
|---|---|---|

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** — **51 Credit Hours**
| EMS 118 | Emergency Medical Technician | 9 |
|---|---|---|
| EMS 119 | Emergency Medical Technician Clinical | 1 |
| EMS 155 | Advanced Emergency Medical Technician | 7 |
| 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 | 2 |
| EMS 248 | Paramedic Clinical II | 3 |
| EMS 253 | Paramedic Transition to the Workforce | 3 |
| EMS 254 | Advanced Competencies for Paramedic | 2 |
| EMS 255 | Paramedic Field Preceptorship | 5 |
| EMS 256 | Paramedic Team Leadership | 1 |

*Select 0-4 credit hours from:*
| BIO 103 | Principles of Biology | 4 |
|---|---|---|

**TOTAL MINIMUM CREDIT HOURS: 75**

*The BIO 103 course prerequisite is waived for EMS students.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

### FIRST SEMESTER

| | | |
|---|---|---|
| EMS 118 | Emergency Medical Technician | 9 CH |
| EMS 119 | Emergency Medical Technician Clinical | 1 CH |
| ENG 101 | English Composition I | 3 CH |
| BIO 201 | Human Anatomy and Physiology I | 4 CH |
| | **TOTAL** | **17 CH** |

### SECOND SEMESTER

| | | |
|---|---|---|
| EMS 155 | Advanced Emergency Medical Technician | 7 CH |
| EMS 156 | Advanced Emergency Medical Technician Clinical | 2 CH |
| MTH 100 or higher | Mathematics, including MTH 116 | 3 CH |
| PSY 200 | General Psychology | 3 CH |
| | **TOTAL** | **15 CH** |

### FIRST SEMESTER (PARAMEDIC)

| | | |
|---|---|---|
| BIO 202 | Human Anatomy and Physiology II | 4 CH |
| EMS 240 | Paramedic Operations | 2 CH |
| EMS 241 | Paramedic Cardiology | 3 CH |
| EMS 242 | Paramedic Patient Assessment | 3 CH |
| EMS 243 | Paramedic Pharmacology | 1 CH |
| EMS 244 | Paramedic Clinical I | 1 CH |
| | **TOTAL** | **14 CH** |

### SECOND SEMESTER (PARAMEDIC)

| | | |
|---|---|---|
| EMS 245 | Paramedic Medical Emergencies | 3 CH |
| EMS 246 | Paramedic Trauma Management | 3 CH |
| EMS 247 | Paramedic Special Populations | 2 CH |
| EMS 248 | Paramedic Clinical II | 3 CH |
| Area II Elective | Humanities and Fine Arts | 3 CH |
| | **TOTAL** | **14 CH** |

### THIRD SEMESTER (PARAMEDIC)

| | | |
|---|---|---|
| EMS 253 | Paramedic Transition to the Workforce | 3 CH |
| EMS 254 | Advanced Competencies for Paramedic | 2 CH |
| EMS 255 | Paramedic Field Preceptorship | 5 CH |
| EMS 256 | Paramedic Team Leadership | 1 CH |
| SPH 106 | Fundamentals of Oral Communication | 3 CH |
| | **TOTAL** | **14 CH** |

**Degree Plans and Plans of Study**



## Learning Life Saving Skills at Camp Weevil

Students at Enterprise State Community College's annual summer camp learn basic Emergency Medical Skills
For more information about the EMS program or to enroll call 1-334-347-2623.

# EMERGENCY MEDICAL SERVICES, PARAMEDIC CERTIFICATE

This program provides students with 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 degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

| **AREA I: WRITTEN COMPOSITION I AND II** | | **3 Credit Hours** |
|---|---|---|
| ENG 101 | English Composition I | 3 |

| **AREA II: HUMANITIES AND FINE ARTS** | | **3 Credit Hours** |
|---|---|---|

*Select 3 credit hours from:*

| SPH 106 | Fundamentals of Oral Communication | 3 |
|---|---|---|
| SPH 107 | Fundamentals of Public Speaking | 3 |

| **AREA III: NATURAL SCIENCE AND MATHEMATICS** | | **7 Credit Hours** |
|---|---|---|
| *BIO 201 | Human Anatomy and Physiology I | 4 |
| MTH 100 | Intermediate College Algebra | 3 |

| **AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** | | **0 Credit Hours** |
|---|---|---|

| **AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** | | **43 Credit Hours** |
|---|---|---|
| EMS 155 | Advanced Emergency Medical Technician | 7 |
| 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 Workforce | 3 |
| EMS 254 | Advanced Competencies for Paramedic | 2 |
| EMS 255 | Paramedic Field Preceptorship | 6 |
| EMS 256 | Paramedic Team Leadership | 1 |

*Select 0-4 credit hours from:*

| BIO 103 | Principles of Biology | 4 |
|---|---|---|

**TOTAL MINIMUM CREDIT HOURS:  57**

* The BIO 103 course prerequisite is waived for students who successfully place into BIO 201 based on their score on the Alabama Community College System Biology Placement Exam.

## SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

### FALL YEAR 1
| | | |
|---|---|---|
| EMS 155 | Advanced Emergency Medical Technician | 7 CH |
| EMS 156 | Advanced Emergency Medical Technician Clinical | 2 CH |
| BIO 201 | Human Anatomy and Physiology I | 4 CH |
| | **TOTAL** | **13 CH** |

### SPRING YEAR 1
| | | |
|---|---|---|
| EMS 240 | Paramedic Operations | 2 CH |
| EMS 241 | Paramedic Cardiology | 3 CH |
| EMS 242 | Paramedic Patient Assessment | 3 CH |
| EMS 243 | Paramedic Pharmacology | 1 CH |
| MTH 100 | Intermediate College Algebra | 3 CH |
| ENG 101 | English Composition I | 3 CH |
| | **TOTAL** | **15 CH** |

### SUMMER YEAR 1
| | | |
|---|---|---|
| EMS 244 | Paramedic Clinical I | 1 CH |
| EMS 245 | Paramedic Medical Emergencies | 3 CH |
| EMS 246 | Paramedic Trauma Management | 3 CH |
| EMS 247 | Paramedic Special Populations | 3 CH |
| EMS 248 | Paramedic Clinical II | 3 CH |
| | **TOTAL** | **13 CH** |

### FALL YEAR 2
| | | |
|---|---|---|
| EMS 253 | Paramedic Transition to the Workforce | 3 CH |
| EMS 254 | Advanced Competencies for Paramedic | 2 CH |
| EMS 255 | Paramedic Field Preceptorship | 6 CH |
| EMS 256 | Paramedic Team Leadership | 1 CH |
| | **TOTAL** | **12 CH** |

# EMERGENCY MEDICAL SERVICES, EMT
# 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 earn a Short-Term Certificate in Emergency Medical Services – Basic.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II** **0 Credit Hours**

**AREA II: HUMANITIES AND FINE ARTS** **0 Credit Hours**

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **10 Credit Hours**
| EMS 118 | Emergency Medical Technician | 9 |
| EMS 119 | Emergency Medical Technician Clinical | 1 |

**TOTAL MINIMUM CREDIT HOURS:  10**

### SUGGESTED SEQUENCE OF COURSES

#### SEMESTER 1

| EMS 118 | Emergency Medical Technician | 9 CH |
| EMS 119 | Emergency Medical Technician Clinical | 1 CH |
| | **TOTAL** | **10 CH** |

# EMERGENCY MEDICAL TECHNICIAN, ADVANCED EMT
# 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 must complete the EMT – Basic program before enrolling in this program.  Graduates earn a Short-Term Certificate in Emergency Medical Technician – Advanced.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II** **0 Credit Hours**

**AREA II: HUMANITIES AND FINE ARTS** **0 Credit Hours**

**AREA III: NATURAL SCIENCE AND MATHEMATICS** **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** **9 Credit Hours**
| EMS 155 | Advanced Emergency Medical Technician | 7 |
| EMS 156 | Advanced Emergency Medical Technician Clinical | 2 |

**TOTAL MINIMUM CREDIT HOURS:  10**

### SUGGESTED SEQUENCE OF COURSES

#### SEMESTER 1

| EMS 155 | Advanced Emergency Medical Technician | 7 CH |
| EMS 156 | Advanced Emergency Medical Technician Clinical | 2 CH |

**TOTAL** **10 CH**

# HEALTH INFORMATION TECHNOLOGY
# SHORT-TERM CERTIFICATE

This program provides students the knowledge and skills needed to analyze and mange patient and health care data as an HIT professional.  Graduates earn a Short-Term Certificate in Health Information Technology.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

| | | |
|---|---|---|
| **AREA I: WRITTEN COMPOSITION** | | **0 Credit Hours** |
| **AREA II: HUMANITIES AND FINE ARTS** | | **0 Credit Hours** |
| **AREA III: NATURAL SCIENCE AND MATHEMATICS** | | **0 Credit Hours** |
| **AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES** | | **0 Credit Hours** |
| **Area V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES** | | **27 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 | 2 |
| HIT 222 | HIT Computer Applications Laboratory | 1 |
| HIT 230 | Medical Coding Systems I | 3 |
| HIT 231 | Medical Coding Systems Laboratory | 1 |
| HIT 232 | Medical Coding Systems II | 3 |
| HIT 233 | Medical Coding Systems II Laboratory | 1 |
| HIT 260 | Professional Practice Experience | 3 |
| OAD 211 | Medical Terminology | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS:  27**

## SUGGESTED SEQUENCE OF COURSES

### FALL SEMESTER

| | | |
|---|---|---|
| HIT 151 | Health Data Content and Structure | 3 CH |
| HIT 221 | HIT Computer Applications | 2 CH |
| HIT 222 | HIT Computer Applications Laboratory | 1 CH |
| HIT 230 | Medical Coding Systems I | 3 CH |
| HIT 231 | Medical Coding Systems Laboratory | 1 CH |
| OAD 211 | Medical Terminology | 3 CH |
| | **TOTAL** | **13 CH** |

### SPRING SEMESTER

| | | |
|---|---|---|
| HIT 151 | Health Data Content and Structure | 3 CH |
| HIT 134 | HIT Legal and Ethical Issues | 3 CH |
| HIT 232 | Medical Coding Systems II | 3 CH |
| HIT 233 | Medical Coding Systems II Laboratory | 1 CH |
| HIT 260 | Professional Practice Experience | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **14 CH** |

# LEGAL ASSISTANT/PARALEGAL
# ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program prepares students to become paralegals or legal assistants who improve the administration of justice in public and private law offices and government agencies. The goal of the program is to enhance the accessibility, quality, ethical standards, and expedition of legal services. Graduates earn an Associate in Applied Science in Paralegal Studies. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

*Paralegals may not provide legal services directly to the public, except as permitted by law.*

**AREA I: WRITTEN COMPOSITION**   **6 Credit Hours**

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| ENG 102 | English Composition II | 3 |

**AREA II: HUMANITIES AND FINE ARTS (*Select 3 credit hours from*)**   **6 Credit Hours**

| | | |
|---|---|---|
| SPH 106 | Fundamentals of Oral Communication | 3 |
| SPH 107 | Fundamentals of Public Speaking | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| ART 100 | Art Appreciation | 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 |
| THR 120 | Theatre Appreciation | 3 |
| THR 126 | Introduction to Theatre | 3 |

**AREA III: NATURAL SCIENCE AND MATHEMATICS**   **10 Credit Hours**

| | | |
|---|---|---|
| BIO 103 | Principles of Biology I | 4 |
| CIS 146 | Computer Applications | 3 |
| MTH 100 or higher | Mathematics, including MTH 116 | 3 |

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**   **3 Credit Hours**
*Select 3 credit hours from:*

| | | |
|---|---|---|
| PSY 200 | General Psychology | 3 |
| SOC 200 | Introduction to Sociology | 3 |

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**   **40 Credit Hours**

| | | |
|---|---|---|
| BUS 241 | Principles of Accounting I | 3 |
| BUS 263 | Legal and Social Environment of Business | 3 |
| PRL 101 | Introduction of Paralegal Study | 3 |
| PRL 102 | Basic Legal Research and Writing | 3 |
| PRL 103 | Advanced Legal Research and Writing | 3 |
| PRL 160 | Criminal Law and Procedure | 3 |
| PRL 230 | Domestic Law | 3 |
| PRL 240 | Wills, Estates, and Trusts | 3 |
| PRL 262 | Civil Law and Procedure | 3 |
| PRL 291 | Internship in Paralegalism | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| PRL 210 | Introduction to Real Property Law | 3 |
| PRL 250 | Bankruptcy and Collections | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| PRL 192 | Selected Topics: Alabama Legal System (Torts) | 3 |
| PRL 265 | Constitutional Law | 3 |

*Select 3 credit hours from:*

| | | |
|---|---|---|
| OAD 101 | Beginning Keyboarding* | 3 |
| OAD 103 | Intermediate Keyboarding* | 3 |
| OAD 125 | Word Processing | 3 |

**TOTAL MINIMUM CREDIT HOURS: 65**

* Students may test out of required keyboarding courses.

**Degree Plans and Plans of Study**

# LEGAL ASSISTANT/PARALEGAL

**LEGAL ASSISTANT/PARALEGAL**
**SUGGESTED COURSE SEQUENCE  FOR FULL-TIME STUDENTS**

| FALL YEAR 1 | | |
|---|---|---|
| ENG 101 | English Composition I | 3 |
| BUS 263 | Legal and Social Environment of Business | 3 |
| OAD 101 | | |
| or 125 | Beginning Keyboarding or Word Processing | 3 |
| PRL 101 | Introduction to Paralegal Study | 3 |
| PRL 102 | Basic Legal Research and Writing | 3 |
| | **TOTAL** | **15** |

| FALL YEAR 2 | | |
|---|---|---|
| BUS 241 | Principles of Accounting | 3 |
| BIO 103 | Principles of Biology | 4 |
| PRL 160 | Criminal Law and Procedures | 3 |
| PRL 210 | | |
| or 250 | Bankruptcy and Collections or Real Property Law | 3 |
| PRL 262 | Civil Law and Procedure | 3 |
| | **TOTAL** | **16** |

| SPRING YEAR 1 | | |
|---|---|---|
| CIS 146 | Microcomputer Applications | 3 |
| ENG 102 | English Composition II | 3 |
| PRL 103 | Advanced Legal Research and Writing | 3 |
| PRL 230 | Domestic Relations | 3 |
| PRL 240 | Wills, Estates, and Trusts | 3 |
| PSY 200 | | |
| or SOC 200 | General Psychology or Intro to Sociology | 3 |
| | **TOTAL** | **18** |

| SPRING YEAR 2 | | |
|---|---|---|
| BUS 241 | Principles of Accounting | 3 |
| MTH 100 | | |
| or higher | Mathematics, including MTH 116 | 3 |
| PRL 192 | | |
| or 265 | Sel. Topics: AL Legal Syst. (Torts) or Constitutional Law | 3 |
| PRL 291 | Internship in Paralegalism | 3 |
| SPH 106 | | |
| or 107 | Fund. of Oral Comm. or Fund. of Public Speaking | 3 |
| WKO 101 | Workplace Skills Development I | 1 |
| Area II Elective | Humanities and Fine Arts | 3 |
| | **TOTAL** | **16** |

# NOTES

# LEGAL ASSISTANT/PARALEGAL
# SHORT-TERM CERTIFICATE

This program provides students with knowledge and skills needed by paralegals and other personnel responsible for assisting professionals in law offices.  Graduates earn a Short-Term Certificate in Legal Assistant/Paralegal.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II**                                                    **0 Credit Hours**

**AREA II: HUMANITIES AND FINE ARTS**                                                       **0 Credit Hours**

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                               **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                                        **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**          **28 Credit Hours**

| | | |
|---|---|---|
| BUS 263 | Legal and Social Environment of Business | 3 |
| PRL 101 | Introduction of Paralegal Study | 3 |
| PRL 102 | Basic Legal Research and Writing | 3 |
| PRL 160 | Criminal Law and Procedure | 3 |
| PRL 192 | Selected Topics: Alabama Legal System (Torts) | 3 |
| PRL 230 | Domestic Law | 3 |
| PRL 240 | Wills, Estates, and Trusts | 3 |
| PRL 262 | Civil Laws and Procedures | 3 |
| PRL 291 | Internship in Paralegalism | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS:  28**

### SUGGESTED SEQUENCE OF COURSES

### FALL SEMESTER

| | | |
|---|---|---|
| BUS 263 | Legal and Social Environment of Business | 3 CH |
| PRL 101 | Introduction of Paralegal Study | 3 CH |
| PRL 102 | Basic Legal Research and Writing | 3 CH |
| PRL 160 | Criminal Law and Procedure | 3 CH |
| PRL 262 | Civil Laws and Procedures | 3 CH |
| | **TOTAL** | **15 CH** |

### SPRING SEMESTER

| | | |
|---|---|---|
| PRL 192 | Selected Topics: Alabama Legal System (Torts) | 3 CH |
| PRL 230 | Domestic Law | 3 CH |
| PRL 240 | Wills, Estates, and Trusts | 3 CH |
| PRL 291 | Internship in Paralegalism | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **13 CH** |

**Degree Plans and Plans of Study**

# OFFICE ADMINISTRATION
# ADMINISTRATIVE ASSISTANT/ Office Management
# Option
# ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

The Office Administration curriculum offers an opportunity for students to develop the knowledge, skills, and attitudes needed by professional workers in today's business world.  Office workers are needed in a variety of positions in many business areas such as banking, industry, education, and government.  Specific job titles may include Administrative Assistant, Bookkeeper, Clerk, Office Manager, Office Supervisor, Secretary, or Word Processing Specialist.  An associate in applied science degree can be earned in Office Administration with a major concentration in Office Management/Administrative Assistant.  Graduates earn an Associate in Applied Science in Office Administration. **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION**                                                                              **3 Credit Hours**
      ENG 101        English Composition I                                                        3

**AREA II: HUMANITIES AND FINE ARTS**                                                                **6 Credit Hours**

*Select 3 credit hours from:*
      SPH 106        Fundamentals of Oral Communication                                          3
      SPH 107        Fundamentals of Public Speaking                                             3

*Select 3 credit hours from:*
      ART 100        Art Appreciation                                                            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
      THR 120        Theatre Appreciation                                                        3
      THR 126        Introduction to Theatre                                                     3

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                                        **9 Credit Hours**
      CIS 146        Microcomputer Applications                                                  3
      CIS 196        Commercial Software Applications                                            3
      MTH 100 or higher  Mathematics, including MTH 116                                        3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                                                **3 Credit Hours**
      PSY 200        General Psychology                                                          3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**                  **40 Credit Hours**
      BUS 215        Business Communications                                                     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                                              1

*Select 3 credit hours from:*
      *OAD 101       Beginning Keyboarding                                                       3
      *OAD 103       Intermediate Keyboarding                                                    3

**TOTAL MINIMUM CREDIT HOURS:  61**

\* Students may test out of required keyboarding courses.

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

### FALL YEAR 1

| | | |
|---|---|---|
| OAD 101 | Beginning Keyboarding | 3 CH |
| OAD 131 | Business English | 3 CH |
| OAD 125 | Word Processing | |
| SPH 106 | Fundamentals of Oral Communication | 3 CH |
| | **TOTAL** | **12 CH** |

### SPRING YEAR 1

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 CH |
| OAD 126 | Advanced Word Processing | 3 CH |
| OAD 244 | Database Concepts | 3 CH |
| MTH 116 | Mathematical Applications | 3 CH |
| OAD 217 | Office Management | 3 CH |
| | **TOTAL** | **15 CH** |

### SUMMER YEAR 1

| | | |
|---|---|---|
| OAD 138 | Records and Information Management | 3 CH |
| ART 100 | Art Appreciation | 3 CH |
| **OR** | | |
| MUS 101 | Music Appreciation | 3 CH |
| ENG 102 | English Composition II | 3 CH |
| CIS 146 | Microcomputer Applications | 3 CH |
| | **TOTAL** | **15 CH** |

### FALL YEAR 2

| | | |
|---|---|---|
| OAD 243 | Spreadsheet Applications | 3 CH |
| CIS 115 | Presentation Graphics | 3 CH |
| BUS 215 | Business Communications | 3 CH |
| BUS 241 | Principles of Accounting | 3 CH |
| | **TOTAL** | **12 CH** |

### SPRING YEAR 2

| | | |
|---|---|---|
| OAD 134 | Career and Professional Development | 3 CH |
| OAD 242 | Internship | 3 CH |
| WKO 101 | Workplace Skills | 1 CH |
| CIS 196 | Commercial Software | 3 CH |
| PSY 200 | General Psychology | 3 CH |
| | **TOTAL** | **13 CH** |

**Degree Plans and Plans of Study**

# OFFICE ADMINISTRATION
## ADMINISTRATIVE ASSISTANT /
## OFFICE MANAGEMENT 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 AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II**                                                                 **3 Credit Hours**
  ENG 101   English Composition I            3

**AREA II: HUMANITIES AND FINE ARTS**                                                                    **3 Credit Hours**
*Select 3 credit hours from:*
  SPH 106   Fundamentals of Oral Communication   3
  SPH 107   Fundamentals of Public Speaking    3

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                                            **6 Credit Hours**
  CIS 196    Commercial Software Applications   3
  MTH 100 or higher Mathematics, including MTH 116   3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                                                    **3 Credit Hours**
  PSY 200   General Psychology        3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**                               **25 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 134   Career and Professional Development   3
  OAD 217   Office Management       3
  OAD 242   Office Internship        3
  WKO 101   Workplace Skills Development I    1
*Select 3 credit hours from:*
  *OAD 101   Beginning Keyboarding     3
  *OAD 103   Intermediate Keyboarding    3

**TOTAL MINIMUM CREDIT HOURS:  40**
\* Students may test out of required keyboarding courses.

### SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS

#### FALL YEAR 1

| | | |
|---|---|---|
| BUS 241 | Principles of Accounting I | 3 CH |
| OAD 101 | Beginning Keyboarding | |
| **OR** | | |
| OAD 103 | Intermediate Keyboarding | 3 CH |
| OAD 131 | Business English | 3 CH |
| PSY 200 | General Psychology | 3 CH |
| | **TOTAL** | **12 CH** |

#### SPRING YEAR 1

| | | |
|---|---|---|
| CIS 196 | Commercial Software Applications | 3 CH |
| OAD 125 | Word Processing | 3 CH |
| OAD 134 | Career and Professional Development | 3 CH |
| | **TOTAL** | **9 CH** |

#### SUMMER YEAR 1

| | | |
|---|---|---|
| OAD 138 | Records/Information Management | 3 CH |
| OAD 217 | Office Management | 3 CH |
| MTH 100 | | |
| **or** higher | Mathematics, including MTH 116 | 3 CH |
| | **TOTAL** | **9 CH** |

#### FALL YEAR 2

| | | |
|---|---|---|
| ENG 101 | English Composition I | 3 CH |
| OAD 242 | Office Internship | 3 CH |
| SPH 106 | Fundamentals of Oral Communication | |
| **OR** | | |
| SPH 107 | Fundamentals of Public Speaking | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **10 CH** |

# OFFICE ADMINISTRATION
# HEALTH INFORMATION TECHNOLOGY OPTION
# ASSOCIATE IN APPLIED SCIENCE DEGREE PLAN

This program provides students the knowledge and skills needed to analyze and manage patient health care data as an HIT professional.  Graduates earn an Associate in Applied Science in Office Administration.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION**                                                              **3 Credit Hours**
ENG 101          English Composition I                                                 3

**AREA II: HUMANITIES AND FINE ARTS**                                                        **6 Credit Hours**

*Select 3 credit hours from:*
SPH 106          Fundamentals of Oral Communication                    3
SPH 107          Fundamentals of Public Speaking                          3

*Select 3 credit hours from:*
ART 100          Art Appreciation                                                 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
THR 120          Theatre Appreciation                                          3
THR 126          Introduction to Theatre                                       3

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                               **11 Credit Hours**
BIO 103          Principles of Biology                                             4
BIO 201          Human Anatomy and Physiology                          4
MTH 100 or higher  Intermediate College Algebra                         3

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                                       **3 Credit Hours**
PSY 200          General Psychology                                             3

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**    **45 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                                   2
HIT 222          HIT Computer Applications Lab                            1
HIT 230          Medical Coding Systems I                                   3
HIT 231          Medical Coding Systems 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          Professional Practice Experience                        3
*OAD 101        Beginning Keyboarding                                      3
*OAD 103        Intermediate Keyboarding                                  3
OAD 131          Business English                                              3
OAD 134          Career and Professional Development                 3
OAD 211          Medical Terminology                                          3
OAD 212          Medical Transcription                                        3
WKO 101          Workplace Skills Development I                          1

**TOTAL MINIMUM CREDIT HOURS:  68**

* Students may test out of required keyboarding courses.

**Degree Plans and Plans of Study**

**SUGGESTED COURSE SEQUENCE FOR FULL-TIME STUDENTS**

<u>FALL YEAR 1</u>

| | | |
|---|---|---|
| BIO 103 | Principles of Biology | 4 CH |
| OAD 101 | Beginning Keyboarding | 3 CH |
| OAD 131 | Business English | 3 CH |
| OAD 211 | Medical Terminology | 3 CH |
| HIT 151 | Health Data Content and Structure | 3 CH |
| | **TOTAL** | **16 CH** |

<u>SPRING YEAR 1</u>

| | | |
|---|---|---|
| HIT 130 | HIT Classification and Reimbursement | 3 CH |
| HIT 134 | HIT Legal and Ethical Issues | 3 CH |
| OAD 103 | Intermediate Keyboarding | 3 CH |
| OAD 134 | Career & Professional Development | 3 CH |
| PSY 200 | General Psychology | 3 CH |
| | **TOTAL** | **15 CH** |

<u>SUMMER YEAR 1</u>

| | | |
|---|---|---|
| BIO 201 | Human Anatomy and Physiology | 4 CH |
| ENG 101 | English Composition I | 3 CH |
| OAD 212 | Medical Transcription | 3 CH |
| SPH 106 | Fundamentals of Oral Communication | |
| **OR** | | |
| SPH 107 | Fundamentals of Public Speaking | 3 CH |
| | **TOTAL** | **13 CH** |

<u>FALL YEAR 2</u>

| | | |
|---|---|---|
| HIT 221 | HIT Computer Applications | 2 CH |
| HIT 222 | HIT Computer Applications Lab | 1 CH |
| HIT 230 | Medical Coding Systems I | 3 CH |
| HIT 231 | Medical Coding Systems Lab | 1 CH |
| MTH 100 or higher Area II | Intermediate College Algebra | 3 CH |
| Elective | Humanities and Fine Arts | 3 CH |
| | **TOTAL** | **13 CH** |

<u>SPRING YEAR 2</u>

| | | |
|---|---|---|
| HIT 232 | Medical Coding Systems II | 3 CH |
| HIT 233 | Medical Coding Systems II Lab | 1 CH |
| HIT 260 | Professional Practice Experience | 3 CH |
| HIT 255 | Principles of Supervision | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **11 CH** |

# 3D MODELING AND SIMULATION
# SHORT-TERM CERTIFICATE

**Changes TBD - Awaiting more info from**

**System Office re: replacement options for CIS**

**196 Commercial Software Application**

**(AutoCAD)**

Students learn computer applications and techniques needed to produce 3D images used in modeling and simulated environments. Graduates earn a Short-Term Certificate in Computer and Information Science, 3D Modeling and Simulation.  **Note that AAS degree, certificate, and short-term certificate programs are not designed to be transfer programs.**

**AREA I: WRITTEN COMPOSITION I AND II**                                          **0 Credit Hours**

**AREA II: HUMANITIES AND FINE ARTS**                                             **0 Credit Hours**

**AREA III: NATURAL SCIENCE AND MATHEMATICS**                                     **0 Credit Hours**

**AREA IV: HISTORY, SOCIAL, AND BEHAVIORAL SCIENCES**                             **0 Credit Hours**

**AREA V: GENERAL EDUCATION CORE, TECHNICAL CONCENTRATION, AND ELECTIVES**        **17 Credit Hours**

| | | |
|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | 3 |
| CIS 196 | Commercial Software Applications (AutoCAD) | 3 |
| CIS 292 | Special Topics Capstone | 2 |
| GIS 101 | Introduction to Geographic Information Systems | 2 |
| GRD 137 | 3D Fundamentals | 3 |
| GRD 237 | 3D Graphics and Animation | 3 |
| WKO 101 | Workplace Skills Development I | 1 |

**TOTAL MINIMUM CREDIT HOURS:  17**

### SUGGESTED SEQUENCE OF COURSES

#### FALL SEMESTER

| | | |
|---|---|---|
| CIS 150 | Introduction to Computer Logic and Programming | 3 CH |
| CIS 196 | Commercial Software Applications (AutoCAD) | 3 CH |
| GIS 101 | Introduction to Geographic Information Systems | 2 CH |
| GRD 137 | 3D Fundamentals | 3 CH |
| | **TOTAL** | **11 CH** |

#### SPRING SEMESTER

| | | |
|---|---|---|
| CIS 292 | Special Topics, Capstone Course in 3D Modeling and Simulation | 2 CH |
| GRD 237 | 3D Graphics and Animation | 3 CH |
| WKO 101 | Workplace Skills Development I | 1 CH |
| | **TOTAL** | **6 CH** |

**Degree Plans and Plans of Study**

# 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)**  *PREREQUISITE:  As required by College.*
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 and CIS 146.*
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


## 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

*Course Descriptions*

**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 175.     DIGITAL PHOTOGRAPHY (3 credits)**  *PREREQUISITE:  As required by college.*
This course introduces students to digital imaging techniques.  emphasis is placed on the technical application of the camera, digital photographic lighting methods, and overall composition.  Upon completion, students should be able to take digital images and understand the technical aspects of producing high quality photos.
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)**
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

Course Descriptions

**ART 222.    COMPUTER GRAPHICS II (3 credits)**
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)**
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 275.    ADVANCED DIGITAL PHOTOGRAPHY (3 credits)**  *PREREQUISITE:  ART 175*
This course explores various uses of digital photography.  subjects may inlcude studio, portrait, landschape and other areas of photography.  Upon completion, the student should be able to apply the techniques necessary to produce professional photographs of a variety of subjects.
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 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 (2 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 (4 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-

*Course Descriptions*

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 101.     INTRODUCTION TO BIOLOGY I (4 credits)** *PREREQUISITE:  Regular admission status.*
This is the first of a two-course sequence designed for non-science majors.  It covers historical studies illustrating the scientific method, cellular structure, bioenergetics, cell reproduction, Mendelian and molecular genetics, and a survey of human organ systems.  A 120 minute laboratory is required.
Alabama Community College System Transfer Code A

**BIO 102.     INTRODUCTION TO BIOLOGY II (4 credits)** *PREREQUISITE:  BIO 101.*
This is the second of a two-course sequence for non-science majors.  It covers evolutionary principles and relationships, environmental and ecological topics, classification, and a survey of biodiversity.  A 120 minute laboratory is required.
Alabama Community College System Transfer Code A

**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. Students must take BIO 103L as part of this course.
Alabama Community College System Transfer Code A

**BIO 104.     PRINCIPLES OF BIOLOGY II (4 credits)** *PREREQUISITE:  A grade of C or better in  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.  Students must take BIO 104L as part of this course.
Alabama Community College System Transfer Code A

**BIO 201.     HUMAN ANATOMY AND PHYSIOLOGY I (4 credits)** *PREREQUISITE:  A grade of C or better in  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.  Students must take BIO 201L as part of this course.
Alabama Community College System Transfer Code B

**BIO 202.     HUMAN ANATOMY AND PHYSIOLOGY II (4 credits)**  *PREREQUISITES:  A grade of C or better in  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.  Students must take BIO 202L as part of this course.
Alabama Community College System Transfer Code B

**BIO 220.     GENERAL MICROBIOLOGY (4 credits)** *PREREQUISITE:  A grade of C or better in  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.  Students must take BIO 220L as part of this course.
Alabama Community College System Transfer Code B

**BIO 250.     DIRECTED STUDIES IN BIOLOGY I (1-4 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

## BASIC SKILLS READING (BSR)

**BSR 070.     ESSENTIAL OF COLLEGE READING (2 credits)** *PREREQUISITE: College placement test score.*
This course is designed for those with limited reading skills.  Emphasis is placed on basic word attack skills, vocabulary, transitional words, paragraph organization, basic comprehension skills, learning strategies, and decoding skills.  Upon completion, students should be able to demonstrate competence in the skills required for ENR 094.  This is not a transfer course and is not creditable towards a degree.

## BUSINESS

**BUS 146.     PERSONAL FINANCE (3 credits)** *PREREQUISITE:  As required by program*
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)** *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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)**  *PREREQUISITE:  As required by program*
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 COMMUNICATION (3 credits)** *PREREQUISITE:  As required by program*
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)** *PREREQUISITE:  As required by program*
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 the student with management concepts and techniques of industrial accounting procedures.  Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.
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)** *PREREQUISITE:  Two years of high school Algebra, Intermediate Algebra, or appropriate score on Math Placement Test.*
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)** *PREREQUISITE:  BUS 271.*
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

**BUS 296.    BUSINESS INTERNSHIP I (3 credits)** *PREREQUISITE: Student must complete a minimum of 21 hours in program core.*
This two-course sequence allows the student to work part-time on a job closely related to his or her academic major while attending classes on a full-time basis.  Emphasis is placed on a student's work experience as it integrates academic knowledge with practical

applications in the business environment.  The grade is based on a term paper, job-site visits by the instructor, the employer's evaluation of the student, and the development and assessment by the student of a learning contract.
Alabama Community College System Transfer Code C

## 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 8/9 years, including infant and toddler and pre-school 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, with focus on infant and toddler.  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.
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 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 developmental 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 will be able to demonstrate basic methods of creating learning experiences using developmental appropriate techniques, materials, and realistic expectations, including infant and toddler and pre-school.  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 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 safe, healthy environments 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, record keeping, personnel policies, and parent involvement.  Upon completion, students should be able to identify elements of a sound business plan, develop familiarity with basic record keeping 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 materials.  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 CHILDREN WITH EXCEPTIONAL NEEDS (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, emotional, behavioral, and neurological handicaps.  Upon completion, students should be able to identify appropriate strategies for working with 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 and background 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.  **NOTE: If students are pursuing a certificate in Infant and Toddler, placement must be in an infant and toddler environment.**
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 104.  INTRODUCTION TO INORGANIC CHEMISTRY (4 credits)  *PREREQUISITE: MTH092 or equivalent math placement score.*
This is a survey course of general chemistry for students who do not intend to major in science or engineering and may not be substituted for CHM 111.  Lecture will emphasize the facts, principles, and theories of general chemistry including math operations, matter and energy, atomic structure, symbols and formulas, nomenclature, the periodic table, bonding concepts, equations, reactions, stoichiometry, gas laws, phases of matter, solutions, pH, and equilibrium reactions.  Laboratory is required.
Alabama Community College System Transfer Code A

### CHM 105.  INTORDUCTION TO ORGANIC CHEMISTRY (4 credits)  *PREREQUISITE: CHM 104 or 111.*
This is a survey course of organic chemistry and biochemistry for students who do not inted to major in science or engineering.  Topics will include basic nomenclature, classification of organic compounds, typical organic reations, reactions involved in life processes, function of biomolecules, and the handling and disposal of organic compounds.  Laboratory is required.
Alabama Community College System Transfer Code A

### 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.  Students must register for CHM 111L as part of this course.
Alabama Community College System Transfer Code A

### CHM 112.    COLLEGE CHEMISTRY II (4 credits)  *PREREQUISITE:  CHM 111 and MTH 112.*
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.  Students must register for CHM 112L as part of this course.
Alabama Community College System Transfer Code A

### CHM 221.    ORGANIC CHEMISTRY I (4 credits)  *PREREQUISITE:  CHM 112.*
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.  Students must register for CHM 221L as part of this course.
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. Students must register for CHM 222L as part of this course.
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 College.*
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)** *PREREQUISITE:  As required by College.*
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

**CIS134.    IT FUNDAMENTALS (3 credits***)* *PREREQUISITE:  As required by College.*
 This is an introductory level course that covers the fundamentals of software, hardware, security, and networking, as well as basic IT skills such as workstation set-up, operating system navigation, simple support services, backup protocols, and safety.  Upon completion of the course, students will understand the essential functions of IT professionals and be better positioned to make decisions about a career in information technology.  **This course prepares students to earn the CompTIA certification in IT Fundamentals.**
Alabama Community College System Transfer Code C


**CIS 146.    MICROCOMPUTER APPLICATIONS (3 credits)**  *PREREQUISITE: As required by program.*
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.
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)** *PREREQUISITE:  As required by College.*
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.
Alabama Community College System Transfer Code C

**CIS 161.    INTRODUCTION TO NETWORKING COMMUNICATIONS (3 credits)** *PREREQUISITE:  As required by College.*
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. ***NOTE:*** *This course is a suitable substitute for CIS 199.  Additionally CIS 270 may be used as a suitable substitute for this course.  However, CIS 161 will not substitute for CIS 270.*
Alabama Community College System Transfer Code C

**CIS 165.    NETWORK LAB (1 credit)**  *COREQUISITE:  As required by College.*

*Course Descriptions*

This lab is designed to allow instructors to provide additional implementation of networking concepts as needed.
Alabama Community College System Transfer Code C

**CIS171.        LINUX I (3 credits)** *PREREQUISITE:  As required by College.*
 This course presents fundamental applications in Linux.  Included in this course are skills development for OS installation and setup, recompile techniques, system configuration settings, file/folder structures and types, run levels, basic network applications, and scripting.  Additionally, the course presents security features from an administrative and user consideration.
Alabama Community College System Transfer Code C

**CIS172.        LINUX II (3 credits)**  *PREREQUISITE:  As required by College*
This course is a continuation of CIS 171 and includes advanced features of Linux. Included in the course are web applications, integrated network configurations, file transfer, server administration, system controls, IP tables/firewall to secure Linux systems, and strategic user-group applications specific to administrative network control.
Alabama Community College System Transfer Code C

**CIS 189.        CO-OP FOR CIS I (3 credits)** *PREREQUISITE:  Students must complete a minimum of 21 hours in program core.*
 This course is part of a series wherein the student works in a degree/program related job.  Emphasis is placed on student's work experience as it integrates academic knowledge with practical application through exposure to computer practices in informational technologies environment.  The grade is based on the employer's evaluation of each student's productivity, content of a descriptive report submitted by the student, and student development and assessment of a learning contract.
Alabama Community College System Transfer Code C

**CIS 191.        INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS (3 credits)** *PREREQUISITE:  As required by College.*
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)**  *PREREQUISITE:  As required by College.*
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 201.        INTRODUCTION TO COMPUTER PROGRAMMING CONCEPTS (3 credits**) *PREREQUISITE: As required by College.*
This course presents fundamental programming concepts.  Included in this course are problem solving and algorithms, various design tools, programming structures, variable data types and definitions, modularization, and selected programming languages.  Techniques are introduced to enable students to develop programs. This course is a suitable substitution for the programming core of the AAT and AAS CIS programs.
Alabama Community College System Transfer Code C

**CIS 207.        INTRODUCTION TO WEB DEVELOPMENT (3 credits)**  *PREREQUISITE:  As required by College.*
This course provides students with opportunities to learn Hypertext Markup Language, cascading style sheets, and Java Script.  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

**CIS211.        PRINCIPLES OF INFORMATION ASSURANCE (3 credits)** *PREREQUISITE:  As required by College.*
This course is designed to introduce students to information security principles. Topics covered in this course will include the need for security, risk management, security technology, cryptography, and physical security. Security policies and legal/ethical issues will also be covered.
Transfer Alabama Community College System Transfer Code C

**CIS 212.        VISUAL BASIC PROGRAMMING (3 credits)**  *PREREQUISITE:  As required by College.*
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.
Alabama Community College System Transfer Code C

**CIS 223.**     **THREE DIMENSIONAL COMPUTER MODELING (3 credits)** *PREREQUISITE: As required by 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: As required by College.*
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 246.**     **ETHICAL HACKING (3 credits)**  *PREREQUISITE:  As required by College.*
This course emphasizes scanning, testing, and securing computer systems.  The lab-intensive environment provides opportunities to understand how perimeter defenses work and how hackers are able to compromise information systems.  With awareness of hacking strategies, students learn to counteract those attempts in an ethical manner.
Alabama Community College System Transfer Code C

**CIS 251.**     **C++ PROGRAMMING  (3 credits)**  *PREREQUISITE:  As required by College.*
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:  As required by College.*
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)** *PREREQUISITE:  As required by College.*
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:  As required by College.*
This course is a second course of a sequence using the JAVA programming language.  Topics include: Sun's 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

**CIS260.**     **NETWORK SECURITY AND RISK MANAGEMENT (3 credits)** *PREREQUISITE:  As required by College.*
This course exposes students to essential concepts of networking security and IT risk management.  Topics include design, protocols and administrative principles of secure networks, identification and elimination of threats and vulnerabilities, compliance and operational security, access control and identity management, application, data and host security, cryptography and current and evolving issues in network security.  Upon successful completion of this course, students will be able to demonstrate the knowledge and skills necessary to identify security issues, to mitigate and deter threats, to apply security controls and to implement and maintain an organization's security policies.  **This course prepares students to sit for the CompTIA Security+ certification exam.**
Alabama Community College System Transfer Code B

**CIS 268.**     **SOFTWARE SUPPORT (3 credits)** *PREREQUISITE:  As required by College.*
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.   This course is a suitable substitute for CIS 239 Networking Software.
Alabama Community College System Transfer Code C

**Course Descriptions**

**CIS 269.      HARDWARE SUPPORT (3 credits)** *PREREQUISITE:  As required by College.*
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.  This is a suitable substitute for CIS 240, Networking Hardware.  If used this is a CORE course for the AAT and AAS CIS programs.
Alabama Community College System Transfer Code C

**CIS 270.      CISCO CCNA I (3 credits)** *PREREQUISITE:  As required by College.*
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

**CIS 271.      CISCO CCNA II (3 credits)** *PREREQUISITE:  As required by College.*
This course is the second 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

**CIS 272.      CISCO CCNA III (3 credits)** *PREREQUISITE:  As required by College.*
This course is the third 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

**CIS 273.      CISCO IV (3 credits)** *PREREQUISITE:  As required by program.*
This course is the fourth 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

**CIS 275.      WORKSTATION ADMINISTRATION (3 credits)** *PREREQUISITE:  As required by College.*
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:  As required by College.*
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:  As required by College.*
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:  As required by College.*
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:  As required by College.*
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:  As required by College.*
This course introduces students to methods of computer forensics and investigations.  This course helps prepare students for industry specific certification.
Alabama Community College System Transfer Code C

**CIS 288.     NETWORKING APPLICATIONS (1 credit)**  *PREREQUISITE: As required by 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


## COMPUTER MAINTENANCE TECHNOLOGY

**CPT 130.     INTRODUCTION TO INFORMATION SYSTEMS (3 credits)**  *PREREQUISITE: As required by College.*
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 C

**CPT 158.     FUNDAMENTALS OF WIRELESS LANS (3 credits)**  *PREREQUISITE:  As required by College.*
This course is an introductory course about the design, planning, implementation, operation, and troubleshooting of wireless networks.  It is intended to prepare students for the Cisco Wireless LAN Support Specialist designation.
Alabama Community College System Transfer Code C

**CPT 182.     HELP DESK APPLICATIONS (3 credits)**  *PREREQUISITE:  As required by College.*
The main purpose of this course is to provide students with a comprehensive understanding of the help desk environment and the knowledge, skills, and abilities necessary to work in the user support industry.  Students will learn problem-solving and communication skills that are very valuable when providing user support.  Through hands-on exercises and case projects students will learn how to apply their knowledge and develop their ideas and skills.
Alabama Community College System Transfer Code C

**CPT 207.     INTRODUCTION TO WEB DEVELOPMENT (3 credits)** *PREREQUISITE:  As required by College.*
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

**CPT 221.     NETWORK SERVICE AND SUPPORT (3 credits)** *PREREQUISITE:  As required by program.*
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:  As required by program.*
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 DNS, DHCP, RRAS, file, print, and security.
Alabama Community College System Transfer Code C

**CPT 232.     NETWORK DESIGN AND IMPLEMENTATION (3 credits)**  *PREREQUISITE:  As required by program.*
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 267.     STRUCTURED CABLING (3 credits)**  *PREREQUISITES:  As required by College.*
This course provides students an introduction to data, voice, and video cabling.  This course will address the latest developments in premises cabling, including technologies and applications in copper, fiber, and wireless cabling.  This course will also cover important background information and resources regarding the most recent cabling standards, which are an integral part of this fast-paced industry.  This course also provides students with hands-on practical experience in cabling.
Alabama Community College System Transfer Code C

**CPT 268.     SOFTWARE SUPPORT (3 credits)**  *PREREQUISITE:  As required by College.*
This course provides students with hands-on practical experience in installing computer software, operating systems, and trouble-shooting.  The class will help to prepare participants for the A+ Certification sponsored by CompTIA.
Alabama Community College System Transfer Code C

**CPT 270.     CISCO I (3 credits)**  *PREREQUISITE:  As required by College.*
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 271.     CISCO II (3 credits)**  *PREREQUISITE:  As required by College.*

This course is the second 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 272.    CISCO III (3 credits)** *PREREQUISITE:  As required by College.*
This course is the third 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 273.    CISCO IV (3 credits)** *PREREQUISITE:  As required by College.*
This course is the fourth 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 276.    SERVER ADMINISTRATION (3 credits)** *PREREQUISITE:  As required by College.*
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 maintaing a network operating system environment.
Alabama Community College System Transfer Code C

**CPT 277.    NETWORK SERVICES ADMINISTRATION (3 credits)** *As required by College.*
This course provides an introduction to the administration of fundamental networking services and protocols.  Topics included in this course are implementing, managing, and maintaining essential network operating system services such as those for client address management, name resolution, security, routing, and remote access.  Students gain hands-on experience performing common network infrastructured administrative tasks.
Alabama Community College System Transfer Code C

**CPT 278.    DIRECTORY SERVICES ADMINISTRATION** *As required by College.*
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

**CPT 279.    NETWORK INFRASTRUCTURE DESIGN (3 credits)** *As required by College.*
This course provides a study of network infrastructure design.  Topics included in this course are strategies for planning, implementing, and maintaining server availability and security, client addressing schemes, name resolution, routing, remote access, and network security.  Students gain experience by designing plans for implementing common network infrastructure and protocols.
Alabama Community College Transfer Code C

**CPT 280.    NETWORK SECURITY (3 credits)** *As required by College.*
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 Transfer Code C

**CPT 282.    COMPUTER FORENSICS AND INVESTIGATION (3 credits)** *As required by College.*
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 Transfer Code C

**CPT 283.    NETWORK DEFENSE AND COUNTERMEASURES (3 credits)** *PREREQUISITE:  As required by College.*
This course introduces students to one of the most important and urgent concepts in protecting computers and networks:  intrusion detection.  The concepts introduced in this course are intended for students and professionals who need hands-on introductory experience with installing firewalls and intrusion detection systems (IDSs).  This course assumes that students are familiar with the Internet and fundamental networking concepts, such as TCP/IP, gateways, routers, and Ethernet.  It also assumes that students are familiar with IP troubleshooting; subnetting, subnet masking, IP datagram structure, routing, Web security, and common attach techniques.
Alabama Community College Transfer Code C

**CPT 288.    LINUX ADMINISTRATION (3 credits)** *PREREQUISITE:  As required by College.*
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.

**Course Descriptions**

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 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, 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


# ECONOMICS

**ECO 231.     PRINCIPLES OF MACROECONOMICS I (3 credits)**  *PREREQUISITE:  As required by program.*
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)**  *PREREQUISITE:  As required by program.*
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 pre-hospital 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.*

**Course Descriptions**

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 pre-hospital 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 pre-hospital 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 pre-hospital 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 ACCUPLACER 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.  This is not a transfer course and is not creditable toward a degree.

**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 ACCUPLACER 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.  This is not a transfer course and is not creditable toward a degree.

**\*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 ACCUPLACER placement test or a score of 18 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**  *PREREQUISITE: 45 on ACCUPLACER TEST or successful completion of ENG092*
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.  English 131 includes instruction and practice in library usage.
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

**ENG 271.     WORLD LITERATURE I (3 credits)** *PREREQUISITE: A grade of "C" or higher ENG 102 or equivalent.*
This course is a study of selected literary masterpieces from Homer to the Renaissance. Emphasis is placed on major 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 relevant criticism and research.
Alabama Community College System Transfer Code A

**ENG 272.     WORLD LITERATURE II (3 credits)** *PREREQUISITE: A grade of "C" or higher ENG 102 or equivalent.*
This course is a study of selected literary masterpieces from the Renaissance to the present. Emphasis is placed on major 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 relevant criticism and research.
Alabama Community College System Transfer Code A

## GENERAL AVIATION TECHNOLOGY

**GAT 101.     GENERAL AVIATION MAINTENANCE COMPREHENSIVE STUDIES. (3 credit hours).** *PREREQUISITES:  Approval for FAA certification testing and/or instructor approval.*

Course Descriptions

This course reintroduces basic information necessary for the student seeking certification as an Aviation Maintenance Technician with Airframe and/or Powerplant endorsements. Emphasis is placed on electricity, the use of aircraft drawings, aircraft weight and balance, materials and processes, aircraft ground operations, fuels and cleaning, corrosion control methods, and Federal Aviation Administration (FAA) and manufacturers' technical and legal publications. This course is designed for the students who have completed the course requirements of an approved FAR 147 training program or those who have prior FAA testing authorization with a signed FAA Form 8610-2.      Alabama Community College System Transfer Code C

**GAT 112.      AIRFRAME COMPREHENSIVE STUDIES. (3 credit hours).** *Approval for FAA certification testing and/or instructor approval.*
This course reintroduces basic information necessary for the student seeking certification as an Aviation Maintenance Technician with Airframe and/or Powerplant endorsements. Emphasis is placed on sheetmetal repairs, aircraft flight control rigging, aircraft inspection, electrical systems installations, the aircraft fuel systems, hydraulic and pneumatic power systems, and the aircraft landing system. This course is designed for the students who have completed the course requirements of an approved FAR 147 training program or those who have prior FAA testing authorization with a signed FAA Form 8610-2.
Alabama Community College System Transfer Code C

**GAT 122.      POWERPLANT COMPREHENSIVE STUDIES. (3 credit  hours).** *Approval for FAA certification testing and/or instructor approval.*
This course reintroduces basic information necessary for the student seeking certification as an Aviation Maintenance Technician with Airframe and/or Powerplant endorsements. Emphasis is placed on reciprocating engine overhaul, reciprocating engine assembly, reciprocating engine inspections, an introduction to turbine engines, and turbine engine inspections. This course is designed for the students who have completed the course requirements of an approved FAR 147 training program or for those who have prior FAA testing authorization with a signed FAA Form 8610-2.
Alabama Community College System Transfer Code C

## GEOGRAPHY

**GEO 100.     WORLD REGIONAL GEOGRAPHY (3 credits)**
This course surveys various countries and major regions of the world with respect to location and landscape, world importance, political status, population, type of economy, external and internal organization and relations, 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)**  *PREREQUISITE:  As required by program.*
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 using GIS 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 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 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 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 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.*

Course Descriptions

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.

## 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

*Course Descriptions*

## HISTORY

**HIS 101.     HISTORY OF WESTERN CIVILIZATION I (3 credits)**  *PREREQUISITE: Appropriate placement scores.*
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)**  *PREREQUISITE: Appropriate placement scores.*
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)**  *PREREQUISITE: Appropriate placement scores.*
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)**  *PREREQUISITE: Appropriate placement scores.*
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 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.

**HIT 221.        HIT COMPUTER APPLICATIONS (2 credits)**  *COREQUISITE:  HIT 222*
This course is a survey of computer usage in health care facilities with emphasis on data security and integrity in health information
systems.  Course instruction focuses on concepts of computer technology related to health care and the tools and techniques for
collecting, storing, retrieving and transmission of 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)** *COREQUISITE:  HIT 221*
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.  The course allows the student to become proficient at skills learned in
classification and coding systems theory classes.  Student competency is demonstrated by accuracy in medical coding.

**HIT 232.        MEDICAL CODING SYSTEMS II (3 credits)**  *PREREQUISITE:  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 LABORATORY II (1 credit)**  *PREREQUISITE:  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 255.        PRINCIPLES OF SUPERVISION IN HIT (3 credits)**  *PREREQUISITE:  As required by College.*
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, and equipment selection.  Student competency includes
demonstration of knowledge of human resource functions and application of supervisory skills.

**Course Descriptions**

**HIT 260.     PROFESSIONAL PRACTICE EXPERIENCE (3 credits)** *PREREQUISITES:  Students must complete a minimum of 21 hours in program core.*
This course allows students to correlate the experience of previous courses with on-site and on-campus simulations and learning experience. Emphasis is placed on application of all previous course work and orientation to all aspects online and/or 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

## HUMANITIES

**HUM 101.    INTRODUCTION TO HUMANITIES I (3 credits)** *PREREQUISITE:  As required by program.*
This is the first course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Alabama Community College System Transfer Code A

**HUM 102.    INTRODUCTION TO HUMANITIES II (3 credits)** *PREREQUISITE:  As required by program.*
This is the second course in a two-semester sequence which offers the student an introduction to the humanities using selections from art, music, literature, history, and philosophy which relates to a unifying theme.
Alabama College College System Transfer Code A

**HUM 299-01. PTK HONORS COURSE I (1 credit)** *PREREQUISITE:  As required by program.*
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor.  The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theater, and dance.  The course may be repeated for credit.
Alabama Community College System Transfer Code A

**HUM 299-02. PTK HONORS COURSE II (1 credit)** *PREREQUISITE:  As required by program.*
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor.  The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theater, and dance.  The course may be repeated for credit.
 Alabama Community College System Transfer Code A

**HUM 299-03. PTK HONORS COURSE III (1 credit)** *PREREQUISITE:  As required by program.*
This course provides an opportunity for the student to study selected topics in the area of the humanities under the supervision of a qualified instructor.  The topics selected will be broad in scope and content rather than specific, and will reference important cultural works from a variety of areas, which may include literature, religious studies, speech, foreign languages, art, music, theater, and dance.  The course may be repeated for credit.
 Alabama Community College System Transfer Code A

## 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:  ACCUPLACER Elementary Algebra 20-39 **or** Arithmetic 20-69.*
This is a developmental course reviewing arithmetical principles and computations designed to help the student's mathematical proficiency for selected curriculum entrance.  This is not a transfer course and is not creditable toward a degree.

**MTH 098.     ELEMENTARY ALGEBRA (3 credits)**  *PREREQUISITE:  MTH 090 (C or higher) **or** ACCUPLACER Elementary Algebra 40-59 **or** Arithmetic 70-120.*
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.  This is not a transfer course and is not creditable toward a degree.

**MTH 100.     INTERMEDIATE COLLEGE ALGEBRA (3 credits)**  *PREREQUISITE:  MTH 098 (C or higher) **or** ACT Math 20-21 **or** ACCUPLACER Elementary Algebra 60-79 **or** College Level Mathematics 20-49**.**
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:  MTH 100 (C or higher) **or** ACT Math 22-23 **or** ACCUPLACER Elementary Algebra 80-120 **or** College Level Mathematics 50-59.*
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:  MTH 100 (C or higher) **or** ACT Math 22-23 **or** ACCUPLACER Elementary Algebra 80-120 **or** College Level Mathematics 50-59.*
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:  MTH 112 (C or higher) **or** ACT Math 22-23 **or** ACCUPLACER College Level Mathematics 60-79.*
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 (C or higher) **or** ACCUPLACER Elementary Algebra 40-59 **or** Arithmetic 70-120.*
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:  MTH 113 (C or higher) **or** ACT Math 24 (or higher) **or** ACCUPLACER College Level Mathematics 80 (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 (C or higher).*
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 (C or higher).*
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 (C or higher).*
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

Group Instruction is available in voice, piano, strings, woodwinds, brass, percussion and fretted instruments for students with little or no previous training.  Emphasis is placed on the rudiments of music, basic performance technique and general musicianship skills.  Upon

Completion of one or a sequence of courses, students should be able to demonstrate a basic proficiency in singing or playing and a knowledge of music fundamentals. *PREREQUISITE: As required by program.*

**MUL 101–102, 201–202.   CLASS PIANO I, II, III, IV (1 credit each)**
Alabama Community College System Transfer Code C

**MUL 111–112, 211–212.   CLASS VOICE I, II, III, IV (1 credit each)**
Alabama Community College System Transfer Code C

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 182–183; 282–283.   VOCAL 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 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 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

**Course Descriptions**

**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 110. BASIC MUSICIANSHIP (3 credits)** *PREREQUISITE: MUS 099 or suitable placement score or permission of the instructor.*
This course is designed to provide rudimentary music knowledge and skills for the student with a limited music background. Topics include a study of notation, rhythm, scales, keys, intervals, chords and basic sight singing and ear training skills. Upon completion, students should be able to read and understand musical scores and demonstrate basic sight singing and ear training skills for rhythm, melody and harmony.
Alabama Community College System Transfer Code C

**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)** *PREREQUISITE: As required by College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**
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: As required by College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**
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: As required by College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**
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 College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**

**Course Descriptions**

This course is designed to increase student proficiency in using advanced word processing functions.  Emphasis is on the use of industry-standard software to maximize productivity.  Upon completion, the student should be able to demonstrate the ability to generate complex documents such as forms, newsletters, and multi-page documents.
Alabama Community College System Transfer Code C

**OAD 131.    BUSINESS ENGLISH (3 credits)**  *RECOMMENDED:  As required by College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**
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)**  *PREREQUISITE:  As required by College.*
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)**  *PREREQUISITE:  As required by College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**
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)**  *PREREQUISITE:  As required by College.*
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)**  *PREREQUISITE:  OAD 211*
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)**  *PREREQUISITE:  As required by College.*
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)**  *PREREQUISITE:  As required by College.*
**NOTE:  There is an approved standardized plan of instruction for this course.**
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 College.*
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)**  *PREREQUISITE:  As required by College.*
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)**  *PREREQUISITE:  As required by College.*

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: time, reading, memory, notes, tests, diversity, thinking, writing, relationships, health, and career planning.
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)**

**Course Descriptions**

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

**Course Descriptions**

**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 class work 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 bait caster 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 an 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


## PHYSICAL SCIENCE

**PHS 111.      PHYSICAL SCIENCE I (4 credits)**
This course provides the nontechnical student with an introduction to the basic principles of geology, oceanography, meteorology, and astronomy.  Laboratory is required.  Students must register for PHS 111L as part of this course.
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.  Students must register for PHS 112L as part of this course.
Alabama Community College System Transfer Code A


## PHYSICS

**PHY 201.      General Physics I (Trigonometry Based)—TRIGONOMETRY BASED (4 credits)**  *PREREQUISITE:  MTH 113 or equivalent.*
Specific topics include mechanics, properties of matter and energy, thermodynamics, and periodic motion.  Laboratory is required.  Students must register for PHY 201L as part of this course.
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.  Students must register for PHY 202L as part of this course.
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. Students must register for PHY 213L as part of this course.
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.  Students must register for PHY 214L as part of this course.
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)** *PREREQUISITES:  As determined by the College.*
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 RESEARCH AND WRITING (3 credits)** *PREREQUISITES:  As determined by College.*
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 103.    ADVANCED LEGAL RESEARCH AND WRITING (3 credits)** *PREQUISITES:  PRL 101 and PRL 102.*
This course requires the student to apply research, analysis, and writing techniques to substantive legal issues.  Assignments include preparation of legal memoranda and other documents and the more efficient use of electronic research methods.
Alabama Community College System Transfer Code C

**PRL 150.    COMMERCIAL LAW (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course covers selected portions of the Uniform Commercial Code, and forms of business organization.  This is a CORE course.
NOTE:  This course may be substituted by BUS 263.   BUS 216 and 262 may be substitute.
Alabama Community College System Transfer Code C

**PRL 160.    CRIMINAL LAW AND PROCEDURE (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course introduces substantive and procedural criminal law including elements of state and federal crimes, defenses, constitutional issues, pre-trial process, and other related topics.   This is a CORE course.  Note:  This course may be substituted by CRJ 140.
Alabama Community College System Transfer Code C

**PRL 192.    SELECTED TOPICS IN PARALEGAL (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course provides an opportunity to explore areas of current interest in specific program or discipline areas.  Emphasis is placed on subject matter appropriate to the program or discipline.
Alabama Community College System Transfer Code C

**PRL 193.    SELECTED TOPICS IN PARALEGAL II (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course provides an opportunity to explore areas of current interest in specific program or discipline areas.  Emphasis is placed on subject matter appropriate to the program or discipline.
Alabama Community College System Transfer Code C

**PRL 210.    REAL PROPERTY LAW (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course emphasizes the study of real property law.  Topics include the distinction between real and personal property, various estates and interests in property, and the mechanics of conveyance, encumbrances, and closing procedures.  This is a CORE course.
Note:  This course may be substituted by RLS 101.
Alabama Community College Transfer Code C

**PRL 220.    CORPORATE LAW (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course covers the legal aspects of creating, operating, and maintaining a business and includes a review of commonly used forms of business organization.
Alabama Community College Transfer Code C

**PRL 230.    DOMESTIC LAW (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course covers laws governing domestic relations.  Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics.  This is a CORE course.
Alabama Community College System Transfer Code C

**PRL 240.    WILLS, ESTATES, AND TRUSTS (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
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 250.    BANKRUPTCY AND COLLECTIONS (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors.  Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and  post-judgement collection procedure.
Alabama Community College System Transfer Code C

**PRL 262.    CIVIL LAW AND PROCEDURE (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course examines the Federal Rules of Civil Procedures, the Alabama Rules of Civil Procedure, and trial procedure. This is a CORE course.
Alabama Community College System Transfer Code C

**PRL 265.    CONSTITUTIONAL LAW (3 credits)** *PREREQUISITES:  PRL 101 and PRL 102.*
This course is designed to give an overview of the United States Constitution and its application in the American Legal System.
Alabama Community College System Transfer Code C

**PRL 282.     LAW OFFICE MANAGEMENT AND PROCEDURES (3 credits)**  *PREREQUISITES:  PRL 101 and PRL 102.*
This course focuses on the management, organization, and policies and procedures of a law office.
Alabama Community College System Transfer Code C

**PRL 291.     INTERNSHIP (3 credits)**  *PREREQUISITES:  Students must complete a minimum of 21 hours in program core.*
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
for 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

## 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 A

**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 210.   SOCIAL PROBLEMS (3 credits)**  *PREREQUISITE:  SOC 200.*
This course examines the social and cultural aspects, influences, incidence and characteristics of current social problems in light of sociological theory and research.
Alabama Community College System Transfer Code A

**SOC 247.   MARRIAGE AND FAMILY (3 credits)**  *PREREQUISITE:  SOC 200.*
This course is a study of family structures and families in a modern society. It covers preparation for marriage, as well as sociological, psychological, biological, and financial factors relevant to success in marriage and family life.
Alabama Community College System Transfer Code B

## SPANISH

**SPA 101.   INTRODUCTORY SPANISH I (4 credits)**  *PREREQUISITE:  As required by college.*
This course 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.
Alabama Community College System Transfer Code A

**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.

# College Personnel

## ADMINISTRATION

OHLSON, VICKY ..................................................................................................................Interim President
        B.S., Troy University                              Ph.D., Auburn University
        M.S.  Troy University


LANDRUM-SIMS, ALONZETTA.................................................................................... Dean of Finance and Administration
        B.S., Alabama State University                M.B.A., Troy State University – Montgomery

REEDER, LESLIE.................................................................................................Interim Dean of Instruction
        A.S., Wallace Community College          B.S., Troy University
        M.S., Troy University


CHARLES, OLIVIER.................................................................................................Dean of Students
        B.S., University of West Alabama         M.S.C.E., University of West Alabama


## PROFESSIONAL STAFF

ABBOTT, TRACY.............................................................................Director of Student and Community Services, Gulf Coast
        B.A., University of Alabama           M.A. University of Alabama

ADCOCK, STEPHEN ...........................................................................Veteran Affairs and Student Financial Aid Coordinator
        A.S., Enterprise State Junior College
        B.S., Troy University

AMMONS, KEVIN.............................................................................. Associate Dean of Students
        B.A.,University of Alabama          Ed.D., University of Alabama
        M.Ed.,Troy State University

DAVIS, JOSEPH.................................................................Director of Institutional Effectiveness and Advancement
        B.S., Troy University          M.B.A., Troy University


DUBOSE, LATICIA.............................................................................. Assistant Director of Financial Aid
        B.S., Troy, University          M.S., Troy University

DUNN, TERRI C............................................................................... Director, Adult Education
        B.S., Troy State University          Ed.D., Alabama State University
        M.B.A., Troy State University

FORD, FELISHA............................................................................... Director of Counseling
        B.A., Alabama A & M University         Ph.D., Capella University
        M.S., Troy University

FOSTER, DAVA.................................................................Student Support Services Program Assistant
        B.S., Troy University          M.S., Troy University

GRICE, LESIA............................................................ Transfer/Career Coordinator, Student Support Services (Ozark)
        A.S., Wallace Community College         M.S., Troy State University
        B.S., B.A., Troy State University

HARBERT, JAY ...............................................................................Aviation Division Director
        A.A., Wallace Community College         A.A.S., Wallace Community College Ozark


HARPER, ORETHA J...............................................................................Coordinator, Guidance Services
        B.A., Talladega College          Ph.D., Atlanta University
        M.A., Atlanta University

HARRISON, MICHAEL B. .............................................................................. Director, Student Support Services

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

HERBSTER JESSICA..................................................................................Human Resources Coordinator
    B.A., Auburn University

HODGES, LINDA ...........................................................................Coordinator of Information Services
    Certificate, Enterprise State Junior College     A.A., Enterprise State Junior College
    A.A.S., Enterprise State Junior College     B.A., Huntingdon College

HOLBROOK, CARL........................................................................................... Evening Director
    A.A., Enterprise State Junior College      B.S. Troy University

HOLLEY, JOEY E. ...........................................................................................Director of Admissions
    B.S., Troy State University

KELLEY–SPENCE, ANN..........................................Director, Instructional Resources and Community Education
    B.S., Huntingdon College

LYNK, ANGEL.......................................................................... Admissions and Registration Coordinator
    A.A., Malcolm X Community College      B.A., Columbia College

OLSEN, JENNIFER……………………………………………Student Services Specialist/Coordinator of Student Activities
    B.A., The University of Alabama      M.S., Troy University

OWEN, DANNY.......................................................................... Director, North Alabama Aviation Center
    Specialized Certification, United States Marine Corps

PARKER, TERRI ...........................................................................................College Recruiter

QUISENBERRY, JR., HENRY L. ...................................................................Director, Student Financial Aid
    A.S., Enterprise State Junior College     M.Ed., Auburn University
    B.S., Auburn University         Ed.D., The University of Alabama

SCHMIDT, STEPHEN.................................................................... Marketing & Public Relations Director
    B.S., Troy University

STUMP, CHELLYE D....................................................................Systems Software Grants Manager
    B.S., Troy State University

TRULL, JASON ...................................................................... Coordinator of Information Technology for Aviation
    A.S., Herzing University       B.S. Herzing University

WILLIAMS, SHARON.......................................................................Workplace Education Specialist
    A.S., Enterprise State Junior College     Adult Education Certification, Auburn University
    B.S., Troy State University        Additional Graduate Study
    M.S., Troy State University—Dothan

JERMAINE WILLIAMS ........................................................................Head Women's & Men's Basketball Coach
    B.S., Troy University

## DIVISION CHAIRPERSONS

COLE, ANTHONY ........................................................................ EMS and Health/Science Division
    A.S., Enterprise State Junior College     B.S., Troy State University
    E.M.T.P., Wallace State Community College   M.Ed., American Intercontinental University

COVINGTON, CYNTHIA..........................................................................History and Social Science Division
    A.A.S., Enterprise State Junior College    M.S., Troy State University—Dothan
    B.S., Troy State University—Dothan     Additional Graduate Study

HEAD, ANNA...........................................................................................English Division
    B.A., Auburn University         Ph.D., Auburn University

M.A., Auburn University

HOWARD, ED .................................................................................................................................... Mathematics
        A.A., Enterprise State Junior College        M.S., Auburn University
        B.S., Auburn University        Additional Graduate Study

MOORE, JENNIFER C. ................................................................Business & Computer Information Science Division
        B.A., Huntingdon College        M.S., Dakota State University
        RHIT, American Health Information Management Association

THOMAS, KENNETH ................................................................................................................. Fine Arts Division
        B.Ed., Auburn University        Ph.D., Auburn University
        M.Ed., Auburn University

SHERRARD, JOSEPH ................................................................................................................Aviation Maintenance
        A.S., Western Kentucky University        Mobile Campus

## FULL-TIME FACULTY

BUSBY, JAMES ................................................................................................................. Aviation Maintenance
        A.A.S., Enterprise State Community College

CALLAIS, KENNETH ................................................................................................................Aviation Maintenance
        A.A., Community College of the Air Force        Mobile Campus
        B.S., Embry-Riddle Aeronautical University

CATRETT, JONATHAN ........................................................................................................................ Science
        B.S., Troy University        M.S., Troy University

CHAMBLESS, ROBERT ..............................................................................................................Physical Science
        A.A.S., Enterprise State Junior College        6th Year AA Certificate, Auburn University
        B.S., Auburn University        Additional Graduate Study
        M.S., Troy State University—Dothan

CHAPIN, KAREN ..............................................................................................................English, Speech
        B.A., Southeastern College        Additional Graduate Study
        M.S., Troy State University

CORKRAN, MARJEAN E. ............................................................................................................... English
        B.A., Auburn University Montgomery        M.L.A., Auburn University Montgomery

COVINGTON, SAM ..............................................................................................................History
        B.A., Auburn University        M.A., Auburn University

DILLINGHAM, LYDIA ..............................................................................................................Legal Assistant/Paralegal
        A.A., Abilene Christian University        J.D., Jones School of Law, Faulkner University
        B.S., Troy University

EASON, STEPHANIE ..............................................................................................................English
        B.A., Troy State University        M.S.Ed., Troy State University

FANN, LINDA DEANNE ............................................................................................................... Mathematics
        B.S., Troy State University        Additional Graduate Study
        M.S., Troy State University

GIBSON, LESLIE ..............................................................................................................Computer Graphics, Art
        A.A., Enterprise State Junior College        M.F.A., Savannah College of Art and Design
        B.S., Troy State University

HENDERSON, CHRISTOPHER W. ............................................................................................................Aviation Maintenance
        A.A.S., Wallace Community College

HERNDON, PHILIP ..............................................................................................................Aviation Maintenance
        A.A.S., Alabama Aviation & Technical College        M.Div., New Orleans Baptist Theological Seminary
        B.A., Shorter College        Additional Graduate Study

HULSEY, WILLIAM T. ..............................................................................................................Health/Fitness
        B.S., Auburn University        Additional Graduate Study
        M.Ed., University of South Alabama

KELLEY, RONALD W. ..............................................................................................................Aviation Maintenance

A.A., Community College of the Air Force                                                                          Mobile Campus

KOSIK, KYLE E. ....................................................................................................................Aviation Maintenance
       A.A.S., Enterprise-Ozark Community College

LAMMON, ROBERTA G. ..................................................................................................................... Mathematics
       B.S., Auburn University                     Additional Graduate Study
       M.S., Troy State University

LEDBETTER, LYNN ........................................................................................................................... Art
       B.A., The University of Alabama at Birmingham      M.A.E., The University of Alabama at Birmingham

MOOR, JACK ....................................................................................................................Aviation Maintenance
       B.S., University of New York                                 Mobile Campus
       M.A.S., Embry-Riddle Aeronautical University
       Additional Graduate Study

MORROW, JAMES ....................................................................................................................Humanities
       B.S., Troy University                     M.A., University of Southern Mississippi
       M.P.H., University of Southern Mississippi      B.S., Troy University

MULLINS, JEFFREY ....................................................................................................Avionics Technology
       A.A.S., Embry Riddle Aeronautical University      B.A.S., Embry Riddle Aeronautical University

NARON, DOYLE S. ....................................................................................................Aviation Maintenance
       A.A.S., Wallace Community College                     Mobile Campus
       B.S., Embry-Riddle Aeronautical University

NORTHWAY, JERRY ....................................................................................................Aviation Maintenance
       A.S., Linn Technical College

PATTIE, KATHY ...........................................................................................................English
       B.A., Huntingdon College                   Ed.S., Auburn University at Montgomery
       M.Ed., Auburn University at Montgomery

PETERS, KRISTI ...........................................................................................................Mathematics
       A.A., A.S., Enterprise State Junior College      M.S., Troy State University
       B.S., Troy State University

PERSHINA, JOHN ...........................................................................................................Avonics Technology
       BSEE                                         Mobile Campus
       Pennsylvania State University

POUND, DANEAN ...........................................................................................................English
       A.A., Enterprise State Junior College        M.A., Northwestern State University
       B.S., Troy State University

RASH, LONNIE ...........................................................................................................Aviation Maintenance
       A.S., Excelsior University

REED, DAVID ...........................................................................................................Aviation Maintenance
       Specialized Certification, United States Coast Guard      Mobile Campus

ROBERTS, KENNETH ...........................................................................................................Aviation Maintenance
       Certification, American Marine Institute        A.A.S., Wallace Community College

SCOTT, GEORGE L. ...........................................................................................................Speech
       B.A., University of Southern Mississippi       Additional Graduate Study
       M.S., University of Southern Mississippi

SLOANE, HAROLD ...........................................................................................................Aviation Maintenance
       B.S., Embry-Riddle Aeronautical University                    Ozark Campus

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SMITH, ERIN...................................................................................................................................Music
        B.A.  Huntingdon College                          Additional Graduate Study, Univ. of Colorado at Boulder
        M.S   Temple University

SMITH, MICHAEL .................................................................................................Mathematics & Physics
        B.S.  Jacksonville State University        M.Ed., Auburn University
        M.S  Auburn 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                 M.L.S., The University of Alabama
        B.S., Alabama State University

TAYLOR, HAROLD B. ...........................................................................................Aviation Maintenance
        B.S., Auburn University                                Mobile Campus

TURNER, MELISSA................................................................................................................ Psychology
        B.S., Troy University                    Additional Graduate Study
        M.S., Troy University

WARREN, ROSALYN........................................................................... Computer Information Science
        B.S., Alabama State University        Additional Graduate Study
        M.S., DeVry University

WATSON, ROBERT ...............................................................................................Aviation Maintenance
        A.S., Community College of the Air Force                     Mobile Campus
        B.S., University of Maryland
        M.S., University of Oklahoma

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        A.A., Wallace Community College        M.S., Auburn University
        B.S., Troy University                   Ph.D, Auburn University

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# Index

**Index**

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