

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

CENTRAL OFFICE

*PO Box 609
Perkinston, MS 39573
Telephone: (601) 928-5211
Fax: (601) 928-6386
TTD: (601) 928-8907*

COMMUNITY CAMPUS

*(Established 1996)
10298 Express Drive
Gulfport, MS 39503
Telephone: (228) 897-4360
Fax: (228) 897-4375*

JACKSON COUNTY CAMPUS

*(Established 1965)
Highway 90 and Vancleave Road
PO Box 100
Gautier, MS 39553
Telephone: (228) 497-9602
Fax: (228) 497-9604
TTD: (228) 497-7879*

JEFFERSON DAVIS CAMPUS

*(Established 1965)
Switzer and DeBuys Road
2226 Switzer Road
Gulfport, MS 39507
Telephone: (228) 896-3355
Fax: (228) 896-2520
TTD: (228) 897-3780*

PERKINSTON CAMPUS

*(College Division Established 1925)
Highway 49 South
PO Box 548
Perkinston, MS 39573
Telephone: (601) 928-5211
Fax: (601) 928-6359
TTD: (601) 928-6333*

GEORGE COUNTY CENTER

(Established 1972)
11203 Highway 63 South
PO Box 77
Lucedale, MS 39452
Telephone: (601) 947-4201
Fax: (601) 947-4899

**APPLIED TECHNOLOGY AND
DEVELOPMENT CENTER**

(Established 1964—Relocated 1991)
Bernard Bayou Industrial District/Intraplex 10
10298 Express Drive
Gulfport, MS 39503
Telephone: (228) 897-4360
Fax: (228) 897-4375

WEST HARRISON COUNTY CENTER

(Established 1985)
Long Beach Industrial Park
Espy and B Street
21500 B Street
Long Beach, MS 39560
Telephone: (228) 868-6057
Fax: (228) 868-6060

KEESLER CENTER

(Established 1973)
PO Box 5008
Biloxi, MS 39534
Telephone: (228) 432-7198

Harrison, Stone, Jackson, and George Counties Cooperating

Information contained in this publication is subject to change without prior notice. Information contained herein shall not constitute a binding agreement on the part of Mississippi Gulf Coast Community College.

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age, or qualified disability. If you have questions regarding services for students with disabilities, contact the office of the Dean of Student Services at the campus of your choice.

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FOREWORD

This publication is intended to be a helpful source of information about the opportunities for educational advancement offered by Mississippi Gulf Coast Community College. The college offers the first two years of university parallel programs covering a broad scope of courses, plus more than 46 technical and career programs.

This bulletin covers general academic requirements and procedures, student activities, curricula, and course descriptions. Also included are descriptions of the physical facilities on Jackson County Campus at Gautier, Jefferson Davis Campus at Gulfport-Biloxi, both non-resident, and Perkinson Campus at Perkinson, which has dormitory facilities for men and women. Information is also included on the George County Center, Mississippi Gulf Coast Applied Technology and Development Center, West Harrison County Center, and the Keesler Air Force Base Center.

Information is organized into six parts as outlined in the table of contents, each furnishing information to students and/or their parents, spouse, or guardian. Specific topics may be located by consulting the index. A better understanding of the institution, its philosophy, offerings and advantages will be gained by reading this bulletin in its entirety.

ACCREDITATION

The college is accredited by the Mississippi College Commission for Accreditation and by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, Georgia 30033-4097, Telephone number 404-679-4501; to award associate degrees. Students transferring to universities will receive recognition for credits earned at Mississippi Gulf Coast Community College.

The following programs hold specialized professional accreditation:

ASSOCIATE DEGREE NURSING — Board of Trustees of State Institutions of Higher Learning, State of Mississippi. National League for Nursing Accreditation, 61 Broadway, 33rd Floor, New York, NY 10006, Telephone number 212-363-5555.

EMT-PARAMEDIC — (CAAHEP) Commission of Allied Health Programs and (JRC-EMS) Joint Review Committee on Emergency Medical Services, 35 East Wacker Drive, Suite 1970, Chicago, IL 60601-2208.

FUNERAL SERVICES TECHNOLOGY — American Board of Funeral Service Education, 38 Florida Avenue, Portland, ME 04103, Telephone number 207-878-6530.

MEDICAL RADIOLOGIC TECHNOLOGY — The Joint Review Committee on Education in Radiological Technology of the American Medical Association, 20 North Wacker Drive, Suite 900, Chicago, IL 60606-2901, Telephone number 312-704-5300.

MEDICAL LABORATORY TECHNOLOGY (NACLS) — National Accrediting Agency for Clinical Laboratory Sciences, 8410 West Byrn Mawr Avenue, Chicago, IL 60631.

PRACTICAL NURSING — Department of Education, State of Mississippi. National League for Nursing Accrediting Commission (NLNAC) — 61 Broadway, New York, NY 10006, Telephone number 212-363-5555.

RESPIRATORY CARE TECHNICIAN — (COARC) Committee on Accreditation for Respiratory Care Programs, 1218 Harwood Road, Bedford, TX 76021.

SURGICAL TECHNOLOGY (ARSCT) — Accreditation Review Committee on Education in Surgical Technology, 7108C South Alton Way, Englewood, CO 80112, Telephone number 303-694-9262.

Compliance Policy

Mississippi Gulf Coast Community College is an Equal Opportunity Employer and complies with all applicable laws regarding equal opportunities in all its activities, programs, and employment. It does not discriminate on the basis of race, color, religion, creed, national origin, gender, age, or qualified disability. The College complies with non-discriminatory regulations under Title VI and Title IX. All inquiries concerning discrimination should be directed to

Central Office: Hal Higdon, Cheryl Thompson (alternate).

Jackson County Campus: Bill Yates, William Martin (alternate).

Perkinston Campus: Johnnette Dees, Rick Hartfield (alternate).

Jefferson Davis Campus: Foster Flint, Gina Sessum (alternate).

Keesler Center: Patricia Holloway

George County Center: Suzan Bounds

West Harrison County Center: Don Christensen, Tommye Skinner (alternate).

Applied Technology and Development Center: Stacy Carmichael

Drug-Free Workplace Policy

In compliance with the Drug-Free Workplace Act of 1988, as revised by the Drug-Free Schools and Communities Act of 1989, Public Law 101-226, Mississippi Gulf Coast Community College is required to notify employees and students that the unlawful manufacturing, distribution, dispensing, possession, or use of a controlled substance or alcohol is prohibited in the college environment.

The college has adopted and implemented an educational, assistance, and referral program for students and employees.

Rehabilitation Act and Americans with Disabilities Act (ADA)

Mississippi Gulf Coast Community College complies with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act. Information regarding disabilities, voluntarily given or inadvertently received, will not adversely affect any admission decision. If you require special services because of a disability, notify the ADA Coordinator at the Central Office, Dr. Hal Higdon, or the Dean of Student Services at the campus or center on which you expect to enroll. This voluntary self-identification allows the Mississippi Gulf Coast Community College to prepare appropriate support services to facilitate your learning.

Student Right-To-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, November 8, 1990, as amended 1993, Mississippi Gulf Coast Community College provides statistical data on its graduates and the Campus Security Report. For further information, contact the Dean of Student Services on each campus.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act and its subsequent revisions deal with educational records of students. The purpose of the law is to define who may or may not have access to student records. The law allows students and parents of dependent students, as defined by the IRS, access to the individual student's educational records.

MGCCC will release directory information on students to any interested member of the public unless the student requests that it be withheld. Requests by the student to withhold directory information must be made to the campus Dean of Student Services. Directory information is defined as follows: (1) the student's name; (2) address; (3) telephone number; (4) date and place of birth; (5) major; (6) participation in officially recognized activities and sports; (7) weight and height of athletic team members; (8) dates of attendance; (9) degrees and awards received; (10) previous educational institutions attended (11) degrees and awards received, and (12) other similar information.

Except as provided by law, data released to sources outside the college will be in aggregate form and no personally identifiable information will be made available. End of semester grades will be mailed to the student's permanent address as listed on the Application for Admission.

Further information concerning provisions of the Act may be obtained from the campus Dean of Student Services or the Administrative Dean of College Centers.

CALENDAR

**COLLEGE CALENDAR
2003-2004**

August 15	Friday	New Personnel Orientation
August 18	Monday	District Faculty Workshop (JD Campus)
August 19	Tuesday	Campus Faculty Workshops
August 20-21	Wednesday-Thursday	Registration

FALL SEMESTER, 2003

Date	Day	Function
August 19	Tuesday	Dormitories open at 1:00 p.m..
August 20-21	Wednesday-Thursday	Registration.
August 22	Friday	Last Day for 100% refund.
August 25	Monday	Classes begin.
August 29	Friday	End of late registration; last day to officially withdraw without a grade; last day to change schedule.
September 1	Monday	Labor Day Holiday (classes that meet on Monday nights only will make up on Friday, Sept. 26).
September 5	Friday	Last day for 90% refund.
October 3	Friday	End of sixth week
October 13-14	Monday-Tuesday	Columbus Day Holidays. (all offices closed)
October 24	Friday	End of ninth week; mid-term grades due.
October 31	Friday	Last day to officially withdraw with a "W" grade for full term classes only.
November 26-28	Wednesday-Friday	Thanksgiving Holidays.
December 15-19	Monday-Friday	Final Examinations.
December 19	Friday	Begin Christmas Holidays after exams. Offices close at 2:00 p.m.

SPRING SEMESTER, 2004

Date	Day	Function
January 5	Monday	All administrative offices open.
January 6	Tuesday	Dormitories open at 1:00 p.m.
January 7-8	Wednesday-Thursday	Registration.
January 9	Friday	Last day for 100% refund.
January 12	Monday	Classes begin.
January 16	Friday	End of late registration; last day to officially withdraw without a grade; last day to change schedule.
January 19	Monday	Martin Luther King, Jr.'s Birthday Holiday.
January 23	Friday	Last day for 90% refund.
February 20	Friday	End of sixth week.
February 23-24	Monday-Tuesday	Mardi Gras Holidays — Monday night only classes will make up on Friday, March 12, and Tuesday night only classes will make up on Friday, March 19; administrative offices open.
March 12	Friday	End of ninth week; mid-term grades due.
March 19	Friday	Last day to officially withdraw with a "W" grade for full term classes only.
March 22-26	Monday-Friday	Spring Holidays
April 9	Friday	Good Friday
May 3-7	Monday-Friday	Final Examinations.
May 12	Wednesday	Graduation – Coast Coliseum

SUMMER SEMESTERS, 2004

Five-Week Summer Term

Day Class Schedule

First Session

Date	Day	Function
May 27-28	Thursday-Friday	Registration — day classes.
May 31	Monday	Memorial Day Holiday.
June 1	Tuesday	Classes begin.
July 1-2	Thursday-Friday	Final examinations; first session ends.

Second Session

July 2	Friday	Registration — day classes.
July 5	Monday	Independence Day Holiday.
July 6	Tuesday	Classes begin.
Aug. 5-6	Thursday-Friday	Final examinations; second session ends.

Ten-Week Summer Term

Class Schedule

Date	Day	Function
May 27-28	Thursday-Friday	Registration.
May 31	Monday	Memorial Day Holiday (Monday night classes will make up on Friday, June 11).
June 1	Tuesday	Classes begin.
July 5	Monday	Independence Day Holiday observed.
Aug. 2-6	Monday-Friday	Final examinations will be given during the last class meeting.

**KEESLER CENTER
OF THE JEFFERSON DAVIS CAMPUS
2003-2004**

FALL TERM September 2, 2003 - November 14, 2003

Date	Day	Function
August 18	Monday	Begin Registration
August 29	Friday	End Registration
September 1	Monday	Labor Day Holiday
September 2	Tuesday	Classes Begin
November 10-13	Monday-Thursday	Final Examinations

WINTER TERM December 1, 2003 - February 27, 2004

November 12	Wednesday	Begin Registration
November 25	Tuesday	End Registration
December 1	Monday	Classes Begin
December 19	Friday	Christmas Holidays Begin
January 5	Monday	Classes Resume
February 23-26	Monday-Thursday	Final Examinations

SPRING TERM March 8, 2004 - May 21, 2004

February 23	Monday	Begin Registration
March 5	Friday	End Registration
March 8	Monday	Classes Begin
April 9	Friday	Good Friday Holiday
May 17-20	Monday-Thursday	Final Examinations

SUMMER TERM June 1, 2004 - August 13, 2004

May 17	Monday	Begin Registration
May 28	Friday	End Registration
June 1	Tuesday	Classes Begin
July 5	Monday	Independence Day Holiday
August 9-12	Monday-Thursday	Final Examinations

*** THIS CALENDAR IS SUBJECT TO CHANGE. PLEASE CONTACT THE KEESLER CENTER TO RECEIVE CURRENT REGISTRATION INFORMATION.**

SEMESTER TESTING SCHEDULE
Fall Semester, 2003
All Campuses

<u>Date</u>	<u>Exam Time</u>	<u>Class Time</u>
<u>Saturday</u> December 13	<u>8:00 a.m.</u> - <u>10:00 a.m.</u>	<u>Saturday morning classes</u>
<u>Monday</u> December 15	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>1:00 p.m.</u> - <u>3:00 p.m.</u> <u>3:00 p.m.</u> - <u>5:00 p.m.</u>	<u>8:00 a.m.</u> - <u>8:53 a.m.</u> MWF <u>10:00 a.m.</u> - <u>10:53 a.m.</u> MWF <u>11:00 a.m.</u> - <u>11:53 a.m.</u> MWF <u>3:00 p.m.</u> - <u>3:53 p.m.</u> MWF
<u>Tuesday</u> December 16	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>1:00 p.m.</u> - <u>3:00 p.m.</u> <u>3:00 p.m.</u> - <u>5:00 p.m.</u> <u>4:00 p.m.</u> - <u>6:00 p.m.</u>	<u>8:00 a.m.</u> - <u>9:20 a.m.</u> TT <u>9:30 a.m.</u> - <u>10:50 a.m.</u> TT <u>2:00 p.m.</u> - <u>2:53 p.m.</u> MWF <u>2:30 p.m.</u> - <u>3:50 p.m.</u> TT <u>4:00 p.m.</u> - <u>5:20 p.m.</u> TT`
<u>Wednesday</u> December 17	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>1:00 p.m.</u> - <u>3:00 p.m.</u> <u>4:00 p.m.</u> - <u>6:00 p.m.</u>	<u>9:00 a.m.</u> - <u>9:53 a.m.</u> MWF <u>12:00 p.m.</u> - <u>12:53 p.m.</u> MWF <u>1:00 p.m.</u> - <u>1:53 p.m.</u> MWF <u>4:00 p.m.</u> - <u>5:20 p.m.</u> MW
<u>Thursday</u> December 18	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>3:00 p.m.</u> - <u>5:00 p.m.</u> <u>4:30 p.m.</u> - <u>6:30 p.m.</u>	<u>11:00 a.m.</u> - <u>12:20 p.m.</u> TT <u>1:00 p.m.</u> - <u>2:20 p.m.</u> TT <u>1:30 p.m.</u> - <u>2:50 p.m.</u> TT <u>3:00 p.m.</u> - <u>4:20 p.m.</u> TT <u>5:00 p.m.</u> - <u>6:20 p.m.</u> TT
<u>Friday</u> December 19	<u>8:00 a.m.</u> - <u>10:00 a.m.</u>	<u>Other classes</u>

Evening class exams will be the last meeting of the semester during exam week.
Exams in all flexibly scheduled courses will be given during the last class meeting.

Spring Semester, 2004
All Campuses

<u>Saturday</u> May 1	<u>8:00 a.m.</u> - <u>10:00 a.m.</u>	<u>Saturday morning classes</u>
<u>Monday</u> May 3	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>1:00 p.m.</u> - <u>3:00 p.m.</u> <u>3:00 p.m.</u> - <u>5:00 p.m.</u>	<u>8:00 a.m.</u> - <u>8:53 a.m.</u> MWF <u>10:00 a.m.</u> - <u>10:53 a.m.</u> MWF <u>11:00 a.m.</u> - <u>11:53 a.m.</u> MWF <u>3:00 p.m.</u> - <u>3:53 p.m.</u> MWF
<u>Tuesday</u> May 4	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>1:00 p.m.</u> - <u>3:00 p.m.</u> <u>3:00 p.m.</u> - <u>5:00 p.m.</u> <u>4:00 p.m.</u> - <u>6:00 p.m.</u>	<u>8:00 a.m.</u> - <u>9:20 a.m.</u> TT <u>9:30 a.m.</u> - <u>10:50 a.m.</u> TT <u>2:00 p.m.</u> - <u>2:53 p.m.</u> MWF <u>2:30 p.m.</u> - <u>3:50 p.m.</u> TT <u>4:00 p.m.</u> - <u>5:20 p.m.</u> TT
<u>Wednesday</u> May 5	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>1:00 p.m.</u> - <u>3:00 p.m.</u> <u>4:00 p.m.</u> - <u>6:00 p.m.</u>	<u>9:00 a.m.</u> - <u>9:53 a.m.</u> MWF <u>12:00 p.m.</u> - <u>12:53 p.m.</u> MWF <u>1:00 p.m.</u> - <u>1:53 p.m.</u> MWF <u>4:00 p.m.</u> - <u>5:20 p.m.</u> MW
<u>Thursday</u> May 6	<u>8:00 a.m.</u> - <u>10:00 a.m.</u> <u>10:00 a.m.</u> - <u>12:00 p.m.</u> <u>3:00 p.m.</u> - <u>5:00 p.m.</u> <u>4:30 p.m.</u> - <u>6:30 p.m.</u>	<u>11:00 a.m.</u> - <u>12:20 p.m.</u> TT <u>1:00 p.m.</u> - <u>2:20 p.m.</u> TT <u>1:30 p.m.</u> - <u>2:50 p.m.</u> TT <u>3:00 p.m.</u> - <u>4:20 p.m.</u> TT <u>5:00 p.m.</u> - <u>6:20 p.m.</u> TT
<u>Friday</u> May 7	<u>8:00 a.m.</u> - <u>10:00 a.m.</u>	<u>Other classes</u>

Evening class exams will be the last meeting of the semester during exam week.
Exams in all flexibly scheduled courses will be given during the last class meeting.

BOARDS OF SUPERVISORS**HARRISON COUNTY**

Bobby Eleuterius	Beat 1	Biloxi
Larry Benefield	Beat 2	Gulfport
Marlin Ladner	Beat 3	Pass Christian
William Martin	Beat 4	Gulfport
Connie Rockco	Beat 5	Biloxi
John McAdams	Chancery Clerk	Gulfport

STONE COUNTY

Jill Walters	Beat 1	Wiggins
Pam Fairley-Husband	Beat 2	Wiggins
Brian Ladnier	Beat 3	Perkinston
Scott Strickland	Beat 4	Perkinston
Duncan Hatten	Beat 5	Wiggins
Gerald Bond	Chancery Clerk	Wiggins

JACKSON COUNTY

Manly Barton	Beat 1	Pascagoula
Robert Norvel, Sr.	Beat 2	Pascagoula
Tim Broussard	Beat 3	Pascagoula
Frank Leach	Beat 4	Pascagoula
John L. McKay	Beat 5	Ocean Springs
Terry Miller	Chancery Clerk	Pascagoula

GEORGE COUNTY

Faye Eubanks	Beat 1	Lucedale
J.E. Pope	Beat 2	Lucedale
Orville H. Cochran	Beat 3	Lucedale
Larry Havard	Beat 4	Lucedale
Henry Cochran	Beat 5	Lucedale
Cathy Howard	Chancery Clerk	Lucedale

BOARD OF TRUSTEES**HARRISON COUNTY**

Name	Term Expires		Address
Frank Gruich	June	2003	Biloxi
Eula Switzer	December	2002	Biloxi
Jean Peden	December	2003	Gulfport
Jimmy Estes	June	2006	Gulfport
Robert Watters	December	2005	Gulfport
Gene Rogers	December	2004	Pass Christian
Gertrude Allen	June	2000	Biloxi
Sam LaRosa, Jr.	December	2006	Biloxi

STONE COUNTY

L.D. Stringfellow	December	2007	Wiggins
Thomas E. Hall	December	2006	Wiggins
Clyde Strickland	December	2004	Perkinston

JACKSON COUNTY

Sylvia Bradley	December	2002	Moss Point
Geraldine Barnes	December	2003	Pascagoula
Jay Fletcher	December	2004	Pascagoula
Patricia Descher	December	2006	Ocean Springs
Delores Sumrall	December	2005	Ocean Springs
Moreno Jones	June	2007	Pascagoula
Earl D. Gautier	June	2004	Moss Point
Donald Massengale, Jr.	June	2004	Pascagoula
Harry Roberts, Jr.	June	2004	Pascagoula

GEORGE COUNTY

John W. Cooley	December	2003	Lucedale
Arlie R. Howell	December	2006	Lucedale
Wilbur G. Ward	December	2002	Lucedale

PART I:
MISSION
OF
MISSISSIPPI GULF COAST COMMUNITY COLLEGE

“We make a positive difference in people’s lives every day.”

We welcome the responsibility to respond to the educational needs of our community by providing an outstanding learning environment supported by excellent products and services. We achieve this by creating an atmosphere that fosters responsible citizenship and leadership in a dynamic community.

VISION

We envision Mississippi Gulf Coast Community College as a world-class institution; we will deliver flexible, responsive programs of the highest quality, utilizing appropriate technologies and showcase facilities. Our vision will be realized through outstanding employees who adhere to high standards of excellence while working in partnership with the community.

VALUES

Access: To provide opportunities for participation in quality programs and services.

Collaboration: To unify our efforts to achieve our mission by forging internal and external partnerships and alliances.

Excellence: To set and meet the highest standards.

Integrity: To exemplify honesty, trustworthiness and good character as we engage in all programs, services, and partnerships.

Leadership: To develop and model leadership skills within our students and the community.

Learning: To improve the quality of life by providing knowledge and skills.

Responsibility: To ensure stewardship of our resources and accountability to our communities.

Unity: To operate as one college in purpose, plans, priorities, and processes.

Vision: To anticipate, welcome, and embrace future challenges.

COLLEGE HISTORY

On September 5, 1911, the Harrison County School Board established the Harrison County Agricultural High School, an action that marked the beginning of the present Mississippi Gulf Coast Community College. As an inducement to locate the school at the little town of Perkinston, a number of prominent citizens donated 566 acres of land and 626 dollars. Their efforts were successful and, with one building, Huff Hall, the institution began operation on September 17, 1912.

On June 5, 1916, Stone County was formed from the northern part of Harrison County, and the school continued under the dual support of both counties.

Realizing that a new educational concept, the junior college, was ideally suited to the needs of Mississippi, the legislature in 1924 enabled the counties to cooperate with the state in offering education beyond the high school level to all who could profit from it and in their home community. One of the first junior colleges to be organized was founded in conjunction with the Harrison-Stone Agricultural High School. Jackson County added its support to the coming institution in the summer of 1925 and the new institution opened on September 14, 1925, as the Harrison-Stone-Jackson Agricultural High School and Junior College offering the first year of Junior College work. Sophomore classes were added in the 1926-27 session and the first class of one student finished on May 20, 1927. On July 15, 1942, George County added its support to the institution, which then took the official name of Perkinston Junior College.

The institution served the needs of its community endeavoring to fulfill its purpose: **“To develop the cultural, intellectual, and character resources of the people of this area, point the way to an economic livelihood based on natural resources, and promote responsible citizenship.”**

In May 1962, 50 years after its organization, the Agricultural High School division was discontinued and local high schools provided for the youth of the community. On May 10, 1962, The Governor of the State of Mississippi signed into law House Bill 597 which created the Mississippi Gulf Coast Junior College District. This bill wiped out county lines as far as the college was concerned. The District became a single unit in which each taxpayer shared equally to support junior college education for the area. The District was founded in order to bring higher education to the people so that they could train and/or retrain to meet the needs of business and industry; to enable young people to live at home, hold jobs, and go to school, to bring cultural as well as academic enrichment to people of all ages.

In September 1965, Mississippi Gulf Coast Junior College became a tri-campus institution when two new campuses were opened on the Gulf Coast – Jefferson Davis Campus in Handsboro and Jackson County Campus in Gautier. In 1965, the Seabee Base Manpower Training Center (founded the previous year) became a branch of the new Jefferson Davis Campus. After its removal to the Industrial Seaway in 1968 this branch took the name Harrison County Occupational Training Center. In 1972, George County Occupational Training Center (renamed George County Center in 2001) opened in Lucedale as a branch of Perkinston Campus. In 1973, Keesler Center opened at Keesler Air Force Base as a branch of Jefferson Davis Campus. In 1985, West Harrison County Occupational Training Center (renamed West Harrison County Center in 2001) opened in Long Beach as a branch of Jefferson Davis Campus.

To clearly reflect the comprehensive nature of the college, the name was changed on October 1, 1987, to Mississippi Gulf Coast Community College.

In spring 1991, the College relocated the Harrison County Occupational Training Center to Intraplex 10 with the opening of the Mississippi Gulf Coast Applied Technology and Development Center. Established as a partnership among Mississippi Gulf Coast Community College, Mississippi Power Company, and Harrison County Development Commission, the center was founded to serve as a training facility in support of economic development activities on the Mississippi Gulf Coast. In 1996, Community Campus, a campus without walls concept, was introduced resulting in a fourth campus called Community Campus. In 1996, the campus without walls concept was introduced.

CHIEF EXECUTIVE OFFICERS

At its establishment, the chief executive of the Mississippi Gulf Coast Community College was designated as the Superintendent.

In 1941, Albert Louis May became the first executive official designated as President.

The following individuals have served as the chief executive officers of this institution:

James Andrew Huff	(1912-1917)	Cooper J. Darby	(1929-1941)
Claude Bennett	(1917-1920)	Albert Louis May	(1941-1953)
John Jefferson Dawsey	(1920-1921)	Julius John Hayden, Jr.	(1953-1985)
Thomas Ira Cook	(1921-1922)	Barry Lee Mellinger	(1986-1998)
J.H. Forbis	(1922-1924)	Willis H. Lott	(1998-present)
Jefferson Lee Denson	(1924-1929)		

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and operation of the Mississippi Gulf Coast Community College is that it is a single, institutional entity with three traditional campus locations, four centers and a non-traditional campus without walls. The relationships of personnel on each of the four campuses to college administrative staff are the same personnel administrative relationships, which would be found on a single campus. The same general policies, philosophies of operations, purposes and objectives, as well as the same procedural methods, apply to all campuses equally, and exceptions can be made only when based on purely local factors.

The relationships of personnel on each of the three traditional campuses should always be close cooperation, articulation, and coordination among the campuses of the college. Individual differences that arise from differing student body characteristics, geographic locations, or purely local factors are respected, and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

With the exception of certain courses and specialized areas, the three traditional campuses offer essentially the same basic instructional program. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply to all campuses. Close departmental coordination among campuses helps insure all students optimum uniformity of instructional quality.

PART II: PHYSICAL FACILITIES

Mississippi Gulf Coast Community College has a master plan for the upgrading and expanding of its physical facilities to provide for current and projected enrollment and program offerings. This plan includes efforts to assure access for disabled students. If disabled students experience problems due to physical facilities, they should contact the Dean of Business Services for assistance.

Jackson County Campus

The campus is located five miles west of Pascagoula adjacent to a major four-lane highway, U.S. 90 at Gautier. A direct access road to Interstate Hwy. 10, 3.5 miles north of the campus, makes it easily accessible to the whole Coastal area. Good state and county roads connect with the traffic artery.

The air-conditioned building complex of modern design is situated 300 yards from the highway on 138 acres. The eight principal buildings on the campus are of concrete and/or brick construction.

Classroom/Administration Building Facilities include two classrooms, one large lecture hall, offices of the Vice President, Dean of Instruction, Dean of Student Services, Dean of Business Services, Assistant Dean of Instruction for evening classes, Financial Services and Business Services

Building A. (Science Building) Fully renovated in 2000, this single-story, circular building, is two hundred forty feet in diameter. It houses the general academic classrooms, science lecture halls and laboratories, television control section, and studio.

Building B. The classrooms and laboratories in this building accommodate the literacy program, human services, and the marketing management program. It is the oldest of the five career-technical education buildings. Also housed in this building are maintenance and receiving and the central power plant that furnishes heat, air-conditioning, and water facilities for the campus complex.

Building C. This two-story structure is a circular building slightly smaller in area than the Science Building. It contains the drafting and design technology, environmental technology, and Institute for Learning in Retirement classroom.

Building D. This is the largest of the five career and technical education buildings. Housed in this building are career-technical education and support services offices, electronics, welding, pipefitting/plumbing, electrical technology, telecommunications technology, and other career and technical programs and classrooms.

Building E. (Health-Physical Education-Aquatic Center) The building is designed primarily to house the health and physical education department. However, the building was designed to be used as a multi-purpose building as it contains, in addition to the health and physical education facilities, six classrooms and a stage. An Olympic-size, heated swimming pool is adjacent to the Health-Physical Education-Aquatic Center. The swimming pool was enclosed in 2001, enclosure includes dressing rooms, showers, offices, and two classrooms.

Building F. This building houses the Fine Arts Department. It contains spacious laboratories for music and art classes. It also contains five classrooms for general use and eight offices for instructors. A 472-seat auditorium with a fully equipped stage for all types of theatrical productions and an art gallery are also part of this building.

Building G. A career-technical education building that provides office, classroom, and laboratory facilities for marine engine mechanics, automotive mechanics, and machine shop programs.

Building H. The health occupations building houses all the related health programs. This building provides instructors offices, classrooms, and laboratories for the associate degree nursing, practical nursing, medical laboratory technology, radiologic technology, and respiratory care technician programs.

Building J. This is a child-care facility and it is used for learning experiences for the Child Development Technology program students, consisting of two rooms for the care of children 2-4 years old, an infant care room, and kitchen and office facilities.

Building K. It houses the cafeteria, bookstore, private dining room, and a conference room. There is also a patio area for outside dining.

Building L. This building is known as the Learning Resource Center. On the lower floor is the Learning Lab where one on one instruction is available in English, mathematics, accounting and science. Internet accessible computers and listening/viewing stations for VHS tapes are also available in this area. The Library, is on the second floor. On the north side of the building are classrooms for language arts and social studies. The Learning Lab is on the first floor. The CCN classroom is also located in this building.

Building M. Mathematics, developmental studies classrooms, instructor offices and computer science labs are located in this building.

Building N. The Educational Services Center brings the following services together: Admissions and Records, Workforce Development, Small Business Development, Career Center Services, Counseling, Literacy, Recruitment, Community Services, and Veterans Services.

Building T. A career/technical education building houses the Business and Office Technology program. Included in the facility are offices for adult and industry training coordinators and a large multi-use classroom area.

Building S. Owned by MGCCC and used in partnership with the University of Southern Mississippi. The University of Southern Mississippi-Jackson County Center provides courses, advisement, and administrative services for the convenience of upper-division students in the eastern section of the Gulf Coast. The center works closely with MGCCC to provide fully articulated programs entailing freshman/sophomore through the community college and junior/senior/graduate programs through USM. Advisors are available to answer questions of students who are considering enrollment in USM's Gulf Coast program.

Jefferson Davis Campus

This campus is comprised of 120 acres of land located one and three-quarter miles north of U.S. Highway 90, midway between Gulfport and Biloxi. The award-winning architectural design of the building complex features 21 structures laid out to include several landscaped courts. Covered walks not only provide sheltered passage but also form a visual tie for the complex and carry utilities throughout the complex, including air-conditioning.

Building A — Business: Houses three faculty offices, five lecture rooms, and paralegal law library.

Building B — Business: Houses six faculty offices, one lecture room, and six computer labs.

Building C — Computer Center: Houses the Computer Center, which services all campuses and centers.

Building D — Fine Arts: Actually three buildings, the smaller building contains the Music Department with studio offices, practice rooms, rehearsal hall, work room, storage room, and art drawing/painting studio. The large building contains a pottery and sculpture lab, large multi-purpose room, six general classrooms, theatre with seating for 463 persons, two complete dressing rooms, costume workshop, scene shop, art gallery, and 7 offices. The east wing houses a 200-seat arena theatre and 2 offices. Also includes a scene shop and two large dressing rooms.

Building E —Houses six offices for instructors, two lecture rooms, and biotechnology labs and a science computer lab.

Building F — Science: Houses eleven offices for instructors, four large lecture rooms, physics laboratory, inorganic chemistry laboratory, organic chemistry laboratory, general biology laboratory, zoology laboratory, vivarium and greenhouse, a specialized biology laboratory, and two anatomy and physiology labs. Each laboratory adjoins spacious storerooms and preparation rooms.

Building G — Houses 39 offices for faculty, workroom, a learning laboratory, a large meeting room, and an interactive video classroom.

Building H — Academic: The building houses eleven general classrooms of varying size. Classrooms in this building are used interchangeably for the general education courses.

Building I — Library, Media Center, Student Activities, and Language Arts: The library is housed in a comfortable, large, and well-lit facility with a reference and general collection providing access to nearly 40,000 books. In addition, the library has an automated SIRSI system that provides immediate linking to the holdings of all three campuses, a periodical collection of approximately 275 titles, and a McNaughton Collection of 500 popular books. With advanced electronic access provided by the state of Mississippi funded Magnolia Project and the Internet, the library provides state-of-the-art computers and printers that allow access to databases for research purposes. Included in this area are a CCN transmission system, graphic reproduction capabilities, three computer labs, and one classroom.

Building J —Administration: This building houses a large commons area for student lounging, general circulation area, computer training lab, and evening coordinator. Administrative offices include offices for the Vice President, Deans of Business Services and Instruction, in addition to a conference room, lounge area and lobby area.

Building K — Service Building: Contains a large equipment room which houses the boilers, cold generating equipment and water-heating equipment providing air conditioning, heating and hot water for the entire campus. This building also contains a central control room for monitoring the operation of the central plant and the operation of air conditioning in all buildings on the campus.

Building L — Health, Physical Education, and Bookstore: Contains two classrooms, four offices, storage and supply rooms, four student dressing rooms, a fitness center, restrooms, a gymnasium playing area which could be used for a full basketball court and/or used for two smaller cross courts, and a stage area which doubles as a physical activities area. An Olympic size heated swimming pool adjoins this building. This building also houses the Career and Technical Support Services and Institute for Learning in Retirement.

Building M — Refrigeration, Air Conditioning, Automotive Technology: Contains four large laboratories, and classrooms, faculty offices, storage and supply rooms.

Building N — Carpentry and Commercial Residential Maintenance: Contains a large laboratory for carpentry and teacher assistant program. There are planning rooms, two instructor offices, storage and supply rooms, and dressing rooms for students.

Building O — Industrial Electricity and Air Conditioning: Contains two large laboratories, one for industrial electricity and one for air conditioning/refrigeration. There are planning rooms, instructor offices, storage and supply rooms.

Building P — Career and Technical Administration: This building houses the offices of the assistant deans of career and technical programs. In addition, it contains a large conference room, general classrooms, storage facilities, four other offices, the Interpreter Training Classroom and Lab, and the Computer Networking Lab.

Building Q — Hospitality and Tourism Management: Contains banquet rooms, kitchen, classroom and complete motel guest room for instruction. This building also contains five offices, two restrooms, mechanical and electrical equipment rooms and miscellaneous storage rooms.

Building R — Nursing/Allied Health: Nursing houses the Associate Degree Nursing program. The building has four large classrooms, one large skills laboratory, one large storage room, one small skills laboratory, seventeen faculty offices, conference room, workroom, secretary's office, an administrative office and two restrooms. Allied Health located to east of the Nursing building, houses the Practical Nursing, and the EMT/Paramedic programs. The building has 4 large classrooms, 3 large skill laboratories, 7 faculty offices, and amphitheater style classroom, secretary's office and workroom, student lounge, storage areas in each skill laboratory.

Building S — Developmental Studies/Drafting/Academic: Houses eight offices, three drafting labs, four classrooms, a storage area, two student and two faculty restrooms, and four labs for developmental classes.

Building T — One story metal and brick combination building located in the back of the campus. It houses maintenance, shipping and receiving, grounds department, and superintendent and assistant superintendent of maintenance and grounds.

Building U — Educational Services Building: Multi-story building located on the southwest corner of the campus facing Switzer Road. First floor houses the Student Services Department, including the Admissions-Records office, Financial Aid office, Counseling and Career Center, Assessment Lab, Community Services, Continuing Education, and the Dean of Student Services office. Also, the Workforce Development area, and Co-Operative Education. All campus Adult Basic Skills programs are also found on the second floor including the manager's office, instructor offices and accompanying laboratory.

Building V — Houses six faculty offices, four classrooms, two Electronic Technology labs, one Computer Programming Technology lab, and one Fashion Merchandising Technology lab.

Building X — Math and Computer Science: Houses ten faculty offices, seven lecture rooms, two computer labs, and a workroom.

Mississippi Gulf Coast Applied Technology and Development Center

The Mississippi Gulf Coast Applied Technology and Development Center, formerly Harrison County Occupational Training Center, is located in Intraplex 10 of the Bayou Bernard Industrial District. The Center was established as a joint partnership between the Mississippi Gulf Coast Community College, Mississippi Power Company, and the Harrison County Development Commission.

The purpose of the Mississippi Gulf Coast Applied Technology and Development Center (ATDC) is to (a) provide industrial, career and technical skills, and professional training, (b) serve as the headquarters for employee training for Mississippi Power Company, (c) serve as a model for cooperation between education and business for the State of Mississippi, (d) assist and support economic development activities on the Mississippi Gulf Coast and (e) provide administrative services for the Community Campus.

Keesler Center

The Center is located in Room 221 of the Sablich Building on Keesler Air Force Base (AFB). This center was established in 1973 to serve the active military and their dependents, retired military and their dependents, civilian workers on Keesler AFB, and other civilians in the community on a space available basis. The Center offers some noon-hour and afternoon courses, but mostly evening courses in an accelerated term format (see calendar on page 12). All academic courses and general education courses lead to a Mississippi Gulf Coast Community College Associate of Arts degree, Associate of Applied Science degree, or the Community College of the Air Force (CCAF) Associate degree.

West Harrison County Center

The West Harrison County Center is located in the Industrial Park in Long Beach at the corner of Espy Avenue and B Street. The Center offers both secondary and post-secondary career and technical programs. High school students from both the Long Beach and Pass Christian schools are bused to the Center for career and technical instruction.

The secondary and post-secondary offerings encompass programs of instruction in the following occupations. Office Systems Technology, Health Occupations, Electricity/Electronics, Culinary and Related Foods Technology, Precision Metalwork, Technology Applications, Drafting, Automotive Body Repair, Automotive Technology, Landscape Construction and Design, and Aquaculture.

Perkinston Campus

Perkinston Campus is located on U.S. Highway 49 at Perkinston, thirty miles north of the Mississippi Gulf Coast in the heart of the long-leaf pine region of Mississippi. Excellent highways make it readily accessible to all parts of the supporting area. Its proximity to a number of larger towns and cities makes it possible for students to sample a wealth of off-campus, cultural opportunities.

The college owns 642 acres of land at Perkinston, 30 acres of which make up the main campus, with the remainder devoted to pasture and tree farming. The campus buildings are conveniently located, and the grounds are beautifully landscaped. The campus offers numerous resident summer camps at the dormitories.

A.L. May Memorial Stadium constructed in 1948, has a seating capacity of 5,000 and includes a press box, dressing room and storage area for equipment. The stadium, which was renovated in 2000, is completely fenced and provides a football playing field, track and the S. George Sekul Field House.

Alumni House (formerly president's residence) has been renovated by the MGCCC **Alumni Association and Foundation** for Alumni and Foundation functions.

Andrews Hall is a two-story brick dormitory constructed for women students in 1979 and will accommodate 198.

The **Surplus Property and Printing Building** was constructed in 1994.

The **Colmer Career-Technical Building** constructed in 1950; houses the campus maintenance department.

Darby Hall is a two-story, brick structure built in 1957. Some of the college administrative offices are housed in this building.

Dees Hall is a split-level, multi-storied building completed in 1968 and renovated in 2000. It houses a media center, Community College Network, library, campus administrative offices, conference rooms, archives, seminar room, ten classrooms and two teaching auditoriums.

Denson Hall is a two-story classroom building located on the quadrangle. It was built in 1971 and houses the business and developmental studies departments.

Faculty Residences include eleven houses which are located on or adjacent to the campus.

George Hall is a two-story brick dormitory constructed for male students in 1947. It is now used as a storage building.

Golf Turf Building is the Horticulture and Golf/Recreational Turf Management Technologies Lab and classroom.

Gregory Chapel was completed in 1947 and provides a place for all types of religious functions. It was completely remodeled in 2001.

Harrison Hall is a two-story dormitory for male students constructed in 1938 and was completely renovated and air conditioned in 1974. This building will accommodate 97.

Hayden Hall constructed in 1987, is a two-story structure made up of one main lobby, spacious courtyards, and 100 rooms which will house 200 men. Each room opens into a courtyard area.

Heidelberg Hall constructed in 1959, houses the cafeteria. The main floor of this building houses the cafeteria and private dining rooms. An addition was made including a new kitchen and serving area along with renovations to the old dining area and kitchen in 1997-98.

Hinton Hall is a fireproof structure built in 1959 and completely remodeled and refurbished in 1983-84. It houses all areas for the teaching of science, including a modern computer technology and mathematic department.

Huff Hall is a two-story brick dormitory constructed in 1911 which houses the Learning Resources Laboratory on the bottom floor and the literacy program and open computer lab on the top floor.

Jackson Hall is a two-story brick building constructed in 1915 and houses some of the college administrative offices. It was completely remodeled and refurbished in 2001.

Malone Hall constructed in 1972, is a fine arts center with the music, art, and drama departments. There is a theatre, which seats 463 persons. Renovations to the building in 1998 includes a black box theatre.

The Barry L. Mellinger Student Center was constructed in 1982, and an addition was completed in 1993. This building houses the bookstore, wellness center, student housing offices, and a student grill as well as many other student activities.

Megehee Building originally occupied in the spring of 1962, as Home Economics Facility, houses the Child Development Technology program.

Moran Hall is a two-story brick dormitory constructed for female students in 1970. This dormitory will house 84 female students.

The **Original Gymnasium**, one of the first in South Mississippi, was constructed in 1929 and is now used for intramurals and other recreational activities.

Owen Hall is a two-story brick dormitory constructed in 1970 for male students. This building will house 88 male students.

The Sam P. Jones, Jr. Band Hall was constructed in 1998 and is used by the Band of Gold and music classes.

Smith Hall is a two-story, brick-veneer building constructed in 1947 and contains an art studio.

Stone Hall originally constructed in 1915 as a dormitory for male students, was renovated in 1996 to house the Educational Services Center.

The **Swimming Pool** constructed in 1953, is seventy-five feet in length and provides dressing facilities for women and men.

Weeks Hall constructed in 1974, houses some of the career-technical programs for the Perkinston Campus. An addition was made in 1997-98 to house the Funeral Services Technology program. Additional renovations were completed for the Information Technology and Golf/Turf Technology programs.

Wentzell Center constructed in 1957, houses the main gymnasium with a seating capacity of 1,800, as well as dressing rooms.

Y-Hut houses the Commercial Truck Driving program.

George County Center

The George County Center, located in Lucedale on Hwy. 63 South was constructed in 1972. The Center offers both post-secondary and secondary career and technical programs. Continuing education, special interest, and limited academic courses are provided as evening and short-term offerings.

Post-secondary programs include Apprentice Electric Lineman, Office Systems Technology, Practical Nursing, Welding, Cosmetology, and Surgical Technology. High School students are bused to and from the Center for instruction in Business Computer Technology, Building Trades, Welding, Culinary and Related Foods Technology, and Allied Health Cluster.

ADMISSIONS

Part III: GENERAL ADMISSION

Under the “Open Door” policy, all applicants who have fulfilled admission requirements will be considered for acceptance by the campus admissions committee. Requirements for admission are not restrictive but vary with the curriculum.

Mississippi Gulf Coast Community College ascribes to an “open admissions” policy consistent with all appertaining laws. The College embraces the philosophy that students be provided the opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help the individual students to succeed in achieving their educational goals. Mississippi Gulf Coast Community College utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help assure student success.

Admission to the college does not necessarily imply immediate admission to a particular program of study. Students should review the particular pages of the Catalog, which describe the program of their choice to determine whether they must meet additional requirements.

Requests for application forms should be addressed to the Director of Admissions of the campus where the student plans to attend. The admission application can also be downloaded from the College’s website at www.mgccc.edu.

The following procedures must be completed before admission to the college is granted.

Academic and Technical Programs

First-Time College Students

1. Submit a completed application for admission.
2. Have official transcripts of all high school work (or GED) results mailed to the Director of Admissions.
 - a. An applicant must be a high school graduate or the recipient of the General Education Development (GED) Test Certificate.
 - b. Applicants who received a Certificate of Attendance or Certificate of Completion through a high school Individualized Education Program must pass the GED Test to enroll in academic or technical programs.
3. Students entering Mississippi Gulf Coast Community College for the first time are required to participate in an orientation program and provide the Director of Admissions an official copy of their ACT results or take the total ASSET Test Battery.
 - a. All students who display an overall weakness in high school grades or low scores on the ACT, ASSET, or other college-administered placement exams will be required to enroll in developmental courses.
 - b. Applicants who test for placement in all developmental courses may enroll in a maximum of 12 semester hours.
4. Applicants are not officially accepted until all admission requirements are met by providing proper documentation. Documentation must be provided before enrollment or by the Friday of the 4th week of class. Students failing to do so may be denied continued enrollment.

Transfer Students

1. Submit a completed application for admission.
2. Have an official transcript from each institution attended mailed directly to the Director of Admissions. Student copies and/or facsimile (FAX) copies are not acceptable as official copies.
3. Applicants who have attended non-regionally accredited institutions may request credit by following the guidelines listed under “Credit by Non-Traditional Means.”
4. Provide ACT scores or take the math and/or English sections of the ASSET Test Battery before enrolling in college math and/or English classes for the first time.
5. Attend an appropriate orientation session as scheduled.
6. Applicants are not officially accepted until all admission requirements are met by providing proper documentation. Documentation must be provided before enrollment or the Friday of the 4th week of class. Students failing to do so may be denied continued enrollment.

Transfer credit earned from institutions that hold accreditation from one of the six regional accrediting commissions in the United States will be considered for acceptance. Once admitted, transfer students will be under the same college probation, suspension, and re-admission policy as native students.

Applicability of transfer work depends on the coincidence of transfer credit meeting requirements of MGCCC's degree programs or a particular program of study. Transfer work will be evaluated based on this factor. Evaluation of transfer work will be completed by Student Services personnel during the first semester of enrollment.

Non-Degree Students

1. Submit a completed application for admission.
2. Have an official transcript from the last college, university, or high school attended, mailed directly to the Director of Admissions.

Non-degree seeking students are students who plan to attend Mississippi Gulf Coast Community College on a limited basis and are not pursuing a degree, certificate, or diploma. Students are limited to 15 semester hours earned at Mississippi Gulf Coast Community College as non-degree seeking. To enroll after 15 credit hours are earned, students must meet all regular admission requirements. Students entering as non-degree seeking are not eligible for financial aid. Students wishing to use veteran's benefits must contact the campus VA office for any additional requirements.

Career Programs

1. Prospective students submit a completed application for admission.
2. An applicant who holds a high school diploma or is the recipient of a GED certificate must provide an official copy of the high school transcript or the GED transcript.
3. An applicant who has received a certificate of attendance or a certificate of completion from high school or who is not a high school graduate or GED diploma recipient must pass the “ability to benefit” test (TABE) or earn a GED diploma before enrolling in a career program.

4. An applicant less than 18 years of age should be a high school graduate. An exception may be made when recommended by the secondary school last attended by the applicant and with the applicant's parent's or guardian's permission.
5. An applicant may be required to take a career aptitude test to determine admission to a specific career program.
6. Applicants to career health occupations programs must be high school graduates or have earned the GED diploma. High school transcripts or GED scores reports must be provided. Other entrance tests are required, and students are selected by a health occupations admissions committee.
7. Applicants are not officially accepted until the above admission requirements are satisfactorily completed.
8. Most of the career programs at the campuses and centers of the College are open-entry and open-exit. This means that applicants are accepted at times other than the beginning of semesters for training. All students will be required to take the Test of Adult Basic Education (TABE).

Students with Disabilities

Mississippi Gulf Coast Community College is in compliance with Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act of 1990. Prospective students who require special and reasonable accommodation(s) because of physical or mental impairment must make their needs known prior to enrollment at Mississippi Gulf Coast Community College. Prospective students must follow these guidelines in requesting special and reasonable accommodation(s):

1. Contact the Campus Dean of Student Services or Center Administrative Dean, their designee, or the Central Office ADA Coordinator prior to the beginning of classes.
2. Complete the "Request for Accommodation Form," available from the Campus Dean of Student Services or Center Administrative Dean.
3. In cases of physical disabilities, current medical diagnosis and needed remediation must be documented by the prospective student's physician.
4. In cases other than physical disabilities, prospective students must provide documentation verifying the diagnosed condition and needed remediation. Psychological Reports or Individualized Educational Program Reports should be current.

SPECIAL ADMISSIONS

High School Students

MGCCC encourages qualified high school students to apply for admission under the college's dual-enrollment or early admission program. Through dual enrollment, academically talented students are able to enroll at MGCCC while still attending high school classes.

This program is primarily designed for high school seniors. However, students below the senior level may be considered on an individual basis.

Students must meet the following provisions:

1. Complete the college application for admission.
2. Submit letter of recommendation from their high school counselors or principals.

3. Provide official copy of transcript indicating grades through the last semester of attendance and 14 units of college preparatory coursework with a “B” average.

The above requirements should be completed well in advance of the intended semester of enrollment. A discussion with a college counselor concerning course selections must be completed before registration takes place. Credit earned through the dual-enrollment program will be awarded once a student has completed high school graduation requirements and final official transcripts have been received.

Out-of-State Students

A limited number of out-of-state students who meet the standard admission requirements will be accepted for admission to Mississippi Gulf Coast Community College. The student should schedule an appointment with a counselor to have transfer coursework evaluated.

Foreign Students

The college reserves the right to determine the number of foreign students to be admitted. Foreign students must meet the following admission requirements at least six weeks prior to enrollment:

1. Complete the application for admission.
2. Provide the completed Certification of Immunization against measles and Rubella. Additionally, the State of Mississippi requires all new foreign students to be screened by the local Public Health Department for tuberculosis.
3. If English is not the native language of the student, a score of at least 525 on paper based test or 195 on computer based test is required on the TOEFL (Test of English as a Foreign Language). This requirement may be waived for foreign students who transfer from a regionally accredited university/college within the United States and who have completed English Composition (2 semesters) with a “C” or better in each course. This requirement may also be waived for foreign students who have enrolled in a U.S. college/university English Language Institute, English as a Second Language program, or Intensive English program designed for non-native born students and who achieve proficiency/fluency in English. A letter of recommendation is required from the U.S. college/university program director indicating the student has achieved “proficiency satisfactory to enroll in and successfully complete college work and is able to converse and communicate intelligibly and effectively”.
4. Provide official high school and/or college transcripts with the English translation and the evaluation of that coursework. Students transferring from a regionally accredited university/college within the United States who have completed 12 or more semester hours of college-level work are required to submit only their United States transcripts.
5. Provide a notarized Affidavit of Support indicating sufficient American funds available for tuition, transportation, and room and board for at least the first year of the student’s enrollment.

6. Provide a copy of the student's passport. The passport must have an effective date to cover the first six months of the enrollment period.

Prior to registration, students must schedule a personal interview with the Admissions Director. The orientation session and assessment testing for registration will be scheduled after the interview.

Foreign students seeking admission after completing secondary school in their home country must have a credit evaluation prior to enrolling or must satisfactorily pass the G.E.D. (General Educational Development) test. Students with coursework from a foreign university or college must obtain a course-by-course evaluation. The following agencies have been approved to evaluate student transcripts:

Internat'l Educ. Research Foundation, Inc.
 Credentials Evaluation Service
 P.O. Box 66940
 Los Angeles, CA 90066
 Telephone 310/390-6276

Josef Silny & Associates, Inc.
 P.O. Box 248233
 Coral Gables, FL 33124
 Telephone 305/666-0233

World Educational Service, Inc.
 P.O. Box 01-5060
 Miami, FL 33101
 Telephone 305/358-6688
 800/937-3899

Global Credential Evaluators, Inc.
 P.O. Box 36
 Richmond, VA 23173
 Telephone 804/639-3660
 or
 P.O. Box 9203
 College Station, TX 77842
 Telephone 409/690-8912

For further information, write to the agency at the appropriate address. The agency will send the necessary forms for completing the evaluation. Allow four to six weeks for the evaluation.

Senior Citizens

Persons above the age of 65 may be admitted on the first day of classes on a space-available basis to any course offered by the College without tuition or fees (except book charges and technology fees). This does not include private or semi-private lessons. Those 62-64 are admitted under the same conditions if retired. Registration for classes under this provision will begin the first day of late registration.

SCHOLASTIC FORGIVENESS

Mississippi Gulf Coast Community College is committed to assisting students in the achievement of their educational goals through its open-door admissions policy. Some students are not academically prepared for college-level work or encounter problems that result in failure to achieve satisfactory grades. These students often make the decision to drop out or "stop out" until they are ready to continue their education. To alleviate the difficulties associated with low grade point averages, many institutions allow students to eliminate the computation of grades on previous work for purposes of graduation. This practice, commonly referred to as scholastic forgiveness, is not endorsed by all institutions.

Any student readmitted to MGCCC may petition for scholastic forgiveness of grades as outlined in the following procedure.

This **DOES NOT** change the policies and regulations that govern financial aid and veterans benefits eligibility.

Procedure

- A. The student must complete the Petition for Scholastic Forgiveness of Grades, which may be obtained from the campus Director of Admissions.
- B. The Petition for Scholastic Forgiveness must be made prior to the end of the second semester of readmittance following 24 consecutive months of non-enrollment at any post secondary institution.
- C. The student will be counseled as to the conditions outlined in this statement and on the Petition. The student should be advised that all college credits earned previous to a semester designated by the student will be eliminated from the computation of the student's grade point average and eliminated from all academic regulations such as probation, suspension, and honors. These eliminated credits may never be used toward graduation at Mississippi Gulf Coast Community College.
- D. The student's transcript will reflect the complete scholastic record but will contain the notation at the appropriate point that all previous grades have been forgiven.
- E. Scholastic Forgiveness of grades can be declared **only once** and cannot be revoked once granted.
- F. The completed Petition for Scholastic Forgiveness of Grades with appropriate signatures must be submitted to the Director of Admissions and filed in the student's permanent record.

Denial of Admission

Admission to the College may be denied should the campus admissions committee become aware of information that would lead the committee to believe an applicant's admission would not be in the best interest of the student or the college community.

Denial of admission to the College may result from any of the following:

- a. Conviction of a felony.
- b. Involvement in use, sale, or distribution of illegal drugs and/or narcotics.
- c. Military discharge under conditions other than honorable.
- d. Involvement in campus disorders at other institutions.
- e. Disciplinary dismissal from other institutions.
- f. Falsifying any information on records required for admission.
- g. A minor living outside the home of his/her legal parent or guardian without the parent or guardian providing the college with advance written permission.
- h. Any information relative to the applicant's character, conduct, and/or institutional relationships that would be inconsistent with the philosophy, objectives, and attitudes of the constituency of the college community.
- i. Any student applying for admission for a subsequent enrollment period will be denied admission for failure to remove financial indebtedness or other unfulfilled obligations to the college resulting from a previous enrollment.
- j. Any other reason or information considered to be of such nature that it would be detrimental to the academic society.

EXPENSES

PART IV: FINANCIAL INFORMATION

Expenses

Tuition and fees are the same at the three college campuses. At Perkinson (the dormitory campus) dormitory students also pay the costs of room rent and meals.

Expenses will vary according to the legal residence of the parents or guardian of the applying student. For the purpose of determining expenses, students may be placed in one of eight categories and their principal cost summarized under the listing **Summary of Expenses**.

Prospective students should remember that there are a number of nominal miscellaneous fees (listed in the catalog) that may be charged and that a book service fee is charged.

Some fees are refundable and others are not. The college refund policy is explained following the list of miscellaneous fees.

Summary of Expenses Full Time (Regular) Students

Expenses each semester.

	Dormitory Student	Day Student
Matriculation Fee	\$645.00	\$645.00
Registration Fee	20.00	20.00
Book Service (Per Book)	15.00	15.00
Technology Fee	36.00	36.00

ROOMS:

Andrews, Harrison, Hayden, Moran, and Owen Halls	375.00
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BOARD:

Five-Day Meal Plan	525.00
Seven-Day Meal Plan	650.00

Student Deferred Fees:

Minimum amount of one-third of the total fees are due at registration. The balance of the refundable fees will be paid during the semester. The Business Services office will inform students of the payment dates.

The MGCCC Board of Trustees reserve the right to adjust any fees as it deems necessary.

Schedule of Deferred Payments

	Registration	4th Week	8th Week
Residence Hall Students 5-Day Meal Plan			
A \$25 deposit is required to reserve a room. This is refunded if no damage occurs during occupancy of the room.			
Academic/Technical Full-time Student Andrews, Harrison, Hayden, Moran, and Owen Halls	\$553.67	\$553.67	\$553.66
Career and Technical Full-time Student Andrews, Harrison, Hayden, Moran, and Owen Halls	\$533.67	\$533.67	\$533.66
7-Day Meal Plan Academic Full-time Student Andrews, Harrison, Hayden, Moran, and Owen Halls	\$595.34	\$595.33	\$595.33
Career and Technical Full-time Student Andrews, Harrison, Hayden, Moran, and Owen Halls	\$575.34	\$575.33	\$575.33

Career students and some technical students purchase their books and will not be charged the book service fee.

Full-time out-of-state residents and foreign students must pay an additional tuition fee of \$923.00 each semester at the time of registration that is non-refundable. Part-time out-of-state resident students pay \$142.00 per semester hour. Foreign students are not permitted to be part-time students. Refer to residency information below.

Full-time Students: Pay a matriculation fee of \$645, except during summer session. The cost of courses during the summer is \$65 per semester hour. Exceptions: Health Occupations and other career students who are required by the curriculum to continue during the summer will pay the regular matriculation fee charged during the spring and fall semesters.

Part-time Students: Any student in transfer or career/technical programs taking less than twelve (12) semester hours of work is charged a tuition fee of \$65 per semester hour in lieu of the regular matriculation fee. (See Registration and Book Service on following page.)

If a full-time student reduces his or her workload to less than twelve (12) hours of classes during the refund period, the student becomes subject to this part-time student tuition.

A dormitory student who becomes a part-time student must move out of the dormitory and continue his/her studies as a day student unless his/her remaining in the dormitory is approved by the Vice President.

Keesler Center: Keesler Center students pay \$65.00 per semester hour credit, must purchase their textbooks, and pay a \$5.00 late registration fee when applicable.

Non-credit Continuing Education Courses: All students enrolled in non-credit continuing education courses pay a registration fee. In addition, tuition and laboratory fees may be assessed for each course based upon the actual instructional cost for the course.

Registration Fee: All credit students pay a \$20 fee to cover cost of processing registration. This fee is non-refundable.

The Board of Trustees of the college reserves the right to adjust any and all fees, as it deems necessary.

Explanation of Fees

Matriculation — entitles a student to the following:

1. To attend MGCCC Athletic events without charge.
2. To attend lyceum programs.
3. To use science laboratories and equipment in scheduled courses.
4. To receive private music lessons and use instruments and practice facilities required in his/her curriculum.
5. To participate in other student activities supported by these fees.

Board: All dormitory students are required to purchase a meal ticket. Students may choose to follow either a 5-day or a 7-day plan. 5-Day Plan: Students electing this plan will be served meals from Sunday night through Friday lunch. Students on the 5-day plan may utilize the cafeteria services on Friday night, Saturday, and Sunday but must pay on a per meal basis. 7-Day Plan: Students electing this plan are entitled to meals from Monday through Sunday.

Out-of-State — helps pay instructional, administrative, and other operating expenses of the college.

Registration — helps defray costs of increased security personnel, motor vehicle registration stickers, and I.D. cards. These fees are non-refundable.

Book Service — Students will pay a book service fee of \$15.00 for each book on Book Service. Workbooks and dated material that cannot be reissued must be purchased separately by students.

Book Service Late Fee — Students who return Book Service texts late must pay a late fee of \$5.00 per book. If Book Service texts are returned more than one semester late or are returned after a new text has been adopted, the \$5.00 late fee will be waived and the student will be required to pay the replacement cost for a new text. Students who do not return books on time or who owe money to the college bookstore for any reason will have an administrative HOLD placed on all records.

Technology Fee — Helps defray the cost of replacing and upgrading on-campus technology equipment and services. \$3.00 per credit hour to a maximum of \$36.00. This fee is non-refundable.

Online Course Fee — An additional non-refundable fee of \$30 per credit hour will be charged for online courses.

Miscellaneous Fees

Yearbook — (Optional) This fee of \$30.00 is to cover production cost of yearbook. Fee is non-refundable.

Medical Malpractice Insurance — All students who enroll in a health occupations program, continuation education, and/or courses that requires clinical experiences must enroll in a medical malpractice insurance plan. A group plan is available through the college. The fee is non-refundable and payable at the time of registration.

Returned Check — A fee will be charged by the college for each check returned due to insufficient funds or stop payment.

Transcripts of Credit — Official transcript of credits is furnished without charge. A \$3 fee is charged for a transcript to be faxed.

Graduation Fees — These include costs of caps, gowns, and diplomas and are payable during the semester before graduation. Cost is dependent upon current prices. Cap and gown fees are refundable, if not used. Diploma charges once diplomas are ordered are non-refundable.

Change of Schedule Fee — This fee of \$15 is charged for adding or exchanging courses or transferring from one section to another, unless requested by the administration, after classes begin. (See college calendar.)

Dormitory Room (Damage) Deposit — This fee of \$25 is refunded when a student gives up the room. Any dorm damage will be deducted prior to the refund. \$20 will be deducted for each lost room key.

Private Music Lessons — When not required in a curriculum, these may be arranged at a cost of \$75 per semester for one half hour per week. These fees are non-refundable.

Telecourse Fee — This fee of \$20 per course is in addition to regular college tuition. This fee is non-refundable.

Refund Policy

To be eligible for a refund of any fees, a student must officially withdraw within the refund period and request a refund upon completion of the withdrawal procedure. Calculation of the amount of refund will be based on the last date of attendance and the following provisions.

Out-of-state fees are non-refundable fees unless a student officially withdraws prior to the first day classes meet in an enrollment period.

Adjustments to accounts will be calculated based on total refundable semester charges — not percentage of partial payment.

Tuition and Book Service fees are refundable as follows:

100% of refundable fees if official withdrawal and request for refund is received prior to the first day of the term.

90% of refundable fees during the first week of classes.

90% of refundable fees during the second week of classes.

0% thereafter.

Exceptions to the above are as follows:

Dormitory and meal costs on the Perkinston Campus are refundable up to the unused balance of cost if applied for during the first three months of the semester.

Veterans or dependent students pursuing career and technical programs under V.A. benefits, Title 38, United States Code, are entitled to a refund of all fees on a pro-rata basis.

Title IV Federal Student Aid — All fees for students who are receiving Title IV Federal Aid are refunded to the appropriate source on a pro-rata basis upon the student's total withdrawal during the first 60% of the enrollment period.

Non-Credit Refund Policy — Registrants for Continuing Education classes (including seminars, workshops, and skills classes) will be entitled to a 100% refund, provided written notification is received by the appropriate Community Services Manager one week prior to the start of the class. If the class is canceled, a full refund will be given. A registrant may designate a substitute person to attend if notification is received at least 24 hours prior to beginning of the class/program. The College reserves the right to substitute instructors, change class schedules, and cancel programs due to insufficient enrollment or unforeseen circumstances. Any exceptions to this policy must be submitted in writing to the Vice President of Community Campus or designee for approval.

In all cases, unpaid charges will be deducted during the calculation of refunds.

RESIDENCY INFORMATION

Section 37-103 Mississippi Code of 1972, Recompiled

The definitions and conditions stated herein are required by state law in the classification of students as residents or non-residents for the assessment of fees. Request for a review of residency classification should be submitted to the campus Dean of Student Services; forms for this purpose are available in the dean's office.

- 1. Legal residence of a minor.** The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a legal guardian of his/her person, duly appointed by a proper court of Mississippi in which case his/her residence becomes that of the guardian.
- 2. Legal residence of an adult.** The residence of an adult is that place where he/she is domiciled, that is, the place where that person actually physically resides with the intention of remaining there indefinitely or of returning there permanently when temporarily absent.
- 3. Effect of removal of parents from Mississippi.** If the parents of a minor who is enrolled as a student in an institution of higher learning move their legal residence from the State of Mississippi, the minor is immediately classified as a nonresident student.
- 4.** No student may be admitted to any institution of higher learning as a resident of Mississippi unless his residence, as defined here in above, has been in the State of Mississippi preceding his/her admission.
- 5. Residence status of a married person.** A married person may claim the residence status of his or her spouse or may claim independent residence status under the same regulations, set forth above, as any other adult.

- 6. Children of parents who are employed by institutions of higher learning.** Children of parents who are members of the faculty or staff of any institution under the jurisdiction of the Board of Trustees may be classified as residents for the purpose of attendance at the institution where their parents are faculty or staff members.
- 7. Military personnel assigned on active duty station in Mississippi.** Members of the Armed Forces on extended active duty and stationed within the State of Mississippi may be classified as residents for the purpose of attendance at state supported institutions of higher learning and junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi, as defined under Legal residence of an adult, subsection 2 of this act, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.
- 8. Children of military personnel.** Resident status of children of members of the Armed Forces on extended active duty shall be that of the military parent for the purpose of attending state supported institutions of higher learning and junior colleges of the State of Mississippi during the time that their military parents are stationed within the State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments enroute from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments enroute from Mississippi.
- 9. Certification of residency of military personnel.** A military person on active duty station in Mississippi who wishes to avail himself/herself or his/her dependents of the provisions of subsection 7 of this act, must submit a certificate from his/her military organization showing the name of the military member; the name of the dependent if for a dependent; the name of the organization of assignment and its address (may be in the letterhead); that the military member will be on active duty station in Mississippi on the date of registration at the state supported institution of higher learning or junior college of the State of Mississippi; that the military member is not on transfer orders; the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit of assignment with signer's rank and title. A military certificate must be presented to the registrar of the State supported institution of higher learning or junior college of the State of Mississippi each semester or tri-semester at [or within ten (10) days prior to] registration each semester for the provisions of subsection 7 of this act to be effective.
- 10. Student must register under proper residence status; penalty.** The responsibility for registering under his/her proper residence status is placed upon the student. In addition to any administrative action which may be taken by the governing authorities of the state-supported institutions of higher learning or junior colleges concerned, any student who willfully presents false evidence as to his/her residence status shall be deemed guilty of a misdemeanor, and upon conviction thereof may be fined not to exceed one hundred dollars (\$100.00).

11. Members of the United States Armed Forces on extended active duty and stationed within the State of Mississippi and members of the Mississippi National Guard may be classified as residents, for the purpose of attendance at state-supported institutions of higher learning and community and junior colleges of the State of Mississippi. Resident status of such military personnel who are not legal residents of Mississippi, as defined in Section 37-103-13, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

(The provisions cited herein have been excerpted
from Sections 37-103-1 to 37-103-29.)

**STUDENT
SERVICES AND
FINANCIAL
AID**

Part V: Student Services and Activities

Student Services

Student Services is an administrative, service-oriented unit within MGCCC. Student Services provides many facilitating and developmental activities and programs for students. Six of the most important functions are outlined below:

(1) **Advisement:**

MGCCC conducts a comprehensive advisement system to aid students in selecting an educational major, exploring educational goals, selecting courses and scheduling classes. An important aspect of an effective advisement system is close association between students and the faculty advisor. Periodic scheduled contacts are held during each semester to facilitate the system. Students are advised to check the campus calendar for dates and times of scheduled meetings.

(2) **Orientation and Placement Assessment:**

All entering first time freshmen are required to attend a scheduled orientation program prior to the beginning of the semester. Orientation is a process of welcoming students to the college. Explanations of policies, procedures and programs take place at this time. Since entering freshmen may differ in their academic preparation, the college makes every effort to determine the appropriate level of beginning instruction for each student. The college currently uses the American College Test Assessment or ACT's ASSET. After assessment in the areas of English, mathematics and reading, students are placed in courses appropriate with their ability levels and academic background.

(3) **Counseling:**

Counseling and guidance services are provided to students through the Student Services Department. Emphasis is placed on providing information concerning educational and career opportunities, personal and social development, orientation to college life and decision making skills. Evaluation of credit, both Mississippi Gulf Coast Community College and transfer, is available upon request by the student.

(4) **Career Centers:**

Campus career centers provide students and community residents with comprehensive career/life planning services. Services include individual and group counseling, testing, career exploration, career laboratory use, Career and Technical development courses, and CLEP test administration.

5) **Veterans Educational Services:**

Each campus Veterans Affairs Office assists former service personnel and dependents that are eligible for benefits. All students receiving V.A. educational benefits are required to report changes in course load, withdrawal and absences, or interruption in attendance to the office of Veterans Affairs to minimize personal liability resulting from over payments of V.A. benefits.

(6) **Financial Aid:**

A number of financial assistance options are available for students from federal, state and local sources. They include

GRANT PROGRAMS

Federal Pell Grant: Federal awards available to students pursuing a first undergraduate degree or certificate who demonstrate exceptional financial need. The Student Aid Report (SAR) from the Free Application for Federal Student Aid (FAFSA) is used by the financial aid administrator to determine eligibility for this grant. The FAFSA is available from high school counselors, public libraries, college financial aid offices, or you may apply on the web at www.fafsa.ed.gov.

Federal Supplemental Educational Opportunity Grant (FSEOG): Federal awards available to a limited number of undergraduate students demonstrating substantial financial need. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this grant. Students need to apply by June 1 to receive priority consideration.

Leveraging Educational Assistance Partnership (LEAP): Awarded to Pell Grant recipients with exceptional need who are Mississippi residents and enrolled full-time. The priority deadline is June 1.

The Mississippi Resident Tuition Assistance Grant (MTAG) offers up to \$500 per year for students who are residents of Mississippi and do not qualify for a full Pell Grant. Students must have a high school grade point average of 2.5 and ACT score of 15 or above.

The Mississippi Eminent Scholars Grant (MESG) offers up to \$2500 per year for students who are residents of Mississippi with a high school grade point average of 3.5 and ACT score of 29, or be a semifinalist or finalist of National Merit Scholarship Corporation or National Achievement Scholarship.

Rural Health Corps (RHC) Federal Grant: Federal awards available to eligible students enrolled in the nursing and health occupational programs. Students must complete the FAFSA, be a Mississippi resident, and submit a letter of acceptance from the program director and agree to a service obligation after graduation.

SCHOLARSHIP PROGRAMS

Presidential Scholarships: ACT Score 28 and above. Full tuition, book service and room/board scholarships (residence halls are only available at the Perkinston Campus). Awarded to full-time, first-time entering freshmen in the fall semester. To be eligible, a student must be a legal resident of Mississippi and enrolled in a minimum of 15 semester hours. Online/Internet courses are not counted toward the semester hour requirement. This scholarship is renewable up to four consecutive fall/spring semesters. To remain eligible, students must maintain a 3.0 or higher grade point average as a full-time student. Priority deadline is April 1.

Deans Scholarships: ACT Score 25 – 27. Full tuition scholarships. Awarded to full-time, first-time entering freshmen in the fall semester. To be eligible, a student must be a legal resident of Mississippi and enrolled in a minimum of 12 semester hours. Online/Internet courses are not counted toward the semester hour requirement. This scholarship is renewable up to four consecutive fall/spring semesters. To remain eligible, students must maintain a 2.5 or higher grade point average as a full-time student. Priority deadline is April 1.

Incentive Scholarships: ACT Score 21 – 24. Half tuition scholarships. Awarded to full-time, first-time entering freshmen in the fall semester. To be eligible, a student must be a legal resident of Mississippi and enrolled in a minimum of 12 semester hours. Online/Internet courses are not counted toward the semester hour requirement. This scholarship is renewable up to four consecutive fall/spring semesters. To remain eligible, students must maintain a 2.5 or higher grade point average as a full-time student. Priority deadline is April 1.

Honors Scholarships: Full-tuition and book service fee scholarships awarded to eligible participants in the Honors Program. Interested students should contact the program sponsor at the campus they plan to attend. Recipients may not receive both presidential/deans/incentive scholarship and honors scholarship. Priority deadline is April 1.

Career/Technical Scholarships: Full-tuition scholarships awarded to full-time entering freshmen career/technical students who have a high school diploma and have completed a two-year career/technical training program in the same area with an overall high school average of B or above at a high school that has an articulated training agreement with MGCCC. A half tuition career/technical scholarship is also available for students with a “C” average in academic courses and an “A” average in career/technical courses.

Foundation and Alumni Scholarships: Scholarships available to recent high school graduates and adult students as well as returning students who have academic ability and financial need. Applications are available in high school guidance offices and campus financial aid offices. Priority deadline April 1.

Performance Scholarships: Athletic and music grants-in-aid awarded on students’ individual abilities. Students should contact the appropriate departments regarding tryouts.

COLLEGE EMPLOYMENT PROGRAMS

Federal College Work-Study Program: Part-time on-campus employment available to eligible students. Students must complete the FAFSA to determine financial need and the College financial aid application, which is available in the financial aid offices.

Cooperative Education: A program which provides students with the opportunity to apply their educational learning experience to the practical world of work. Students alternate periods of college with periods of work in business, industry, social services, and private agencies. These periods of work are an integral part of the student’s education and are arranged with employers by MGCCC.

Two approaches are available for cooperative education. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40-hour workweek) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day.

For more information, contact the coordinator of cooperative education at the Jackson County, Jefferson Davis or Perkinson Campus.

LOAN PROGRAMS

Federal Family Education Loan Programs: Long-term variable interest rate loans available to students and parents of undergraduate students to meet educational expenses. Loan applicants must first have their eligibility determined by processing the FAFSA and submitting the resulting SAR to their financial aid office. Loan applications are available from participating lenders such as banks, savings and loans, and credit unions. Loan applicants must participate in a loan counseling session to learn of their rights and obligations as borrowers of federal funds.

How to Apply for Financial Aid

1. Submit an application for admission to the college.
2. File a Free Application for Federal Student Aid (FAFSA). These applications may be obtained from the high school counselor or from a College financial aid office or you may apply on the web at www.fafsa.ed.gov. When a student receives the Student Aid

Report (SAR) from this application, it should be submitted to the appropriate campus financial aid office as soon as possible.

3. Complete the college application for financial aid and return it to the college financial aid office by June 1 for priority consideration for college work-study, FSEOG and LEAP.
4. Foundation and Alumni Scholarship applicants must submit the scholarship application and transcript of high school or college grades to the financial aid office on or before April 1st for priority consideration.
5. Applications received after deadlines will be considered only if funds are available.
6. Upon receipt of the Student Aid Report from the federal processor, submit any documentation required by the Federal government (e.g. income tax return).
7. Meet the requirements of the MGCCC Satisfactory Academic Progress Policy.
8. A new application for financial aid must be processed each year that financial aid is needed.
9. Students interested in additional information should schedule an appointment with the financial aid director on the campus of their choice.

Total financial aid awards for a student which include Title IV aid and institutionally funded aid may not exceed the students cost of education or the students financial need as determined by the financial aid needs analysis document.

Financial Aid Satisfactory Academic Progress

To be eligible to receive Title IV Federal Student Aid, a student must progress satisfactorily toward completion of his educational objective. Failure to achieve satisfactory progress will result in the termination of all financial aid. Financial aid standards of academic progress are different from the institutional scholastic standards of progress. For example, the grade of "W" will count in hours attempted for financial aid purposes. Copies of the financial aid satisfactory academic progress policy are as follows and can also be viewed on the college website at www.mgccc.edu.

Students receiving financial aid assistance at Mississippi Gulf Coast Community College must maintain satisfactory academic progress toward an educational goal. An educational goal leads to a degree, diploma, or certificate. Each student is responsible for enrolling in courses pertaining to the major field of study. Satisfactory academic progress requires both a qualitative and a quantitative measurement of a student's efforts to achieve the educational goal.

THE QUALITATIVE MEASUREMENT. A student's academic progress is measured by the cumulative grade point average earned for the number of credit hours attempted at MGCCC.

THE QUANTITATIVE MEASUREMENT. A student must make steady progress toward completing the educational goal within a limited period of time. The time frame includes all periods of attendance at MGCCC whether or not a student received financial aid. Federal regulations allow a maximum time frame of 150 percent of the published total hours of the program. At the end of this period, a student will not be eligible to participate in the financial aid programs regardless of grade point average; cumulative hours earned, or change of program. Once a student earns an associate degree from MGCCC, they are not eligible to participate in financial aid programs without an appeal.

The following chart indicates the cumulative semester hours attempted and minimum cumulative grade point average for a program of study.

CUMULATIVE SEMESTER HOURS ATTEMPTED*	CUMULATIVE GRADE POINT AVERAGE	CUMULATIVE SEMESTER HOURS COMPLETED
1 – 6	1.0	Must successfully complete 50% or more of the hours attempted
7 – 18	1.5	Must successfully complete 50% or more of the hours attempted
19 – 30	1.75	Must successfully complete 66% or more of the hours attempted
31 – 41	1.9	Must successfully complete 66% or more of the hours attempted
42 and above	2.0	Must successfully complete 66% or more of the hours attempted

* Hours attempted include courses in which a “W, WP, or WF” is awarded. Therefore, a student who is not on scholastic probation may be on financial aid probation.

A student’s grade point average is checked at the beginning of each semester of attendance. A student who is not making satisfactory progress is informed by the financial aid office in person or by mail. In addition, a student’s grade report serves as notification of financial aid probation or suspension. A financial aid recipient whose MGCCC grade report indicates scholastic probation or suspension will also be on financial aid probation or suspension.

FINANCIAL AID PROBATION. Probation is a warning period imposed the first time a student fails to meet the satisfactory academic progress requirements. A student placed on probation at the end of a semester will be eligible for financial aid the following semester of attendance. A student on financial aid probation must pass at least 12 hours with at least a 2.0 grade point average to continue financial aid eligibility.

FINANCIAL AID SUSPENSION. During suspension a student is denied financial aid eligibility for failing to meet the satisfactory academic progress requirement. Suspension results under the following conditions:

1. A student on probation fails to meet satisfactory academic progress requirements.
2. A student withdraws from, drops out, or fails all classes.*
3. A student attempts 150 percent of the published total hours of his or her program.

*In order to regain eligibility a student must pass 12 or more hours with a minimum grade point average of 2.0 unless otherwise deemed eligible through the appeal process.

APPEAL PROCESS. A student who is suspended during any semester of enrollment may appeal in writing to the Director of Financial Aid for reinstatement of eligibility. In the appeal, the student should describe and document any mitigating circumstances (for example: serious illness, severe injury, death of a family member) contributing to the reason for suspension. The Director of Financial Aid will consider each case on an individual basis and respond in writing within 30 working days. The response may reinstate the student to full eligibility, deny eligibility, or set conditions for reinstatement. The decision of the Director of Financial Aid may be appealed in writing to the Dean of Student Services.

NON-CREDIT COURSES, DEVELOPMENTAL COURSES, INCOMPLETES, AUDITS, AND WITHDRAWALS. Non-credit courses do not count toward hours attempted or completed. Developmental courses are treated the same way as regular academic courses. An incomplete grade (I) has the same effect as a failing grade (F) with regard to quality points and hours attempted. An audit (AU) and a withdrawal grade (W, WP, or WF) have no effect on a student's grade point average but are a factor in total hours attempted.

IN-PROGRESS GRADES. A student who receives "IP" grades will not be paid during a subsequent period of enrollment until the student has earned a grade to indicate completion of the course and satisfactory academic progress with the exception of developmental courses.

Continuing career students who meet satisfactory academic progress standards who register at the beginning of the semester for NEW hours will receive financial aid only for those "new" hours and only after the completion of all IP grades from previous semesters. New hours means hours which a student has not previously registered for and received an IP grade.

New open entry/open exit students register within the term for a course load he or she can reasonably complete by the end of the semester.

Conduct and Discipline

Mississippi Gulf Coast Community College expects its students to act responsibly and conduct themselves with dignity as adults.

The Code of Student Conduct

A. General Policies

1. The college is dedicated not only to learning and the advancement of knowledge, but also to the development of responsible persons. It seeks to achieve these goals through a sound educational program and policies governing student conduct that encourage independence and maturity.
2. The college distinguishes its responsibility for student conduct from the control functions of the wider community. When a student has been apprehended for the violation of a law of the community, the state, or the nation, the college will not request special consideration for the student because of his/her status as a student. The college will cooperate fully, however, with law enforcement and other agencies in any program for rehabilitation of the student.

3. The college will apply sanctions or take other appropriate action only when student conduct directly and significantly interferes with the college's (a) primary educational responsibility of ensuring the opportunity for all members of the college community to attain their educational objectives, or (b) subsidiary responsibility of protecting property, keeping records, providing living accommodations and other such services, and sponsoring non-classroom activities such as lectures, concerts, athletic events, and social functions.
4. Procedural fairness is essential to the proper enforcement of all college rules. In particular, no disciplinary problem, or entry of an adverse notation on any permanent record available to persons outside the college shall be imposed unless the student has been notified in writing of the charges against him/her and has had an opportunity (a) to appear alone or with any other person to advise and assist him/her before an appropriate committee or official, (b) to know the nature and source of the evidence against him/her and to present evidence in his/her own behalf, (c) to the extent possible, to be afforded the right of confrontation and cross-examination, and (d) to have his/her case reviewed upon appeal.

B. Student Conduct Regulation

1. All students enrolled in Mississippi Gulf Coast Community College are expected to conform to the ordinary rules of society; to be truthful, to respect the rights of others, and have regard for the preservation of state and college property as well as the private property of others.
2. Some acts of misconduct which are unacceptable and subject the student to disciplinary action are listed below. Those proven guilty of violating these regulations may receive a maximum penalty of dismissal from the college. These offenses are:
 - a. Possession, and/or use, on campus or at a college-sponsored activity, of marijuana, alcohol, or any other illegal drug, narcotic or controlled substance and paraphernalia.
 - b. Cheating on any test, examination or academic assignment of any kind.
 - c. Fighting, except in lawful defense of one's self or another.
 - d. Making false statements or representations about any matter with respect to which the college has the right to inquire.
 - e. Engaging in a riot or other activity, which results in the disruption of the educational mission of the college, or hinders the free exercise by others of their lawful rights or discharge of their duties on and about the campus or in connection with an off-campus college-related activity.
 - f. Violations of municipal, state or federal law, or of promulgated rules and regulations of the college or its Board of Trustees upon any campus of the college or off the campus but in connection with any college-related activity, regardless of any decision or action by other public authority as to prosecution for such offense.
 - g. Possession, on campus or while present at or near any college-related activity of any firearm, including devices for firing blank cartridges or charges, or of any incendiary device or of stink bombs, tear gas or other dangerous chemicals.
 - h. Refusal to appear and testify as a witness before the discipline committee.

- i. Any conduct of such a nature as to be likely to interfere with the educational mission of the college, or interfere with the rights or duties of others, damage or endanger public or private property and in which the student persists after being requested to desist by a college official or member of the faculty.

Major offenses, for which suspension or expulsion is appropriate, are those offenses which interfere with the mission of the college or interfere with others in the free exercise of their rights and duties or which involve a danger or threat of danger to individuals or property; those offenses involving cheating or false statements or representations about official matters. The persistent violation of less serious laws, rules, or regulations shall be considered a major offense. When a student has twice been officially punished, by reprimand or otherwise, which punishment is duly recorded by the Dean of Student Services, the student shall, upon a third violation, be deemed a persistent violator and liable to suspension or expulsion.

All rules shall be in writing and shall be published, distributed, or posted in such manner as to furnish adequate notice of their contents, but the College is not required to publish statutes or ordinances.

Right of Appeal

A student has the right to appeal disciplinary action taken against him or her by the judicial committee. This appeal should be in the following order (a) Judicial Committee, (b) Vice-President, (c) College President and (d) Board of Trustees. See the student Handbook for specific directions.

VETERANS ADMINISTRATION INFORMATION

Admission requirements must be met before the student is certified to the Veterans Administration. Admissions documents will become part of the permanent record of the applicant granted admission.

Maintenance of Records

Permanent records pertaining to the enrollment of VA benefits recipients will be maintained in an identifiable fashion. The permanent records are under the administrative supervision of the campus Director of Admissions and maintained by the Records Clerk for each campus and its centers. All financial records are maintained by the Dean of Business Services. Certification of eligible students is the responsibility of the campus or center VA certifying official.

Previous Education and Training Period

Each permanent record will show previous education and training. Enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training. An evaluation will be made by proper officials of the college of a student's previous educational experiences.

A prospective student should make known to college admissions personnel that his or her past record includes creditable courses. Certifying officials should be alert to the

possibility that an eligible student might already have taken exactly the same work for which he or she is seeking admission and certification to the Veterans Administration; therefore, a dual responsibility exists on the part of the student to present documentary evidence of acceptable educational experiences and on the part of the educational institution to insure that training that in precisely the same subject matter is not repeated and counted toward an eligible person's credit load.

**Standards of Progress for
Students Receiving VA Benefits
(Refer to the Scholastic Probation, Suspension and Readmission Policy)**

Attendance Records

It is important to the student, the college, and the Veterans Administration that eligible persons closely adhere to attendance policies contained in official college publications. If the student exceeds the number of allowed absences, notification will be made by the instructor or instructors on a drop card, and proper notice will be given to the Veterans Administration that the student is carrying a reduced load. However, the student has an equal responsibility to make the certifying official aware of changes in courses or course load immediately after or prior to the change. The last day of pursuit will be determined by any of the following methods: (a) attendance records; (b) last activity date reflected in the instructor's record; (c) last papers submitted; (d) last examination completed; (e) a student's reasonable statement of last date of attendance.

Reports to the Veterans Administration

Any change in the status from the last certification will be reported promptly to the Veterans Administration. Reports of unsatisfactory progress, drops, withdrawals, and unscheduled interruptions will be made within the month of occurrence or immediately thereafter.

**Servicemember's Opportunity College
and
Servicemember's Opportunity College - Navy**

As a result of meeting criteria developed by the Department of Defense and the American Association of Community and Junior Colleges, the Mississippi Gulf Coast Community College is recognized as a Servicemember's Opportunity College and Servicemember's Opportunity College - Navy and pledges itself to a continuous institutional effort toward helping active duty servicemember in obtaining their educational goals and to seek new approaches that will better meet the educational needs of servicemember.

Further information about these programs may be obtained from admissions offices on each of the campuses.

ACTIVITIES AND OTHER SERVICES

Each campus offers its student body extracurricular activities designed to supplement and enrich academic pursuits. Full-time faculty or administrative staff serves as advisors to campus organizations and activities. These advisors are required to attend all meetings and activities of the club/organization and will ensure that all students in the club/organization follow the college student conduct code.

Athletics

The Intercollegiate Athletic Program at Mississippi Gulf Coast Community College is consistent with the educational purpose of the College, which provides for opportunities for social, moral, and personal development of an individual. The overall purpose of the intercollegiate athletic program is to provide educational development through competitive team sports. Representatives from faculty, administration, athletics, and students comprise the Athletic Council, which is responsible for the oversight of the program.

Mississippi Gulf Coast Community College is fortunate in having a highly successful athletic program which was already in existence on the Perkinston Campus when the two new campuses were created. The Bulldogs, as the college athletic teams are known, compete in the Mississippi Community College Athletic Conference in football, basketball, baseball, soccer, softball, golf and tennis. These competitive teams have won local, state, and national championships in recent years with many students being named as All-American.

Students who participate in intercollegiate athletics must comply with the existing rules and regulations of the Mississippi Community and Junior College Athletic Association and the National Community and Junior College Athletic Association. Therefore, all athletes must fulfill college admissions requirements and remain in good academic standing in order to participate in intercollegiate athletics.

Intramural athletic contests are held on each campus. These events provide exercise and fun while building teamwork and character.

Career Center

Campus career centers provide students and community residents with comprehensive career/life planning services. Services include individual and group counseling, testing, career exploration, career laboratory use, career development courses, and off-campus job placement. CLEP testing is available for current students in the career centers. Workshops and information on resume writing, interviewing skills, dressing for success, and job searching are offered. Computers are available for job searching and resume writing.

Community Services

Excellent educational opportunities in a variety of special areas of interest are available on a noncredit basis through Community Services. Courses are developed to fit the expressed needs of the community. Classes may include professional development, computer training, the arts, language, travel, or other areas to assist adults in developing new skills and in upgrading existing skills.

By using the intellectual and cultural resources of the College and the community, Community Services hopes to improve the quality of life in MGCCC's four-county area and enrich individual lives. Program offerings and services are available at MGCCC's campuses and centers. New courses are continuously being added.

Institute for Learning in Retirement

Mississippi Gulf Coast Community College provides an educational opportunity designed to meet the needs of America's maturing population through the MGCCC Institute for Learning in Retirement (ILR). Mature adults who care about lifelong learning, who are self-motivated, and who wish to continue their experiences with other like-minded individuals are what the ILR is about.

The Institute is a membership driven program. Committees made up of ILR members decide the who, what, when, where decisions that affect the courses and activities of each ILR.

Retired men and women who are 50 years or older are invited to become members of the Institute for Learning in Retirement. Members are from a wide range of experiences and backgrounds. They share one essential attribute: a belief in lifelong learning.

Gulf Coast Youth Leadership Program

Recognizing the need to develop and support leadership of the youth of the Gulf Coast . . . the decision-makers of tomorrow . . . Mississippi Gulf Coast Community College, in conjunction with the local public and private high schools, offers Gulf Coast Youth Leadership program for the MGCCC district.

The Youth Leadership Program has been designed from the basic principals of the adult leadership program operating in the coastal counties and at the state level. Developed as an ongoing program, Youth Leadership incorporates a value-based program of personal development, choices and responsibilities, with a sense of community, achieving results and accountability.

The Gulf Coast Youth Leadership Program's purpose is to develop high school students into leaders who are informed, motivated, and committed to working toward an improved quality of life. The goal of the program is to identify and help develop youth with leadership skills and an in-depth knowledge of the Gulf Coast community.

The Mississippi Gulf Coast Community College District Workforce Council recognized the importance of developing future leaders and included the expansion of the youth leadership program in the Workforce Educational Services Strategic Plan. Industry/business leaders play a major role in the youth leadership program through presentations to the youth, conducting field trips to company/plant sites, and as mentor advisors for the youth's individual projects.

Hall of Fame

Each year a number of students equal to one percent of the full-time enrollment on each campus are selected by the faculty for recognition in the Yearbook Hall of Fame. These students must have a 2.0 or higher average and possess qualities of leadership, citizenship and personality.

Music

Perkinston Campus has a marching band, stage band and parade unit. All three campuses have choral groups and smaller vocal ensembles.

Organizations and Clubs

The following organizations exist at MGCCC:

MGCCC Reflections. The college sponsored recruitment and hospitality team composed of students from each campus. Members are selected after application based on communication skills, past extra curricula activities, character and grade point average. Half-tuition scholarships are awarded to Reflection members.

Phi Theta Kappa. A national community/junior college honorary fraternity stressing scholarship and leadership.

Phi Beta Lambda. A national association for business students with chapters on each campus.

Future Educators of America. FEA is an organization for students planning to enter the field of education. Students are introduced to the nature and functions of the state (MAE) and national (NAE) organizations.

The following organizations and clubs are active on one or more campuses:

Ad Club (Perkinston Campus) is a college chapter of the national organization known as the AAF (American Advertising Federation). To be eligible for membership, an individual must currently be registered in at least one class such as Marketing, Advertising, or Advertising Design.

Dramatics Clubs. The purposes of this club are to give an insight into the makeup and origin of the stage and to cultivate an appreciation of drama as a whole.

Health Occupations Students of America (HOSA). (for health occupations students). Organization promotes occupational training, teamwork, self-discipline, leadership, and compassion for others. These clubs are active at most campuses and centers of the college.

National Vocational-Technical Honor Society. (NVTHS). A national organization for career and technical students designed to recognize scholarship and develop leadership among those students.

Skills USA-VICA (for career, technical, and health occupations students). This association develops the student's social and leadership abilities, as well as his/her skill area. Members are active in community and campus activities, and may participate in annual skills Olympics at the state and national levels.

Student Nurses Association. This association aids in the preparation of student nurses for the assumption of professional responsibilities. It serves as a channel of communication between the student nurses and the graduate professional nurses organizations.

Delta Epsilon Chi. The purpose of this club is to develop leadership in the field of marketing and distribution.

Delta Club (for science and mathematics students). Promotes interest in such technical fields as engineering.

Other clubs include **American Welding Society, Art Club, Biotechnology Club, Connections, Country Club, Court Reporting, Criminal Justice, Delta Psi Omega, Horticulture Club, Hotel/Motel/Restaurant, Human Services Club, JC Computing**

Association, JC Singers, Life Christian Support Group, Medical Laboratory Technology Club, Minority Leadership Society, Music Club, Paralegal, PE Club, Perk Players, Scholar's Bowl, and the Student Nurses Association.

There are also student religious organizations such as **Baptist Student Union, Newman Club** (Catholic), **Canterbury Club** (Episcopalian), **Westminster Fellowship** (Presbyterian), **Wesley Foundation** (Methodist). The purpose of these organizations is to enrich the spiritual life of the student, afford an opportunity for discussion and to be a channel of service to others.

Career and Technical Support Services

The Career-Technical Department at Mississippi Gulf Coast Community College believes that all students deserve a chance to be successful in their fields of study.

A Career-Technical Support Team at each campus or center can help you succeed in the career or technical field of your choice. Members of each team include related studies instructors, career counselors, and special populations personnel. These dedicated personnel assist students in successfully mastering a career or technical program.

The Support Teams are dedicated to serving the needs of all students: students with disabilities; students with low academic abilities; students entering nontraditional fields; students who are single parents or displaced homemakers; students who are economically disadvantaged; and students who have difficulty with the English language.

GED Classes and Testing

GED preparatory classes are available at the campuses as well as at most college centers. College adult basic skills managers may schedule assessment testing to determine the student's potential for passing the GED test. The GED exam is given monthly at most college sites.

Distance Learning

Credit and non-credit courses may be delivered via electronic means, which may include television broadcast, compressed video, or Internet access. The courses will carry the same credit as the on-campus equivalent course. College admission requirements apply to credit distance learning courses. Although the tuition will be the same for distance learning courses as for on-campus equivalent courses, additional fees are charged for distance learning. Distance learning courses will meet graduation requirements in the same manner as on-campus equivalent courses.

English as A Second Language (ESL) Classes

These classes are non-credit classes for the individual for whom English is not the primary language. Contact the campus adult basic skills managers for class placement.

Small Business Development Center (SBDC)

The Small Business Development Center (SBDC) is a program assisting current and prospective entrepreneurs. The college sponsors this program in conjunction with the State of Mississippi and the U. S. Small Business Administration. The SBDC is designed to provide supportive services for individual(s) interested in entrepreneurship.

For individuals contemplating the idea of self-employment, the counseling services and workshops provided by the SBDC help individuals objectively evaluate their business ideas and determine the feasibility of success in their proposed venture. For the person who has already started their business, the SBDC serves as a reference point and training resource.

The counseling services offered by the SBDC are provided by a Mississippi SBDC certified counselor who has experience and is trained to assist in the evaluation and preparation of business plans. Counseling services are provided at no charge to the client. Areas of counseling include business plan development, preparing business loan packages, cash flow management, accounting, record keeping, risk management, marketing and sales strategies, inventory management, utilizing the computer in your small business, and many other areas. Services and guidance are available in other areas such as international trade, doing business with the government, and inventor assistance.

In addition to individual counseling, the SBDC sponsors a number of workshops and provides resources for the entrepreneur. Resources available for clients include books, videos, periodicals, and computer programs that address the needs of the small businessperson. Whatever your concern or interest, general or specific, the SBDC can provide information to assist you in your decision making.

Publications

Student Newspapers. *The Mississippi Sound* on the Jefferson Davis Campus is published monthly by students.

College Yearbook. Material is compiled and edited by students under a faculty advisor for a college-wide yearbook.

Student Centers

There are popular locations on each campus where students gather in their leisure time for socializing and relaxation. Here they may listen to music, watch television, and have snacks.

The dormitory campus at Perkinson has other recreational facilities including a modern student center where pool, snooker, card games and TV are available. Tennis courts and swimming pools are also on all campuses.

Student Councils

Students have the opportunity to take an active part in the student council on each campus.

Made up of elected representatives from each class of the college, these democratic bodies, through executive and advisory functions, are the voices of the students in helping to determine the success of the college.

Faculty members on each campus serve on an advisory committee to these councils. The student council plans wholesome recreational and social activities for the students, encourages student discussion of campus concerns, presents helpful recommendations to the faculty and administration and generally acts in an advisory capacity to the students.

The student council on each campus also exercises general supervision over other campus organizations and must approve the formation of any new group on campus.

The College Student Council Association

Purpose: The College Student Council Association represents, by the democratic process, the student bodies of Mississippi Gulf Coast Community College with its three campuses. In addition, the college student council coordinates the college student activities; adds unity to the student body of the three campuses; and serves as a mainspring for student activities, which will add to the wholesome and total development of each participant and the college organization.

Membership: The membership of the College Student Council Association is composed of six representatives of each campus. Each member is guaranteed all rights of membership and shall be subject to all procedures in accordance with the constitution. (The six representatives will be the four executive officers, the freshman class president and the sophomore class president.) The campus council president has the power to appoint representatives, if one of these officers cannot attend meetings.

Who's Who

A number of sophomores not to exceed two percent of the full-time enrollment on each campus will be chosen from nominees for the Hall of Fame for inclusion in Who's Who Among Students in American Junior Colleges.

Student Housing (Perkinston Campus)

Living accommodations are provided on the Perkinston Campus. On-campus housing facilities include three men's and two women's residence halls. Each residence hall has its own distinctive features, along with certain standard conveniences. Air conditioned rooms are designed for double occupancy and are provided with closet or wardrobe space, twin beds, desks, chairs, mattresses, telephone jacks, cable access, and computer jacks. Students must provide bed linens, pillows, towels and other small personal items such as a small wastebasket, study lamp, television, stereo, telephone, and other decorative items. Students should not keep valuables in their rooms. The student/resident will be requested to release and hold harmless the College from any liability for theft of any personal property from student/resident's room. Each residence hall has coin-operated laundry facilities, pay telephones and live-in residence hall supervisors and student resident assistants. To reserve a room or for additional information, contact the Housing Department, P.O. Box 548, Perkinston, MS 39573, phone number (601) 928-6220. A \$25 room deposit is required before an assignment can be made.

The Mississippi Gulf Coast Community College Alumni Association

Purpose: This organization serves as a link between the college and its alumni, faculty and friends. It proposes to relate the college program to the community and to make the college aware of the needs of the people in the four-county area served by Mississippi Gulf Coast Community College.

Membership and Organization: Former students, faculty, staff and friends are eligible for membership in the Association. Annual dues are \$10.00 per person. Life membership is \$50.00 single and \$75.00 couple. There are organized chapters in each of the four counties, which meet in September. District meetings are held at Homecoming in the fall and in the spring.

Special Projects: The Hall of Fame Awards were established in 1970 to honor former students who have brought fame and honor to the college through their achievements. A faculty member is chosen from each campus as Instructor of the Year and is honored at the spring alumni meeting. Monies are solicited to assist students through the Alumni Scholarship and Loan Fund program.

Student Participation: A student representative serves in an advisory capacity on the Board of Directors of the Association. Student organizations and individuals are encouraged to make nominations for the Instructor of the Year. The Association presents each graduate with a complimentary one-year membership.

The Mississippi Gulf Coast Community College Foundation

The Mississippi Gulf Coast Community College Foundation, Inc., was established and chartered in 1974 to administer an endowment fund for the extension of educational service within the college district. It is governed by a twelve member Board of Directors who serves voluntarily. Officers elected from the Board are President, Vice President and Secretary-Treasurer. The President of the college, being an ex officio member of the Board, serves as Executive Secretary of the Board.

Membership may be obtained through a minimum investment of \$250, payable over a five-year-period. For more information, write to MGCCC Foundation, Inc., Post Office Box 99, Perkinston, MS 39573.

PART VI: INSTRUCTIONAL PROGRAM General Information

ABSENTEE POLICY

Students are allowed one hour of absence per semester hour for lecture courses. Two hours of absences are allowed per semester hour for laboratory courses. Three hours of absences are allowed per semester hour for clinical/internship courses. If course objectives require a combination of lecture, lab or clinical/internship time, then the absences will be apportioned according to the limitations stated.

Excessive tardies will not be tolerated and will count as absences. An instructor may drop a student after the student misses more than the number of absences per semester hour that the course carries. Excused absences are permitted at the discretion of the instructor and are not counted as absences. Official absences are excused by the college and are not counted as absences. Instructors will be notified of such official absences by the college. In extenuating circumstances, students who are dropped after exceeding allowable absences may petition for reinstatement to the Dean of Instruction who advises the student of the proper procedure.

Practical Nursing students will be allowed a maximum of eight (8) days absence during this one-year program to comply with state mandated curriculum guidelines. A student may be absent only three (3) days during the Fall and Spring semesters and two (2) days during the Summer semester. Tardy/late absences will be accumulated as outlined in the **current Practical Nursing Student Handbook**. A student will be dropped from the program for excessive absences but may submit a written petition for readmission with supporting documentation to the Assistant Dean of Career/Technical Instruction and Appeals Committee within one week of being dropped from the PNV course.

For absentee policies pertaining to Cosmetology and Career and Technical Health Occupations programs, see the **Cosmetology and Health Occupations Handbook**.

Academic Load

A normal class load is 16 semester hours. A student maintaining fewer than 12 semester hours is considered part-time. A student may not take more than 19 hours without permission from the campus vice president, unless the student's curriculum indicates otherwise.

Academic Awards

Awards for high academic achievement may be given each year at the discretion of the faculty. These are usually awarded to a full-time sophomore who has the highest academic achievement in the area the student has designated as his or her major.

Auditing a Course

Students registering for audit purposes will be charged regular tuition fees. When official grades are not desired, audit privileges are available to students for the purpose of review and/or special interest. In order to register for an audit, students first go through the normal registration process and, as part of the process, complete an "Audit Permit" form available from Student Services. This form is to be completed at the time of registration.

Attendance records are not maintained for students who, at the time of registration, complete an "Audit Permit."

The following apply to students who register for audit at the beginning of a semester:

1. A grade of "AU" will be recorded at the end of the semester for students who have filed a properly completed Audit Permit.
2. A student may choose whether or not he/she takes tests and completes other assignments in the class(es) and must, at the beginning of the term of audit, inform the instructor of his/her choice.

3. When in attendance for any class session, the student must be on time for the class and remain for the entire class period.
4. An instructor is under no obligation to explain subjects, which were discussed at a time when the auditing student is not in attendance.
5. Auditing students will adhere to policies (*Catalog and Student Handbook*) regarding conduct and discipline.

Students may change their status from regular credit to audit, with the approval of the instructor(s) in the course(s) to be audited and of the Dean of Student Services. The deadline for changing to Audit status is the 10th week of the semester.

The following apply to students who change their status to audit during the first 10 weeks of a semester:

1. The student will take all regularly assigned tests and complete other assignments for the class(es), unless specifically excused from these by the instructor(s).
2. The student will adhere to the same attendance policies as for a regular class, with any exceptions being made by the instructor.
3. Students will officially withdraw from audit classes, following the same regulations as for regular classes.
4. Students who are dropped from class for excessive absences, after changing to Audit status may receive grades of "F" as would be the case with regular classes.

Cooperative Education Program

Cooperative Education is an educational process designed to integrate classroom study with planned and supervised on-the-job experience outside of the formal classroom environment. The student alternates periods of college with work periods, working in business, industry, social services and private agencies. These work periods are an integral part of the students' education and are arranged with the employers by Mississippi Gulf Coast Community College. Mississippi Gulf Coast Community College exercises supervision and control over the students' activities at the establishment to insure a comprehensive training experience.

Two approaches are available for Cooperative Education: the alternating plan and the parallel plan. The alternating plan provides for a semester of full-time (12 hours or more) study followed by a semester of full-time employment (40 hours per week) until completion of school. The parallel plan enables the student to attend classes for a part of the day and work for a part of the day. Under the parallel plan, students must work a minimum of 15 hours a week.

Students must complete a minimum of one semester, maintaining a grade point average of 2.0 or better to qualify for this program. The course credit earned for the Cooperative Education work experience can be used toward graduation from Mississippi Gulf Coast Community College.

The program is coordinated through the Office of Cooperative Education.

Credit by Non-Traditional Means

I. The total of credit by non-traditional means may not exceed 38 semester hours. MGCCC will award no credit by non-traditional means for courses or programs not offered within the current curriculum of the college.

II. Credit for College Level Examination Program (CLEP) —

The College-Level Examination Program (CLEP) enables colleges to evaluate achievement and award credit. A wide range of college-level examinations is offered by CLEP to anyone who wishes to participate. Scores on the tests are reported to the student and the appropriate college, employer, or individual:

- A. Credit for the CLEP General Examinations will be awarded if a minimum score of 46 (except ENG 1113 and 1123, English Composition, where 610 is required if CLEP was taken on forms used from 1978 to 1986) is attained on each area tested. The American Council on Education (ACE) acceptance score guidelines are used for CLEP Subject Examinations.
- B. All courses listed in the Mississippi Gulf Coast Community College Catalog are eligible for credit if CLEP has an established examination in that subject. Mississippi Gulf Coast Community College is an approved limited CLEP testing site. See the campus career center manager to schedule a CLEP examination.
- C. To receive credit through CLEP a person must enroll in MGCCC to take additional semester hour credit courses.
- D. The appropriate course numbers and semester hour credit awarded through the use of CLEP will be placed on the student's transcript under the heading "credit awarded by CLEP." No grade will be assigned.
- E. Students must consult university of their choice for specific transferability of CLEP credit.
- F. Credit for the CLEP General Examination will be awarded as follows:

Test Area	MGCCC Equivalent	Sem. Hrs.
English Composition	ENG 1113 and 1123	6
Social Sciences-History		
Social Science.....	PSC 1113, GEO 1123 or SOC 2113	3
History	HIS 2213 or HIS 1163	3
Natural Science		
Biological.....	BIO 1134	4
Physical Science	PHY 2244	4
Mathematics	MAT 1723, 1313, or 1513	6
	(any two)	
Humanities		
Fine Arts	ART 1113, 1233, or MUS1113 or SPT 2233	3
Literature	ENG 2323 or 2213.....	3

- G. Credit for the CLEP Subject Examinations will be awarded in the following courses: (Students in health occupation programs should consult department chairperson about acceptable credit.)

Subject Area	MGCCC Equivalent	Sem. Hrs.
Business:		
Introduction to Computer Concepts	CSC 1113.....	3
Principles of Accounting I & II.....	ACC 1213 & 1223.....	6
Legal Environment of Business.....	BAD 2413.....	3
Introductory Marketing.....	MMT 1113.....	3
Education:		
Human Growth and Development.....	EPY 2533.....	3
Humanities:		
American Literature.....	ENG 2213.....	3
College Composition	ENG 1113 & 1123.....	6
English Literature	ENG 2323 & 2333.....	6
Modern Languages:		
College French Levels 1 & 2.....	MFL 1113, 1123, 2113 & 2123.....	12
College Spanish Levels 1 & 2.....	MFL 1213, 1223 2213 & 2223.....	12
Mathematics:		
Calculus with Elementary Functions	MAT 1613 & 1623	6
College Algebra.....	MAT 1313	3
Statistics	BAD 2323.....	3
Trigonometry.....	MAT 1323	3
Medical Technology:		
Microbiology.....	BIO 2924	4
Sciences:		
Biology.....	BIO 1134 & 1144	8
General Chemistry.....	CHE 1214.....	4
Social Sciences:		
American Government	PSC 1113.....	3
American History	HIS 2213 and/or 2223.....	3/6
General Psychology.....	PSY 1513.....	3
Introductory Macroeconomics.....	ECO 2113	3
Introductory Microeconomics	ECO 2123.....	3
Introductory Sociology.....	SOC 2113	3
World Civilization.....	HIS1163 and/or 1173.	3/6

III. Tech Prep Credit

Any student from the Mississippi Gulf Coast Community College Tech Prep Consortium of participating secondary schools wishing to receive advanced articulated credit must be in good standing at the former institution. The applicant shall be responsible for procuring the proper documentation. Granting of credit for previous training will be done within the first semester of enrollment at MGCCC.

THE FOLLOWING STIPULATIONS WILL BE UPHELD

1. The applicant must meet all admission requirements as stated in the Mississippi Gulf Coast Community College Catalog.
2. The Tech Prep student will be allowed to receive credit from Mississippi Gulf Coast Community College for courses agreed to in the individual program articulation agreement. The student must meet the required competencies and receive at least a grade of 85 in the secondary courses in order to receive credit from Mississippi Gulf Coast Community College. Students must contact the MGCCC counseling center to begin this process.
3. Verification of secondary grades will be by official transcript.
4. The student must enroll at Mississippi Gulf Coast Community College to take additional semester hour credit courses within one academic year of the high school graduation date to receive Tech Prep credit.
5. All articulated Tech Prep course credit will be exempt from Mississippi Gulf Coast Community College fees.
6. Credit awarded for articulated Tech Prep courses will be identified on the transcript as “**Tech Prep Credit.**” A letter grade will not be assigned and the semester hours will not be factored in the students’ grade point average. Tech Prep credit may be used to meet Mississippi Gulf Coast Community College graduation requirements. Students must consult the university of their choice for specific transferability of “Tech Prep Credit.”

IV. Advanced Placement

Students entering Mississippi Gulf Coast Community College will be allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools.

For an Advanced Placement score of 4 or 5, 6 or 8 semester hours will be awarded if offered by the college in the subject area. For scores of 3, 3 or 4 semester hours will be awarded if offered in the subject areas.

V. Credit by Departmental Examination

A. Credit may be obtained in courses on the basis of departmental examination only for courses other than those for which the CLEP credit is available. Exceptions must be approved by the Department, Dean of Instruction and the Vice President.

B. Permission to take a departmental challenge examination must have the approval of all members of the department who teach the course and the appropriate Dean of Instruction. Students covered under the college adopted career and technical articulation agreement with high schools will not be charged a tuition fee. Cost for these examinations will be at the rate of \$25 per semester hour. No other tuition will be charged for the course. For courses with labs, a performance test may also be required at the discretion of the department concerned. A letter grade will be transcribed for credit by departmental examination.

VI. Credit For Life Experience Program

The credit for life experience process begins with the student meeting with the department chair in the area that the credit will be requested at the campus they are attending.

A. Prior Learning Portfolio

A prior learning portfolio is a written record presented by the student requesting college credit for learning outside the classroom. Credit is given only for college-level learning. Portfolios will require the following elements:

1. Identification and definition of specific prior learning for which college credit is being requested.
2. An essay or narrative explaining how this prior learning relates to the student's desired degree program, from what experiences it was gained and how it fits into his overall education and career plans.
3. Documentation that the student has actually acquired the learning he is claiming. This documentation must address each of the course objectives/learning outcomes as defined on the course syllabus for the course that the student is requesting credit for life experience.
4. A credit request listing exactly how much credit the student expects in each subject area.

B. Portfolio Review

- A. The portfolio review will be done by the department chairs college-wide. In addition, the designated campus instructor that is teaching the course where credit is being determined will also be a member of the portfolio review committee.
- B. The deadline dates for the student to apply for a portfolio review will be August 1 (review to be done prior to the beginning of fall semester), November 1 (review to be done prior to the spring semester), and April 1 (review to be done prior to the summer semester).
- C. To be eligible for portfolio review, a student must be admitted and registered or a continuing MGCCC student.

C. Additional Requirements

- A. If a CLEP exam is available in the subject area that the student is requesting credit for, the student must take the CLEP exam in order to earn any college credit. The portfolio method is not an option.
- B. The maximum number of credits that a student can earn through the portfolio method is credit for three specific MGCCC courses with a maximum of 15 credit hours.
- C. On the MGCCC transcript, the credit awarded will be designated as Credit for Life Experience/Portfolio.
- D. The student receiving college credit for life experience must sign a statement indicating knowledge that this credit is applicable at MGCCC but may not be recognized by other institutions of higher learning.
- E. The student will be charged a non-refundable fee of \$25 per credit hour for a portfolio review.

VII. Defense Activity for Non-Traditional Educational Support

Courses on the college level taken through DANTES are acceptable for credit as awarded provided the minimum recommended acceptable score is attained. Courses that are not specifically applicable to a particular program may be counted as elective credit.

DANTES Subject Standardized Tests (DSSTs)

The DANTES Subject Standardized Testing Program is an extensive series of examinations in college subjects that are comparable to the final or end-of-course examination in undergraduate courses. ACE recommends three college credits for each examination with four college credits awarded for some science courses. The DSSTs recommends three college credits for each examination. The DSSTs are:

Business

Business, Introduction to
 Business Law II
 Computing, Introduction to
 Finance, Principles of
 Financial Accounting, Principles of
 Management Information Systems
 Organizational Behavior
 Personal Finance
 Personnel/Human Resource
 Management
 Supervision, Principles of

Humanities

Art of the Western World
 Ethics in America
 Public Speaking, Principles of
 Technical Writing

Mathematics

Business Mathematics
 College Algebra, Fundamentals
 Statistics, Principles of

Science

Astronomy
 Physical Geology
 Physical Science I, Principles of

Social Sciences

Anthropology, General
 Contemporary Western Europe
 Geography
 Lifespan Developmental
 Psychology

Technical

Criminal Justice
 Law Enforcement, Introduction to

VIII. Credit for Military Service Experience

Upon presentation of Form DD-214, Form DD-295, or Community College of the Air Force Transcript to the Records Office, a student with six months but less than one year of active military duty will receive 2 semester hours of credit in Physical Education; a student with one year or more of active military duty will receive 3 semester hours credit for HPR 1213, Personal Health, and 4 semester hours of credit in Physical Education. Students who present a Certificate of Basic Eligibility, Form 2384, will receive two semester hours credit in Physical Education.

IX. Credit for Service Schools

Will be awarded in accord with the recommendations of the American Council on Education in the Guide to the Evaluation of Educational Experiences in the Armed Forces. This credit will be awarded as recommended for the lower-division category or the career/technical certificate category as determined by the evaluating officer.

X. Credit in certain law enforcement courses

May be allowed for completion of specific courses, programs, academics and workshops following departmental recommendation and approval by the Dean of Instruction and the Vice President.

Specific credit recommendations are

Cadet Course, Miss. Highway Patrol		
Introduction to Law		
Enforcement.....	CRJ 1313	3
Police Org. and Adm. II	CRJ 1333	3
Criminal Investigation I	CRJ 2333	3
Criminal Investigation II	CRJ 2343	3
Physical Education	HPR	4
Total Semester Hours		16

Basic Law Enforcement Course for Sheriffs		
Basic Law Enforcement Course for Police		
Introduction to Law Enforcement.....	CRJ 1313	3
Police Organization and Adm. II.....	CRJ 1333	3
Physical Education.....	HPR	2

Developmental Studies

Entering freshmen before admission to any curriculum must submit ACT scores or take basic skills tests in reading, writing and mathematics. If there is evidence of academic deficiency in any of these areas, students will be required to take courses in the Developmental Studies Program.

The Developmental Studies Program involves classroom and computerized instruction designed to prepare students for other college courses. The courses offered in Developmental Studies are not designed for transfer credit but may count as electives toward graduation from Mississippi Gulf Coast Community College.

Grades

At mid-semester and again at the end of the semester, the academic standing of each student in each course is reported by the instructors. Mid-semester grades and final grades are available to students online at www.mgccc.edu under the web services link. Mid-semester grades allow students to evaluate their progress but are not official and are not shown on the transcript. Final semester grades are shown on the transcript. Corrections of semester grades due to error should be requested within six weeks after the end of the semester in which the error was made.

Grades are based upon proficiency attained by the student. This is demonstrated primarily by the quality of work done in the classroom.

Letter grades used and their meaning are as follows:

- A — Represents superior or outstanding achievement in prescribed work.**
- B — Above-average achievement in prescribed work.**
- C — Average level of achievement.**
- D — Below-average achievement. This is the lowest passing grade.**
- F — Failure to pass prescribed work.**
- I — Incomplete. The prescribed work was not finished by the end of the semester. If the work is completed within the following semester (summer term does not count), the “I” may be changed to A, B, C, or D. If the work is not completed within that semester, the “I” will be changed to “F.”**
- IP — In Progress. At the end of the grading period the student is progressing but has not completed the course during that grading period. This grade is utilized for competency-based courses or courses organized on an open-entry, open-exit basis in which the student progresses at his or her own pace under the supervision of the instructor. If the student does not reenroll in the “IP” course, the “IP” will change to an “F” at the end of the next semester (summer term does not count).**

- AU— Audit.** Grade given at the end of a course for which a student has properly registered as an auditing student.
- W — Withdrawal.** Student officially withdrew before the end of the official withdrawal period or withdrew due to extenuating circumstances with the approval of the dean of instruction.
- WP—Withdrawal Passing.** Student was dropped by the instructor for noncompliance with the college’s attendance policy. Completed prescribed work was done at a passing grade level.
- WF—Withdrawal Failing.** Student was dropped by the instructor for noncompliance with the college’s attendance policy. Completed prescribed work was done at a failing grade level.
- P — Pass.** This grade is awarded to students enrolled in a pass/fail class.

The Honors Program

In order to provide services to meet the educational needs of the community as a whole, Mississippi Gulf Coast Community College established the Honors Program in 1987. The Honors Program offers special courses and activities, along with full-tuition scholarships, to academically talented students. Students who wish to participate in the program must complete an application, attend an interview with the Honors Program Director and meet any two of the appropriate criteria. The **criteria for entering freshmen** are (1) a minimum ACT Composite score of at least 25 (required for full-tuition scholarship), (2) the top 10 percent of their high school class in a college preparatory program, or (3) recommendations from two instructors/faculty members. The **criteria for students entering with previous college work** are (1) a minimum ACT Composite score of 25, (2) a cumulative GPA of at least 3.5 with no grade lower than C on a minimum of 15 hours (required for full-tuition scholarship), or (3) recommendations from two instructors/faculty members. In order to remain in the program, honors scholars must maintain a cumulative GPA of at least 3.2 with no grade lower than a C and must take seven hours of honors credit each semester to include the honors forum. Students who drop below the required cumulative GPA of 3.2 but not below a cumulative GPA of 3.0 will be placed on probation for one semester to allow the student to regain the 3.2 cumulative GPA. The student will remain in the program and retain the scholarship while on probation. Only one probationary semester is allowed during the four-semester program.

Each semester at least two courses are offered for honors credit to program participants. If these courses are not a part of the required curriculum of his/her major, the student may select another course for honors credit. In this event, he/she must meet with the instructor to discuss the extra work that will be required.

By preparing students to excel, the Honors Program helps to sharpen students’ skills and prepare them for the challenges ahead.

Learning Resources Center

Statement of Purpose: The purpose of the Learning Resources Center — composed of the Library, Media Services, and Learning Lab on the three Mississippi Gulf Coast Community College campuses — is to provide instructional support services that will advance the quality of the teaching/learning environment of the college. The services

and materials are designed to enhance the educational progress of all students regardless of degree program or professional ambitions. The Learning Resources Centers are dedicated to developing responsible citizens who can critically analyze information at a high level of understanding.

Selection Policy: Library books and media software are selected from reviews printed in library and educational literature and by the request of the various college department chairpersons. The “freedom to read” concept stated in the American Library Associations Library Bill of Rights is upheld. Material supporting all sides of a controversial issue is purchased as long as it is not offensive to accepted good taste.

The Learning Lab is designed to provide assistance for all students to experience academic success. Students entering the lab find available a variety of instructional methods and media, tutoring, computer-assisted instruction, videos, models and group study. Staffed by instructors who are committed to individualized instruction, the Learning Lab is a resource center that provides students with every opportunity for success in their classes.

Quality Points

A student must average a minimum of two quality points for each semester hour of work attempted to qualify for graduation. Points are computed on grades as follows:

A — 4 quality points per semester hour

B — 3 quality points per semester hour

C — 2 quality points per semester hour

D — 1 quality point per semester hour

If a student fails to earn sufficient quality points in a course, the course may be repeated in order to improve the grade and earn quality points. The best grade earned in the same course is used to compute GPA.

A transfer students quality points will be computed on the grades of attempted and of earned semester hours.

Quality point averages are determined by totaling the quality points earned in all courses and dividing the sum by the total semester hours attempted.

A student will be graduated “with honors” who earns a quality point average of 3.3 and “with special honors” who earns a quality point average of 3.7.

Scholastic Probation: Suspension: Re-admission

PROBATION

Scholastic probation is conditional permission to continue in college when standards of scholastic progress are not met. If a student fails to achieve a grade point average (GPA) in accordance with the following minimum requirements during any term, he/she will be placed on scholastic probation.

Minimum Scholastic Standards of Progress*	
Cumulative Semester Hours Attempted	Cumulative Grade Point Average (GPA)
1—6	1.0
7—18	1.5
19—30	1.75
31—41	1.9
42 and above	2.0

*All programs of study require a minimum 2.0 (GPA) for graduation even if the program is less than 42 credit hours.

Open entry-open exit career/technical students who receive “in-progress” grades will be given special grade reports to be signed by the instructor to determine scholastic progress.

Once admitted, a transfer student will be under the same scholastic probation; suspension; re-admission policy as other students.

Students must meet the minimum scholastic standards of progress to receive financial aid. Financial Aid standards of academic progress are different from the scholastic standards of progress. For example, the grade of “W” will count in hours attempted for financial aid purposes. Students on financial aid should request a copy of these from the campus Director of Financial Aid.

Students in certain Health Career programs are required to meet program standards of progress in order to continue in the program. Students not meeting these standards may continue to enroll at MGCCC in other programs as long as they maintain minimum MGCCC requirements.

CONTINUED PROBATION AND SUSPENSION

After a student is placed on academic probation:

1. A student must achieve a 2.0 term (GPA) the following term to be removed from probation.
2. A student achieving less than a 2.0 term (GPA) for the next term following placement on probation will be suspended from the College.

RE-ADMISSION

Any student suspended for scholastic reasons for the first time qualifies for re-admission on conditional status by remaining out of the College for at least one (1) full term. Conditional status requires enrollment in the Study Skills course during the readmitting semester. A student may petition, in writing, the Campus Admissions Committee for immediate re-admission on conditional status in the case of mitigating circumstances. Petitions will be decided on an individual basis.

After second and subsequent suspensions, the student will be eligible to apply for conditional re-admission only after remaining out of the College for at least two (2) full terms. No immediate re-admission will be considered except in extraordinary circumstances. Some nursing and health occupation programs have specific readmission procedures.

President's and Vice President's Lists

Scholarship is the chief goal of serious college students. The Board of Trustees, administration and faculty attempt to stimulate and recognize high scholarly achievement each semester.

President's List: Students will be recognized on the President's List by earning twelve or more semester hours with a 4.0 (all A's) grade point average.

Vice President's List: Students will be recognized on the Vice President's List by earning twelve or more semester hours with a 3.30 to 3.99 grade point average with no grade less than a "C."

Full-Time and Part-Time Students

A full-time student is required to take courses totaling at least 12 semester hours of credit.

When a full-time student drops below 12 semester hours, the student automatically becomes a part-time student. If this occurs, a part-time student tuition fee is charged in lieu of the matriculation fee.

A dormitory student who becomes a part-time student must move out of the dormitory and continue his/her studies as a day student unless his/her remaining in the dormitory is recommended by the Admission Committee and approved by the Vice President.

Two-Plus-Two

The University of Southern Mississippi Gulf Coast, in cooperation with Mississippi Gulf Coast Community College, has designed bachelor's degrees in which the lower-division work is taken through Mississippi Gulf Coast Community College and upper-division work is completed at USM Gulf Coast. This concept has been formalized in the Two-Plus-Two agreement between the participating institutions.

One of the many advantages of the Two-Plus-Two concept is that it assures a smooth transition for students who transfer from Mississippi Gulf Coast Community College to USM-Gulf Coast.

TWO-PLUS-TWO DEGREES

Division of Business Administration

- Accounting Emphasis
- Management Emphasis
- Management Information Systems Emphasis

Division of Education and Psychology

- Elementary Education K-8
- English Language/Reading
- English Language/Mathematics
- English Language/Science
- English Language/Social Studies
- Psychology
- Special Education: Mild/Moderate
- Technical and Occupational Education

Division of Health and Human Science

Hospitality Management

Division of Liberal Arts

American Studies

Criminal Justice

English — Non-Teaching

English — Secondary Teacher Certification

History — Non-Teaching

History — Secondary Teacher Certification in Social Studies

Library and Information Science

Paralegal Studies

Political Science — Non-Teaching

Division of Nursing

Nursing

Nursing (for current Licensed Registered Nurses)

Division of Science and Technology

Computer Science — Applied Computer Science Emphasis

Industrial Engineering Technology

Marine Biology

Mathematics — Non-Teaching

Mathematics — Secondary Teacher Certification

Withdrawal Procedures

Students officially withdrawing from school completely must initiate the process at the Admissions Office. Students who want to officially withdraw from only part of their classes must initiate the process with the appropriate instructor. The official withdrawal period ends on the Friday of the 10th week of the semester. Students who officially withdraw during this period will receive the grade of “W”.

The official withdrawal procedures consist of the following steps:

1. Student obtains the withdrawal form from the Admissions office.
2. Student obtains signatures, as indicated on the withdrawal form, from
 - Instructor
 - Counselor
 - Library
 - Bookstore
 - V.A. Office
 - Financial Aid Office
 - Business Office
 - Residence Halls (Perkinston Campus only)
3. Student returns completed withdrawal form to the Admissions Office by the withdrawal deadline.
4. Students who must leave school because of extenuating circumstances after the 10th week may receive a “W” upon approval by the appropriate Dean of Instruction.

GRADUATION INFORMATION

Selection of Catalog for Graduation

Students must meet graduation requirements for each degree or certificate as outlined in the current catalog or a catalog not more than six years old at the time of the anticipated graduation. Selection of the catalog must be approved by the Dean of Student Services. The catalog selected must contain the program of study for the year during which the student earned credit.

General Graduation Requirements

General graduation requirements apply to all plans of graduation. These requirements include earning a minimum of 64 hours with a quality point average of at least 2.0 for all course work attempted, including two semester hours of physical education where shown as a requirement. (Under certain conditions, other work may be substituted for P.E., provided a substitution-of-course form is completed and approved by appropriate college officials.) When a course is repeated, the higher grade is used in computing quality point average at Mississippi Gulf Coast Community College.

Transfer students must earn a minimum of 16 semester hours at Mississippi Gulf Coast Community College to be eligible to receive a degree from the college. This policy may not be applicable in cases where Mississippi Gulf Coast Community College has been used as a Servicemember's Opportunity College. In these cases the Vice-President may waive the 16 semester hours minimum.

All degree programs include a core of general education courses (16 semester hours) that is outlined in the three degree programs. The core includes at least one course from each of the following areas: English, Humanities/Fine Arts, Natural Sciences/Mathematics, Oral Communication, and Social/Behavioral Sciences.

Students planning to receive a degree, diploma, or certificate must complete a formal application available in the Records Office of each Campus or Center. Candidates for spring or summer graduation should consult Student Services for application deadlines. Students are strongly encouraged to work closely with faculty advisors and Student Services counselors so that appropriate courses are taken to meet graduation requirements. Ultimate responsibility, however, does rest with the individual student.

Specific Graduation Requirements

1. Associate of Arts Degree

The Associate of Arts degree is awarded for the successful completion of courses designed as the first two years of a four-year college/university curriculum leading to a baccalaureate degree.

This degree encompasses programs listed in Group I through Group VI in this catalog.

- A. This degree requires the completion of 64 semester hours with an overall grade point average of 2.0 or above.
- B. The 64 hours must include the following:
 - English**, 6 semester hours (English Composition I and II)
 - Social Science**, 6 semester hours (government, geography, economics, psychology, sociology, marriage and family, anthropology)

Math, 3 semester hours (MAT 1313, MAT 1753 or higher math)

Science, 8 semester hours (any science with a laboratory)

Physical Education, 2 semester hours

Humanities, 6 semester hours (any literature, history, foreign language, philosophy)

Fine Arts, 3 semester hours (any appreciation course)

Oral Communication, 3 semester hours

Total, 37 semester hours.

Computer Competency — Student must demonstrate computer competency by successful completion of a computer course indicated on the high school transcript or successful completion of a required computer course in a degree program i.e., Business Technology, Computer Science, etc. or successful completion of a computer elective course or computer course credit by a departmental examination or CLEP or other non-traditional credit as defined in the catalog “Credit by Non-Traditional Means.” If the student does not meet the computer competency requirement through any of the above methods, they must successfully complete the Mississippi Gulf Coast Community College computer competency exam, which is administered by the campus Career Centers.

In instances where the university/senior college curriculum does not require all the above, substitutions may be approved by the Vice President or Dean of Instruction.

Students who wish to transfer to a Mississippi university/senior college are required to take certain specific courses. The minimum core courses are listed under University Parallel Programs prior to individual requirements. Each university/senior college may have additional specific requirements. Consult the catalog of the institution you wish to attend for further information.

2. Associate of Applied Science Degree

The Associate of Applied Science degree is awarded for the successful completion of courses designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring a baccalaureate degree.

This degree encompasses programs listed in Group VII in this catalog. Completion of all courses for any program listed in Group VII with an overall average of 2.0 or above is required.

Each program must have a minimum of 64 hours including the general core requirements as follows:

English, 3 semester hours (English Composition I)

Social Science, 3 semester hours (government, geography, economics, psychology, sociology, marriage and family, anthropology)

Math/Natural Science, 3 semester hours Math (Mat 1313 or higher) or 4 hours of Natural Science with lab

Oral Communication, 3 semester hours

Humanities/Fine Arts, 3 semester hours (any literature, history, foreign language, philosophy, or appreciation course)

Computer Competency — Student must demonstrate computer competency by successful completion of a computer course indicated on the high school transcript or successful completion of a required computer course in a degree program (i.e., Business Technology, Computer Science, etc.) or successful completion of a computer elective course or computer course credit by a departmental examination or CLEP or other non-traditional credit as defined in the catalog “Credit by Non-Traditional Means.” If the student does not meet the computer competency requirement through any of the above methods, they must successfully complete the Mississippi Gulf Coast Community College computer competency exam, which is administered by the campus Career Centers.

3. Associate of Applied Science Degree in Occupational Education

The Associate of Applied Science degree in Occupational Education is designed for students who earn a diploma or 36 semester hours in a career program listed under group VIII in this catalog and elect to pursue a two-year associate degree. The computer competency requirement as defined in number 2 above must be met by all students.

- A. This degree requires the completion of a minimum of 64 semester hours with an overall grade point average of 2.0 or above.
- B. The 64 hours must include the following:
 - 36 hours Career courses or diploma program
 - English**, 3 semester hours (English Composition I)
 - Social Science**, 3 semester hours (government, geography, economics, psychology, sociology, marriage and family, anthropology)
 - Math/Natural Science**, 3 semester hours Math - (MAT 1313 or higher) or 4 hours of Natural Science with lab
 - Humanities/Fine Arts**, 3 semester hours (any literature, history, foreign language, philosophy, or appreciation course)
 - Oral Communication**, 3 semester hours
 - Elective courses**, Consult advisor for additional courses
 - Computer Competency**, As defined in numbers 1 and 2 above.

Certificates of Completion

Certificates of Completion may be granted on request to students who successfully complete an adult career education or continuing education course.

On request of the student and recommendation of the instructor, a student who successfully completed only some of the major units of instruction in a program listed in this catalog may be granted a Certificate of Completion.

Diplomas

Diplomas for specific programs are awarded to students who successfully complete requirements with a quality point average of at least 2.0 in a one-year career education or apprenticeships program listed under Groups VIII and VIIB of this catalog.

Numbering of Courses/Student Classification

Courses are identified by name and number. Those numbered from 1001 to 1999 are considered freshman courses and those from 2001 to 2999, sophomore courses. A student who has earned less than 24 semester hours is designated a freshman; one having 24 hours or more and 48 quality points is considered a sophomore. As a general rule, a student should choose courses in accordance with the student's class designation.

Choosing a Program of Study

Mississippi Gulf Coast Community College offers the following:

1. University parallel programs that may be transferred for full credit to senior institutions toward satisfaction of requirements for a Bachelor's degree.
2. Specialized programs in business, professional, career and technical areas to prepare persons for employment or advancement within respective fields.
3. Enrichment and/or technical courses given on a non-credit basis to enable an adult student to become more effective in use of leisure time or to increase occupational efficiency.

Programs of Study

Students who enter the Mississippi Gulf Coast Community College are usually guided into one of two program areas: University Parallel Programs or Career and Technical Education Program.

University Parallel Programs: The University Parallel Programs are designed to meet the total needs of students who expect to transfer to a four-year college or university after graduating from Mississippi Gulf Coast Community College.

Students enrolling in the University Parallel Programs should consult the college catalog of the particular four-year college or university they plan to attend for assistance in planning the courses to be taken at Mississippi Gulf Coast Community College.

The following programs and sequences of courses are those normally recommended by counselors. These meet not only Mississippi Gulf Coast Community College graduation requirements but also most, if not all, transfer prerequisites.

After reviewing the section of suggested studies, students should discuss their choices with a counselor/advisor who will assist in scheduling courses. Final responsibility for this rests with the student.

Education Programs: The Career and Technical Education Programs are designed to meet the needs of students who are seeking preparation for employment in an occupational field not requiring the four-year college or university degree.

After reviewing the Occupational Education section of studies, students should discuss their occupational objectives with a career and technical counselor who will offer guidance on appropriate choice of curriculum to fulfill their objectives; however, final responsibility for this rests with the student.

MS-CPAS

MGCCC will administer the MS-CPAS (Mississippi Career Planning and Assessment System) prior to program completions. All students completing a career and technical program must take the MS-CPAS.

UNIVERSITY PARALLEL PROGRAMS

University Parallel Programs are designed as the first two years of four-year college/university curricula leading to a baccalaureate degree. These encompass Groups I-VI listed below. University parallel programs lead to the MGCCC Associate of Arts degree.

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Architecture	97
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Industrial/Mechanical Engineering Technology	104
Industrial Technology.....	100
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Basic Agricultural Curriculum.....	117
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Criminal Justice	120
Interior Design	119
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Pre-Medical.....	107
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Group VI	
Elementary Education.....	121
Secondary Education	122
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*Not designed for transfer credit but may count toward graduation from MGCCC.

CAREER AND TECHNICAL EDUCATION PROGRAMS

Career and Technical Education Programs are designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring the four-year college/university baccalaureate degree. Career programs vary in length from twelve weeks to one-year. Technical programs require a minimum of four semesters for completion.

These programs encompass Group VII and Group VIII below.

Group VII — Technical

Technical Education Programs leading to MGCCC Associate of Applied Science degrees.

	Location**	Page No.
Associate Degree Nursing	JCC, JDC.....	128
Banking and Finance Technology	JDC.....	134
Biotechnology	JDC.....	136
Business and Office and Related Technology	JCC, JDC, PC.....	137
Accounting Technology	JCC, JDC, PC.....	138
Office Systems Technology	JCC, JDC, PC.....	141
Business Management Technology	JCC, JDC, PC.....	142
Computer Programming Technology	JDC.....	144
Court Reporting Technology.....	JDC.....	146
Paralegal Technology.....	JDC.....	147
Child Development Technology	JCC, PC.....	148
Computer Networking Technology	JDC, PC.....	145
Computer Servicing Technology.....	PC.....	153
Construction Management Technology	JDC.....	154
Criminal Justice.....	JDC.....	155
Database Administration Technology	JCC.....	149
Drafting and Design Technology	JCC, JDC, PC.....	156
Electronics Technology.....	JCC, JDC.....	157
Emergency Medical Technician-Basic/Paramedic	JDC.....	158
Environmental Technology	JCC.....	160
Fashion Marketing Technology	JDC.....	171
Funeral Services Technology	PC.....	161
Geographic Information Systems.....	JDC.....	151
Golf/Recreational Turf Management Technology	PC.....	163
Graphic Design Technology.....	PC.....	152
Horticulture Technology	PC.....	164
Hospitality and Tourism Management	JDC.....	165
Human Services Associate Degree.....	JCC.....	167
Interpreter Training Technology	JDC.....	168
Landscape Management Technology	PC, WHCC.....	169
Marketing Management Technology	JCC, JDC.....	170
Medical Laboratory Technology	JCC.....	172
Medical Office Technology Medical Billing and Coding Option Medical Transcription.....	JDC.....	140
Medical Radiologic Technology	JCC.....	174
Microcomputer Technology	JCC, JDC, PC.....	143
Network Security Technology	JDC.....	183

Process Operations Technology	ATDC	176
Respiratory Care Technology	JCC	177
Teacher Assistant	JDC	212
Travel and Tourism Management Technology	JDC	166
Telecommunications	JCC	180
Web Development Administration	PC	181
Wide Area Network Technology	PC	182

Group VIII — Career

Career Education Programs leading to MGCCC diplomas.

Students who earn diplomas may elect to pursue the MGCCC Associate of Applied Science degree in Occupational Education.

	Location**	Page No.
Apprentice Electric Lineman	GCC	186
Aquaculture Technology	WHCC	187
Auto Collision Repair Technology	WHCC	188
Automotive Technology	WHCC, JC	189
Business and Office Cluster	GCC, JC, JD, PC, WHCC	190
Carpentry-Residential	JDC	193
Commercial Truck Driving	PC	194
Commercial/Residential Maintenance	JDC	200
Cosmetology	GCC	195
Culinary Arts and Related Food Technology	WHCC	197
Electrical Technology	JCC, JDC, WHCC	196
Heating, Air Conditioning, and Refrigeration	JDC	198
Industrial Drafting	WHCC	199
Landscape Management Technology	PC, WHCC	201
Machine Tool Technology	JCC, WHCC	202
Marine Engine Mechanics	JCC	203
Pipefitter/Plumbing	JCC	204
Practical Nursing	GCC, JCC, JDC	206
Surgical Technology	GCC	209
Teacher Assistant	JDC	211
Welding	ATDC, GCC, JCC, PC	212

Group VIII B — Apprenticeship

Boilermaker	JCC	213
Carpenter/Joiner	JCC	213
Electrical	JCC	213
Welder	JCC	212
Machinist	JCC	213
Painter	JCC	213
Pipefitter	JCC	214
Pipewelder	JCC	214
Sheetmetal	JCC	214

**ATDC-Applied Technology and Development Center; JCC-Jackson County Campus; JDC-Jefferson Davis Campus; GCC-George County Center; PC-Perkinston Campus; WHCC-West Harrison County Center.

COOPERATIVE EDUCATION PROGRAMS

(May be taken by students in University Parallel or Career and Technical Education Programs)

Course Listing 243

Community Campus Continuing Education

At MGCCC, continuing education is a delivery system for individual participation in life-long learning offerings for self-enrichment, occupational or professional development, and/or keeping abreast of the changing world.

Continuing education offerings are courses that may vary in length and content and are available to the community for individual self-enrichment, development, or for economic enhancement in the workforce. Continuing education courses, whether taken for supplementary or preparatory reasons, are offered to the community as needs are realized. Regardless of the intent of the offering or the funding source, continuing education courses are offered throughout the district by college personnel through a consistent procedure to include: short term, non-credit classes, industry specific training courses, travel to learn, workshops and seminars, and non-credit basic skills classes.

To enhance and market regular programs, the delivery of non-credit programs may be provided at all department levels in the college.

MOBILE TRAINING UNIT

“Education On the Move” is conducted using the college’s 34-foot motor coach fully equipped for instructional purposes.

Twelve computer stations with monitors, LCD projectors, a VCR, and television are included in the equipment. The unit is geared for computer applications training, basic skills instruction, and occupational assessment, where employers can identify areas in which employees need improvement and training.

This self-contained unit can provide training anywhere at anytime to meet the needs of the community regardless of location and power source. This unit has provided industry up-to-date software training, on-site without a disruption of business or hardware/space constraints.

ACADEMIC PROGRAMS

UNIVERSITY PARALLEL PROGRAMS

University Parallel Programs are designed as the first two years of four-year college/university curricula leading to a baccalaureate degree. Students who plan to transfer to a specific four-year institution are expected to obtain a catalog or bulletin from that college or university. MGCCC can then parallel freshman and sophomore courses required in the lower division of that institution according to various majors. Students undecided about which senior institution they will attend should consult either the B.A. or the B.S. Preparatory Curriculum listed below.

Any student who was not eligible for regular admission to a public Mississippi university must attain a 2.0 grade point average in the following courses to be eligible to transfer: English Composition I & II, College Algebra or above, Science with laboratory I & II, Humanities — 6 semester hours, and Fine Arts — 3 semester hours.

GROUP I: B.A. PREPARATORY CURRICULUM 1000

This curriculum is designed for the student who plans to complete requirements for the Bachelor of Arts degree but is undecided about a particular university or may be undecided on a future career. The student in this group should consult with his or her faculty advisor to plan a course of study to meet special curriculum needs. Foreign languages should be taken two semesters in sequence in order to obtain full credit.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
MFL 1113, 1123 or 1213, 1223 or 1313, 1323	Foreign Language*	3	3
MAT 1313**	College Algebra		3
MAT ELECTIVE	Any Math above College Algebra.....		3
BIO 1134, 1144 or PHY 2244, 2254	General Biology I & II or Physical Science Survey I & II	4	4
FINE ARTS ELECTIVE	Any Appreciation Course.....	3	
SOCIAL SCIENCE or HUMANITIES		3
HPR Elective	Physical Education.....	1	1

*Some schools require sophomore-level courses.

SOPHOMORE YEAR

LITERATURE

ELECTIVE	American, English or World Literature.....	3	3
MFL 1313, 1323 or 2113, 2123 or 2213, 2223	Foreign Language	3	3
HIS 1163, 1173 or HIS 2213, 2223	World Civilization I & II or American History I & II.....	3	3
SCIENCE ELECTIVE	Any BIO, CHE or PHY course.....	4	

SPT 1113	Oral Communication.....		3
CSC ELECTIVE	Any Computer Science Course		3
SOCIAL SCIENCE	Any ECO, EPY, GEO, PSY, PSC or SOC	3	3

**May require a lower-level prerequisite.

Programs are designed as guides for curriculum planning. Consult the university of your choice for specific transfer requirements.

GROUP I: B.A. AMERICAN STUDIES 1005

This curriculum is designed for the student seeking a liberal arts degree from the University of Southern Mississippi.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English	3	3
HIS 1163, 1173	World Civilization.....	3	3
MAT 1313 or MAT 1753	College Algebra	3	
	Quantitative Reasoning		
	Laboratory Science	4	4
	Foreign Language (single language) .	3	3
	Fine Arts Elective.....	3	
	ART 1113, ART 1233, MUS 1113, SPT 1213, SPT 2233		
HPR 1591	Heath Concepts Fitness.....	1	
HPR 1751	Nutrition and Weight Control		1
SOPHOMORE YEAR			
ENG 2423 or ENG 2433	World Literature.....	3	
	Foreign Language (single language) .	3	3
PHI 2113	Introduction to Philosophy.....	3	
	Social Science Elective*	3	3
	Social Science Elective*	3	3
	*No more than 3 hours from one area		
	(1) SOC 2213 (2) ECO 2113		
	(3) GEO 1123 (4) PSC 1113		
	(5) SOC 2113, SOC 2133, SOC 2143		
HIS 2213 or HIS 2223	American History I or II.....		3
SPT 1113	Oral Communication.....	3	

GROUP I: B.S. PREPARATORY CURRICULUM 1010

This alternate core curriculum is designed for the student who plans to complete requirements for a Bachelor of Science degree but is undecided about a particular university or for the student undecided on a future career.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
BIO 1134, 1144 or PHY 2244, 2254	General Biology I & II or Physical Science I & II.....	4	4
MAT 1313*	College Algebra	3	
MAT ELECTIVE	Any Math above College Algebra.....		3
HIS 1163, 1173 or HIS 2213, 2223	World Civilization I & II or American History I & II.....	3	3
HUMANITIES	3	3
HPR ELECTIVE	Physical Education.....	1	1
SOPHOMORE YEAR			
LITERATURE			
ELECTIVES	American, English or World	3	3
SPT 1113	Oral Communication.....	3	
SOCIAL SCIENCE			
ELECTIVES	Any ECO, EPY, GEO,	3	3
PSY or SOC course	3	3
SCIENCE			
ELECTIVES	Any BIO, CHE or PHY course	4	4
FINE ARTS			
ELECTIVE	Any Appreciation Course.....		3
CSC			
ELECTIVE	Any Computer Science Course	3	
ELECTIVES	3	3

*May require a lower-level prerequisite.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

GROUP I: DEVELOPMENTAL STUDIES* 1015

Developmental Studies are provided for students who show a lack of readiness for a chosen curriculum. Students are directed to Developmental Studies in accordance with performance on placement tests given to freshmen prior to registration. Each student is advised of test results and counseled accordingly. Developmental Studies involves classroom and computerized instruction to assist students in achieving the specific course competencies.

Developmental Studies courses are open entry/open exit and students are admitted each week. Students remain in the course until demonstrating mastery of all competencies.

Course Requirements

Dependent on students' performance on tests and high school transcripts, the following courses may be required.

		SEMESTER HOURS
ENG 1103	Beginning English	3
REA 1103	Developmental Reading	3
MAT 1103	Developmental Math**	3
MAT 1213	College Math** (Beginning Algebra)	3
MAT 1233	Intermediate Algebra**	3

Students enrolled in Developmental Studies who wish to take additional courses will be assisted by their advisor in selecting other courses appropriate to their educational needs and goals.

* Non-transferable. May count toward graduation from Mississippi Gulf Coast Community College.

** Students will begin their math study in the course for which they are tested.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

GROUP II: BUSINESS AND OFFICE ADMINISTRATION

The Business and Office Administration curriculum is designed for students who plan to secure a degree in business at a senior institution. The community college Business Bachelor of Science preparatory curriculum will prepare business majors in fields such as accounting and auditing; business administration; economics; marketing; office management; personnel management; banking; life insurance; property and casualty insurance; and public administration.

The community college Business Education curriculum also offers the freshman and sophomore courses usually required by a senior institution for the Bachelor's Degree in Business Education.

Technical and Career Programs in Business and Office are also offered. See Technical Section.

Business B.S. Preparatory 2000

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1134, 1144	General Biology I & II or		
PHY 2244, 2254	Physical Science Survey I & II	4	4
MAT 1313, 1513	College Algebra, Bus. Cal.....	3	3
BAD 2413	Legal Environment of Business	3	or 3
HPR 1591, 1751	Physical Education.....	1	1

SOPHOMORE YEAR

Students Should Select Either Option 1 or Option 2.

Option 1: For Students Who Plan to Transfer to a Mississippi University Other Than the University of Southern Mississippi

ACC 1213, 1223	Accounting I & II.....	3	3
ECO 2113, 2123	Economics I & II.....	3	3
ENG 2423	World Literature.....	3	
PSY 1513	General Psychology.....	3	or 3
SOC 2113	Intro. to Sociology.....	3	or 3
BAD 2533	Microcomputers and Business Management.....	3	or 3
SPT 1113	Oral Communication.....	3	or 3
Fine Arts	Any Appreciation Course.....	3	or 3
GEO 1123	Principles of Geography		
or			
PSC 1113	American Government.....	3	or 3

Option 2: For Students Who Plan to Transfer to the University of Southern Mississippi. (Students should complete 6 semester hours in either #1 or #2 below as well as all other listed courses.)

#1	ACC 2113	Financial Accounting and either	3		
		MFL Foreign Language or.....			
		SOC 2423 Cultural Anthropology.....			3
		or			
#2	ACC 1213, 1223	Accounting I & II	3		3
	ECO 2113, 2123	Economics I & II	3		3
	ENG 2423	World Literature	3		
	PSY 1513	General Psychology	3	or	3
	SOC 2113	Intro. to Sociology	3	or	3
	BAD 2533	Microcomputers and			
		Business Management	3	or	3
	SPT 1113	Oral Communication	3	or	3
	Fine Arts	Any Appreciation Course	3	or	3
	GEO 1123	Principles of Geography			
	or				
	PSC 1113	American Government			
	or				
		Any other non-business elective	3	or	3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

* ACC 2113 should be taken by students who plan to transfer only to the University of Southern Mississippi.

Business Education 2010

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
MAT 1313, 1513	College Algebra; Business Calculus I	3	3
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1134, 1144	General Biology I & II	4	4
or			
PHY 2244, 2254	Physical Science Survey I & II		
BOT 1843	Keyboard Concepts	3	
PSY 1513	General Psychology		3
BAD 2413	Legal Environment of Business	3	or 3
HPR 1591, 1751	Physical Education.....	1	1
SOPHOMORE YEAR			
ACC 1213, 1223	Accounting I & II.....	3	3
ENG 2423	World Literature I	3	or 3
ECO 2113	Economics I	3	or 3
BOT 2133	Desktop Publishing		3
BAD 2533	Microcomputers and Business Management.....	3	or 3
SOC 2113	Introduction to Sociology.....	3	or 3
SPT 1113	Oral Communication		3
Fine Arts	Any Appreciation Course.....	3	or 3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Group III: Fine Arts

**Music Education
3000
Keyboard Emphasis
or
Composition Emphasis**

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
SPT 1113	Oral Communication.....	3	
MAT 1313 or MAT 1753	College Algebra		3
PSY 1513	Quantitative Reasoning General Psychology		3
MUS 1214, 1224	Music Theory I & II.....	4	4
MUS 2413*	Music Literature.....	3	
HPR*	Physical Education.....	1	1
MUA	Private Lessons, Inst. or Vocal.....	1	1
MUA 1511, 1521 or MUA 1572, 1382	Class Piano or Piano	2	2
MUO 1211, 1221 or MUO 1111, 1121	Choir or Band.....	1	1
	*Social Science (elective)	3	or 3
MUA 1910, 1920	Recital Class.....	0	0
	TOTAL	<u>17 or 20</u>	<u>17 or 20</u>
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature.....	3	3
HIS 1163, 1173	World Civilization.....	3	3
PHY 2244, 2254	Physical Science (Biology or Chemistry may be substituted)	4	4
MUS 2214, 2224	Music Theory III & IV	4	4
MUS 2313, 2323	Music History I & II.....	3	3
MUA	Private Lessons, Inst. or Vocal.....	1	1
MUA 2572, 2582 or MUA 2511, 2521	Piano or Class Piano	2	2
MUO 2211, 2221 or MUO 2111, 2121	Choir or Band.....	1	1
MUA 2910, 2920	Recital Class.....	0	0
	TOTAL	<u>20</u>	<u>20</u>

*Please see your advisor before scheduling these courses.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

GROUP III: FINE ARTS
Music Education
3000
Vocal Emphasis
or
Church Music Emphasis

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
SPT 1113	Oral Communication.....	3	
MAT 1313 or MAT 1753	College Algebra		3
PSY 1513	Quantitative Reasoning General Psychology		3
MUS 1214, 1224	Music Theory I & II.....	4	4
MUS 2413*	Music Literature.....	3	
HPR*	Physical Education.....	1	1
MUA 1772, 1782	Voice.....	2	2
MUA 1511, 1521 or MUA 1572, 1582	Class Piano or Piano	2	2
MUO 1211, 1221	Choir	1	1
	*Social Science (elective).....	3	3
MUA 1910, 1920	Recital Class.....	0	0
	TOTAL	19 or 22	18 or 21
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
PHY 2244, 2254	Physical Science (Biology or Chemistry may be substituted).....	4	4
MUS 2214, 2224	Music Theory III & IV	4	4
MUS 2313, 2323	Music History I & II.....	3	3
MUA 2772, 2782	Voice.....	2	2
MUA 2572, 2582 or MUA 2511, 2521	Piano or Class Piano	2	2
MUO 2211, 2221	Choir	1	1
MUA 2910, 2920	Recital Class.....	0	0
	TOTAL	22	22

* Please see your advisor before scheduling these courses.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

GROUP III: FINE ARTS
Music Education
3000
Instrumental Emphasis

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
SPT 1113	Oral Communication.....	3	
MAT 1313 or MAT 1753	College Algebra Quantitative Reasoning		3
PSY 1513	General Psychology		3
MUS 1214, 1224	Music Theory I & II.....	4	4
MUS 2413*	Music Literature.....	3	
HPR*	Physical Education.....	1	1
MUA	Private Lessons, Major Inst.....	2	2
MUA 1511, 1521 or MUA 1572, 1582	Class Piano or Piano	1	1
MUO 1111, 1121	Band**	1	1
	*Social Science (elective)	3	or 3
MUA 1910, 1920	Recital Class.....	0	0
	TOTAL	18 or 21	18 or 21
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
PHY 2244, 2254	Physical Science (Biology or Chemistry may be substituted).....	4	4
MUS 2214, 2224	Music Theory III & IV	4	4
MUS 2313, 2323	Music History I & II.....	4	4
MUA	Private Lessons, Major Inst.....	2	2
MUA 2572, 2582 or MUA 2511, 2521	Class Piano or Piano	1	1
MUO 2111, 2121	Band**	1	1
MUA 2910, 2920	Recital Class.....	0	0
	TOTAL	22	22

* Please see your advisor before scheduling these courses.

** Guitar majors will substitute a suitable guitar ensemble for band.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Art 3010

The Art curriculum and Art Education curriculum are designed to provide the first years of preparation for students who wish to pursue the B.F.A. or the B.A., those who plan to teach art in the schools, those who desire careers in the professional fields of art, and students who desire a background in art for its aesthetic and cultural values.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
ART 1313, 1323	Drawing I & II	3	3
BIO 1134, 1144	General Biology I & II	4	4
MAT 1313 or MAT 1753	College Algebra	3	
	Quantitative Reasoning		
ART 1413, 1423	Design I & II	3	3
HPR	Physical Education.....	1	1
	Social Science Elective		3
 SOPHOMORE YEAR			
ENG 2423	World Literature.....	3	
SPT 1113	Oral Communication.....		3
PHY 2244, 2254	Physical Science Survey I & II	4	4
HIS 1163, 1173	World Civilization I & II	3	3
ART 1113	Art Appreciation		3
PSY 1513	General Psychology	3	
SOC 2113	Introduction to Sociology.....		3
	Art Electives.....	6	3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Art Education *3012

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1134, 1144	General Biology I & II.....	4	4
ART 1313, 1323	Drawing I & II	3	3
MAT 1313 or MAT 1753	College Algebra	3	
PSY 1513	Quantitative Reasoning		
PSY 1513	General Psychology		3
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
ENG 2423	World Literature.....	3	
SPT 1113	Oral Communication.....		3
ART 1413, 1423	Design I & II	3	3
HPR 1213	Personal Health	3	
SOC 2113	Introduction to Sociology.....		3
ENG 2213	American Literature		3
ART 1113	Art Appreciation	3	
	Mathematics or Science Elective ..	3 or 4	
	Art Elective	3	
	Social Science Elective		3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

**GROUP IV: ENGINEERING, COMPUTER SCIENCE,
AND MATHEMATICS
Engineering 4000**

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
GRA 1143	Graphic Communication*		3
MAT 1613, 1623	Calculus I & II	3	3
CHE 1214, 1224*	General Chemistry I & II	4	4
CSC Elective	Computer Science		
	Programming Course		3
	Humanities Elective**	3	3
	Physical Education.....	1	
Fine Arts	Any Appreciation Course.....	3	
SOPHOMORE YEAR			
PHY 2514, 2524	Physics with Calculus I & II	4	4
MAT 2613, 2623	Calculus III & IV	3	3
MAT 2913	Differential Equations		3
MAT 2113	Linear Algebra*	3	
EGR 2413, 2433	Engineering Mechanics I & II*.....	3	3
SOC/HUM	Electives	3	
SPT 1113	Oral Communication		3
	Social Science Elective***	3	3
	Physical Education.....	1	

*Some of these courses are not required by all areas of engineering. Consult the university of your choice for specific transfer requirements.

**Humanities courses must be in sequence.

***Social Science courses must be in sequence.

Architecture 4005

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
SPT 1113	Oral Communication.....	3	
HIS 1163, 1173	World Civilization I & II	3	3
PSY 1513	General Psychology		3
SOC 2113	Introduction to Sociology.....	3	
PHY 2414, 2424	General Physics I & II.....	4	4
MAT 1313	College Algebra	3	
MAT 1513	Business Calculus		3
ART 1313, 1323	Drawing I & II	3	3

***SOPHOMORE YEAR**

*Students should be in communication with the School of Architecture at Mississippi State University.

Curricula are designed as guides. Consult Mississippi State University.

Computer Science 4010

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
CSC 1213	BASIC Programming I.....	3	
MAT 1613, 1623	Calculus I & II	3	3
CSC 2134	Programming I with C ⁺⁺		4
HIS 1163, 1173	World Civilization I & II	3	3
	Physical Education.....	1	1
Fine Arts	Any Appreciation Course.....	3	
	Social Science Elective		3
SOPHOMORE YEAR			
ENG	Literature I		3
MAT 2113	Linear Algebra		3
MAT 2623	Calculus III.....	3	
CSC 2323	Fortran Programming and Application	3	
CSC 2413	Cobol Programming		3
CSC 2144	Programming II with C ⁺⁺	4	
SPT 1113	Oral Communication.....		3
	Lab Science*	4	4
CSC 1223	Basic Programming II	3	

NOTE: CSC 1313 is not required but is strongly recommended.

*Students who wish to work in computer hardware should take Physics 2414 and 2424.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Mathematics 4020

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
PHY 2514, 2524	Science Elective	4	4
CHE 1214, 1224			
BIO 1134, 1144			
MAT 1613, 1623	Calculus I & II	3	3
HPR	Physical Education.....	1	1
CSC	Computer Programming.....		3
PSY 1513	General Psychology	3	
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II or		
ENG 2423, 2433	World Literature I & II.....	3	3
MFL	Foreign Language (one language).	3	3
MUS 1113	Fine Arts or		3
ART 1113			
SPT 1113	Oral Communication.....	3	
	Science Elective (Choose from above courses. Must be BIO if sequence was not)	4	
MAT 2613, 2623	Calculus III & IV	3	3
MAT 2913	Differential Equations		3

NOTE: Math 2113 (Linear Algebra) may be used as a math elective.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Industrial Technology 4030

Industrial technology courses deal with the production areas of industry. This program is designed for students interested in employment as supervisors, administrators, and other leadership positions. A student who completes this curriculum will have the foundation in mathematics, science, human relations, and skill in handling machines, tools, and materials which will prepare the student to cope with job problems. Students who plan to pursue a Bachelor of Science degree in Industrial Technology at a university should enroll in this program.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
GRA 1143	Graphic Communication	3	
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
MAT 1313, 1323	College Algebra, Trigonometry	3	3
ECO 2113	Economics.....	3	
Fine Arts	Any Appreciation Course.....		3
HPR	Physical Education.....	1	1
CSC 1113	Introduction to Computers		3
SOPHOMORE YEAR			
CSC 2323	Fortran.....	3	
PHY 2414, 2424	General Physics I & II.....	4	4
PSY 1513	General Psychology	3	or 3
SPT 1113	Oral Communication.....	3	or 3
MAT 1613	Calculus I.....	3	
PSC 1113	American Government.....	3	or 3
CHE 1214, 1224	General Chemistry I & II	4	4
GRA 2253	Descriptive Geometry		3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

WORKFORCE TRAINING AND DEVELOPMENT

Comprised of (four) Technical Concentrations
Industrial/Manufacturing 4040
Environmental Science 4041
Computer Technology 4042
Construction 4043

Workforce Training and Development is designed to produce graduates who meet industry requirements for skilled technical workers with expertise to develop and conduct on-site personnel training or retraining. The following curriculum provides for graduation with the Associate of Arts degree as well as maximum transfer credit toward the Baccalaureate degree in Workforce Training and Development at the University of Southern Mississippi.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113	English Composition I	3	
ENG 1123	English Composition II		3
HIS 1163	World Civilization I	3	
HIS 1173	World Civilization II		3
HPR 1591	Health Concepts of Physical Activities	1	
HPR 1751	Nutrition and Weight Control		1
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry		3
SPT 1113	Oral Communication		3
Elective	Science	4	4
Elective	Social Science	3	
SOPHOMORE YEAR			
ENG 2423/33	World Literature I or II	3	
BAD 2853	Business Ethics	3	
BAD 2533	Microcomputers & Business Management	3	
CSC 2134	Programming I with C		4
GRA 1143	Graphic Communication		3
BAD 2823	Industrial Human Relations	3	
BAD 2833	Principles of Training and Development		3
MAT 1613	Calculus I-A	3	
MAT 1623	Calculus II-A		3
Elective	Technical Concentration*		3
Elective	Fine Arts (Any Appreciation Course)		3

*See Technical Concentration

*****TECHNICAL CONCENTRATION COURSES****Industrial/Manufacturing 4040**

Technical Electives: EGR 2413, MAT 1613, MAT 1623

Science Electives: CHE 1214 & CHE 1224 or PHY 2414 & PHY 2424

Environmental Science 4041

Technical Electives: MAT 1613, MAT 1623, BIO 2214, BAD 2323, BAD 2843

Science Electives: BIO 1134 & BIO 1144 or CHE 1214 & CHE 1224

Computer Technology 4042

Technical Electives: MAT 1613, MAT 1623, CSC 1213

Science Electives: BIO 1134 & BIO 1144 or CHE 1214 & CHE 1224

Construction 4043

Technical Electives: EGR 2413, MAT 1613, MAT 1623

Science Electives: CHE 1214 & CHE 1224 or PHY 2414 & PHY 2424

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

WORKFORCE TRAINING AND DEVELOPMENT 4044

(Jackson County Campus, Jefferson Davis Campus, and Perkinson Campus)

This curriculum is designed to prepare individuals to be training professionals in industry. This curriculum leads to an Associate of Applied Arts degree. This program is an articulated 2+2 program with William Carey College for students who wish to complete a Bachelor's degree in this area.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
HIS 1163	World Civilization I	3	
MAT 1313	College Algebra	3	
BAD 2533	Microcomputers & Bus. Mgmt.	3	
HRP 1591	Health concepts of Physical Activities	1	
ENG 1123	English Composition II		3
HIS 1173	World Civilization II		3
MAT 1323	Trigonometry		3
BAD 2833	Principles of Training and Development		3
HRP 1751	Nutrition & Weight Control		1
	Science Elective*	4	
	Science Elective**		4
SOPHOMORE			
BAD 2853	Business Ethics	3	
SPT 1113	Oral Communications	3	
BAD 2873	Workforce Development Models..	3	
BAD 2823	Industrial Human Relations.....		3
BAD 2843	Industrial Safety		3
BAD 2863	Strategies for Technology Training		3
GRA 1143	Graphic Communication		3
ART 1113	Art Appreciation, or		
MUS 1113	Music Appreciation, or		
SPT 2233	Theater Appreciation.....		3
	Social Science Electives***	6	

*PHY 2414, CHE 1214, or BIO 1134 (Based on Concentration)

**PHY 2424, CHE 1224, or BIO 1144 (Based on Concentration)

***PHY 1513, SOC 2113, PSC 1113, or ECO 2113

**INDUSTRIAL/MECHANICAL ENGINEERING
TECHNOLOGY
4045**

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition I	3	
ENG 1123	English Composition II		3
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry		3
HIS 1163	World Civilization I	3	
HIS 1173	World Civilization II		3
HPR 1591	Health Concepts	1	
HPR 1751	Nutrition & Wt. Control.....		1
CSC 2323	Fortran Programming	3	
CHE 1214	General Chemistry		4
BAD 2533	Micro Comp & Bus. Mgmt.	3	
GRA 1143	Graphic Communications		3
SOPHOMORE YEAR			
MAT 1613	Calculus I	3	
MAT 1623	Calculus II.....		3
ENG 2423	World Literature I	3	
SPT 1113	Oral Communications		3
Fine Arts	Appreciation Course	3	
EGR 2413	Engineering Mechanics I.....		3
PHY Z114	General Physics I	4	
PHY 2424	General Physics II		4
	Social Science	3	
	*Elective		

GROUP V: SCIENCE**BASIC SCIENCE 5000**

The basic science curriculum outlined below is recommended for four-year science major.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
MAT 1313, 1323	College Algebra, Trigonometry	3	3
BIO 2414, 2424	Zoology I & II**	4	4
CHE 1214, 1224	General Chemistry I & II	4	4
HPR	Physical Education.....	1	
	Social Science	3	3
SOPHOMORE YEAR			
English	World, English, or American Literature		3
HIS 1163, 1173	World Civilization I & II	3	3
CHE 2425, 2435	Organic Chemistry I & II	5	5
PHY 2414, 2424	Gene Physics I & II.....	4	4
Fine Arts	Any Appreciation Course.....	3	
SPT 1113	Oral Communication.....	3	

* Student should check university requirements and enroll in foreign language course as required.

** BIO 1314 may be substituted for BIO 2424 if university requirements allow.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Meteorology 5002

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
GEO 1123	Principles of Geography.....	3	
GEO 1213	Introduction to Meteorology		3
GEO 2313	Maps and Remote Sensing		3
MAT 1313	College Algebra	3	
CHE 1214, 1224	General Chemistry I & II	4	4
CSC 1113	Introduction to Computer Concepts		
	or		
	Any CSC Programming Course	3	
Fine Arts	Any Appreciation Course		
	or		
	ART 1233 Allied Arts		3
SOPHOMORE YEAR			
PHY 2414, 2424	General Physics I & II.....	4	4
MAT 1323	Trigonometry	3	
MAT 1613	Calculus I-A		3
	*Humanities Electives.....	3	3
SPT 1113	Oral Communication		3
	*Electives	3	3
HPR	Physical Education.....	2	1

* Electives to be selected from GEO 1223, GEO 1233, GEO 1243, BIO 1214, PHY 1114, or SOC 2243.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Medical 5005

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
BIO 2414, 2424	Zoology I & II.....	4	4
CHE 1214, 1224	General Chemistry I & II	4	4
HIS 1163, 1173	World History I & II	3	3
MAT 1613, 1623	Calculus I & II	3	3
HPR	Physical Education.....	1	1
 SOPHOMORE YEAR			
English	Any Literature.....	3	3
CHE 1225, 1235	Organic Chemistry I & II.....	5	5
PHY 2414, 2424	General Physics I & II		
or			
PHY 2514, 2524	Physics w/Calculus I & II	4	4
PSY 1513	General Psychology	3	
SOC 2113	Sociology		3
SPT 1113	Oral Communication.....	3	
Fine Arts	Any Appreciation Course.....		3
MFL	Foreign Language	3	3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Medical Technology 5010

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
BIO 2414, 2424	Zoology I & II.....	4	4
MAT 1313, 1323	College Algebra, Trigonometry	3	3
CHE 1214, 1224	General Chemistry I & II	4	4
PSC 1113	American Government.....	3	or 3
ECO 2113	Economics I	3	or 3
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
English	World, English, or American Literature.....	3	
CHE 2425, 2435	Organic Chemistry I & II.....	5	5
MFL	Foreign Language	3	3
PHY 2414	General Physics I	4	or 4
BIO 2924	Microbiology.....		4
Fine Arts	Any Appreciation Course.....	3	
SPT 1113	Oral Communication.....	3	

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Dental 5015

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
BIO 2414, 2424	Zoology I & II.....	4	4
CHE 1214, 1224	General Chemistry I & II	4	4
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry		3
PSY 1513	Psychology	3	
SOC 2113	Sociology		3
SOPHOMORE YEAR			
English	English Literature or World Literature.....	3	3
CHE 2425, 2435	Organic Chemistry I & II.....	5	5
MFL 1213, 1223	Spanish I & II.....	3	3
PHY 2414, 2424	General Physics I & II.....	4	4
SPT 1113	Oral Communication.....	3	
Fine Arts	Any Appreciation Course.....		3
HPR	Physical Education.....	1	1

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Pharmacy 5020

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123 or 1213, 1223	English Composition I & II.....	3	3
CHE 1214, 1224	General Chemistry I & II	4	4
BIO 2414, 2424	Zoology I & II.....	4	or 4
SOC SCI			
Electives:	Psychology, Sociology.....	3	3
MAT 1613	Calculus I.....	3	or 3
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
CHE 2425, 2435	Organic Chemistry I & II.....	5	5
PHY 2414, 2424 or 2514, 2524	General Physics I & II or Physics with Calculus I & II	4	4
ACC 1213	Principles of Accounting I	3	or 3
Fine Arts	Any Appreciation Course.....	3	or 3
	Humanities Elective	3	3
HPR	Physical Education.....	1	1
SPT 1113	Oral Communication.....	3	or 3
	General Elective.....	3	or 3

Colleges of pharmacy normally require two years of pre-professional training but minimal requirements vary. This curriculum outline meets pre-pharmacy requirements of the School of Pharmacy of the University of Mississippi.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Occupational Therapy 5025

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
CHE 1214, 1224	General Chemistry I & II	4	4
MAT 1313, 1323	College Algebra, Trigonometry	3	3
BIO 2414, 2424	Zoology I & II.....	4	4
PSY 1513	General Psychology	3	
SOC 2113	Intro to Sociology.....		3
SOPHOMORE YEAR			
PHY 2414, 2424	General Physics I & II.....	4	4
English	Any Literature	3	
HIS 2213, 2223	American History I & II.....	3	3
EPY 2513	Child Psychology		3
SPT 1113	Oral Communication.....		3
HPR	Physical Education.....	1	1
	Humanities Elective	3	
Fine Arts	Any Appreciation Course.....		3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Optometry 5030

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
MAT 1313, 1323	College Algebra, Trigonometry	3	3
CHE 1214, 1224	General Chemistry I & II	4	4
PSC 1113	American Government	3	or 3
SPT 1113	Oral Communication.....	3	or 3
BIO 2414	Zoology	4	
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
HIS 2213, 2223	American History I & II.....	3	3
PHY 2414, 2424	General Physics I & II.....	4	4
ENG 2323, 2333	English Literature I & II*.....	3	3
PSY 1513	General Psychology	3	or 3
BIO 2924	Microbiology.....	4	
MAT 1613	Calculus I A	3	
Fine Arts	Any Appreciation Course.....		3

*American and/or World Literature may be substituted.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-B.S. Nursing 5035

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
HEC 1253 (BIO 1613)	Nutrition.....		3
HIS 1163, 1173	World Civilization I & II	3	3
MAT 1313	College Algebra	3	
PSY 1513	General Psychology	3	
SOC 2113	Intro to Sociology.....		3
SPT 1113	Oral Communication.....		3
HPR	Physical Education.....	1	1
		13	16
SOPHOMORE YEAR			
English	World Literature.....	3	
BIO 2514, 2524	Anatomy & Physiology I & II.....	4	4
BIO 2924	Microbiology.....	4	
EPY 2533	Human Growth & Development ...	3	
SOC 2143	Marriage & Family.....		3
Fine Arts	Any Appreciation Course.....		3
ECO 2113	Principles of Economics I.....	3	
BAD 2323	Business Statistics		3
PHI 2713	Logic		3
		17	16

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Physical Therapy 5040

		SEMESTER HOURS		
		1 Sem.	2 Sem.	
FRESHMAN YEAR				
ENG 1113, 1123	English Composition I & II.....	3		3
CHE 1214, 1224	General Chemistry I & II	4		4
MAT 1313, 1323	College Algebra, Trigonometry	3		3
BIO 2414, 2424	Zoology	4		4
HPR	Physical Education.....	1		1
SPT 1113	Oral Communication.....	3		
Fine Arts	Any Appreciation Course.....			3
SOPHOMORE YEAR				
HIS 2213, 2223	American History I & II.....	3		3
PHY 2414, 2424	General Physics I & II.....	4		4
BIO 2514, 2524	Human Anatomy and Physiology I & II	4		4
SOC 2113	Introduction to Sociology.....	3	or	3
English	Any Literature Course.....	3	or	3
PSY 1513	General Psychology	3	or	3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Medical Record Administration 5050

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
BIO 2414, 2424	Zoology	4	4
PSY 1513	General Psychology	3	
PSC 1113	American Government.....	3	
SPT 1113	Oral Communication.....		3
HPR	Physical Education.....	1	1
	Electives	3	3
Fine Arts	Any Appreciation Course.....		3
SOPHOMORE YEAR			
ENG 2323, 2333*	English Literature I & II.....	3	3
CHE 1214, 1224	General Chemistry I & II	4	4
MAT 1313, 1323	College Algebra, Trigonometry	3	3
BIO 2924	Microbiology.....		4
BIO 2514, 2524	Human Anatomy and Physiology I & II	4	4

Elective courses should be selected from Geography, Economics, Languages, Psychology, Key Boarding, and Computer Science.

*American and/or World Literature may be substituted.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Science Education 5060

		SEMESTER HOURS		
		1 Sem.	2 Sem.	
FRESHMAN YEAR				
ENG 1113, 1123	English Composition I & II.....	3		3
	Science Elective	4		4
CSC 2323	FORTTRAN Programming and Application.....	3		
MAT 1313, 1323	College Algebra, Trigonometry	3		3
PSC 1113	American Government			3
HIS 1163, 1173	World Civilization I & II	3		3
HPR	Physical Education.....	1		1
SOPHOMORE YEAR				
ENG 2323, 2333	English Literature I & II.....	3		3
	Science Elective	4 or 5		4 or 5
SPT 1113	Oral Communication.....	3	or	3
PSY 1513	General Psychology	3	or	3
	Science Elective	4		4
Fine Arts	Any Appreciation Course.....			3
MFL	Foreign Language (one language).	3		3

NOTE: ENG 2423, 2433, or 2223, 2233 may be substituted for ENG 2323, 2333.

NOTE: Students may elect a program placing emphasis in Biology, Chemistry or Physics.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Basic Agricultural Curriculum 5070

Students wishing to major in general agriculture, agronomy, animal husbandry, dairying, horticulture, poultry husbandry, agricultural education, agricultural administration, or agricultural economics should pursue the basic agriculture curriculum outlined below.

Those wishing to specialize in forestry, agricultural engineering, or veterinary science should pursue the specific curriculum of their specialty.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
CHE 1314, 1324	Principles of Chemistry I & II.....	4	4
AGR 1313	Plant Science	3	
AGR 1214	Animal Science		4
HPR	Physical Education.....	1	1
ECO 2113	Economics I	3	
SOPHOMORE YEAR			
MAT 1313, 1323	College Algebra, Trigonometry	3	3
SPT 1113	Oral Communication.....	3	
AGR 2314	Soils	4	
BIO 1314	Botany.....		4
CHE 2425	Organic Chemistry I.....	5	
Fine Arts	Any Appreciation Course.....		3
	Humanities Electives.....	3	3
PHY 2414	General Physics.....	4	

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Pre-Veterinary Science 5100

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
CHE 1214, 1224	General Chemistry I & II	4	4
ENG 1113, 1123	English Composition I & II.....	3	3
BIO 2414, 2424	Zoology	4	4
PSY 1513	Psychology	3	
MAT 1313, 1323	Mathematics	3	3
PSC 1113	Government.....		3
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
CHE 2425, 2435	Organic Chemistry I & II	5	5
SOC 2113	Sociology		3
SPT 1113	Oral Communication.....	3	
MAT 1613	Calculus I-A	3	
PHY 2414, 2424	General Physics I & II.....	4	4
HIS 1163, 1173	World Civilization I & II	3	3
Fine Arts	Any Appreciation Course.....		3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Interior Design 5111

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1134, 1144	General Biology I & II.....	4	4
BAD 1113	Introduction to Business.....	3	
ART 2713	Art History I.....	3	
ART 1413	Design I.....	3	
ART 2723	Art History II.....		3
ART 1423	Design II.....		3
ART 1313	Drawing I.....		3
SOPHOMORE YEAR			
PSY 1513	General Psychology	3	
SPT 1113	Oral Communication.....	3	
PSC 1113	American Government.....	3	
ART 1323	Drawing II.....	3	
HEC 1131	Introduction to Modeling	1	
MAT 1313	College Algebra	3	
SOC 2113	Introduction to Sociology.....		3
ECO 2113	Principles of Economics I.....		3
HEC 1141	Modeling		1
ENG 2423	World Literature.....		3
	Elective		3
HPR	Physical Education.....		1

Students who plan to seek employment after two years should take FMT 1313 Textiles and DDT 1113 Fundamentals of Drafting.

Students who plan to transfer to a senior college should check with their advisor and follow closely the catalog of the senior college they plan to attend.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Criminal Justice 5120

Criminal Justice is balanced between basic general education courses, common to all college programs, and requirements in administrative and specialized, criminal justice courses. It is designed to meet the needs of various criminal justice agencies and to provide the student with the knowledge and attitudes needed to be an effective professional in the criminal justice system. It provides a complete course of study for those students intending to earn the Associate of Arts degree and will enable students to transfer into a bachelor's degree program.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	Composition I & II.....	3	3
PSC 1113	American Government.....		3
PSY 1513	General Psychology	3	
HIS 1163* or HIS 2213*	World Civilization I or American History I.....		3
	Lab. Science	4	4
CRJ 1313	Introduction to Criminal Justice....	3	
CRJ 1363	Introduction to Corrections		3
MFL 1213, 1223	Spanish I & II.....	3	3
SOPHOMORE YEAR			
HIS 1173* or HIS 2223*	World Civilization II or American History II	3	
SPT 1113	Oral Communications		3
MAT 1313	College Algebra	3	
MFL 2213	Spanish III.....	3	
CSC 1113	Introduction to Computer Concepts		3
CRJ 1323	Police Organization and Administration.....	3	
CRJ 2513	Juvenile Justice		3
Fine Arts	Any Appreciation Course.....		3
Health/Physical Education	1	1
SOC 2113	Intro. to Sociology.....		3
Choose 1 of the following CRJ courses:		3	
CRJ 2333	Criminal Investigations I		
CRJ 1383	Criminology		
CRJ 2343	Criminal Investigations II		
CRJ 2513	Law Enforcement and Juvenile Justice		
CRJ 2413	Administration of Criminal Justice		

*Either HIS 1163 and 1173 or HIS 2213 and 2223 should be taken as a set.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

GROUP VI: EDUCATION

This curriculum consists of general and basic professional education for the first two years of the four-year degree. It will be noted that courses recommended for the sophomore year differ from the elementary and secondary education majors.

Policy concerning admission to teacher education: Individuals who desire to be admitted to professional teacher education in a Mississippi Public University must have first successfully passed a nationally accepted test or the general knowledge and the Communication Skills sections of the national Teacher Examination. Typically, this would apply to students expecting to enter a full sequence of professional education courses in their junior year.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Education and Psychology Elementary Education K-8 6000

		SEMESTER HOURS		
		1 Sem.	2 Sem.	
FRESHMAN YEAR				
ENG 1113, 1123	English Composition I & II.....	3		3
BIO 1134	General Biology	4		
	Physical Science with Lab			4
HIS 1163, 1173	World Civilization I & II	3		3
MAT 1723	Real Number System	3		
PSY 1513	General Psychology			3
	The Arts			
	ART 1913, MUS 2513			
	Performing Arts Course/s.....	3	or	3
HPR 1591	Health Concepts Fitness	1	or	1
HPR 1751	Nutrition and Weight Control	1	or	1
SOPHOMORE YEAR				
ENG 2153	Traditional Grammar.....	3		
SPT 1113	Oral Communication.....	3		
ENG 2423 or ENG 2433	World Literature.....			3
	Science Elective	4		
	Fine Arts Elective (choose one)			3
	ART 1113, ART 1233, MUS 1113, SPT 2233			
MAT 1313	College Algebra	3		
GEO 1123	Principals of Geography.....	3	or	3
	Elective	3	or	3
	Philosophy, Foreign Language, History, Sociology, English, Mathematics, Biological Science, CSC 1113			
	Social Science Elective	3		3
	No more than 3 hours from one area SOC 2113, 2143; SOC 2213; SOC 2133; PSC 1113; ECO 2113			
EPY 2513	Child Psychology	3	or	3

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

**Secondary Teacher Certificate 6030
History**

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
MAT 1313	College Algebra	3	
	Science Elective	4	4
MFL	Foreign Language	3	3
	Social Science	3	3
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
ENG	Literature (continuous year sequence)	3	3
MFL	Foreign Language	3	3
SPT 1113	Oral Communication.....	3	3
HIS 2213, 2223	American History I & II.....	3	3
PHI 2113	Philosophy.....		3
	Social Science	3	
Fine Arts	Any Appreciation Course.....		3

**Secondary Teacher Certificate 6040
English**

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
MAT 1313	College Algebra	3	
	Math Elective		3
HIS 1163, 1173	World Civilization I & II	3	3
	Science Elective	4	4
	Social Sciences.....	3	3
HPR	Physical Education.....	1	1
MFL	Foreign Language (one language).	3	3
SOPHOMORE YEAR			
ENG	Literature (continuous year sequence)	3	3
SPT 1113	Oral Communication.....	3	
MFL	Foreign Language (one language).	3	3
	Humanities		3
Fine Arts	Any Appreciation Course.....		3
	Elective	3	

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

**Secondary Teacher Certificate 4020
Mathematics**

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
PHY 2514, 2524	Science Elective	4	4
CHE 1214, 1224			
BIO 1134, 1144			
MAT 1613, 1623	Calculus I & II	3	3
HPR	Physical Education.....	1	1
CSC	Computer Programming.....		3
PSY 1513	General Psychology	3	
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II or		
ENG 2423, 2433	World Literature I & II.....	3	3
MFL	Foreign Language (one language).	3	3
MUS 1113	Fine Arts or		3
ART 1113			
SPT 1113	Oral Communication.....	3	
	Science Elective (Choose from above courses. Must be BIO if sequence was not)	4	
MAT 2613, 2623	Calculus III & IV	3	3
MAT 2913	Differential Equations		3

NOTE: Math 2113 (Linear Algebra) may be used as a math elective.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

**Secondary Teacher Certificate 5060
Science Education**

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
	Science Elective	4	4
CSC 2323	FORTTRAN Programming and Application.....	3	
MAT 1313, 1323	College Algebra, Trigonometry	3	3
PSC 1113	American Government.....		3
HIS 1163, 1173	World Civilization I & II	3	3
HPR	Physical Education.....	1	1
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II.....	3	3
	Science Elective	4 or 5	4 or 5
SPT 1113	Oral Communication.....	3	3
PSY 1513	General Psychology	3	3
	Science Elective	4	4
Fine Arts	Any Appreciation Course.....		3
MFL	Foreign Language (one language).	3	3

NOTE: ENG 2423, 2433, or 2223, 2233 may be substituted for ENG 2323, 2333.

NOTE: Students may elect a program placing emphasis in Biology, Chemistry or Physics.

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Special Education: Mild/Moderate 6010

		SEMESTER HOURS		
		1 Sem.		2 Sem.
FRESHMAN YEAR				
ENG 1113, 1123	English	3		3
BIO 1134	General Biology	4		
	Physical Science with Lab			4
HIS 1163, 1173	World Civilization I & II	3		3
MAT 1313	College Algebra	3		
PSY 1513	General Psychology			3
	The Arts			
	ART 1913, MUS 2513			
	Performing Arts Course/s.....	3	or	3
HPR 1591	Health Concepts Fitness	1	or	1
HPR 1751	Nutrition and Weight Control	1	or	1
SOPHOMORE YEAR				
SPT 1113	Oral Communication.....	3		
ENG 2423 or ENG 2433	World Literature.....			3
	English 2000 above.....	3		
	Science or Math* Elective	4		
	Fine Arts Elective (choose one)			3
	ART 1113, ART 1233, MUS 1113, SPT 2233			
	SPE Electives	6	and	6
	Choose from the following			
	CSC 1113, EPY 2513, MAT 1723			
	ART 1913, MUS 2513,			
	Social Science Elective	3		6
	No more than 3 hours from one area			
	SOC 2113, 2143; SOC 2213;			
	SOC 2133; PSC 1113; ECO 2113			

*Must be higher than College Algebra

Curricula are designed as guides. Consult the university of your choice for specific transfer requirements.

Technical & Occupational Education 6020

Technical & Occupational Education was developed for those individuals who possess a previously acquired trade or technical specialty and wish to (1) prepare for a teaching career in career and technical education, and/or (2) build an appropriate academic foundation that will increase their opportunities for professional development and advancement within the field of career and technical education.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II.....	3	3
HIS 1163, 1173	World Civilization I & II	3	3
MAT 1313	College Algebra	3	
*TOE Skill Courses	(Will vary with specialty)	6	6
SPT 1113	Oral Communication.....		3
 SOPHOMORE YEAR			
PHY 2244, 2254	Phys. Science w/lab I & II	4	4
*TOE Skill Courses	(Will vary with specialty)	6	6
PSY 1513	General Psychology	3	
ENG 2423	World Literature I	3	
ECO 2113	Prin. of Economics.....		3
HPR 1751	Nutrition & Wt Control.....	1	or 1
HPR 1761	Wellness & Wt Control or		
HPR 1591	Hlth Concepts Phys Act	1	1

*Approved military or Vo-Tech skill courses. These courses will need to be evaluated on an individual basis for transferability.

TECHNICAL PROGRAMS

CAREER AND TECHNICAL EDUCATION PROGRAMS

The Mississippi Gulf Coast Community Colleges' statement of mission and role of the total career, technical, and adult education program are

- A. To provide career, technical, and adult education students according to their needs, abilities, and interests regardless of race, sex, creed, national origin, and to otherwise qualified handicapped persons.
- B. To provide career, technical, and adult education to students that are occupationally specific for job opportunities in skilled occupations. (Diploma programs)
- C. To provide career, technical, and adult education to students for job opportunities in occupations that are technical and/or paraprofessional. (Associate Degree programs)
- D. To provide career, technical, and adult education that is industry-specific for new and expanding industries and state-of-the-art instruction for employed persons. Encompasses programs listed in Group VII and Group VIII.

GROUP VII: TECHNICAL

Technical education leading to MGCCC Associate of Applied Science degree.

ASSOCIATE DEGREE NURSING 7000 Jefferson Davis and Jackson County Campuses

The Associate Degree Nursing Program (ADN) prepares students to enter the health care delivery system as registered nurses. Nursing practice incorporates clinical application of a broad base of knowledge and skills with utilization of the nursing process. Clinical experiences in various community and health care agencies are incorporated into the nursing curriculum. These experiences are under the direction of college instructors of nursing and are selected to correlate nursing practice with current nursing theory.

The Associate Degree Nursing program is state accredited by the Board of Trustees of State Institutions of Higher Learning, State of Mississippi, and nationally accredited by the National League for Nursing Accrediting Commission (NLNAC), 61 Broadway, New York, N.Y. 10006, (212) – 363-5555.

Successful completion of the nursing program leads to the award of an Associate of Applied Science Degree and permits the student to apply to take the National Council Licensing Examination for Registered Nurses given by the State Board of Nursing. Permission to take the examination may be denied by the Board of Nursing for reasons which include, but are not limited to, fraud/deceit in making application, felony or misdemeanor convictions or charges pending in any state, and drug or alcohol misuse.

In addition to regular college tuition and fees, ADN students have other expenses such as: uniforms, workbooks, nursing achievement tests, professional liability insurance, and fees for licensing examination. Students in the program are responsible for their own transportation to and from clinical agencies.

Students are obligated to abide by the policies and procedures of the clinical agencies to which they are assigned. Evening clinical rotations may be required. ADN students must maintain CPR certification as healthcare providers. ADN students must be full-time. It is recommended that students work closely with their advisor to ensure they maintain full-time status. Students must follow the college catalog and ADN policies in effect at the time they enter/re-enter the nursing program. The college reserves the right to make curriculum changes as necessary; written notification to pre-nursing/nursing students is sufficient to effect change.

ADMISSION REQUIREMENTS:

All applicants are required to take the American College Test (ACT) and the Nursing Entrance Test (NET) and must meet the general admission requirements of the college.

To be considered for admission to the Associate Degree Nursing Program, an applicant must

- (1) Make application and be accepted to Mississippi Gulf Coast Community College.
- (2) Make a separate application to the Associate Degree Program upon completion of eligibility requirements.
- (3) File copies of ACT scores and official transcripts of all college work in the Office of Admissions.
- (4) Possess a Grade Point Average (GPA) of 2.5 or higher on required courses for the nursing degree. If no college work has been completed, a high school grade point average of 2.5 or higher (or the GED) is required.
- (5) Achieve a composite score of 18 or higher on the enhanced version of American College Test (ACT).
- (6) **If ACT composite is less than 18 on enhanced version or less than 15 on the previous version**, applicant must successfully complete twenty-three (23) credit hours of the required academic courses with a 2.5 GPA to qualify for admission. Eight (8) of the twenty-three (23) credit hours must include Anatomy and Physiology I and II with a grade of "C" or better in each course.
- (7) Obtain a physical examination and provide proof of current immunizations against Measles, Rubella, Hepatitis B, and Tetanus upon notification of admission to the ADN program.

SELECTION PROCESS:

Students are admitted to the Associate Degree Nursing Program twice a year either for the August class or the January class. Enrollments are limited. Applicants who meet all qualifications for admission are prioritized by residency in the following manner: in-district, out-of-district, out-of-state. Out-of-state students will be admitted after all in-state applicants have been placed. Qualified applicants are selected for a particular class based on available space and on the earliest validated, completed admission file according to the required criteria. Qualified applicants selected but unable to attend a particular class will be given priority one time only for the next class. Within two weeks following notification of their admission status, applicants must notify the ADN Chairperson in writing regarding their desire to enter the next available class. Students who fail to comply with this requirement risk forfeiting their priority status.

PROMOTION POLICIES:

Students in the ADN Program must earn at least seventy-two (72) semester hours with a GPA of 2.0 to graduate. A grade of at least a "C" is required in all nursing courses and biological science courses. The faculty of the Associate Degree Nursing Program recommends for progression and continuation only those students who, in the judgment of the faculty, satisfy the requirements and aptitude for nursing. Whenever a student's performance is not consistent with safe nursing practice, the student may be asked to withdraw. A student who has been dismissed from or leaves a nursing or allied health program under adverse circumstances (e.g. unsafe clinical practice, cheating on test or paper work, etc.) may be denied admission to the nursing program.

RE-ADMISSION/TRANSFER:

Readmission/transfer to the program is in accordance with the ADN Policy on readmission/transfer and is determined on individual merit. Students are allowed two readmissions: one to NUR 1110, NUR 1210, or NUR 2310 and one to NUR 2410. Students cannot repeat any nursing or science course more than once.

Associate Degree Nursing 7000
Fall Semester Start

SEMESTER HOURS

FRESHMAN YEAR

Summer Session

(Prerequisites)

BIO 2514*	Anatomy and Physiology I.....	4
ENG 1113	English Composition I.....	3
PSY 1513	General Psychology.....	3

1st Semester

NUR 1110	Nursing – Promotion of Health/Prevention of Illness I.....	10
NUR 1100	Nursing – Professional Development I	0
BIO 2524*	Anatomy and Physiology II.....	4
EPY 2533	Human Growth and Development.....	3

2nd Semester

NUR 1210	Nursing – Promotion of Health/Prevention of Illness II.....	10
NUR 1200	Nursing – Professional Development II	0
BIO 2924*	Microbiology.....	4
ENG 1123	English Composition II.....	3

SOPHOMORE YEAR

1st Semester

NUR 2310	Nursing – Provision of Care I	10
NUR 2300	Nursing – Professional Development III	0
SPT 1113	Oral Communication	3
SOC 2113	Introduction to Sociology.....	3

2nd Semester

NUR 2410	Nursing – Provision of Care II.....	10
NUR 2401	Nursing – Professional Development IV	1
NUR 2411	Nursing – Leadership and Management	1

TOTAL: 72 Semester Hours

*Advanced science courses have pre-requisite requirements. Science courses may be repeated once only. A grade of "C" or better is required in all science and nursing courses. BIO 2514, 2524, and 2924 will be accepted only if completed within the last five years.

LPN TO RN CAREER MOBILITY TRACK:

An upward Career Mobility Track in the Associate Degree Nursing Program is available to Licensed Practical Nurses who qualify for admission. Enrollment is limited. Qualified LPNs accepted into the Career Mobility Track will be allowed to by-pass NUR 1100, 1110, 1200, 1210 after successfully completing NUR 1116. Credit for the by-passed nursing courses is held in escrow until NUR 2310 is successfully completed. To graduate, Career Mobility Track students must successfully complete the nine academic courses required for the ADN degree and the sophomore year nursing courses; credit for these courses plus the by-passed nursing courses will equal seventy-two (72) semester hours. All ADN policies and procedures apply to Career Mobility Track students.

LPN TO RN CAREER MOBILITY TRACK ADMISSION REQUIREMENTS:

1. Meet the requirements for regular ADN students.
2. Be a graduate of an accredited Practical Nursing School.
3. Possess a current practical nursing license in good standing.
4. Possess a current CPR (AHA health care provider) card.
5. Achieve a GPA of 2.5 or higher on the required prerequisite courses (ENG 1113, PSY 1513, EPY 2533, SOC 2113, BIO 2514, and BIO 2524) plus any other degree-required courses that have been completed.
6. Achieve a composite score of 18 or higher on the enhanced version of the American College Test (ACT) or a 15 or higher on the ACT taken prior to October 1989. (If ACT score is less than 18, applicant must complete the prerequisite courses plus 3 additional hours of required coursework to include BIO 2924 with a GPA of 2.5 or higher)
7. Successful completion of NUR 1116. NUR 1116 may only be taken one time. If unsuccessful in NUR 1116, applicant may apply to the generic program.

Required academic coursework not completed prior to admission to the Career Mobility Track must be taken with the remaining nursing courses according to the Career Mobility Track Curriculum Plan.

SELECTION PROCESS:

Students are admitted to the Career Mobility Track once a year in the summer. Qualified applicants are selected based on academic merit. Students who successfully complete NUR 1116 may be placed in the fall or the spring semester of NUR 2310.

LPN TO RN CAREER MOBILITY TRACK

CURRICULUM PLAN

The following six (6) courses are prerequisites to the Career Mobility Track and must be completed by the applicant prior to acceptance into the program:

*BIO 2514	Anatomy and Physiology I
*BIO 2524	Anatomy and Physiology II
ENG 1113	English Composition I
PSY 1513	General Psychology
EPY 2533	Human Growth and Development
SOC 2113	Introduction to Sociology

SOPHOMORE YEAR	SEMESTER HOURS
SUMMER SESSION	
NUR 1116	Transition Course 6
BIO 2924**	Microbiology 4
 FALL SEMESTER	
NUR 2300	Nursing-Professional Development III..... 0
NUR 2310	Nursing-Provision of Care I.. 10
SPT 1113**	Oral Communication 3
ENG 1123**	English Composition II..... 3
	<hr style="width: 100%; border: 0.5px solid black;"/>
	16
 SPRING SEMESTER	
NUR 2401	Nursing-Professional Dev. IV 1
NUR 2410	Nursing-Provision of Care II 10
NUR 2411	Nursing-Leadership & Mgmt. 1
	<hr style="width: 100%; border: 0.5px solid black;"/>
	12

*Advanced science courses have pre-requisite requirements. Science courses may be repeated once only. A grade of "C" or better is required in all science and nursing courses. BIO 2514, 2524, 2924 will be accepted only if completed within the last five years.

**Courses may be taken prior to admission to the LPN/RN Career Mobility Track.

BANKING AND FINANCE TECHNOLOGY 7020

(Jefferson Davis Campus)

The Banking and Finance Technology program is a two-year course of study designed to help present and prospective banking and finance students and employees prepare for and take advantage of the varied career opportunities available to them in the ever-growing field of finance.

The program is designed to provide an introduction and an overview of the finance industry and the opportunities for the student or employee to develop basic financial knowledge and abilities, the required competencies, and the social skills necessary for employment in the field of finance.

Financial institutions include banks, savings and loan operations, etc.

All banking and finance technology courses (BFT prefix) are taught at night and usually off-campus.

This program will lead to an Associate of Applied Science degree. If transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

FRESHMAN YEAR		SEMESTER HOURS
ENG 1113	Written Communications	3
BAD 2533	Business Management and Microcomputers	3
BFT 1213	Principles of Banking	3
BOT 1313	Applied Business Math	3
BFT 1313	Consumer Lending	3
	Professional Development in Financial Institutions*	1
	Approved Elective.....	3
SPT 1113	Oral Communications	3
BOT 1223	Electronic Spreadsheet**	3
BFT 1223	Money and Banking	3
BFT 1323	Commercial Lending.....	3
BOT 1713	Mechanics of Communication	
	Professional Development in Financial Institutions*	1
		35

SOPHOMORE YEAR

ACC 1213	Principles of Accounting I	3
	Professional Development in Financial Institutions*	1
	Math/Natural Science Elective.....	3
	Social/Behavioral Elective.....	3
BFT 2113	Business Policy	3
BOT 2813	Business Communications	3
	Humanities/Fine Arts Elective.....	3
BFT 2523	Business Finance.....	3
	Professional Development in Financial Institutions*	1
BFT 2914	Work-based Learning in Banking and Finance	4
BOT 2833	Integrated Computer Applications	3
	Approved Elective.....	3
		33

*BOT 1213 can be used for 3 semester hours of Professional Development in Financial Institutions.

**College Algebra or above/any laboratory science.

APPROVED ELECTIVES

BOT 2723	Administrative Office Procedures.....	3
ECO 2113	Principles of Economics (Macroeconomics)	3
BAD 2413	Legal Environment of Business	3
BOT 2423	Income Tax Accounting.....	3
BOT 2433	Payroll Accounting	3
ACC 1223	Principles of Accounting II.....	3
BOT 1433	Business Accounting.....	3
BOT 2413	Computerized Accounting	3
BOT 1213	Professional Development	3

BFT 1411, 1421, 2431, 2441 - This course provides practical exercises in both technical and social skills necessary for employment in the finance banking industry. Involvement in a program of leadership and personal development in occupational competencies and high standards in personal and professional relationships are stressed.

BIOTECHNOLOGY 7055**(Jefferson Davis Campus)**

The Biotechnology curriculum is designed to provide training for employment in laboratories specializing in DNA technology. Upon successful completion, students should be prepared to perform duties such as isolation of DNA, DNA fingerprinting, separation of DNA and RNA, genetic engineering, gene mapping, and DNA sequencing.

The Associate of Applied Science degree received upon successful completion of this curriculum is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
BIT 1115	Basics of Molecular Biology*.....	5
BIT 1213	Cell Biology for Biotechnology*	3
CHE 1214	General Chemistry I.....	4
ENG 1113	English Composition I	3
MAT 1313	College Algebra	3
BIT 1225	Genetic Engineering**.....	5
CHE 1224	General Chemistry II.....	4
	Humanities/Fine Arts Elective	3
SUMMER SESSION		
SPT 1113	Oral Communication.....	3
CSC 1113	Introduction to Computer Concepts..	3
SOPHOMORE YEAR		
BIT 2213	Genetics for Biotechnology*.....	3
BIT 1335	Immunobiotech and Plant Biotechnology*	5
BIO 2924	Microbiology.....	4
CHE 2425	Organic Chemistry I.....	5
BIT 2514	Biochemistry for Biotechnology** ...	4
BIT 2115	Separations and Protein Technology**	5
BIT 2221	Biotechnology Internship**	1
PSY 1513	General Psychology	3

*Offered Fall Semester only.

**Offered Spring Semester only.

BUSINESS AND OFFICE AND RELATED TECHNOLOGY

Comprised of

I. (Nine) Two-Year Associate of Applied Science Degree Concentrations - listed under three clusters: Business and Office Cluster, Computer Programming Cluster, and Legal Cluster.

- A. BUSINESS AND OFFICE CLUSTER (5 Concentrations)
 - 1. Office Systems Technology Concentration 7165
 - 2. Accounting Technology Concentration 7173
 - 3. Medical Office Technology Concentration 7131
 - 4. Microcomputer Technology Concentration 7174
 - 5. Business Management Technology Concentration 7172

- B. COMPUTER INFORMATION SYSTEMS CLUSTER (2 Concentrations)
 - 6. Computer Programming Technology Concentration 7032
 - 7. Computer Network Support Technology (LAN) 7036

- C. LEGAL CLUSTER (2 Concentrations)
 - 8. Court Reporting Technology Concentration 7176
 - 9. Paralegal Technology Concentration 7179

II. (One) One-Year Diploma Concentration - listed under Business and Office Cluster.

- A. BUSINESS AND OFFICE CLUSTER (1 Concentration)
 - 1. Office Systems Technology Concentration 8166

The overall objective of the Business and Office and Related Technology Clusters is to provide training in theory and practical applications necessary for employment in business, industry, governmental agencies, courts, legal offices, medical offices, and other professional areas. The curriculum in each concentration consists primarily of courses that provide extensive training for employable skills using up-to-date procedures, processes, methods, equipment, software, and textbooks.

The Associate of Applied Science degree is awarded for the successful completion of any one of the nine (9) two-year concentrations. A diploma is awarded for the successful completion of the one (1) one-year concentration.

Note: The curricular requirements for these programs are subject to change.

These concentrations are not designed for transfer to a senior college or university; they are designed for immediate employment preparation.

**BUSINESS AND OFFICE CLUSTER
ACCOUNTING TECHNOLOGY
CONCENTRATION 7173**

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Accounting Technology Concentration is designed to prepare students for employment opportunities in the accounting field. Upon successful completion, students should be prepared for accounting positions in business and industry, governmental agencies, and public accounting firms.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
ACC 1213	Accounting I	
or	or	
BOT 1433	Business Accounting.....	3
BOT 1313	Applied Business Math.....	3
BOT 1843	Keyboard Concepts****	3
BOT 1713	Mechanics of Communication	3
BOT 1123	Keyboard Skillbuilding	3
ACC 1223	Accounting II	
or	or	
BOT 1443	Advanced Business Accounting.....	3
BOT 2813	Business Communication.....	3
BOT 1143	Word Processing	3
BOT 1813	Electronic Spreadsheet	3
BOT 2143	Operating Systems	
or	or	
CPT 1333	Operating Platforms	3
Elective	Accounting Elective*	
SOPHOMORE YEAR		
BOT 1213	Professional Development	3
BOT 2413	Computerized Accounting	3
SPT 1113	Oral Communication.....	3
	Math/Natural Science Elective**	3/4
	Accounting Elective*	3
	Accounting Elective*	3
BOT 2833	Integrated Computer Applications	3
	Social/Behavioral Science	
	Elective***	3
	Humanities/Fine Arts Elective	3
BOT 2133	Desktop Publishing	3
Elective	Computer Applications Elective	3

*The accounting electives will be chosen from Income Tax Accounting (BOT 2423), Payroll Accounting (BOT 2463), Supervised Work Experience (BOT 2913), or Cost Accounting (BOT 2473).

**MAT 1313 or higher or any laboratory science.

***ECO 2113 recommended.

**** BOT 1843 can be taken only if the student has had sufficient typewriting instruction. If student is not proficient, he/she must take BOT 1003 Beginning Keyboarding.

**BUSINESS AND OFFICE CLUSTER
MEDICAL OFFICE TECHNOLOGY
CONCENTRATION 7131**

(Jefferson Davis Campus)

The Medical Office Technology Concentration provides training for career opportunities in doctors offices, nursing homes, hospitals, and medical care centers. The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
BOT 1613	Medical Office Terminology I.....	3
BOT 1123	Keyboard Speedbuilding	3
BOT 1843	Keyboard Concepts***	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 1623	Medical Office Terminology II.....	3
BOT 1143	Word Processing	3
BOT 1433	Business Accounting	
or	or	
ACC 1213	Principles of Accounting I	3
BOT 2813	Business Communication.....	3
BOT 2763	Fundamentals of Medical Insurance Coding.....	3
SUMMER SESSION		
BOT 2523	Medical Transcription I.....	3
BOT 2533	Medical Transcription II	3

**BUSINESS AND OFFICE CLUSTER
MEDICAL BILLING & CODING OPTION 7131**

(Jefferson Davis Campus)

The Medical Office Technology curriculum is designed to prepare entry-level employees for the booming medical office administration field. The need for qualified medical administrative employees will continue to grow into the future, given the aging of our population and the extension of human life span due to advances in medical science. This option would prepare the student for fulfillment of certification requirements as a specialist in medical billing and coding under the auspices of such professional organizations as AHIMA and AAOC. The graduate will be qualified for employment in billing and insurance coding in physicians' offices, clinics, hospitals, and other medical care facilities.

SOPHOMORE YEAR

BOT 2543	Medical Transcription III	3
BOT 2413	Computerized Accounting	3
BOT 2743	Medical Office Concepts	3
	Math Elective/Natural Science Elective*.....	3
SPT 1113	Oral Communication	3
BOT 2143	Operating Systems	3
or	or	
CPT 1333	Operating Platforms	3
BOT 2553	Medical Transcription IV	3
BOT 2753	Medical Information Management....	3
	Social/Behavioral Science Elective**.....	3
	Humanities/Fine Arts Elective	3

* MAT 1313 or higher or any laboratory science.

** ECO 2113 recommended .

*** BOT 1843 can be taken only if the student has had sufficient typewriting instruction. If student is not proficient, he/she must take BOT 1003 Beginning Keyboarding.

**BUSINESS AND OFFICE CLUSTER
OFFICE SYSTEMS TECHNOLOGY
CONCENTRATION 7165**

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Office Systems Technology Concentration curriculum is designed to give a broad overview of the entire office function, not only his/her individual position; an opportunity to investigate the integration of systems, people, and technology; an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor; and a concentration of skills in a specific area.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition	3
BOT 1123	Keyboard Skillbuilding	3
BOT 1843	Keyboard Concepts***	3
BOT 1213	Professional Development	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 2813	Business Communication.....	3
BOT 1143	Word Processing	3
BOT 1413	Records Management.....	3
BOT 1433	Business Accounting	
or	or	
ACC 1213	Principles of Accounting I	3
BOT 1813	Electronic Spreadsheet	3
BOT 2143	Operating Systems	
or	or	
CPT 1333	Operating Platforms	3
SOPHOMORE YEAR		
	Math/Natural Science Elective*	3/4
BOT 2823	Communication Technology	3
BOT 2413	Computerized Accounting	3
SPT 1113	Oral Communication.....	3
BOT 2323	Database Management	3
BOT 1513	Machine Transcription	3
BOT 2833	Integrated Computer Applications	3
BOT 2723	Administrative Office Procedures.....	3
BOT 2133	Desktop Publishing	3
	Social/Behavioral Science**	3
	Humanities/Fine Arts Elective	3

* MAT 1313 or higher or any laboratory science.

** ECO 2113 recommended.

*** BOT 1843 can be taken only if the student has had sufficient typewriting instruction. If student is not proficient, he/she must take BOT 1003 Beginning Keyboarding.

**BUSINESS AND OFFICE CLUSTER
BUSINESS MANAGEMENT TECHNOLOGY
CONCENTRATION 7172**

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Business Management Technology Concentration provides training that leads to the development of comprehensive entrepreneurial skills necessary in private business or in the public or not-for-profit sectors emphasizing both domestic and foreign markets.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
MMT 2513	Entrepreneurship*	3
BOT 1713	Mechanics of Communication	3
BOT 1313	Applied Business Math	3
BAD 2413	Legal Environment of Business	3
ACC 1213	Principles of Accounting I	
or	or	
BOT 1433	Business Accounting.....	3
BOT 2413	Computerized Accounting	3
MMT 2233	Human Resource Management*	3
BOT 2623	Principles of Business Finance.....	3
BOT 1143	Word Processing	3
	Elective	3
SOPHOMORE YEAR		
	Humanities/Fine Arts Elective	3
BOT 1813	Electronic Spreadsheet.....	3
BOT 2513	Business in Global Markets	
or	or	
BAD 1213	Introduction to International Business	3
	Math/Natural Science Elective**	3/4
	Social/Behavioral Science Elective***	3
BOT 2323	Database Management	3
BOT 2813	Business Communication.....	3
BOT 1213	Professional Development	3
BOT 2613	Entrepreneurial Problem Solving	3
SPT 1113	Oral Communication.....	3
BOT 2833	Integrated Computer Applications	3

*Or approved business elective.

**MAT 1313 or higher or any laboratory science

***ECO 2113 recommended.

**BUSINESS AND OFFICE CLUSTER
MICROCOMPUTER TECHNOLOGY
CONCENTRATION 7174**

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Microcomputer Technology Concentration, a curriculum consisting of specialized microcomputer courses and related business courses, is designed to prepare students who want to manage the microcomputer operations in an office including software configuration, troubleshooting, network administration, and system operation.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
BOT 1843	Keyboard Concepts***	3
BOT 1213	Professional Development	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
	Social/Behavioral Science Elective*.3	
BOT 1143	Word Processing	3
CPT 1214	Visual BASIC	
or	or	
	Approved Programming Elective.....	4
ACC 1213	Principles of Accounting I	
or	or	
BOT 1433	Business Accounting.....	3
BOT 1813	Electronic Spreadsheet.....	3
Elective	Computer Application Elective.....	3
SOPHOMORE YEAR		
	Math/Natural Science Elective**.....	3/4
BOT 2413	Computerized Accounting	3
SPT 1113	Oral Communication	3
BOT 2323	Database Management	3
CPT 1343	System Administration & Control	
or	or	
	Approved Computer Related Elective	3
BOT 2413	Operating Systems	3
BOT 2833	Integrated Computer Applications	3
BOT 2153	Network Management.....	3
BOT 2133	Desktop Publishing	3
BOT 2813	Business Communication.....	3
	Humanities/Fine Arts Elective	3

*ECO 2113 recommended..

**MAT 1313 or higher or a laboratory science.

***BOT 1843 can be taken only if the student has had sufficient typewriting instruction. If student is not proficient, he/she must take BOT 1003 Beginning Keyboarding.

**COMPUTER INFORMATION SYSTEMS TECHNOLOGY
COMPUTER PROGRAMMING
CONCENTRATION 7032**

(Jefferson Davis Campus)

The Computer Programming Technology curricula are designed as a two-year program of study to prepare the student for entry-level employment in Computer Programming or Network Support.

The Computer Programming option offers training in application development on microcomputers and mid-range computers. Emphasis is placed on mid-range computers. An associate of applied science degree is earned upon successful completion of the computer programming curriculum. Successful completion of the first year entitles a student to receive a certificate of completion in Computer Operations.

The associate of applied science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
CPT 1144	Programming Development Concepts	3/4
CPT 1214	Visual BASIC	4
BOT 1433	Business Accounting	
or	or	
ACC 1213	Principles of Accounting I	3
CPT 1323	Survey of Microcomputer Applications.....	3
	Social/Behavioral Science Elective**	3
CPT 1333	Operating Platforms	3
CPT 1353	Database Design Fundamentals	3
ACC 1223	Principles of Accounting II or	
BOT 2413	Computerized Accounting	3
	Programming Language Elective*	4
SOPHOMORE YEAR		
CNT 2373	Network Fundamentals	3
	Programming Language Elective*	4
SPT 1113	Oral Communication	3
	Math/Science Elective***	3
	Programming Language Elective*	4
BOT 1213	Professional Development	3
BOT 2813	Business Communication.....	3
CPT 2353	Systems Analysis and Design	3
	Programming Language Elective*	4
	Humanities/Fine Arts Elective	3
	Elective****	3

*Choose from the following (CPT 1214) Visual BASIC Programming Language; (CPT 2424) Advanced C Programming Language; (CPT 2434) Advanced Visual BASIC Programming; (CPT 2444) Script Programming; (CPT 2284) C Programming Language.

**ECO 2113 recommended.

***MAT 1313 or higher or any laboratory science.

****Any BOT Course.

COMPUTER NETWORKING TECHNOLOGY 7036

(Jefferson Davis and Perkinson Campuses)

This instructional program will provide students with the required skills and expertise to be employable in the field of computer networking as Computer Networking Technicians.

The required skill and expertise will be provided through course work in the design, installation, maintenance and operation of computer networks.

The curriculum leads to an Associate of Applied Science Degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college counselor for advisement.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition I	3
CPT 1333	Operating Platforms	3
or	or	
CST 1333	Operating Platforms	
CNT 1414	Fundamentals of Data Communications	4
CNT 1513	Internet Concepts	3
	Social/Behavioral Science Elective	3
CPT 1323	Survey of Microcomputer Applications	3
	Network Operating Systems Elective*	4
CNT 1524	Network Components	4
	Network Operating Systems Elective*	4
	Programming Elective**	4
SOPHOMORE YEAR		
BOT 2813	Business Communication	3
or	or	
BOT 1213	Professional Development	
or	or	
CPT 2133	Career and Technical Development	
CNT 2423	System Maintenance	3
CNT 2533	Network Planning and Design	3
SPT 1113	Oral Communication	3
CNT 2544	Project Management	4
	Technical Elective **	4
	Humanities/Fine Arts Elective	3
	Elective**	3
	Math/Science Elective	3/4
	Technical Elective**	4

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*CNT 1614 and CNT 2634 or CNT 1624, CNT 2644, CNT 1654 or any instructor approved course.

**Instructor-approved course

**LEGAL CLUSTER
COURT REPORTING TECHNOLOGY
CONCENTRATION 7176**

(Jefferson Davis Campus)

Upon completion of this highly specialized Court Reporting Concentration, students should be prepared for employment as proficient court reporters. LET 1813 and LET 1823 must be taken during the Summer Session after successful completion of LET 1413 and LET 1423.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
BOT 1213	Professional Development	3
LET 1113	Legal Systems and Terminology	3
LET 1413	Stenograph Machine Shorthand I.....	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 1143	Word Processing Applications.....	3
BAD 2413	Legal Environment of Business	3
LET 1423	Stenograph Machine Shorthand II ...	3
BOT 1613	Medical Office Terminology I	3
	Social/Behavioral Science Elective*.	3
SUMMER SESSION		
LET 1813	Speed Building I	3
LET 1823	Speed Building II	3
SOPHOMORE YEAR		
ENG 1113	English Composition.....	3
LET 2433	Stenograph Machine Shorthand III ...	3
LET 1833	Speed Building III.....	3
BOT 1623	Medical Office Terminology II.....	3
LET 2613	Court Reporting Procedures.....	3
LET 2622	Court Reporting Technology.....	2
LET 2443	Stenograph Machine Shorthand IV ...	3
LET 1843	Speedbuilding IV	3
SPT 1113	Oral Communication	3
	Humanities/Fine Arts Elective	3
	Math/Natural Science Elective**.....	3/4
LET 2911	Internship for Court Reporters	1

*ECO 2113 recommended.

**MAT 1313 or higher or any laboratory science.

**LEGAL CLUSTER
PARALEGAL TECHNOLOGY
CONCENTRATION 7179**

(Jefferson Davis Campus)

The successful completion of the Paralegal Technology Concentration should provide the student the opportunity for employment as a legal assistant in courts, corporation, private law firms, trust departments of banks, and government agencies.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
BOT 1313	Applied Business Math	3
LET 1113	Legal Systems and Terminology.....	3
	Humanities/Fine Arts Elective	3
BOT 1713	Mechanics of Communication	3
BAD 2413	Legal Environment of Business	3
BOT 1143	Word Processing Applications	3
LET 1513	Family Law	3
LET 1213	Legal Research.....	3
BOT 2813	Business Communication.....	3
LET 1713	Legal Writing	3
LET 2313	Civil Litigation I	3
LET 2523	Bankruptcy Law.....	3
SOPHOMORE YEAR		
	Math/Natural Science Elective*.....	3/4
LET 2453	Real Property I	3
LET 2413	Wills & Estates	3
	Criminal Justice Elective	3
LET 2633	Paralegal Skills and Applications.....	3
SPT 1113	Oral Communication	3
LET 2333	Civil Litigation II	3
LET 2463	Real Property II.....	3
LET 2923	Internship for Paralegal.....	3
LET 2323	Torts.....	3
	Social/Behavioral Science Elective**	3

*MAT 1313 or BIO 1134 or PHY 2244.

**ECO 2113 recommended.

CHILD DEVELOPMENT TECHNOLOGY 7015

(Jackson County and Perkinston Campuses)

This program provides preparation for a professional career in the field of early childhood education spanning a variety of career options. Instructional programs include classroom instruction and supervised laboratory/collaborative center or work experience. Students should develop competencies which enable them to provide services, to teach, and to guide young children as related to various early childhood professions.

The Child Development Technology curriculum is a two-year program of study which requires a minimum of 68 semester hours of courses. These minimum course requirements are 18 semester hours of general education and 50 semester hours of child development and guidance management courses.

Students must comply with Mississippi State Department of Health Licensure Division regulations requiring a complete criminal background check and finger printing. Student must meet with advisor upon admission to CDT program for appropriate paper work and signatures. If student does not comply with licensure requirements, he/she will be dropped from program.

This curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

FRESHMAN YEAR	SEMESTER HOURS
CDT 1113	Early Childhood Profession 3
CDT 1314	Creative Arts for Young Children..... 4
CDT 1214	Child Development I..... 4
CDT 1343	Child Health and Safety 3
ENG 1113	English Composition 3
CDT 1224	Child Development II..... 4
CDT 1713	Language and Literacy Development for Young Children..... 3
CDT 2714	Social Studies, Math, and Science for Young Children..... 4
	Computer Related Elective 3
	Fine Arts/Humanities Elective 3
 SUMMER SESSION	
CDT 1013*	Introduction to Child Dev. Tech 3
CDT 1513	Nutrition for Young Children..... 3
CDT 2233	Guiding Social and Emotional Behavior 3
 SOPHOMORE YEAR	
CDT 2915	Practicum I..... 5
CDT 2613	Methods and Materials..... 3
	Math/Science Elective*..... 3/4
CDT 2925	Practicum II..... 5
CDT 2413	Atypical Child Development..... 3
CDT 2813	Administration of Programs for Young Children..... 3
SPT 1113	Oral Communications 3
	Social/Behavioral Science Elective...3

*MAT 1313 or any natural science with a lab.

DATABASE ADMINISTRATION TECHNOLOGY (7070)
(Jackson County Campus)

Companies use databases to store important information about its employees, customers, and products. Database Administration is one of the fastest-growing sectors in the information technology field. A Database Administrator (DBA) is employed to manage a company's relational database management system. The DBA would be in charge of database security and access by creating users and granting specific privileges to those users, as designated by company policy. Other responsibilities of the DBA include network administration and monitoring system performance.

The Database Administration Technology curriculum is designed to prepare the student for entry-level employment in the database administration field. Opportunities for students with experience in Oracle databases include state and federal government agencies, medium-to-large corporations, and Internet-based companies. The Oracle DBA certification is a key credential demonstrating proficiency in the high demand area of Oracle database administration.

Upon completion of the Database Administration Technology program, students will learn how to setup, administer, maintain, and troubleshoot a large-scale Oracle relational database system. Oracle databases are among the most sophisticated databases available. Graduates of the Database Technology program will have completed all recommended courses to prepare for the *Oracle Certified Professional (OCP)* exams in Database Administration.

Mississippi Gulf Coast Community College is a member of the Oracle Academic Initiative (OAI), which provides software, curriculum, training, and certification resources to the higher education industry. As part of the OAI membership, students in MGCCC's Database Administration Technology program are entitled to discount vouchers (more than 50%) on Oracle certification exams.

This curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college counselor for advisement.

FRESHMAN YEAR		SEMESTER HOURS
DBT 1113	Introduction to SQL Programming ...	3
CPT 1323	Survey of Microcomputer Applications	3
ENG 1113	English Composition.....	3
CPT 1143	Programming Development Concepts*	3
BOT 2143	Operating Systems	3
BOT 2323	Database Management	3
DBT 1123	Advanced SQL Programming	3
DBT 2114	Database Architecture and Administration	4
CNT 1513	Internet Concepts	3
MAT 1313	College Algebra	3

SOPHOMORE YEAR

DBT 2324	Database Backup, Recovery and Administration	4
CNT 1414	Fundamentals of Data Communications	4
	Social/Behavioral Science Elective...	3
CPT 1214	Visual BASIC Programming*	4
BOT 2153	Network Management	3
SPT 1113	Oral Communication	3
CPT 2243	Database Programming	3
	Humanities/Fine Arts Elective	3
BOT 2813	Business Communication	3
DBT 2514	Database Performance Tuning	4

*Or other programming elective approved by instructor.

**GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY
(7038)**

(Jefferson Davis Campus)

This program is designed to prepare individuals with the necessary training to locate a multitude of data base sources, transfer data from other computers, digitize information from printed maps or field data, read and interpret the data provided by such sources, interpret satellite and aerial photography, and all of the activities associated with being a competent GIS technician.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

FRESHMAN YEAR		SEMESTER HOURS
BIO 1214	Environmental Science	4
GEO 1123	Principles of Geography	3
DDT 1413	Elementary Surveying	3
GIT 2123	Fundamentals of GIS	3
GIT 2113	Database Construction & Maintenance	3
GIT 1253	Cartography & Computer Map Reading.....	3
GIT 2223	Data Acquisition in GIS	3
GIT 2333	Introduction to ArcView GIS	4
	Written Communications Elective.....	3
SOPHOMORE YEAR		
GIT 2133	Principles of Image Processing.....	3
GIT 2263	Advanced Geographical Information Systems	3
GIT 2273	Remote Sensing	3
GIT 2423	Mapping and Topography for GIS.....	3
GIT 2533	Regional Geography	3
GIT 2633	Physical Geography	3
DDT 2453	GPS/GIS Surveying	4
CPT 2244	Database Programming	4
SPT 1113	Oral Communication	3
GIT 2923	GIS Internship	3
	Humanities/Fine Arts Elective.....	3

GRAPHIC DESIGN TECHNOLOGY 7045**(Perkinston Campus)**

The Graphic Design Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in the field of graphic design/commercial art and media art. Students receive instruction in the design and execution of illustrations, layouts, color separations, camera-ready layout, rendering, photography, logo design, and design principles necessary to produce designs for ads in magazines, books, posters, billboards, catalogs, brochures, and other forms of visual communications. Specific instruction is provided using traditional methods and through current computer technology.

This curriculum leads to an Associate in Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

SEMESTER HOURS**FRESHMAN YEAR**

CAT 1113	Graphic Design & Production I.....	3
ENG 1113	English Composition.....	3
CAT 1213	Fundamentals of Graphic Computers	3
ART 1313	Drawing I.....	3
ART 1413	Design I.....	3
SPT 1113	Oral Communications	3
CAT 1123	Graphic Design & Production II	3
ART 1323	Drawing II.....	3
MMT 1323	Advertising.....	3
ART 1423	Design II.....	3
	Natural Science/Math Elective*	3/4

SOPHOMORE YEAR

CAT 1143	Typography	3
CAT 2313	Basic Advertising Design.....	3
CAT 2413	Rendering Techniques.....	3
	Elective**	3
CAT 2133	Graphic Design Studio	3
CAT 2323	Advanced Advertising Design	3
CAT 2334	Practical Advertising Techniques	4
	Elective**	3
	Technical Elective***	3
	Technical Elective***	3

*Natural science course or MAT 1313 or higher.

**Three semester hours will be selected from each of the following: Humanities/Fine Arts and Psychology/Social Studies.

***To be approved by the student's advisor.

COMPUTER SERVICING TECHNOLOGY 7034

(Perkinston Campus)

This instructional program prepares individuals to install, operate, maintain, service, and diagnose operational problems in computer systems arising from mechanical or electrical malfunctions in computer units or systems. Courses in the Computer Servicing Technology program describe the electrical circuits and mechanical devices used in computer construction and their combination into a total computer system.

This curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from the Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition.....	3
CPT 1323	Survey of Microcomputer Applications	3
CST 1114	Electronics for Computer Servicing..	4
CST 1123	Basic Computer Systems	3
CST 1333	Operating Platforms	3
CNT 1414	Fundamentals of Data Communications	4
EET 1214	Digital Electronics.....	4
MAT 1313	College Algebra*	3
CNT 1513	Internet Concepts	3
CNT 1524	Network Components	4
SOPHOMORE YEAR		
WAN 1413	Communications Hardware.....	3
MFT 1613	PC Upgrade and Repair.....	3
CST 2113	Computer Servicing Lab I.....	3
CST 2123	Computer Servicing Lab II.....	3
CST 2134	Diagnostic and Troubleshooting	4
CST 2913	Special Project	3
SPT 1113	Oral Communications	3
	Program Electives**	3
	Electives***	3

*A natural science may be substituted.

**Consult with CST instructor for appropriate course selection.

***Six semester hours will be selected from each of the following:
Humanities/Fine Arts and Psychology/Social Studies.

CONSTRUCTION MANAGEMENT TECHNOLOGY 7155

(Jefferson Davis Campus)

The Construction Engineering Technology (CMT) program is an instructional program designed to prepare technicians for employment within the construction industries and firms in mid-level management operations as estimators, material specialists, planners, project managers, layout specialists, or other construction operations. Individuals currently employed as professionals will enhance their ability to perform their duties in the construction business.

This curriculum leads to an Associate of Applied Science degree. Students completing the program will be prepared for jobs in supervision, estimating, layout, handling, storing, monitoring, materials, safety, leadership, and organization of construction projects. In the program, students learn environment and workplace safety issues. They also learn how to identify safety hazards and notify the proper authorities. Through an internship program, students have the opportunity to work in a position related to construction management technology.

FRESHMAN YEAR	SEMESTER HOURS
CMT 1113	Survey of Modern Construction..... 3
CMT 1213	Construction Materials 3
CMT 2413	Construction Safety Standards 3
DDT 1114	Fundamentals of Drafting 4
CPT 1323	Survey of Microcomputer Applications 3
CMT 2113	Construction Job Site Management .. 3
CMT 1222	Plans and Document Interpretation ... 2
CMT 1233	Construction Systems I 3
DDT 1313	Principles of CAD 3
DDT 1413	Elementary Surveying 3
ENG 1113	English Composition I 3
 SUMMER	
CMT 2233	Constructions Systems II 3
CMT 2313	Construction Layout..... 3
 SOMPHOMORE YEAR	
CMT 2123	Construction Cost Estimation 3
SPT 1113	Oral Communications 3
	Humanities/Fine Arts Elective 3
	Math/Science Elective..... 3
CMT 2611	Internship I..... 1
	Behavioral/Social Science Elective... 3
BAD 2413	Legal Environment of Business 3
	Technical Elective 3
CMT 2513	Leadership and Organization 3
CMT 2621	Internship II..... 1

CRIMINAL JUSTICE 7120**(Jefferson Davis Campus)**

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113, 1123	English Composition I & II.....	6
PSC 1113	Government.....	3
PSY 1513	Psychology.....	3
CRJ 1313	Introduction to Criminal Justice.....	3
CRJ 1363	Introduction to Corrections	3
CRJ 2333	Investigations I.....	3
CRJ 2343	Investigations II	3
	Electives*	9
		33
SOPHOMORE YEAR		
SPT 1113	Oral Communication.....	3
BIO 1134	General Biology	4
	or	
MAT 1313	College Algebra	3
CRJ 2323	Criminal Law Evidence	3
CRJ 1383	Criminology	3
CRJ 2413	Administration of Criminal Justice ...	3
CRJ 1350**	Internship in Law Enforcement.....	3/12
HIS 2223	History	3
SOC 2113	Sociology	3
MFL 2243	Conversational Spanish for Law Enforcement	3
	Electives*	6
		37

*Electives can be taken from the following areas:

CRJ 1323 Police Organization and Administration; CRJ 2513 Law Enforcement and the Juvenile; HPR 1213 Health; HPR 2221 Lifesaving; HPR 2211 First Aid; ECO 2113 Economics; HIS 2213 American History; HIS 1163, 1173 World History; PHI 2113 Introduction to Philosophy; GEO 1123 Geography; PHY 2244; 2254 Physical Science; BIO 1134, 1144 Biology; JOU 2312 Photography; ENG 2323, 2333 English Literature; or other subjects approved by the Department.

**Students must contact the Criminal Justice Department chairperson prior to enrolling in CRJ 1350.

DRAFTING AND DESIGN TECHNOLOGY 7050

(Jackson County, Jefferson Davis, and Perkinston Campuses)

The Drafting and Design Technology program of study is designed to provide specialized occupational instruction in all phases of drafting technology in order to prepare students for positions in the drafting field. A combination of class work and laboratory experience is stressed.

The content of this curriculum framework is based on national standards as developed by the Foundation for Industrial Modernization (1994), National Skill Standards for Computer-Aided Drafting and Design. Also, the Computer Aided Drafting and Design Skill Standards, as developed by the National Coalition for Advanced Manufacturing (1999), was reviewed.

The curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

FRESHMAN YEAR		SEMESTER HOURS
DDT 1114*	Fundamentals of Drafting	4
DDT 1313	Principles of CAD	3
DDT 1213	Construction Materials	3
ENG 1113	English Composition	3
MAT 1313	College Algebra	3
DDT 1133	Machine Drafting I	3
DDT 1323	Intermediate CAD	3
MAT 1323	Trigonometry	3
SPT 1113	Oral Communications	3
DDT 1153	Descriptive Geometry	3
SOPHOMORE YEAR		
DDT 2243	Cost Estimating	3
DDT 1413	Elementary Surveying	3
DDT 1613	Architectural Design I	3
DDT 2343	Advanced CAD	3
	Social/Behavioral Science Elective...	3
DDT 2233	Structural Drafting I	3
	Humanities/Fine Arts Elective	3
DDT 2523	Pipe Drafting	3
	Technical Elective**	3
	Restrictive Elective***	3
DDT 2153	Civil Drafting	3

*Tech Prep advanced placement will be awarded for competencies in this course provided the student can document mastery of competencies in their portfolio.

**Technical course with instructor permission.

***Restrictive elective includes math, science or technology course with instructor permission.

ELECTRONICS TECHNOLOGY 7060

(Jackson County and Jefferson Davis Campuses)

Electronics Technology is an instructional program which prepares individuals to support electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included are instruction in model and prototype development and testing; systems analysis and integration, including design, development of corrective and preventive maintenance techniques; application of engineering data; and the preparation of reports and test results.

The purpose of the Electronics Technology curriculum is to provide instruction necessary for a student to become a competent electronic technician. A graduate of this curriculum will be eligible for entry-level employment into any of the options in electronics and will be capable of correlating the activities of scientific research, engineering, and production for a wide variety of occupational fields. A graduate of the Electronics Technology curriculum will possess the capability of working and communicating directly with engineers, scientists, and other technical personnel in their specialized area.

		SEMESTER HOURS
FRESHMAN YEAR		
EET 1192*	Fundamentals of Electronics	2
EET 1114	DC Circuits	4
EET 1214	Digital Electronics.....	4
	Computer Related Elective	3
	Math/Science Elective**	3/4
EET 1123	AC Circuits	3
EET 1334	Solid State Devices & Circuits.....	4
EET 1324	Microprocessors.....	4
	Technical Elective.....	3
ENG 1113	English Composition.....	3
SOPHOMORE YEAR		
EET 2334	Linear Integrated Circuits	4
EET 2414	Electronics Communications	4
	Technical Elective.....	4
	Humanities/Fine Arts Elective	3
EET 2514	Interfacing Techniques.....	4
	Technical Electives	6
SPT 1113	Oral Communication.....	3
	Social/Behavioral Science Elective...	3

Technical Electives, EET 1713, EET 1613, EET 2913, EET 2923, EET 2423.

Students who lack entry level skills in math, English, science, etc., will be provided related studies.

*Tech Prep advanced placement will be awarded for competencies in these courses provided the student can document mastery of competencies in their portfolio.

**MAT 1313 or any Natural Science course with a lab.

EMERGENCY MEDICAL TECHNICIAN – BASIC/PARAMEDIC 7065

(Jefferson Davis Campus)

This program is designed to prepare qualified Emergency Medical Technicians (EMT-B) to become professional health care providers at the level of EMT-Paramedic (EMT-P). The curriculum meets the requirements of local, state, and national accrediting agencies. The program is nationally accredited by the Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CAAHEP). Paramedic students successfully completing the program receive an associate degree from the college and are eligible to write the National Registry Examination for EMT-Paramedic. If successful with this examination, certification as an EMT-Paramedic may be obtained from the Mississippi Department of Health, Division of Emergency Medical Services.

ADMISSION REQUIREMENTS

For those who are presently employed in the EMT field:

1. Must be at least 18 years of age.
2. Must be a high school graduate, or GED equivalent, with documentation.
3. Must be physically and emotionally able to meet the requirements of the program as determined by a qualified physician.
4. Must be a Mississippi certified Emergency Medical Technician – Basic Level.
5. Must score at least a twelfth grade level of reading proficiency and a tenth grade level of math skills on a level A TABE test

or

Provide documentation of a composite score of 16 on an ACT test taken after 10/89 (12 if taken before 10/89).

6. Must score at least 80% on an EMT-Basic review examination administered by the program.
7. Completion of Anatomy & Physiology I & II with a grade point average of 2.0 or better.

For those who do not have EMT work experience:

Same requirements as above, except must have successfully completed an approved EMT-Basic training program which utilizes the current, state-approved curriculum and be eligible for state certification.

SEMESTER HOURS

FRESHMAN YEAR

Semester One

EMT-1123	Preparatory	3
EMT-1213	Pathophysiology	3
EMT-1313	Airway Management and Ventilation	3
EMT-1414	Patient Assessment.....	4
EMT-1511	Clinical Internship I	1
ENG-1113	English Composition I	3

Semester Two

EMT-1423	Special Considerations	3
EMT-1523	Clinical Internship II	3
EMT-1613	Pharmacology	3
EMT-1714	Trauma I.....	4
EMT-1814	Acute Cardiology	4

SUMMER SESSION**Semester Three**

EMT-1435	Material/Child Emergencies	5
EMT-1532	Clinical Internship III.....	2
SPT-1113	Oral Communications	3

SOPHMORE YEAR**Semester Four**

EMT-2541	Clinical Internship IV.....	1
EMT-2552	Field Internship I.....	2
EMT-2724	Trauma II	4
EMT-2824	Advanced Cardiology	4
EMT-2834	Medical Emergencies.....	4
PSY-1113	General Psychology	3

Semester Five

EMT-2564	Field Internship II.....	4
EMT-2845	Medical Emergencies II	5
EMT-2915	EMS Team Management	5
	Humanities/Fine Arts elective.....	3

ENVIRONMENTAL TECHNOLOGY 7205

(Jackson County Campus)

The Environmental Technology program is designed to prepare individuals for employment in the diverse field of environmental protection and hazardous materials management. Individuals currently employed as environmental professionals will enhance their ability to perform their duties in business, industry and emergency services.

In the program, students learn about air, water and soil pollution; water and wastewater treatment operations; and environmental and workplace safety issues. They also learn how to handle hazardous materials and wastes and how to respond to hazardous materials emergencies. Through an internship program, students have the opportunity to work in a position related to environmental technology.

This curriculum leads to an Associate of Applied Science Degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

SEMESTER HOURS

FRESHMAN YEAR

EVT 1114	Environmental Science	4
EVT 1215	Fundamentals of Hazardous Materials	5
MAT 1313	College Algebra	3
EVT 1314	Wastewater Treatment Operations	4
EVT 1414	Air Quality	4
EVT 1514	Water Treatment Operations	4
	Technical/Related Academic Elective*	3/4
CHE 1214	General Chemistry I.....	4

SOPHOMORE YEAR

EVT 2124	Environmental Engineering Technology	4
EVT 2614	Solid Waste Management	4
SPT 1113	Oral Communications	3
	Technical/Related Academic Elective**	3/4
	Humanities/Fine Arts Elective	3
EVT 2714	Environmental Safety.....	4
EVT 2224	Hazardous Materials Regulations	4
	Behavioral/Social Science Elective...	3
ENG 1113	English Composition	3
	Technical Elective***	3

*CHE 1314 Principles of Chemistry or FFT 2613 Chemistry of Hazardous Materials or ATE 1113 Science and Technology or CHE 1224 General Chemistry II.

**CPT 1113 Fundamentals of Microcomputer Applications or BOT 1113 Document Formatting and Production or BOT 1813 Electronic Spreadsheet or BAD 2533 Microcomputers and Business Management or ATE 1113 Science and Technology.

***EVT 2813 Hazardous Materials Emergency Response or EVT 2923 Environmental Internship.
EVT 2234 Environmental Geology.

FUNERAL SERVICE TECHNOLOGY 7005 **(Perkinston Campus)**

The curriculum for educating prospective funeral service professionals is a structured series of course experiences.

The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to give students:

- Professional knowledge in Funeral Service Education.
- Exposure to career options available within the Funeral Services field which involves managing people, equipment and resources, as well as the opportunity to prepare an individual for burial.
- Exposure to the application of the above to the profession with special emphasis placed throughout on the public health aspects involved.

This curriculum leads to an Associate in Applied Science degree and is preparatory for employment upon graduation from the Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

This program is accredited by the American Board of Funeral Services. The Funeral Service Technology program at Mississippi Gulf Coast Community College is accredited by the American Board of Funeral Service Education (ABFSE), 38 Florida Ave., Portland, Maine 04103, (207) 878-6530.

The Funeral Service Technology program objectives are:

1. To provide an education program that will prepare the students to pass the National Board Examination or their respective state board examination.
2. To prepare the students with skills for successful employment as funeral directors and embalmers.
3. To teach the importance of maintaining public health measures and safety procedures necessary to public health in the care and disposition of dead human remains.
4. To teach the importance of ethics, law and a professional image in all aspects of Funeral Service including: pre-need, at-need, and after-care services.
5. To teach the skills needed in caring for individuals who are dying and in bereavement.
6. To teach skills necessary for mortuary management, financial accounting, and business law to enable a graduate to make financial and business decisions based on sound business principles and practices.
7. To teach students to be aware of the cultural heritage in the communities being served and changes taking place in society as well as changes in the funeral service profession. It is essential for students to stay abreast of current funeral service education and periodicals, public health suggestions and requirements, changes in local, state, and federal laws, rules and regulations.

The aims and objectives of the Funeral Service Technology program will be achieved through persistent teaching, drill and practice sessions, computer technology, research projects, active participation in funeral service and embalming clinicals, and observation of preceptors in funeral homes.

<u>FRESHMAN YEAR</u>		SEMESTER HOURS
<u>FALL SEMESTER</u>		
ENG 1113	English Composition	3
FST 1113	Mortuary Anatomy I.....	3
FST 1313	Funeral Directing.....	3
FST 1413	Funeral Service Ethics and Law	3
FST 2523	Color and Cosmetics.....	3
	Humanities Elective.....	<u>3</u>
		18
<u>FRESHMAN YEAR</u>		
<u>SPRING SEMESTER</u>		
SPT 1113	Oral Communications.....	3
FST 1123	Mortuary Anatomy II	3
FST 1513	Restorative Art	3
PSY 1513	General Psychology	
or	or	
SOC 2113	Introduction to Sociology	3
FST 2423	Funeral Services Business Law	3
	Natural Science/Math Elective*	<u>3</u>
		18
<u>SOPHOMORE</u>		
<u>FALL SEMESTER</u>		
CPT 1323	Survey of Microcomputer Applications .	3
ACC 1213	Principles of Accounting I**	3
FST 1214	Embalming I.....	4
FST 1232	Clinical Embalming I	2
FST 2273	Thanatochemistry	3
FST 2713	Psychosocial Counseling in Funeral Service	<u>3</u>
		18
<u>SOPHOMORE</u>		
<u>SPRING SEMESTER</u>		
FST 1224	Embalming II.....	4
FST 1242	Clinical Embalming II	2
FST 2325	Funeral Merchandising & Mgmt.	5
FST 2613	Microbiology/Pathology	3
FST 2811	Comprehensive Review.....	<u>1</u>
		16
	TOTAL	70

*MAT 1313 or higher or any natural science course with a lab.

**BOT 1433 may be substituted.

GOLF/RECREATIONAL TURF MANAGEMENT TECHNOLOGY 7025

(Perkinston Campus)

The Golf/Recreation Turf Management Technology program is designed to prepare individuals to establish, maintain, and manage grassed areas (turf) for golf/recreational and other purposes. The curriculum includes instruction in business management, design, turf grass management, irrigation, and operation/maintenance of equipment and machinery.

This curriculum leads to an Associate in Applied Science Degree and is preparatory for employment upon graduation from the Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

SEMESTER HOURS

FRESHMAN YEAR

DDT 1413	Elementary Surveying	3
CPT 1323	Survey of Microcomputer Applications	3
ENG 1113	English Composition	3
HLT 1114	Plant Materials I	4
HLT 1124	Plant Materials II	4
AGT 1313	Applied Principles of Plant Production	3
BOT 1433	Business Accounting	3
HPR 1531	Golf	1
AGT 1714	Applied Soils - Conservation and Uses	4
	Psychology or Social Studies Elective	3
	Math/Natural Science Elective*	3/4

SOPHOMORE YEAR

SPT 1113	Oral Communications	3
HLT 1513	Landscape Design I	3
GTT 1614	Golf Course Equip Operation Mtn. .	4
HLT 2713	Landscape Construction	3
GTT 2124	Landscape Mtn. & Weed Control....	4
GTT 2313	Golf Course Business Management ..	3
BOT 2413	Computerized Accounting	3
GTT 2813	Turf Grass Management for Golf Course	3
HLT 2813	Ornamental and Turf Pest Management	3
GTT 2824	Irrigation Systems: Design & Mtn. .	4
	Humanities or Fine Arts Elective	3

*A natural science or MAT 1313.

HORTICULTURE TECHNOLOGY 7150

(Perkinston Campus)

Horticulture Technology is an instructional program that prepares individuals to produce, process, and market plants, shrubs, and trees used principally for ornamental, recreational, and aesthetic purposes and to establish, maintain, and manage horticulture enterprises such as arboriculture, floriculture, greenhouse operation and management, landscaping, nursery operation and management, and turf management. Included is instruction in machinery and equipment necessary for each horticultural enterprise.

This curriculum leads to an Associate in Applied Science degree and is preparatory for employment upon graduation from the Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

SEMESTER HOURS

FRESHMAN YEAR

HLT 1114	Plant Materials I.....	4
AGT 1313	Principles of Plant Production.....	3
AGT 1714	Applied Soils.....	4
HLT 1222	Horticulture Principles	2
CPT 1323	Survey of Microcomputer Applications	3
HLT 1213	Applied Principles of Plant Propagation	3
HLT 1124	Plant Materials II.....	4
HLT 1313	Greenhouse Production I.....	3
SPT 1113	Oral Communication	3
	Math/Natural Science*	3/4

SOPHOMORE YEAR

HLT 2913	Special Problem	3
HLT 1513	Landscape Design I.....	3
HLT 2323	Greenhouse Production II	3
HLT 2713	Landscape Construction	3
ENG 1113	English Composition I	3
	Humanities/Fine Arts	3
HLT 2523	Landscape Design II.....	3
HLT 2813	Ornamental & Turf Pest Control.....	3
GTT 2124	Landscape Weed Control	4
GTT 2824	Irrigation Systems	4
	Social/Behavioral Science.....	3

* College Algebra (MAT 1313 or higher) or 4 hrs. of Natural Science with lab.

**HOSPITALITY AND TOURISM MANAGEMENT
HOTEL AND RESTAURANT MANAGEMENT
CONCENTRATION 7090**

(Jefferson Davis Campus)

The Hotel and Restaurant Management program of study is designed to provide specialized occupational instruction in all phases of hotel and restaurant management to prepare students for careers as managers/supervisors in the hospitality industry. Successful completion of the two-year program leads to an Associate of Applied Science degree.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Comp. I	3
BOT 1313	Applied Business Math	3
CPT 1113	Microcomputer Applications	3
HRT 1114	Culinary Principles I	4
HRT 1123	Hospitality and Tourism Industry	3
HRT 1213	Sanitation and Safety	3
HRT 1224	Restaurant and Catering Operations..	4
HRT 1413	Rooms Division Management.....	3
	Social/Behavioral Science Elective...	3
	Elective*	3
SOPHOMORE YEAR		
SPT 1113	Oral Communications	3
HRT 1514	Hospitality Seminar.....	4
HRT 2233	Food and Beverage Control	3
HRT 2613	Hospitality Supervision.....	3
HRT 2713	Marketing Hospitality Services.....	3
HRT 2916	Supervised Work Experience	6
	Humanities/Fine Arts	3
	Math/Science Elective.....	3/4
	Electives*	6

*Electives (with advisor's approval)

Any other HRT course, MMT 1323, MMT 2233, MMT 2513, BAD 2413, HEC 1253, ACC 1213.

The HRT courses parallel those of the Educational Institute of the American Hotel/Motel Association and offer the opportunity for certification in those areas through the Educational Institute.

**HOSPITALITY AND TOURISM MANAGEMENT
TRAVEL AND TOURISM MANAGEMENT
CONCENTRATION 7092**

(Jefferson Davis Campus)

The Travel and Tourism Management program of study is designed to provide specialized instruction and practice to prepare students for careers in tourism occupations. Successful completion of the two-year program leads to an Associate of Applied Science degree.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition I	3
CPT 1113	Microcomputer Applications	3
SPT 1113	Oral Communications	3
HRT 1123	Hospitality and Tourism Industry	3
HRT 1413	Rooms Division Management.....	3
HRT 1813	The Professional Tour Guide	3
HRT 1823	The Travel Agency.....	3
HRT 1833	Travel and Tourism Geography	3
HRT 2713	Marketing Hospitality Services.....	3
	Humanities/Fine Arts Elective	3
	Elective*	3
SOPHOMORE YEAR		
HRT 1224	Restaurant and Catering Operations..	4
HRT 2613	Hospitality Supervision.....	3
HRT 1514	Hospitality Seminar.....	4
HRT 2853	Convention and Meeting Planning....	3
HRT 2923	Supervised Work Experience in Travel and Tourism.....	3
	Social/Behavioral Science Elective...	3
	Math/Natural Science Elective.....	3/4
	Electives*	9

*Electives can be taken from the following areas:

HRT 2623 Hospitality Management, Math Elective, Accounting Elective, MMT 1313 Salesmanship, MMT 2233 Human Resource Management, MMT 2513 Entrepreneurship, BAD 2413 Legal Environment of Business.

The HRT courses parallel those of the Educational Institute of the American Hotel/Motel Association and offer the opportunity for certification in those areas through the Educational Institute.

HUMAN SERVICES 7010

(Jackson County Campus)

The Human Services student has the option of entering the work force upon completion of the associate degree. If the student elects to transfer to an upper division school he/she must counsel with the Human Services instructor. The course work and 120 hours of field experience will enable the student to function in mental health, social service and education.

		SEMESTER HOURS
FRESHMAN YEAR		
HUS 1143	Envisioning a Better Society	3
HUS 1113	Introduction to Human Services I.....	3
ENG 1113	English Composition	3
PSY 1513	General Psychology	3
HIS 2213	American History I.....	3
HPR 1591	Health Concepts in Physical Activity	1
HUS 1123	Interpersonal Communication.....	3
ENG 1123	English Composition.....	3
HPR 1213	Personal Health	3
SOC 2113	Sociology	3
HPR 1751	Nutrition and Weight Control	1
HUS 1133	Social Problems	3
SOPHOMORE YEAR		
HUS 2123	Affecting Social Change	3
HUS 2113	Developing Interviewing Skills.....	3
PSC 1113	American Government	3
EPY 2513	Child Psychology	3
	Elective	3
MAT 1213 or	College Mathematics (Beginning Algebra) or	
MAT 1233	Intermediate Algebra.....	3
HUS 2133	Exploring Social Issues.....	3
SPT 1113	Oral Communication	3
	Computer related elective*	3
	Elective	3
	Elective Restricted**	3/4

*BAD 2533 or ATE 1113

Electives should be chosen upon approval of Human Service Program Instructor.

**Restricted elective to be chosen from science or mathematics (BIO 1134, PHY 2244, PHY 2263, MAT 1313).

INTERPRETER TRAINING TECHNOLOGY 7085

(Jefferson Davis Campus)

The primary focus of this curriculum is to teach students how to interpret spoken English into American Sign Language and to translate American Sign Language into spoken English through role-playing and the use of video tapes. In addition training will be given in transliteration and oral interpretation. Other course topics will include communication skills, psychology of deafness, linguistics, deaf culture and educational interpreting. Students will also have the opportunity to participate in a practicum program at local technical facilities, in local educational settings, and other area settings.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition I	3
PSY 1513	General Psychology	3
IDT 1113	Introduction to Interpreting	3
IDT 1131	Expressive/Receptive Fingerspelling	1
IDT 1164	American Sign Language I.....	4
ENG 1123	English Composition II	3
SPT 1113	Oral Communications (Speech)	3
IDT 1174	American Sign Language II	4
IDT 1173	Transliterating I.....	3
IDT 1143	Foundations of Deafness	3
SOPHOMORE YEAR		
SOC 2113	Introduction to Sociology.....	3
IDT 2123	American Sign Language III.....	3
IDT 2173	Interpreting.....	3
IDT 2183	Transliterating II	3
IDT 2153	Interpreting in Special Settings	3
IDT 2163	Sign to Voice Interpreting I.....	3
IDT 2223	Educational Interpreting.....	3
IDT 2263	Sign to Voice Interpreting II	3
IDT 2424	Interpreting Practicum.....	4
BAD 2533	Business Management and Microcomputers	3
	Math or Science Elective*	3
	Elective**	3

*MAT 1313 College Algebra (or above) or Science with lab.

**IDT 2323 Artistic Interpreting or IDT 2333 Legal Interpreting.

LANDSCAPE MANAGEMENT TECHNOLOGY 8151

(Perkinston Campus)

The Landscape Management Technology program is an instructional program that prepares individuals to locate, plant, and maintain turf, plants, shrubs, devices for the beautification of home grounds, and other areas of human habitat and recreation.

This program leads to an Associate in Applied Science Degree and is preparatory for employment upon graduation from the Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

FRESHMAN YEAR		SEMESTER HOURS
HLT 1114	Plant Materials I	4
AGT 1313	Applied Principles of Plant Production	3
AGT 1714	Applied Soils-Conservation and Uses	4
ENG 1113	English Composition	3
CPT 1323	Survey of Microcomputer Apps	3
MAT 1313	College Algebra	3
GTT 2313	Golf Course Business	3
GTT 2824	Irrigation Systems	4
HLT 1124	Plant Materials II.....	3
DDT 1413	Elementary Surveying.....	3
SOPHOMORE YEAR		
SPT 1113	Oral Communications	3
HLT 1513	Landscape Design I	3
GTT 1614	Golf Course Equip Operation Mtnc ..	4
HLT 2713	Landscape Construction	3
GTT 2813	Turf Grass Management.....	3
HLT 2913	Special Problem	3
HLT 2523	Landscape Design II.....	3
HLT 2813	Orn & Turf Pest Control	3
GTT 2124	Landscape Weed Control	4
	Spanish or Humanities Elective	3
	Psychology or Social Science Elective	3

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY 7040

(Jackson County and Jefferson Davis Campuses)

The Business and Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management including e-business and internet marketing. This program prepares students for careers in dynamic marketing professions. A combination of class work and practical experience is stressed.

This curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

FRESHMAN YEAR		SEMESTER HOURS
ENG 1113	English Composition.....	3
MMT 1113*	Marketing I.....	3
	MMT Elective**	3
MMT 1313	Salesmanship.....	3
	Computer Related Elective	3
SPT 1113	Oral Communications	3
	Social Behavioral Science Elective...	3
MMT 1413	Merchandising Math	3
MMT 1123	Marketing II	3
ACC 1213	Principles of Accounting.....	3
MMT 1323	Advertising.....	3
	MMT Elective**	3
SOPHOMORE YEAR		
MMT 2213	Management.....	3
MMT 2313	E-Commerce Marketing.....	3
	Math/Natural Science Elective.....	3/4
MMT 2233	Human Resource Management	3
BAD 2413	Legal Environment of Business	3
MMT 2323	Internet Marketing.....	3
	Elective***	6
	Humanities /Fine Arts Elective	3
MMT 2513	Entrepreneurship	3

*Tech Prep advanced placement will be awarded for competencies in this course provided the student can document mastery of competencies in their portfolio.

**MMT 2333-Multimedia Presentations, MMT 2343-Web Page Design, MMT 2423-Retail Management, MMT 2523-Event Marketing, or MMT 1753 Marketing Seminar.

***ECO 2113-Economics I, ECO 2123-Economics II, MMT 2916-Supervised Work Experience, or other instructor approved related technical or academic course.

FASHION MARKETING TECHNOLOGY 7041

(Jefferson Davis Campus)

The Fashion Marketing Technology program of study is designed to provide specialized instruction in all phases of fashion marketing in order to prepare students for careers in fashion and its related professions and industries such as store manager, wardrobe consultant, buyer, sales representative, visual merchandiser, and fashion director. A combination of class work and practical experience is stressed.

This curriculum leads to an Associate of Applied Science Degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

FRESHMAN YEAR		SEMESTER HOURS
ENG 1113	English Composition	3
MMT 1113*	Marketing I.....	3
FMT 1113	Fashion Design Fundamentals	3
FMT 1213	Fashion Marketing	3
	Computer Elective.....	3
FMT 2513	Image & Wardrobe Consulting	3
MMT 1413*	Merchandising Math	3
	Elective **	3
SPT 1113	Oral Communications	3
FMT 1313	Textiles in Fashion	3
SOPHOMORE YEAR		
	Humanities/Fine Arts Elective	3
FMT 2414	Visual Merchandising	4
	Elective **	3
	Math/Science Elective.....	3/4
FMT 1233	Buying.....	3
	FMT Elective***	3
FMT 2936	Supervised Work Experience.....	6
	Social/Behavioral Science Elective...	3
MMT 1313*	Salesmanship.....	3
MMT 2513	Entrepreneurship	3

*Tech Prep credit may be awarded for competencies in these courses provided the student can document mastery as described in Section III of Credit by Non-Traditional Means.

**MMT 2233—Human Resource Management; MMT 2213—Management; MMT 1323—Advertising; ACC 1213—Accounting I; or other instructor approved related technical or academic course.

***FMT 2613—Fashion Sales Direction; FMT 1223—Product Knowledge

MEDICAL LABORATORY TECHNOLOGY 7130 ASSOCIATE DEGREE

(Jackson County Campus — Two Years)

This Medical Laboratory Technology program prepares individuals to work in a medical laboratory under the supervision of a medical technologist or pathologist and/or other physicians. Included are routine laboratory procedures and tasks in the areas of hematology, bacteriology, immunohematology, chemistry, parasitology, immunology, and urinalysis.

This program is twenty-four months duration and is offered in affiliation with local hospitals. The clinical laboratories are recognized as extended campuses of the college. Students successfully completing this program are prepared for employment in hospitals, medical laboratories, clinics, and industry as Medical Laboratory Technicians.

The college is assisted and advised by a Medical Laboratory Technology Advisory Committee composed of pathologists, medical technologists and technicians, college administrators and instructors.

Graduates of this NAACLS accredited program are eligible to take the MLT certification examination. Upon passing the examination the graduate becomes a Registered/Certified Medical Laboratory Technician.

The curriculum grants an Associate in Applied Science Degree and is preparatory for employment upon graduating from the Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

Admission Policies for the Medical Laboratory Technician Program

Admission is granted to applicants on a selective basis when all of the below requirements have been satisfactorily accomplished. Applicants will be screened on the basis of past educational performance and potential for the number of clinical openings available.

1. Applicants must meet college admission requirements for academic and technical programs.
2. Applicant must be eligible to take College Algebra and English Composition I as determined by the Orientation Placement Tests in Math and English and to enroll in MLT 1013.
3. Applicants must have an interview with the Program Director of the MLT department and/or members of the MLT Admissions Committee.
4. Applicants must be physically and emotionally able to meet the requirements of the program.
5. Students must submit a completed Health Occupations physical exam form immediately prior to the first Clinical Rotation.

		SEMESTER HOURS
FRESHMAN YEAR		
MLT 1013*	Introduction to MLT I.....	3
MLT 1111	Fundamentals of MLT/Phlebotomy	1
ENG 1113	English Composition.....	3
PSY 1513	Psychology.....	3
MAT 1313	College Algebra	3
BIO 2514	Human Anatomy & Physiology I..	4
MLT 1212	Urinalysis/Body Fluids	2
MLT 2512	Parasitology.....	2
CHE 1214	General Chemistry	4
	or	
CHE 1314	Principles of Chemistry.....	4
BIO 2924	Microbiology.....	4
MLT 1413	Immunology/Serology	3
SUMMER SESSION		
MLT 1313	Hematology I	3
	Humanities/Fine Arts Elective	3
SPT 1113	Oral Communication.....	3
SOPHOMORE YEAR		
MLT 1023*	Introduction to MLT II.....	3
MLT 1324	Hematology II	4
MLT 1515	Clinical Chemistry	5
MLT 2424	Immunohematology	4
MLT 2614	Pathogenic Microbiology	4
MLT 2916	Clinical Practice I.....	6
MLT 2926	Clinical Practice II	6
SUMMER SESSION		
MLT 2936	Clinical Practice III	6
MLT 2713	Certification Fundamentals for MLT	3

*Tech Prep advanced placement will be awarded for these courses provided the student can document mastery of competencies in their portfolio.

RADIOLOGIC TECHNOLOGY (RADIOGRAPHY) 7200

(Jackson County Campus)

Radiographers perform imaging examinations and accompanying responsibilities at the request of physicians qualified to prescribe and/or perform radiologic procedures. They utilize equipment emitting ionizing radiation to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician for diagnostic and therapeutic purposes. The radiographer is responsible for all functions in the Radiology Department to insure consistent radiographic images and provide for personal and patient safety from ionizing radiation. In addition to producing diagnostic images and primary patient care, other responsibilities may include administrative and educational functions.

Graduates of this program will be awarded an Associate of Applied Science Degree in Radiologic Technology and are eligible to make application to the American Registry of Radiologic Technology in order to become a Registered Radiographer.

ADMISSION POLICIES

Acceptance into the Medical Radiologic Technology program is competitive. GPA from high school and/or college work completed, ACT scores and scores on the personal interview will be considered as selection tools.

Students seeking admission must:

1. Complete all admissions requirements to Mississippi Gulf Coast Community College, Jackson County Campus.
2. Pick up an application packet from the office of the Career and Technical Counselor at the Jackson County Campus.
3. Complete application packets and return to the office of the Career and Technical Counselor no later than 3:00 p.m. on the second Friday in February.
4. Achieve a composite score of 18 on the enhanced version of the ACT (version after 1989). *Applicants having a score of less than 18 on the enhanced version of the ACT should meet with the Career and Technical Counselor for guidance on special entrance requirements.*
5. Achieve a cumulative GPA of 2.0 or greater to be considered for admission.
6. Participate in a personal interview with the admissions committee. Selection tools for admission are: cumulative GPA, ACT composite and personal interview.

NOTE:

The American Registry of Radiologic Technology (ARRT) recommends that students having a conviction record request a pre-application review of the violation before they enter, or at least before they complete, the educational program. The form is downloadable from the "Ethics" section of www.rrt.org or may be requested by phoning the ARRT at (651) 687-0048. After this review, students found in violation of the ethics code will be denied certification eligibility by the ARRT.

FRESHMAN YEAR	SEMESTER HOURS
SUMMER SESSION	
RGT 1213 Fundamentals of Radiography.....	3
RGT 1223 Patient Care and Radiography.....	3
FALL SEMESTER	
MAT 1313 College Algebra.....	3
BIO 2514 Human Anatomy and Physiology I*	4
RGT 1112 Clinical Education I**	4
RGT 1312 Principles of Radiation Protection.....	2
RGT 1612 Radiation Physics	3
RGT 1513 Radiographic Procedures I	3
SPRING SEMESTER	
ENG 1113 English Composition I.....	3
BIO 2524 Human Anatomy and Physiology II*	4

RGT 1523 Radiographic Procedures II.....	3
RGT 1123 Clinical Education II**	4
RGT 1413 Radiation Exposure I.....	3
RGT Social and Legal Responsibilities.....	2
SUMMER SESSION (FULL TEN WEEKS)	
RGT 1139 Clinical Education III**	9
SOPHOMORE YEAR	
FALL SEMESTER	
Elective Social/Behavioral Sciences	3
Elective Humanities/Fine Arts	3
RGT 2147 Clinical Education IV**	7
RGT 2533 Radiographic Procedures III.....	2
RGT 1424 Radiation Exposure II.....	3
SPRING SEMESTER	
SPT 1113 Oral Communication	3
RGT 2157 Clinical Education V**	7
RGT 2922 Radiographic Pathology	1
RGT 2542 Radiographic Procedures IV	2
RGT 2932 Certification Fundamentals	3
RGT 2912 Radiation Biology	1

*Check course description in the college catalog for prerequisites.

** All core courses as scheduled.

Process Operations Technology

The Process Operations Technology Program offers students core courses related to process operations that will prepare them to develop in their careers as safe, efficient and environmentally responsible process operations personnel in the petrochemical, refining, food and beverage, water/sewage, utilities, and plastics industry. Students entering this program should realize that process operators generally work rotating shifts perform tasks requiring good mental and physical aptitude, climb tall structures, and work with a variety of chemicals.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
ENG 1113	English Composition.....	3
MAT 1313	College Algebra	3
CHE 1214	General Chemistry I - Elective.....	4
CSC 1113	Introduction to Computer Concepts	3
PHY 2244	General Physics.....	4
SPT 1113	Oral Communication.....	3
BAD 1113	Introduction to Business.....	3
ECO 2113	Principles of Economics I	3
POT 1113	Introduction to Process Technology	3
POT 1424	Process Technology I Equipment..	4
POT 1314	Process Instrumentation I.....	4
POT 2324	Process Instrumentation II	4
POT 1434	Process Technology II - Systems ..	4
POT 2313	Quality	3
POT 2424	Process Troubleshooting	4
POT 1444	Process Technology III - Operations	4
POT 1213	Safety, Health, and Environmental I	3
Elective	Soc/Behavioral Science.....	3
Elective	Fine Arts/Humanities	3
Elective*		3

*Elective is chosen in consultation with the student's advisor.

Respiratory Care Technology
Pre-Professional Phase 1707
Professional Phase 7048

(Jackson County Campus)

The Respiratory Care Technology Program prepares the individual to become a Respiratory Care Practitioner. Respiratory Care Practitioners are responsible for initiating cardiopulmonary resuscitation along with the setup and monitoring of life support systems. In addition, Respiratory Care Practitioners provide treatment for heart and lung disorders by administering inhalation treatments, oxygen and drugs.

These individuals are also trained to perform diagnostic tests that aid in determining the presence and extent of cardiopulmonary disease. Respiratory Care Practitioners conduct pulmonary function studies, obtain and analyze blood samples and perform electrocardiograms, exercise stress tests and sleep studies.

Upon completion of the Respiratory Care Practitioner program, candidates may take the National Board for Respiratory Care Entry Level Examination (CRT). Upon passing this exam, candidates may take the NBRC Advanced Level Examination (RRT).

ADMISSION REQUIREMENTS FOR RESPIRATORY CARE PROGRAM

Acceptance into the Respiratory Care Technology Program is competitive. GPA from high school and/or college work completed and scores on the personal interview will be considered as selection tools.

Students seeking admission must:

1. Complete all admissions requirements to Mississippi Gulf Coast Community College, Jackson County Campus.
2. Pick up an application packet from the office of the Program Director of the Respiratory Care Technology Program or Vocational Counselor at the Jackson County Campus.
3. Complete Application packets and drop them off in the office of the Vocational Counselor no later than 3:00 p.m. on the first Friday in April.
4. Have an interview with Program Director, Director of Clinical Education and/or members of the Respiratory Care Admissions committee.
5. Be physically and emotionally able to meet the requirements of the program.
6. Have a minimum of a 2.0 GPA on prerequisite courses.

Upon admission to the Respiratory Care Technology Program students must maintain a 2.0 GPA on the required courses and complete each course with a C or better.

A completed health form signed by a Medical Physician is required immediately prior to the first Clinical assignment, with a TB skin test required every 6 months.

PROMOTION POLICIES:

The faculty of the Respiratory Care Technology Program recommends for progression and continuation only those students who in the judgment of the faculty satisfy the requirements and aptitude for Respiratory Care. When the performance of a student is not consistent with safe practice, the student may be asked to withdraw. Any student who fails or withdraws from a respiratory care course may reapply under the guidelines of the Respiratory Care Technology Policy for Readmission of Students. Students are allowed two readmissions. Students cannot repeat any respiratory care course more than once.

RE-ADMISSION/TRANSFER:

Readmission/transfer to the program is in accordance with the RCT Policy on Readmission/transfer and is determined on individual merit.

Note: Any student convicted of a felony will not be allowed to make application to the NBRC until all of his/her civil rights have been restored. Students convicted of a misdemeanor are subject to approval by the registry board before being allowed to sit for the board exam.

Prerequisites		Semester Hours
BIO 2514	Anatomy and Physiology I	4
<u>And one of the Following:</u>		
BIO 2524	Anatomy and Physiology II	4
MAT 1313	College Algebra	3
Freshman Fall Semester		
RCT 1223	Patient Assessment and Planning	3
RCT 1214	Respiratory Care Science	4
RCT 1313	Cardiopulmonary Anatomy and Physiology	3
PSY 1513	General Psychology	3
<u>And one of the Following:</u>		
BIO 2524	Anatomy and Physiology	4
MAT 1313	College Algebra	3
Freshman Spring Semester		
RCT 1516	Clinical Practice I	6
RCT 1416	Respiratory Care Practitioner I	6
RCT 1613	Respiratory Care Pharmacology	3
ENG 1113	English Comp I	3
Freshman Summer Semester		
RCT 1322	Pulmonary Function Testing	2
RCT 1424	Respiratory Care Practitioner II	4
RCT 1525	Clinical Practice II	5
	Humanities/Fine Arts Elective	3
Sophomore Fall Semester		
RCT 2434	Respiratory Care Practitioner III	4
RCT 2534	Clinical Practice III	4
RCT 2613	Neonatal/Pediatrics Management	3
SPT 1113	Oral Communications	3
BIO 2924	Microbiology	4

Sophomore Spring Semester

RCT 2546	Clinical Practice IV	6
RCT 2712	Respiratory Care Seminar***	2
RCT 2333	Cardiopulmonary Pathology	3

** Computer course elective or other program requirements electives 3

** Suggested computer courses, if not taking the College Computer Proficiency Exam, prior to graduation to meet SACS requirement for graduation include:

ATE 1113	Introduction to Science and Technology I
BAD 2533	Microcomputers and Business
BOT 1133	Microcomputer Applications
\CSC 1113	Introduction to Computer Concepts.

*** Course requires 85% proficiency on NBRC software simulations.

TELECOMMUNICATIONS TECHNOLOGY 7215

(Jackson County Campuses)

This program is designed to prepare students for a wide range of technical positions within the Telecommunications industry. Specific preparation is in modes, techniques, and mediums of voice, and data transmissions and reception. Emphasis is on the telephone instrument, key systems, analog and digital voice communications, data communications, fiber optics applications, satellite and microwave communications and integrated services digital network (ISDN). Graduates will be qualified to help select, install, operate, maintain, troubleshoot and repair telecommunications systems.

This curriculum leads to an Associate of Applied Science Degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College. Where transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

		SEMESTER HOURS
FRESHMAN YEAR		
EET 1192	Fundamentals of Electronics	2
EET 1123	AC Circuits	3
EET 1114	DC Circuits	4
	Computer Related Elective	3
MAT 1313	College Algebra	3
TCT 1114	Fundamentals of Telecommunications	4
EET 1334	Solid State Devices and Circuits ...	4
TCT 2214	Telephone Systems	4
EET 1214	Digital Electronics.....	4
SOPHOMORE YEAR		
EET 2423	Fundamentals of Fiber Optics	3
ENG 1113	English Composition	3
	Technical Electives*	7/8
	Social/Behavioral Science Elective	3
TCT 2324	Digital Communications	4
	Technical Elective*	3/4
SPT 1113	Oral Communication	3
	Humanities/Fine Arts Elective	3
TCT 2414	Microwave and Satellite Systems .	4

*Technical Electives: TCT 2224 PBX Systems; TCT 2314 Fundamentals of Digital Communications; TCT 2424 Network Systems; TCT 2913 Special Project; TCT 2923 Supervised Work Experience; EET 1324 Microprocessors; EET 1613 Computer fundamentals for Electronics/Electricity; EET 2334 Linear Integrated Circuits.

WEB DEVELOPMENT TECHNOLOGY 7080

(Perkinston Campus)

The Web Development Technology program offers training in Web Site design, E-Commerce development, graphics manipulation, and database interaction. Opportunities for students with expertise in Web development include state and federal government, small-to-large corporations, and Internet-based companies.

Certified Internet Webmaster (CIW) certifications are key credentials demonstrating student proficiency in Web development and administration. The Web Development Technology program is designed to coincide with CIW training, thus preparing students for ProSoft CIW exams in several different career tracks.

Upon successful completion of this program, the Associate of Applied Science degree is awarded. This program is not designed for transfer to a senior college or university; it is designed for immediate employment preparation.

FRESHMAN YEAR		SEMESTER HOURS
CAT 1213	Fundamentals of Graphic Computers	3
CNT 1414	Fundamentals of Data Communications	4
CNT 1513	Internet Concepts	3
CPT 1144	Programming Development Concepts	4
CST 1333	Operating Platforms	3
MAT 1313	College Algebra*	3
SPT 1113	Oral Communications	3
WDT 1314	Client Side Programming	4
WDT 1414	WEB Design Applications	4
	Psychology or Social Studies**	3
SOPHOMORE YEAR		
BOT 2813	Business Communications	3
CPT 1353	Database Design Fundamentals	3
ENG 1113	Comp I	3
WDT 2263	WEB Graphics	3
WDT 2614	Project Management	4
WDT 2723	E-Commerce	3
WDT 2823	WEB Server	3
	Humanities or Fine Arts***	3
	Server-Side Programming Electives****	6
	Technical Elective****	4

* A natural science may be substituted.

** Government, geography, economics, psychology, sociology, marriage and family, or anthropology

*** Literature, history, foreign, language, philosophy, or appreciation course

**** Consult with instructor for appropriate selection.

WIDE AREA NETWORK TECHNOLOGY 7037
(Perkinston Campus)

Wide Area Network Technology is a two-year program which offers training in telecommunications, Internetworking design and implementation. An Associate of Applied Science degree is earned upon successful completion of the Wide Area Network curriculum.

Freshmen Year		Semester Hours
Eng 1113	English Composition I	3
CST 1333	Operating Systems Platforms	3
or	or	
CPT 1333	Operating Systems Platforms	
CNT 1414	Fundamentals of Data Communications	4
CNT 1513	Internet Concepts	3
CPT 1323	Survey of Microcomputer Applications	3
	Network Operating Systems Elective**	4
	Social /Behavioral Science Elective	3
CNT 1524	Network Components	4
	Network Operating Systems Elective**	4
	Programming Language Elective	3
Sophomore Year		
WAN 2623	Router Configuration	3
WAN 1413	Communication Hardware	3
WAN 2723	WAN Design	
or	or	
CNT 2533	Network Planning and Design	3
WAN 2524	Protocols	4
SPT 1113	Oral Communications	3
WAN 2633	Advanced Router Configuration and Security	3
	Humanities/ Fine Arts Elective	3
WAN 2713	WAN Management	3
BOT 2813	Business Communication	3
or	or	
BOT 1213	Professional Development	
or	or	
CPT 2133	Career and Technical Development	
	Math/Science Elective	3/4

****Network Operating Systems electives should be chosen from the following list:**

- Network Administration Using Novell (CNT 1614)
- Network Administration Using Microsoft Windows Server (CNT 1624)
- Network Administration Using Linux (CNT 1654)
- Advanced Network Administration Using Microsoft Windows Server (CNT2644)

NETWORK SECURITY TECHNOLOGY
JEFFERSON DAVIS CAMPUS
(Fall 2003—Pending Approval)

The Network Security Technology curriculum is designed to provide graduates with the necessary skills and knowledge for jobs that involve securing information in a business environment. Students will be prepared by learning a variety of theoretical approaches to Network Security as well as practical techniques and applications of network security. This program will provide students the opportunity to develop technical expertise as well as professional ethics that are vital in this area of responsibility. Students will be prepared to seek a vendor-neutral certification in the field of Network Security from reputable, industry-recognized sources. An Associate of Applied Science degree is earned upon successful completion of the network security technology curriculum.

The Associate of Applied Science degree received upon successful completion of this concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

CAREER PROGRAMS

GROUP VIII: CAREER

Career education programs lead to MGCCC diplomas. Students who complete the requirements for a diploma or 36 semester hours in a career education program may elect to pursue the Associate of Applied Science degree in Occupational Education. The following additional requirements must be met.

- A. Completion of a minimum of 64 semester hours with an overall grade point average of 2.0 or better.
- B. The 64 hours must include the following:
 - Career Courses** — diploma program or 36 semester hours
 - English Composition** — 3 semester hours
 - Social/Behavioral Science** — 3 semester hours
 - Math/Science** — MAT 1313 or higher or any science with lab
 - Humanities/Fine Arts** — 3 semester hours
 - Oral Communication** — 3 semester hours
 - Computer Competency** — Student must demonstrate Computer Competency as defined on page 72.

APPRENTICE ELECTRIC LINEMAN 8192
(George County Center)

Students will receive specialized instruction in areas covering special certification areas required by the power industry. These areas include CDL training, forklift training, ruck operation, computer instruction, basic electricity, OSHA standards, CPR instruction, and interpersonal skills.

Applicants must meet general admission requirements as well as the following special requirements:

- 18 years of age by program graduation date
- vehicle insurance
- high school diploma or GED
- valid driver's license
- enjoy outdoor work
- physically able to climb
- pre-screening aptitude test

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
AEL 1118 Apprentice Electric Lineman Training I...	8
AEL 1128 Apprentice Electric Lineman Training II...	8
	16

Skills taught will include the following:

Basic Skills
 Basic Computer Applications
 Basic Electricity, Codes, etc.
 Basic Electricity I
 Basic Electricity II
 Interpersonal Skills
 National Electric Code Course
 National Electric Safety Code Course
 RUS Specifications (Overhead and Underground)

OSHA

CPR, First Aid, and Bloodborne Pathogens
 Hazardous Material Training and Material Safety
 Data Sheets
 Job Site Safety (Confined Space, Shoring, etc.)
 Personal Protective Equipment

POWER COMPANY SPECIFIC

Pole Climbing
 Pole Top Rescue and Bucket Truck
 System Protection and Operation Basic
 Transformer Change Out From Pole
 Rigging

AQUACULTURE TECHNOLOGY 8055

(West Harrison County Center)

Students learn to use all equipment typically found on a traditional fish farm, as well as emerging and experimental aquaculture technology. A wide variety of crops, including catfish, freshwater shrimp, bait minnows, crawfish, and ornamental fish are produced in ponds, raceways, cages, and tanks. Other species are also explored.

Biological and mechanical filtration systems, aquaculture's newest frontier, are studied extensively. In the program, instruction includes ornamental ponds and water gardens and provides a link between aquaculture and horticulture.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
AQC 1113 Basic Principles of Aquaculture....	3
AQC 1413 Biological Principles of Aquatic Species.....	3
AQC 1424 Aquaculture Production I.....	4
AQC 1214 Water Quality Management	4
AQC 1434 Broodstock and Hatchery Management	4
AQC 1444 Aquaculture Production II.....	4
AQC 1313 Facilities Design and Construction	3
AQC 1323 Facilities Maintenance	3
AQC 1511 Professional Development	1
AQC 1613 Aquabusiness	3
AQC 1622 Aquaculture Processing and Management	2
AQC 1716 Special Problems.....	6
Electives:	
AQC 2724 Integrated Production Systems.....	4
AQC 2734 Water Garden Design.....	4
AQC 2814 Aquarium and Water Garden Production	4
VRE 1000 Employability skills*	
VRE 1010, 1020 Related Education *	
TOTAL SEMESTER HOURS	44

*Students who lack entry-level skills in math and English will be provided related studies.

AUTO COLLISION REPAIR TECHNOLOGY 8010

(West Harrison County Center)

Automotive Collision Repair Technology is an instructional program that prepares individuals in automotive body and fender repair. Included is instruction in automotive body welding, sheet metal repair, major metal repair, surface preparation, refinishing, detailing, and frame alignment and repair.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education.

This is an open entry/open exit, self-paced, individualized program.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
ABT 1213	Automotive Body Welding and Cutting 3
ABT 1414	Sheet Metal Repair..... 4
ABT 1313	Refinishing I..... 3
ABT 1113	Restraint Systems and Interior Trim 3
ABT 1123	Bolted Units, Assemblies and Electrical Systems 3
ABT 1423	Body Panel and Upper Structural Repair I 3
ABT 1133	Glass Related Hardware Installation & Sealing 3
ABT 1324	Refinishing II 4
ABT 2313	Shop Operations and Procedures .. 3
ABT 2333	Refinishing III..... 3
ABT 2513	Frame and Underbody Repair 3
ABT 2434	Body Panel and Upper Structure Repair II 4
ABT 2613	Fiberglass and Plastic Repair 3
ABT 2524	Frame and Underbody Structural Repair II 4
ABT 2713	Collision Analysis and Estimation 3
	Career/Technical Elective 3
VRE 1000	Employability skills*
VRE 1010, 1020	Related Education *
	TOTAL SEMESTER HOURS 52

*Students who lack entry-level skills in math and English will be provided related studies.

AUTOMOTIVE TECHNOLOGY 8020

(Jackson County Campus and West Harrison County Center)

Automotive Technology is an open admission instructional program that prepares individuals to engage in the servicing and maintenance of automobiles. Instruction includes the diagnosis of malfunctions in, and repair of, engines, fuel, electrical, cooling, brakes, drive trains, and suspension systems. Students also receive instruction in the adjustment and repair of individual components such as transmissions and carburetors.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

FRESHMAN YEAR		SEMESTER HOURS
ATT 1013	Intro. To Automotive Tech. I.....	3
ATT 1114	Electrical Systems	4
ATT 1213	Brakes	3
ATT 1315	Manual Drive Trains/Transaxles...	5
ATT 1414	Basic Engine Performance	4
ATT 1513	Basic Fuel Systems	3
ATT 1715	Engine Repair.....	5
ATT 2325	Automatic Transmissions/Transaxles	5
ATT 2334	Steering and Suspension Systems .	4
ATT 2343	Wheel Alignment	3
ATT 2524	Computer Controlled Emission Systems	4
ATT 2535	Computerized Engine Controls	5
ATT 2614	Heating and Air Conditioning.....	4
ATT 291	Special Problem in Automotive Mechanic Technology	
ATT 292	Supervised Work Experience in Automotive Mechanics Technology	
VRE 1000	Employability skills*	
VRE 1010, 1020	Related Education *	
TOTAL SEMESTER HOURS		52

*Students who lack entry-level skills in math and English will be provided related studies.

BUSINESS AND OFFICE CLUSTER

A diploma is awarded for the successful completion of this one-year concentration. Most of the courses listed in this one-year concentration may be used toward the completion of any one of the two-year programs listed under either Business and Office Cluster, Computer Programming Cluster, or Legal Cluster should the student desire to pursue an Associate of Applied Science degree in any of these clusters.

(1) OFFICE SYSTEMS TECHNOLOGY CONCENTRATION 8166 (one-year program)

(Jackson County, Jefferson Davis, and Perkinston Campuses)

This concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

FRESHMAN YEAR		SEMESTER HOURS
CPT 1333	Operating Platforms	3
or	or	
BOT 2143	Operating Systems	3
ENG 1113	English Composition	3
BOT 1123	Keyboard Skillbuilding	3
BOT 1843	Keyboard Concepts	3
BOT 1213	Professional Development	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 2813	Business Communication	3
BOT 1143	Word Processing	3
BOT 1413	Records Management	3
BOT 1433	Business Accounting	
	or	
ACC 1213	Accounting I	3
BOT 1813	Electronic Spreadsheet	3
VRE 1000	Employability skills*	
VRE 1010, 1020	Related Education *	
	TOTAL SEMESTER HOURS	39

*Students who lack entry-level skills in math and English will be provided related studies.

**OFFICE SYSTEMS TECHNOLOGY
CONCENTRATION 8166
(one-year program)**

(Jackson County, Jefferson Davis and Perkinston Campuses)

This concentration is not designed for transfer to a senior college or university. It is designed for immediate employment preparation.

FRESHMAN YEAR		SEMESTER HOURS
BOT 1843	Keyboard Concepts	3
CPT 1333	Operating Platforms	3
or		
BOT 2143	Operating Systems	3
ENG 1113	English Composition	3
BOT 1713	Mechanics of Communication	3
BOT 1313	Applied Business Math	3
BOT 2813	Business Communication	3
BOT 1213	Professional Development	3
BOT 1123	Keyboard Skill Building	3
BOT 1413	Records Management	3
BOT 1813	Electronic Spreadsheet	3
BOT 1143	Word Processing	3
BOT 1433	Business Accounting	3
or		
ACC 1213	Accounting I	3

OFFICE SYSTEMS TECHNOLOGY 8190

(George County and West Harrison County Centers)

This twelve-month program is preparatory to employment in the business/office related fields. Information technology is the largest sector of the U.S. Labor Force. The Office Systems Technology program offers students training in theory and practical applications of the advanced technology necessary for these business and office demands. Graduates of this program are well prepared to enter the job market after receiving quality instruction and training with up-to-date procedures and equipment.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in Occupational Education.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
BOT 1843 Keyboard Concepts	3
BOT 1213 Professional Development	3
BOT 1713 Mechanics of Communication	3
BOT 1313 Applied Business Math	3
BOT 1143 Word Processing Applications	3
BOT 2143 Operating Systems	3
BOT 2813 Business Communication.....	3
BOT 1433 Business Accounting.....	3
BOT 2323 Database Management	3
BOT 1813 Electronic Spreadsheet.....	3
BOT 1413 Records Management.....	3
BOT 1123 Keyboard Skillbuilding	3
BOT 2413 Computerized Accounting	3
BOT 1513 Machine Transcription	3
BOT 2723 Administrative Office Procedures.	3
BOT 2133 Desktop Publishing	3
BOT 2833 Integrated Computer Application..	3
VRE 1000 Employability skills*	
VRE 1010, 1020 Related Education *	
(1,380 Clock Hours) TOTAL SEMESTER HOURS	51

*Students who lack entry-level skills in math and English will be provided related studies.

CARPENTRY, RESIDENTIAL 8040

(Jefferson Davis Campus)

The Residential Carpentry curriculum is designed to prepare the student for entry-level employment in the carpentry or related field. The carpentry program offers learning experiences in blueprint reading, estimating cost, building, installing, and repairing structural units.

This course of study will be centered around the performance of useful and/or productive jobs.

This is an open entry/open exit, self-paced, individualized program.

The program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

CURRICULUM	SEMESTER HOURS
CAV 1013 Principles of Construction.....	3
CAV 1012 Site Preparation and Layout.....	2
CAV 1113 Foundations I	3
CAV 1213 Foundations II	3
CAV 1313 Framing I.....	3
CAV 1414 Framing II	4
CAV 1514 Framing III	4
CAV 1133 Advanced Blueprint Reading	3
CAV 1123 Roofing	3
CAV 1513 Exterior Finishing	3
CAV 2413 Interior Finishing	3
CAV 2513 Cabinet Making.....	3
VRE 1000 Career Electives	
VRE 1010, 1020 Employability Skills*	
Related Education*	
TOTAL SEMESTER HOURS	37

*Students who lack entry-level skills in math and English will be provided related studies.

COMMERCIAL TRUCK DRIVING 8016

(Perkinston Campus)

Commercial Truck Driving is an open admission program that prepares individuals to drive trucks and other commercial vehicles. It includes instruction in operating diesel powered vehicles; loading and unloading cargo; reporting delays or accidents on the road; verifying loads against shipping records; and keeping necessary records.

Post-secondary Commercial Truck Driving is a certificate program designed to provide advanced skills to its students. The program consists of one level of instruction, which must be obtained at the community/junior college level.

PROGRAM REQUIREMENTS:

A certificate in Commercial Truck Driving will be awarded at the culmination of a minimum of 12 semester hours of satisfactory study.

Special admission requirements for this program are:

1. Must be 21 years of age.
2. Must have received no more than 3 speeding tickets within the last 3 years.
3. Must be able to pass a DOT physical and drug screen.
4. Must have no DUI on record.

This curriculum is based upon data as collected from curricula guides, input from the business, requirements of the Commercial Driver's License (CDL), and a revision team. Students will be expected to obtain a Commercial Driver's License and pass the DOT Commercial Driver Written Examination in order to complete the course.

CURRICULUM	SEMESTER HOURS
DTV 1116	Commercial Truck Driving I..... 6
DTV 1126	Commercial Truck Driving II 6
VRE 1000	Employability Skills*
VRE 1010, 1020	Related Education*
	TOTAL SEMESTER HOURS 12

*Students who lack entry-level skills in math and English will be provided related studies.

COSMETOLOGY 8195

(George County Center)

This program is accredited by the Mississippi State Board of Cosmetology. Applicants must have a high school diploma or acceptable scores on the GED. It is a 12-month diploma program consisting of a minimum of 1,500 clock hours. After successful completion, the student is qualified to take the State Board Examination for Cosmetology licenses. Graduates are prepared for a career in all phases of hair styling.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in Occupational Education.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
COV 1117 Introduction to Cosmetology.....	7
COV 1213 Cosmetology Theory I	3
COV 1313 Scalp and Hair Care	3
COV 1324 Hair Shaping and Styling	4
COV 1412 Care and Styling of Wigs	2
COV 1225 Cosmetology Theory II	5
COV 1512 Manicure and Pedicure.....	2
COV 1333 Permanent Waves.....	3
COV 1343 Hair Coloring and Lightening	3
COV 1352 Chemical Hair Relaxing	2
COV 1236 Cosmetology Theory III.....	6
COV 1612 Facials and Makeup	2
COV 1362 Thermal Techniques.....	2
COV 1712 Beauty Salon Management	2
VRE 1000 Employability skills*	
VRE 1010, 1020 Related Education *	
TOTAL SEMESTER HOURS	46

*Students who lack entry-level skills in math and English will be provided related studies.

Related Education will be required for students who lack entry-level skills in math and English.

CULINARY ARTS AND RELATED FOOD 8235

(West Harrison County Center)

This instructional program prepares individuals to engage in preparation and cooking of a variety of foods to maintain nutritive values and quality control. Instruction is given in the determination of quantity food to be prepared and size of serving for different types of food services; the use and care of commercial equipment; adherence to sanitation procedures for storage, preparation, and service of foods; the observation of health, safety and sanitary precautions in the cooking areas; and the use of equipment or utensils.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may direct to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

This is an open entry/open exit, self-paced, individualized program.

		SEMESTER HOURS
FPV 1113	Fundamentals of Operational Procedures in Food Services.....	3
FPV 1123	Management Procedures and Recordkeeping	3
FPV 1213	Food Service Sanitation	3
FPV 1315	Culinary Arts I	5
FPV 1326	Culinary Arts II	6
FPV 1413	Front of the House.....	3
FPV 2223	Purchasing and Storage	3
FPV 2336	Bakery Production and Management	6
FPV 2515	Catering Management	3
FPV 2613	Menu Planning and Cost Control..	5
FPV 2713	Nutrition	6
FPV 2813	Food Service Management.....	3
FPV 2913	Supervised Work Experience in Food Production and Management I	1-3
FPV 2923	Supervised Work Experience in Food Production and Management II...	1-3
VRE 1000	Employability skills*	
VRE 1010, 1020	Related Education *	

*Students who lack entry-level skills in math and English will be provided related studies.

HEATING, AIR CONDITIONING, AND REFRIGERATION TECHNOLOGY 8000

(Jefferson Davis Campus)

Heating, Air Conditioning, and Refrigeration Technology is an instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing duct work, assembly, installation, servicing, operation, and maintenance of heating, cooling, and refrigeration systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Major units of instruction are to be taken in sequence. Exceptions will be approved on an individual basis.

This is an open entry/open exit, self-paced, individualized program.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

CURRICULUM	SEMESTER HOURS
ACT 1125	Basic Compression Refrigeration.. 4
ACT 1133	Tools and Piping 3
ACT 1213	Controls..... 3
ACT 1313	Refrigeration System Components 3
ACT 1432	Refrigerant Recovery and Lubricants 2
ACT 1713	Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration 3
ACT 1813	Professional Service Procedures ... 2
ACT 2324	Commercial Refrigeration..... 4
ACT 2414	Air Conditioning I..... 4
ACT 2424	Air Conditioning II..... 4
ACT 2433	Refrigerant, Retrofit, and Regulations 3
ACT 2513	Heating Systems..... 3
ACT 2624	Heat Load and Air Properties..... 4
	Technical Electives 12
VRE 1000	Employability Skills*
VRE 1010, 1020	Related Education*
	TOTAL SEMESTER HOURS 54

*Students who lack entry-level skills in math and English will be provided related studies.

INDUSTRIAL DRAFTING TECHNOLOGY 8155

(West Harrison County Center)*

The curriculum imparts skill and knowledge in translating engineering ideas into lines and dimensions on paper for use by the craftsman in making an idea a reality. The Industrial Drafting curriculum will develop graduates with the following:

A well-rounded educational experience whereby students may develop their capabilities and interest to a degree of maximum value to themselves and to our society.

Essential knowledge and skills required for efficient and productive performance in the drafting and design phase of the industrial world.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

This is an open-entry/open-exit, self-paced individualized program.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
DDT 1114 Fundamentals of Drafting	4
DDT 1213 Construction Materials	3
DDT 1133 Machine Drafting I.....	3
DDT 1313 Principles of CAD.....	3
DDT 1613 Architectural Design I.....	3
DDT 1153 Descriptive Geometry	3
DDT 1323 Intermediate CAD.....	3
DDT 2163 Machine Drafting II	3
DDT 2233 Structural Drafting	3
DDT 2243 Cost Estimating.....	3
DDT 1413 Elementary Surveying.....	3
DDT 2343 Advanced CAD.....	3
DDT 2623 Architectural Design II.....	3
DDT 2523 Pipe Drafting	3
DDT 2153 Civil Drafting.....	3
VRE 1000 Employability skills*	
VRE 1010, 1020 Related Education *	
TOTAL SEMESTER HOURS	46

*Students who lack entry-level skills in math and English will be provided related studies.

Elective courses for Geographic Information Systems – Please check with the Industrial Drafting advisor at West Harrison County Center to determine which of these electives, if any, students should enroll in.

GIT 2113 Database Construction and Maintenance	3
GIT 2123 Fundamentals of Geographical Information Systems	3
GIT 2133 Aerial Photography Interpretation.	3
GIT 2273 Remote Sensing	3

*Students earning equivalent credit in a Drafting and Design Technology curriculum at one of the three campuses may be awarded a diploma in drafting.

COMMERCIAL/ RESIDENTIAL MAINTENANCE 8110

(Jefferson Davis Campus)

The Commercial/Residential Maintenance program is preparatory for job entry into the field of maintenance. It consists of six basic trade areas, which are intended to provide a well-rounded education in the operation and maintenance practices connected with the building trades. Instruction includes plumbing, carpentry, electrical maintenance and repairs, masonry, welding, and heating/air conditioning and refrigeration. This is an open-entry/open-exit program.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 Semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

CURRICULUM	SEMESTER HOURS
CRM 1112	Fundamentals of Maintenance Services 2
CRM 1121	Maintenance Regulations 2
CRM 1133	Mathematics and Blueprint Interpretation 3
CRM 1214	Carpentry..... 4
CRM 1222	Surface Finishes 2
CRM 1313	Masonry 3
CRM 1414	Plumbing..... 4
CRM 1514	Electrical 4
CRM 1615	Heating, Ventilation, and Air Conditioning 4
CRM 1713	Welding..... 3
CRM 291 (1-3)	Special Project in Commercial/Residential Maintenance 1
VRE 1000	Employability Skills*
VRE 1010,1020	Related Education*
	TOTAL SEMESTER HOURS 32

*Students who lack entry-level skills in math and English will be provided related studies.

LANDSCAPE MANAGEMENT TECHNOLOGY 8151

(Perkinston Campus and West Harrison County Center)

The Landscape Management Technology program is an instructional program that prepares individuals to locate, plant, and maintain turf, plants, shrubs, devices for the beautification of home grounds and other areas of human habitat and recreation.

This program leads to the MGCCC diploma. Students who complete diploma requirements of 36 semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

This is an open-entry/open-exit, self-paced, individualized program.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
1ST SEMESTER	
HLT 1114 Plant Materials I	4
AGT 1313 Applied Principles of Plant Production	3
HLT 1513 Landscape Design I	3
HLT 1614 Landscape Equipment Operation & Maintenance	4
HLT 1411 Survey of Landscape Management	1
HLT 1124 Plant Materials II.....	4
HLT 2713 Landscape Construction	3
HLT 2523 Landscape Design II.....	3
AGT 1714 Applied Soils - Conservation and Use	4
HLT 2813 Ornamental & Turf Pest Management.....	3
HLT 2113 Turfgrass Management	3
HLT 2124 Landscape Maintenance and Weed Control	4
HLT 2313 Landscape Business Management.	3
HLT 1222 Horticulture Principles	2
HLT 2824 Irrigation and Lighting Systems....	3
VRE 1000 Employability skills*	
VRE 1010, 1020 Related Education *	
TOTAL SEMESTER HOURS	47

*Students who lack entry-level skills in math and English will be provided related studies.

MARINE ENGINE MECHANICS 8092

(Jackson County Campus)

Marine Engine Mechanics is an instructional program which prepares individuals to maintain and repair inboard and outboard gasoline engines; test, maintain, and repair steering devices and electrical systems; and perform minor repairs on wood, metal, and fiberglass components found on pleasure craft.

This program is designed to satisfy the fundamental needs of the beginner in the field of marine maintenance. In addition to the specific field of marine maintenance, the graduate of this program of study would also be qualified as an entry-level mechanic in the field of small engine repair and automotive engine repair. This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in Occupational education.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
MAV 1115	Fundamentals of Outboard Marine Engine Repair* 5
MAV 1126	Advanced Outboard Marine Engine Repair 6
MAV 1216	Inboard Gasoline Engines 6
MAV 1222	Marine Fuel Systems 2
MAV 1232	Marine Engine Lubrication Systems 2
MAV 1242	Marine Engine Cooling Systems... 2
MAV 1253	Inboard Transmissions 3
MAV 1264	Outdrives 4
MAV 1424	Boat Maintenance and Repair 4
MAV 1312	Marine Accessories 2
MAV 1511	Trailers 1
MAV 1612	Electrical Systems 2
MAV 1718	Tune-up and Troubleshooting 8
VRE 1000	Employability Skills**
VRE 1010, 1020	Related Education**
TOTAL SEMESTER HOURS	45

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio.

**Students who lack entry-level skills in math and English will be provided related studies.

PIPEFITTER/PLUMBER 8120**(Jackson County Campus)**

The Pipefitter program includes basic core of courses designed to prepare a student for a variety of entry-level positions in the industrial setting. The plumbing program is designed to prepare a student for a variety of entry-level positions in residential plumbing.

This program leads to the MGCCC diploma. Students who complete diploma requirements may elect to pursue the Associate of Applied Science degree in Occupational Education.

PIPEFITTING CONCENTRATION**MAJOR UNITS OF INSTRUCTION**

FALL SEMESTER		SEMESTER HOURS
PPV 1004	Intro to Plumber/ Pipe fitter*	4
PPV 1113	Fundamentals of Plumbing/ Pipefitting	3
PPV 1213	Tacking, Brazing, Burning	3
PPV 1432	Pipe Specifications and Systems	2
SPRING SEMESTER		
PPV 1313	Blueprint Reading for pipe trade	3
PPV 1323	Sketching	3
PPV 1423	Basic Pipe Fabrication	3
PPV 2913	Special Project in Pipefitting	3
PPV 1812	Rigging and Signaling	2
SUMMER SEMESTER		
PPV 1411	Low Pressure Boilers	1
PPV 1443	Piping/Level Transit	3
PPV 1456	Advanced Pipefitting Lab	6
TOAL SEMESTER HOURS		36

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio.

PLUMBING CONCENTRATION**MAJOR UNITS OF INSTRUCTION**

FALL SEMESTER		
PPV 1004	Intro to Plumber/ Pipe fitter*	4
PPV 1113	Fundamentals of Plumbing/ Pipefitting	3
PPV 1223	Welding, Brng, Brazg, and Soldering	3
PPV 1722	Domestic Systems.....	2
PPV 1732	Back Flow Cross Connection	2
SPRING SEMESTER		
PPV 1313	Blueprint Reading for pipe trade	3
PPV 1323	Sketching	3
PPV 1513	Drainage and Sewer Systems.....	3
PPV 1743	Advanced Plumbing	3

SUMMER SEMESTER

PPV 1411	Low Pressure Boilers.....	1
PPV 1443	Piping/Level Transit	3
PPV 2913	Special Project.....	3
PPV 1611	Heating Devices.....	1
PPV 1712	Gas Plumbing	<u>2</u>
	TOAL SEMESTER HOURS	36

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio.

PRACTICAL NURSING 8140

**(Jackson County Campus, Jefferson Davis Campus,
George County Center)**

This intensive, one-year program prepares students to enter the nursing career ladder as a licensed practical nurse who can use the nursing process to care for patients and families. This care is performed under the direction of a registered nurse, physician, or dentist. The Practical Nursing program is accredited by the Mississippi Department of Education and the National League for Nursing Accrediting Commission (NLNAC). Students who complete the program requirements, as identified by the Mississippi Department of Education, will be eligible to apply for LPN licensure from the Mississippi Board of Nursing and take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

Admission to the Practical Nursing program is limited on each of the three campus sites. Candidates must complete a special application process and meet all admission requirements. The Mississippi Board of Nursing has some legal limitations for eligibility for the LPN Licensure; falsification of any part of the application process is reason for dismissal. Day and/or evening clinical rotations in local hospitals and community agencies are required.

Graduates of the PN program receive a MGCCC diploma. Those students who complete diploma requirements or 36 semester hours may elect to pursue an Associate of Science in Occupational Education. Some graduates choose to continue their education in the LPN/ADN Transition Program at MGCCC or other programs and become a Registered Nurse.

ADMISSION REQUIREMENTS

1. Contact the Career Counselor's office to have the candidate's name placed on the Practical Nursing Mailing List prior to May 15.
2. One of the three categories for admission must be satisfactorily completed before a student can qualify for a Practical Nursing Application Packet. These admission categories will include

A. ACT Testing

A student must have a composite score of 16 or above on the enhanced ACT test. All ACT scores must be submitted to the Admissions office prior to May 15.

OR

B. TABE Testing

Students will take the Reading and Math sections of the A-Level TABE and score at least a 12.0 on each section. A student does not have to take the TABE if he or she can provide written documentation of taking it at MGCCC or another institution since January of the previous year.

Documentation must include Date of test, Composite Score for Reading and Composite score for Math, Instructor or Test Administrator's signature who administered the test.

OR

C. PREVIOUS COLLEGE CREDIT – on an official transcript to include the following courses:

EPY 2533 Human Growth and Development

Prerequisite: PSY 1513 General Psychology

BIO 2514 Human Anatomy and Physiology I

Prerequisite: BIO 1134 General Biology

BIO 2524 Human Anatomy and Physiology II

HEC 1253 Nutrition or BIO 1613 Nutrition

The student must have completed the state department coursework listed above within the last five years. The student must have received a C or better for the above courses.

3. CPR REQUIREMENT

Students must present a current CPR certification card on the first day of class. The CPR certification must follow the guidelines set forth by the American Heart Association for Healthcare Providers. CPR cards from the American Red Cross cannot be substituted for American Heart Association cards.

4. The student must be physically and emotionally able to meet the requirements of the program as stated in the admissions packet.
5. After achieving satisfactory scores on all tests or courses, the applicants will complete and/or supply the following:
 - A. Application of admission to the college.
 - B. Notarized health occupations application form.
 - C. An official high school transcript verifying graduation or General Education Development (GED) test scores certifying high school graduation equivalency.
6. Final notification of acceptance will be pending completion of the Health Occupations physical form.
7. All students accepted for admission must agree to abide by those Practical Nursing departmental policies, procedures, and guidelines outlined in the current PN Student Handbook.

PROGRESSION AND READMISSION

A **passing grade of 80% is required in EACH PVN COURSE** to progress in the course of study. Selection of students for transfer into the program or readmission is competitive and based on individual merit and completeness of forms. All students accepted for admission must meet the Core Performance Standards for Admission and Progression developed by the Southern Council on Collegiate Education for Nursing and adopted by MGCCC.

Transfer Students: The Practical Nursing program accepts qualified transfer students from other NLNAC Practical Nursing, Associate Degree Nursing, and Bachelor of Science program. Students interested in this option must contact the counselor and fill out the appropriate application forms and submit an official transcript of prior college work. Acceptance is pending space available in the program. Accepted students will complete the Spring and Summer Semester at Mississippi Gulf Coast Community College to qualify for graduation from the Practical Nursing program and meet all admissions criteria stated in the catalog and Practical Nursing Student Handbook.

		SEMESTER HOURS
FALL SEMESTER		
PNV 1113*	Basic Nutrition	3
PNV 1213	Body Structure and Function	3
PNV 1312	Growth and Development	2
PNV 1425	Fundamentals of Nursing	5
PNV 1434	Fundamentals of Nursing Lab	4
PNV 1412	Geriatric Nursing.....	2
SPRING SEMESTER		
PNV 1615	Medical/Surgical Nursing I.....	5
PNV 1624	Medical/Surgical Lab & Clinical I...	4
PNV 1717	Maternal-Child Nursing	7
PNV 1513	Pharmacology	3
SUMMER SEMESTER		
PNV 1633	Alterations in Adult Health	3
PNV 1644	Alterations in Adult Health Lab & Clinical II.....	4
PNV 1813	Psychiatric Nursing Concepts	3
PNV 1912	Nursing Transition	2

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio.

SURGICAL TECHNOLOGY 8098

(George County Centers)

This one-year Surgical Technology certificate program is designed to assist the student in the development of skills for employment as a surgical technologist. The surgical technologist assists physicians, anesthesiologists, and registered nurses in the care of patients during operations. Students learn to apply the principles of sterile technique required during operative procedures, the use of instruments and equipment, related surgical anatomy and pathology, wound classifications and healing, standard precautions, and extensive study of procedures from surgical sub-specialities and related areas. Graduates will be eligible to take the National Certifying Examination to become certified Surgical Technologists. This program is nationally accredited by the Accreditation Review Committee on Education in Surgical Technology (ARCST), 7108C South Alton Way, Englewood, CO 80112.

ADMISSION REQUIREMENTS:

1. Contact the Career and Technical Counselor's office prior to December 1 for admittance in January.
2. One of the two categories for admission must be satisfactorily completed before a student can qualify for a Surgical Technologist Application Packet. Candidates must satisfy one of the following two categories (A or B) for admission.

A. ACT

1. A student must have a composite score of 16 or above on the enhanced ACT.

B. TABE

1. Students will take the Reading and the Math sections of the TABE Level A, Form 7 or 8 and score at least a 10.0 on each section.
2. A student does not have to take the TABE if he or she can provide written proof of taking this examination at MGCCC or another institution within the past 12 months.
Proof must include:
 - a. Date of Test
 - b. Composite score for Reading and Composite score for Math
 - c. TABE Level A, Form 7 or 8 was administered
 - d. Test Administrator's signature required
3. After achieving satisfactory scores on all tests, the applicants will complete and/or supply the following:
 - a. Application for admission to the College.
 - b. Health occupations application and physical examination form prior to clinical experience and a current CPR card.
 - c. An official high school transcript verifying graduation or General Education Development (GED) test scores certifying high school graduation equivalency.
3. Final acceptance will be pending an interview and satisfactory completion of pre-orientation at clinical site.

		SEMESTER HOURS
SPRING SEMESTER		
ENG 1113	English Composition I	3
SUT 1113	Fundamentals of Surgical Technology	3
SUT 1216	Principles of Surgical Technique ..	6
SUT 1314	Surgical Anatomy	4
SUMMER SEMESTER		
SUT 1413	Surgical Microbiology	3
SUT 1518	Basic and Related Surgical Procedures	8
SUT 1524	Specialized Surgical Procedures I.	4
FALL SEMESTER		
SUT 1534	Specialized Surgical Procedures II	4
SUT 1538	Advanced Surgical Procedures	8
SUT 1703	Certification and Role Transition..	3

TEACHER ASSISTANT 7220

(Jefferson Davis Campus)

This program is designed to prepare individuals to work as assistant teachers in elementary classrooms. The instruction program includes classroom, lab, and field experiences.

The curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College.

FRESHMAN YEAR	SEMESTER HOURS
ENG 1113	English Composition 3
TAT 1114	Early Childhood Education for Teacher Assistant..... 4
TAT 1213	Assisting with the Special Child..... 3
TAT 1313	Receptive and Expressive Language Art Skills for the Teacher Assistant..... 3
TAT 1413	Health, Nutrition, and Safety for the Elementary Child..... 3
TAT 1513	Direction Activities for the Elementary Child 3 Humanities/Fine Arts Elective..... 3 Math/Natural Science Elective 3
PSY 1113	General Psychology 3
TAT 1913	Practicum I for the Teacher Assistant* 3
 SOPHOMORE YEAR	
EPY 2513	Child Psychology..... 3
TAT 1713	Effective Use of Media and Resources for the Teacher Assistant..... 3
TAT 1814	Educational Planning for the Teacher Assistant..... 4
TAT 1613	Methods and Materials in Handwriting for the Teacher Assistant..... 3
TAT 1624	Methods and Materials in Reading for the Teacher Assistant..... 4
TAT 1634	Methods and Materials in Mathematics for the Teacher Assistant..... 4
SPT 1113	Oral Communication 3
ART 1913	
or	
MUS 2513	Elective 3
CPT 1323	Survey of Microcomputer Applications 3
TAT 1924	Practicum II for the Teacher Assistant* 4

*Practicum I and II may be substituted with 5 years work experience as a Teacher Assistant.

WELDING 8220

(Jackson County Campus, Perkinston Campus,
George County Center, Applied Technology and Development Center)

The Welding Technology program is designed to prepare students for entry level employment in welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Gas Tungsten Arc Welding (GTAW), Oxyfuel Cutting (OFC), Plasma Arc Cutting (PAC), and Carbon Arc Cutting (CAC). This course prepares students for employment in shipbuilding, Nuclear Power plants, Steam generating plants, Bridge construction, Building construction, Aircraft and Aerospace industries, Oil Refineries, Pipelines, Automotive and other maintenance and construction related Industries.

FALL SEMESTER		SEMESTER HOURS
WLV 1116	Shielded Metal Arc Welding I*	6
WLV 1314	Cutting Progress	4
WLV 1232	Drawing and Welding Symbols	2
WLV 1171	Welding Inspection And Testing	1
SPRING SEMESTER		
WLV 1226	Shielded Metal Arc Welding II*	6
WLV 1143	Flux Cored Arc Welding	3
WLV 1124	Gas Metal Arc Welding	4
SUMMER SEMESTER		
WLV 1136	Gas Tungsten Arc Welding	6
WLV 1155	Pipe Welding Elective***	5
VRE1000	Employability Skills	
VRE 1010, 1020	Related Education**	

*Advanced placement will be awarded for these courses provided the student can demonstrate mastery of competencies in each course.

**Related studies will be provided to students requiring basic entry-level skills in Math and English through the Career and Technical support services department.

***Other Career/Technical electives include:

Advanced pipe welding (WLV-1252)
Gas Metal Arc Aluminum Welding (WLV- 1162)
Special Problems in Welding and Cutting (WLV-1913)
Supervised Work Experience in Welding and Cutting (WLV-1923)
Work Based Learning (WBL-1924)

GROUP VIII B — APPRENTICESHIP

The apprentice program is designed to meet the training needs of the apprentice as outlined by the Bureau of Apprenticeship Training. A person must be employed by a sponsoring company and meet all apprenticeship entry requirements as outlined in the Bureau of Apprenticeship Standards before he/she can participate in the apprenticeship program. Apprenticeship programs vary in length from 4,000 to 8,000 clock hours to include work experience training and classroom instruction.

Work experience training provides for apprentices to begin at entry level and graduate to higher-level skills as skills are mastered. Apprenticeship instructors monitor work experience training and insure that rotation is maintained.

Classroom instruction includes related studies needed to perform on-the-job skills.

Upon satisfactory completion of the apprenticeship program, the apprentice is classified as a journeyman with the sponsoring company.

The following apprenticeship programs are offered:

BOILERMAKER 8900 (6,000 Clock Hours)

The boilermaker program is designed to teach the skills and related studies needed in the boilermaker craft leading to a boilermaker journeyman.

CARPENTER/JOINER 8901 (8,000 Clock Hours)

This carpentry/joiner program is designed to teach the skills and related studies needed in the carpentry craft leading to carpentry/joiner journeymen. The joiner will follow the same curriculum that the carpentry apprentice follows with the in-plant work experience being different for joiners.

ELECTRICAL 8902 (8,000 Clock Hours)

The electrical program is designed to teach the skills and related studies needed in the electrical craft leading to an electrical journeyman.

MACHINIST 8903 (6,000 Clock Hours)

This machinist program is designed to teach the skills and related studies needed in the machinist craft leading to a machinist journeyman.

PAINTER 8904 (6,000 Clock Hours)

This painter program is designed to teach the skills and related studies needed in the painter craft leading to a painter journeyman.

PIPEFITTER 8905
(8,000 Clock Hours)

This pipefitter program is designed to teach the skills and related studies needed in the pipefitting craft leading to a pipefitter journeyman.

SHEETMETAL 8906
(8,000 Clock Hours)

This sheetmetal program is designed to teach the skills and related studies needed in the sheetmetal craft leading to a sheetmetal journeyman.

HULL WELDER 8907
(4,000 Clock Hours)

This hull welder program is designed to teach the skills and related studies needed in the sheetmetal craft leading to a sheetmetal journeyman.

PIPEWELDER 8908
(6,000 Clock Hours)

This pipewelder program is designed to teach the skills and related studies needed in the pipewelding craft leading to a pipewelding journeyman.

These apprenticeship programs lead to the Mississippi Gulf Coast Community College diplomas. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education. An overall grade point average of 2.0 or higher must be achieved. Please refer to the Specific Graduation Requirements section in this catalog for additional requirements.

COURSES

COURSES OF INSTRUCTION

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COURSE DESCRIPTIONS

The three figures in parentheses after the description of each academic and technical course indicate the number of semester hours credit for the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively. Instructional hours are indicated for career and technical courses.

AUTO COLLISION REPAIR (ABT)

ABT 1113 — Restraint Systems and Interior Trim. A course to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems, passive restraint systems, headliners, and carpets; and procedures for operation of an air bag restraint system. (3,1,4)

ABT 1123 — Bolted Units, Assemblies, and Electrical Systems. A course which provides instruction and practice in the removal and replacement of bolted parts, sub-units, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. (3,1,4)

ABT 1133 — Glass and Related Hardware Installation and Sealing. A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. (3,1,4)

ABT 1213 — Automotive Body Welding and Cutting. A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. (3,1,4)

ABT 1313 — Refinishing I. A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included are determining imperfections in paint jobs. (3,2,2)

ABT 1324 — Refinishing II. A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures, ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. (4,2,4)

ABT 1414 — Sheet Metal Repair. A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. (4,2,4)

ABT 1423 — Body Panel and Upper Structural Repair I. A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, non-adjustable panel alignment, and attachment (welded or bonded). (3,1,4)

- ABT 2333 — Refinishing III.** A continuation of Refinishing II with emphasis on advanced techniques; including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. (3,1,4)
- ABT 2434 — Body Panel and Upper Structural Repair II.** A continuation of Body Panel and Upper Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the replacement or sectioning of upper structural members. (4,2,4)
- ABT 2513 — Frame and Underbody Structural Repair I.** An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. (3,1,4)
- ABT 2524 — Frame and Underbody Structural Repair II.** This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair and repairing/replacing/sectioning structural components. (4,1,6)
- ABT 2613 — Fiberglass and Plastic Repair.** A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. (3,1,4)
- ABT 2713 — Collision Analysis and Estimation.** This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals (3,2,2)
- ABT 2813 — Shop Operations and Procedures.** An introduction to small business management techniques as applied to the collision repair shop. Includes computerized information and record systems. Also included are financial responsibilities, shop layout, inventory, and employee-employer relations. (3,2,2)
- ABT 291(1-3) — Special Problems in Collision Repair Technology.** A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3,0,2-6)
- ABT 292(1-6) — Work-Based Learning in Collision Repair Technology.** This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of the one semester hour per 45 industrial contact hours. (1-6,0,3-18)

ACCOUNTING (ACC)

- ACC 1213-1223 — Principles of Accounting I and II.** These courses are designed to give an understanding of recording, classifying, and summarizing of business transactions and events with insight into interpreting and reporting the resulting effects upon the business. Previous knowledge of accounting is not required for ACC 1213. Prerequisite for 1223 is ACC 1213. (3,3,0)

ACC 2113 — Introduction to Financial Accounting. This course is designed to give a basic understanding of the financial accounting process of sole proprietorship and corporations. Emphasis is on the recording, summarizing, reporting and interpreting the economic data for a business operating for profit. Previous knowledge of accounting is not required. This course is designed for transfer to universities that do not require Principles of Accounting I and II. (3,3,0)

HEATING, AIR CONDITIONING, AND REFRIGERATION (ACT)

ACT 1125 — Basic Compression Refrigeration. An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. (5,2,6)

ACT 1133 — Tools and Piping. Various tools and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. (3,2,2)

ACT 1213 — Controls. Fundamentals of gas, fluid, electrical, and programmable controls. (3,2,2)

ACT 1313 — Refrigeration System Components. An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. (3,2,2)

ACT 1432 — Refrigerant Recovery and Lubricants. Practical applications of refrigerants and lubricants according to the EPA standards. Includes recovery, recycling, and disposal. (2,1,2)

ACT 1713 — Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration. Basic knowledge of electricity, power distribution, components, solid-state devices, and electrical circuits. (3,2,2)

ACT 1813 — Professional Service Procedures. Business ethics necessary to work with both the employer and customer. Includes resume', record keeping, and service contracts. (3,3,0)

ACT 2324 — Commercial Refrigeration. A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. (4,3,4)

ACT 2414 — Air Conditioning I. Various types of residential and commercial air conditioning, including hydronic, absorption, and desiccant systems. (4,2,4)

ACT 2424 — Air Conditioning II. An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Prerequisite: ACT 2414 Air Conditioning I. (4,2,4)

ACT 2433 — Refrigerant, Retrofit, and Regulations. Regulations and standards for new retrofit and government regulations. Includes OSHA regulations, EPA regulations, local, and state codes. (3,2,2)

ACT 2513 — Heating Systems. Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. (3,2,2)

ACT 2624 — Heat Load and Air Properties. Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. (4,2,4)

ACT 2913 — Special Project in Heating and Air Conditioning Technology I. A course designed to provide the student with practical application of skills and knowledge gained in the courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (3,0,6)

ACT 2923 — Supervised Work Experience in Heating and Air Conditioning Technology I. A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (3,0,6)

ACT 2933 — Supervised Work Experience in Heating and Air Conditioning Technology II. A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (3,0,6)

APPRENTICE ELECTRIC LINEMAN (AEL)

AEL 1118 — Apprentice Electric Lineman Training I. This course covers basic electricity, OSHA standards, CPR instruction, and basic computer technology. (8,4,8)

AEL 1128 — Apprentice Electric Lineman Training II. Topics covered include transformer, electric codes, pole climbing and RUS specifications. (8,4,8)

AGRICULTURE (AGR)

AGR 1214 — Animal Science. Fundamental principles and practical application of livestock, dairy, and poultry science. (4,3,2)

AGR 1313 — Plant Science. Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. (3,2,2)

AGR 2314 — Soils. A study of the physical, chemical and biological nature of soils, and fundamentals of soil classification and the relationship between soils and growing plants. Prerequisite: CHE 1214 (4,3,2)

AGR 2343 — Forest Measurements. This course is designed to introduce the student to the techniques, instruments and practices of measuring forest inventories and cutwood products for sales, timber management planning and forest studies. (3,3,0)

AGT 1313 — Applied Principles of Plant Production. A course to provide information related to the growth, nutrition, and general culture of agricultural and horticultural crops. Includes instruction on photosynthesis and transpiration, plant nutrition, pest control, and reproduction. Diploma curriculum: ninety hours instruction. Three semester hours. (3,2,2)

AGT 1714 — Applied Soils - Conservation and Use. A course to introduce the student to the general principles of soil conservation and safe use. Includes instruction in the soil formation process, properties of soils, soil texture, and soil management for optimum safe use. Diploma curriculum: one hundred twenty hours instruction. Four semester hours. (4,3,2)

AQUACULTURE TECHNOLOGY (AQC)

AQC 1113 — Basic Principles of Aquaculture. A study of the history, current status, future prospectus, terminology, sources of information, species of aquaculture importance, and safety related to aquaculture. Ninety hours instruction. Three semester hours.

AQC 1214 — Water Quality Management. A study of learning to use and maintain water quality equipment, the role of plankton, measurement and manipulation of water quality parameters and aeration. One hundred twenty hours instruction. Four semester hours.

AQC 1313 — Facilities Design and Construction. A study of site selections, permits, state and federal regulations, pond layout, construction, future growth, estimating cost, and funding. Ninety hours instruction. Three semester hours.

AQC 1323 — Facilities Maintenance. A study of safety, use of hand and power tools, identification of fittings, valves, pipes, and sizes; maintenance and fabrication of piping systems; operation, installation, troubleshooting, and minor repairs of electric motors; basic operation of gasoline and diesel engines; basic carpentry, and fiberglass repair. Ninety hours instruction. Three semester hours.

AQC 1413 — Biological Principles of Aquatic Species. A study of fish, crustaceans, mollusks, and reptiles including anatomy and physiology, terms and definitions, pond ecology, and aquatic plants related to aquaculture. Ninety hours instruction. Three semester hours.

AQC 1424 — Aquaculture Production I. This course is designed to provide basic aquaculture principles and specific production techniques for catfish, shrimp, baitfish, hybrid striped bass, and other species as an ongoing process. Included in this course of study are alternative species and culture methods, minor aquaculture crops, aquariums, ornamental ponds, and ponds fertilizer. One hundred twenty hours instruction. Four semester hours.

AQC 1434 — Broodstock and Hatchery Management. A study of the selection and care of broodstock, hatching eggs, care and feeding of young, natural and artificial propagation, grading, stocking, hatchery equipment. One hundred twenty hours instruction. Four semester hours.

AQC 1444 — Aquaculture Production II. This course is designed to provide basic aquaculture principles and specific production techniques for catfish, crawfish, shrimp, baitfish, hybrid striped bass, and other species as an ongoing process. Included in this course of study is aquatic nutrition, health and disease, use of aquatic chemicals, transportation of aquaculture products, management of farm ponds. One hundred twenty hours instruction. Four semester hours.

AQC 1511 — Professional Development. This course is designed to provide career - planning strategies to include employment sources, resume writing, interview skills, and job ethics. Thirty hours instruction. One semester hour.

AQC 1613 — Aquabusiness. Management skills in planning and operating an aqua business including personnel management, supervision, budgeting, scheduling, future planning, recordkeeping, and financing and purchasing. Three semester hours.

AQC 1622 — Aquaculture Processing and Marketing. This course is designed to present techniques and procedures utilized for processing and marketing aquaculture products. Sixty hours instruction. Two semester hours.

AQC 1626 — Special Problems. This course will provide students the opportunity to apply skills and knowledge obtained in this program through a supervised work setting, special research project, or other project approved by instructor. One hundred eighty hours instruction. Six semester hours.

AQC 2724 — Integrated Production Systems. Utilizes basic horticulture practices and aquaculture facilities to provide techniques and procedures to maintain a recirculating hydroponics system. (4,1,6)

AQC 2734 — Water Garden Design. A study of the design and construction of water gardens. (4,1,6)

AQC 2817 — Aquarium and Water Garden Production. This course will include basic production of the aquarium trade and water garden trade species. (4,1,6)

ART (ART)

NOTE: The department reserves the privilege to retain student work for exhibition purposes.

ART 1113 — Art Appreciation. An introduction providing a background for the study and appreciation of art. An approach to the understanding and enjoyment of plastic arts. (3,3,0)

ART 1213 — Introductory Art. A studio course designed to familiarize the student with the fundamental elements of drawing and painting and to develop in the student a visually creative vocabulary. A study of the work of prominent artists will augment the student's own creative work in several media and approaches. (3,3,0)

ART 1233 — Allied Arts. An appreciation course designed to increase the students awareness of the Fine Arts as well as to acquaint students with the essential role of art in everyday life. Painting, music, dance, sculpture, architecture, and the theatre arts are discussed in the light of basic aesthetic principles, which unite them. (3,3,0)

ART 1233H — Honors Allied Arts. An honors appreciation course designed to increase the students awareness of the Fine Arts. (3,3,0)

ART 1313 — Drawing I. Basic problems in drawing, composition and some figure drawing with the use of various media. (3,0,6)

- ART 1323 — Drawing II.** This is a continuation of Drawing I with the additional use of such media as pen and ink, wash and conte crayon. Prerequisite ART 1313 or permission of instructor. Prerequisite ART 1313 or permission of instructor. (3,0,6)
- ART 1413 — Design I.** A study in visual design with emphasis on the design elements. Problems involving line, shape and form, space, color and value and texture. A variety of media and techniques will be utilized within the two dimensional concentration. Prerequisite or Corequisite: ART 1313. (3,0,6)
- ART 1423 — Design II.** An intense study of color theory and its relationship to the creative and aesthetic process. A variety of media and techniques as well as some 3-dimensional designs. Prerequisite: ART 1413 or permission of instructor. (3,0,6)
- ART 1913 — Art for Elementary Teachers.** The course is designed for prospective elementary teaching programs and all beginning art students. It offers the fundamentals of drawing, color theory, fundamentals of lettering, and problems in use of various media suitable for elementary schools. (3,2,2)
- ART 2313 — Drawing III.** Fluid media techniques: wash drawing, interpretation and composition emphasized. Prerequisite: ART 1313 & ART 1323 or permission of the instructor. (3,0,6)
- ART 2323 — Drawing IV.** Fluid media techniques: wash drawing, interpretation and composition emphasized. Prerequisite: ART 2313 or permission of the instructor. (3,0,6)
- ART 2513 — Painting I.** Techniques used in oil, watercolor, and acrylics painting as they relate to design elements and principles. A variety of subject matter will be explored. Prerequisite: ART 1313 & ART 1413 or permission of instructor. (3,0,6)
- ART 2523 — Painting II.** Further study of techniques used in painting. Concentration of a particular media, with emphasis on good design and composition. Prerequisite: ART 2513 or permission of instructor. (3,0,6)
- ART 2613 — Pottery I.** The use of ceramic materials as means of expression. Experiences in handforming, application of glazes and firing. (3,0,6)
- ART 2623 — Pottery II.** Concentrates on use of the potters wheel and advanced glaze mixing. Prerequisite: ART 2613 or permission of the instructor. (3,0,6)
- ART 2633 — Sculpture I.** Study of aesthetic form in clay and plaster, including casting techniques. (3,0,6)
- ART 2643 — Sculpture II.** A continuation of Sculpture I. Prerequisite ART 2633 or permission of instructor. (3,0,6)
- ART 2713 — Art History I.** Survey course of historical background of art forms from Prehistoric to Renaissance. Emphasis is on painting, architecture, and sculpture as related to history. (3,3,0)
- ART 2723 — Art History II.** Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. (3,3,0)

ART 2913 — Special Studio. Independent study in an area of special interest. Course designed for the exceptional student. Prerequisite: Six semester hours of work in related studio.

ADVANCED TECHNOLOGY EDUCATION (ATE)

ATE 1113 — Introduction to Science and Technology. A course designed to introduce technology to Mississippi community college students. A survey of modern technology applications with specific emphasis on problem solving and career opportunities and computer competency. (3,1,4)

AUTOMOTIVE TECHNOLOGY (ATT)

ATT 1013 — Introduction to Automotive Technology I. This course contains the baseline competencies and suggested objectives from the high school Automotive Mechanics curriculum which is directly related to the community college Automotive Technology program. The course is designed for students entering the community college who have had no previous training or documented experience in the field. Diploma curriculum ninety hours instruction. Three semester hours. (3,2,2)

ATT 1114 — Electrical Systems. This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (4,2,4)

ATT 1213 — Brakes. This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (3,2,2)

ATT 1315 — Manual Drive Trains/Transaxles. This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. (5,2,6)

ATT 1414 — Basic Engine Performance. This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (4,2,4)

ATT 1513 — Basic Fuel Systems. This is a course designed to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of basic fuel systems and emission controls. It includes instruction in the diagnosis and repair/adjustment of fuel injection systems, carburetor systems, and conventional emission control systems. (3,2,2)

ATT 1715 — Engine Repair. This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive engines. It includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. (5,2,6)

ATT 2325 — Automatic Transmissions/Transaxles. This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (5,3,4)

ATT 2334 — Steering and Suspension Systems. This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (4,2,4)

ATT 2343 — Wheel Alignment. This is a course designed to provide technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. Pre/Corequisite: Steering and Suspension Systems (ATT 2334). (3,1,4)

ATT 2524 — Computer Controlled Emission Systems. This is a course designed to provide technical skills and knowledge related to the inspection and repair/adjustment of automobile fuel and emission systems. It includes instruction and practice in the diagnosis and correction of problems associated with electronic fuel injection systems, emission control systems, and spark timing controls found on newer model fuel systems. Prerequisites: Electrical Systems (ATT 1114) and Basic Fuel Systems (ATT 1513). (4,2,4)

ATT 2535 — Computerized Engine Controls. This is a course designed to provide technical skills and knowledge associated with computer controls found in newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. Prerequisite: Computer Controlled Emission Systems (ATT 2524). (5,2,6)

ATT 2614 — Heating and Air Conditioning. This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. (4,2,4)

ATT 291(1-3) — Special Problem in Automotive Mechanic Technology. A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch; 2-6 hr. lab)

ATT 292(1-6) — Supervised Work Experience in Automotive Mechanics Technology. This internship course provides actual work experience in an automotive mechanics business under the direction of the employer and the instructor. (1-6 sch; 3-18 hr. externship)

BUSINESS ADMINISTRATION (BAD)

BAD 1113 — Introduction to Business. Provides the student with a general background of the nature of business and a preliminary idea of the various areas of business specialization. (3,3,0)

BAD 1121 — Business Seminar I. This course is designed to coordinate the various business-related student activities to the local level. It promotes leadership and professionalism in civic and social functions; and includes student participation, guest speakers, and community service activities. (1,1,0)

BAD 1131 — Business Seminar II. A continuation of BAD 1121. (1,1,0)

BAD 1141 — Business Seminar III. A continuation of BAD 1131. (1,1,0)

BAD 1151 — Business Seminar IV. A continuation of BAD 1141. (1,1,0)

BAD 1213 — Introduction to International Business. Introduction to the concepts of international business theory and practices. Emphasis is placed on terminology and the understanding of cultural differences. (3,3,0)

BAD 2323 — Business Statistics. Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data for business management and control. (3,3,0)

BAD 2413 — Legal Environment of Business. This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to business, law of contracts, agency and employment, negotiable instruments, and commercial paper. (3,3,0)

BAD 2533 — Microcomputers and Business Management. An introduction to microcomputer software packages used in business and to the components of an information system to include Windows, spreadsheets, database, word processing, graphics, and electronic communication. (3,3,0)

BAD 2713 — Principles of Real Estate. The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transfer of title, instruments used in transfers, title closing, financing, property management, insuring, and appraising. (3,3,0)

BAD 2723 — Real Estate Law. Designed to give the student a general background in the law of real property and the law of real estate brokerage. (3,3,0)

BAD 2733 — Real Estate Finance. A study of principles and methods of financing real estate, sources of funds, types and contents of financing instruments, and the role of various institutions, both private and governmental. (3,3,0)

BAD 2743 — Real Estate Appraisal I. An introductory course. Includes purpose of appraisal, methods, and techniques to determine the value of the various types of property. Emphasis on residential and single unit property. Prerequisite: BAD 2713 or Real Estate Sales or Broker License. (3,3,0)

BAD 2753 — Real Estate Appraisal II. Emphasis placed on income approaches to real estate valuation. Prerequisite: BAD 2743 Real Estate Appraisal I. (3,3,0)

BAD 2763 — Property Management. This course deals with the nature of real property management. The major functions of property managers are covered including the legal, interpersonal, maintenance, accounting, and administrative functions. Specific practices and problems are covered. (3,3,0)

BAD 2823 — Industrial Human Relations. A study of human behavior and interpersonal group dynamics within the context of the industrial organization. (3,3,0)

BAD 2833 — Principles of Training and Development. An introduction and overview of training professions in both the public and private sector. To include on-site visitation of host industrial organizations and other institutions. (3,3,0)

BAD 2843 — Industrial Safety. A comprehensive study of OSHA regulations for industrial site safety and implementation methods for compliance. (3,3,0)

BAD 2853 — Business Ethics. An exploration of the ethical problems faced in business theory and practice through which the student will recognize and analyze ethical dilemmas and implement ethical decisions within the context of today's business environment. (3,3,0)

BAD 2863 — Strategies for Technology Training. Mastery of core competencies to develop and deliver technology training. (3,3,0)

BAD 2873 — Workforce Development Models. Application of various instructional models to design workforce training of facts, concepts, procedures & processes. (3,3,0)

BANKING AND FINANCE (BFT)

BFT 1183 — Officer Calling Skills. This course will prepare students to call on a prospect, create call goals, obtain appointments, map client needs, create strategies to overcome obstacles, and close the sale of bank services. (2,2,0)

BFT 1213 — Principles of Banking. This course represents the fundamentals of bank functions and operations, and is the basic course for further studies in finance and banking. (3,2,2)

BFT 1223 — Money and Banking. This course presents the basic economic principles most closely related to the subject of money and banking in a context of related topics of interest to strengthen knowledge and appreciation of the role of financial institutions in the functioning of the American economy. This course stresses the practical applications of the economics of money and banking to the individual bank. (3,2,2)

BFT 1313 — Consumer Lending. Financial management approached from the personal and family standpoint in this course addresses such topics as budgeting and record keeping, consumer credit, banking, investments, insurance, income tax, social security, home ownership, and estate planning. (3,2,2)

BFT 1323 — Commercial Lending. Fundamentals of bank functions related to commercial lending. (3,2,2)

BFT 2113 — Business Policy. This course uses the learn-by-doing approach with activities drawn from the field of business administration and economics to illustrate how the spreadsheet can be used in the daily tasks performed by business professionals. (3,2,2)

BFT 2333 — Installment Credit. This course provides specific concepts as well as the role consumer plays in a commercial bank. Topics include the loan application, investigating the credit, evaluating credit risks, making credit decisions, documenting the credit and consumer compliance. (3,2,2)

BFT 2414 — Professional Development in Financial Institutions. This course provides practical exercises in both the technical and social skills necessary for employment in the finance and banking industry. Involvement in a program of leadership and personal development in self-confidence, occupational competencies, and high standards in personal and professional relationships is stressed. The Banking Chapter of Delta Epsilon Chi (Distributive Education Clubs of America) meets during this period. (4,2,4)

BFT 2523 — Business Finance. Fundamental processes of problem solving are emphasized. Application of these fundamental processes is applied toward the problem of businesses, which are encountered in the various banking fields. (3,2,2)

BFT 2914 — Work-Based Learning in Banking. An advanced course dealing with concepts, terminology, and theory and Banking and Finance Programs with direct applications. The student will be placed in a work environment where he/she will have to solve problems as encountered in industry. (4, 12 hour externship)

BFT 1411, 1421, 2431, 2441 — This course provides practical exercises in both technical and social skills necessary for employment in the finance and banking industry. Involvement in a program of leadership and personal development in occupational competencies and high standards in personal and professional relationships are stressed.

BIOLOGY (BIO)

* The prerequisites for advanced science courses identified by an * are the completion of one of the following: a) minimum ACT composite of 21 on the science component, b) completion of three high school science courses (biology, chemistry, or physics) with no grade lower than a "C", or c) credit for BIO 1134.

BIO 1134 — General Biology I. A lecture/laboratory course in general biological principles with emphasis on basic biological chemistry, cell structure, cell physiology, reproduction, genetics, and embryology. (4,3,2)

BIO 1134H — Honors General Biology I. A lecture/laboratory course in basic biological principles including chemical and cellular basis of life, anatomy and physiology, reproduction, genetics, organismal complexity, classification, biosocial problems and ecology. (By invitation only.) (4,3,2)

BIO 1144 — General Biology II. A continuation of BIO 1134, which includes a survey of the kinds of plants and animals and their anatomy and physiology. Prerequisite: BIO 1134. (4,3,2)

BIO 1144H — Honors General Biology II. A continuation of BIO 1134H. (4,3,2)

BIO 1214 — Environmental Science. This course addresses the relevance of ecological principles to environmental problems. (4,3,2)

BIO 1314 — Botany. A survey course of the plant kingdom stressing the anatomy and physiology of the angiosperm and the taxonomy, anatomy and life cycles of the lower phyla. Prerequisite: * (4,3,2)

- BIO 1613 — Nutrition.** This course is a study of nutrients required for normal growth, the selection of foods for ingestion, metabolic processes of digestion, assimilation, and absorption. Prerequisite: BIO 1134. BIO 2514 and BIO 2524 recommended. (3,3,0)
- BIO 2214 — Introduction to Marine Science.** This course places emphasis on measurement of physical, chemical, and biological parameters. Special sections of the course are directly related to local commercial fisheries. The laboratory activities include functional morphology as well as taxonomy of local biota. Emphasis is placed on the actual techniques employed in the field. Prerequisite* (4,3,2)
- BIO 2234 — Applied Aquatic and Terrestrial Ecology.** The application of ecological principles that serve as a basis for the management of wildlife and fisheries in terrestrial and aquatic habitats. (4,3,2)
- BIO 2314 — Dendrology.** A lecture/laboratory course concerning taxonomy, morphology, and identification of woody plants. Prerequisite: * (4,3,2)
- BIO 2414 — Zoology I.** A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the invertebrate. Prerequisite: * (4,3,2)
- BIO 2424 — Zoology II.** A laboratory course dealing with the application of biological principles to the study of animals including a survey of the kinds, their structure and function. Emphasis is on the vertebrates. Prerequisite: * (4,3,2)
- BIO 2514 — Human Anatomy and Physiology I.** A study of the anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, integumentary, muscular, and nervous systems. Prerequisite: * (4,3,2)
- BIO 2524 — Human Anatomy and Physiology II.** A continuation of BIO 2514 in which the circulatory, respiratory, digestive, immune, urinary, reproductive, and endocrine systems are studied. Prerequisites: BIO 2514. (4,3,2)
- BIO 2924 — Microbiology.** A comprehensive study of bacteria, viruses, fungi, micro and macroparasitic organisms including classification, morphology, characteristics, metabolic products and pathogenecity. Emphasis is placed on the study of disease-producing organisms and on general microbial technique. Prerequisite: * (4,3,2)

BIOTECHNOLOGY (BIT)

- BIT 1115 — Basics of Molecular Biology.** An introduction to molecular biology and basis biotechnology techniques. The laboratory portion of the course will emphasize techniques in gel electrophoresis, restriction enzyme cleavage of DNA and size of restriction fragments, isolation of plasmid and chromosomal DNA, techniques of DNA fingerprinting and principles and practices of microbiology. Prerequisites or s: CHE 1214, BIT 1213. (5,3,4)
- BIT 1213 — Cell Biology for Biotechnology.** An introduction to the organization and activities of cells with emphasis on the ultrastructure and function of cellular organelles. (3,3,0)

- BIT 1225 — Genetic Engineering.** An introduction to genetic engineering. In the laboratory portion of the course, the student will be involved in transformation of bacteria with plasmids, DNA mapping, construction and cloning of DNA recombinants and southern blots. Prerequisite: BIT 1115. (5,3,4)
- BIT 1335 — Immunobiotechnology and Plant Biotechnology.** An introduction to immunobiotechnology and plant biotechnology. This course will allow the student to perform techniques involving Antigen-Antibody interactions, immunodiffusion, immunoelectrophoresis, HIV-1 detection using ELISA, protoplast fusion and isolation of DNA from chloroplast and mitochondria. Prerequisite: BIT 1225. (5,3,4)
- BIT 2115 — Separations and Protein Technology.** An introduction to separation and protein technology. In the laboratory portion of the course, the student will be involved with the techniques in filtration chromatography, ion exchange chromatography, molecular weight determination, protein diversity, protein sequencing, and the expression of extra cellular protein during fermentation. Prerequisite: BIT 1335. (5,3,4)
- BIT 2213 — Genetics for Biotechnology.** An introduction to heredity and variation with applications to plants and animals. Prerequisite: BIT 1213. (3,3,0)
- BIT 2221 — Biotechnology Internship.** Supervised practical experience in a business/industry that specializes in biotechnology. Prerequisite: Completion of 3 semesters in program area. (1,45 clock hours)
- BIT 2514 — Biochemistry for Biotechnology.** An introduction to major biochemical pathways. The student experiences the pathways with laboratory demonstrations. Prerequisite: CHE 2425. (4,3,2)

BUSINESS AND OFFICE CLUSTER (BOT)

- BOT 1003 — Beginning Keyboarding.** Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables outlines, and manuscripts. (3,2,2)
- BOT 1123 — Keyboard Skillbuilding.** This course further develops keyboard techniques emphasizing speed and accuracy. Prerequisite: BOT 1843. (3,2,2)
- BOT 1143 — Word Processing.** This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skillbuilding. Prerequisite: BOT 1843, BOT 1713, and BOT 2143 or by consent of the instructor. (3,2,2)
- BOT 1153—The Medical Environment, Ethics and Legal Issues.** An introductory course designed to orient the student to the field of allied health care and to employment in common types of medical facilities. Topics include administrative career paths in allied health care; current health care systems, organizations, and trends; administrative duties of the allied health employee; ethical and legal responsibilities of the allied health employee; professionalism; patient rights and associated responsibilities; and professional organizations and certifications. (3,3,0)

- BOT 1163—Introduction to Health Care Insurance.** This is an introductory course to acquaint the student with the overall field of health care insurance, reimbursement of health care claims, and documentation of health care claims; the provider/patient/third-party payer relationship; major types of health care insurance contracts and plans; hospital, medical, and surgical coverage; major third-party payers, both private and governmental. (3,3,0)
- BOT 1213 — Professional Development.** This course develops an awareness of interpersonal skills essential for job success. (3,3,0)
- BOT 1313 — Applied Business Math.** This course is designed to develop competency in mathematics for business use. Ten-key touch method on the electronic desktop calculator is stressed. Ten-key touch method on the electronic desktop calculator is stressed. (3,3,0)
- BOT 1413 — Records Management.** This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall paper, image, and digital and the treatment of these categories in proper management, storage, and retrieval. (3,3,0)
- BOT 1433 — Business Accounting.** This course is designed to develop an understanding of recording, classifying, and summarizing business transactions and events with insight into interpreting and reporting the resulting effects upon the business. (3,3,0)
- BOT 1443 — Advanced Business Accounting.** This course is designed as a continuation of Business Accounting. Prerequisite: BOT 1433. (3,3,0)
- BOT 1513 — Machine Transcription.** This course is designed to teach transcription of a wide variety of business communications from machine dictation. Prerequisite: BOT 1143. (3,2,2)
- BOT 1613 — Medical Office Terminology I.** This course is a study of medical language relating to the various body systems including diseases, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. (3,3,0)
- BOT 1623 — Medical Office Terminology II.** This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to Medical Office Technology. Prerequisite: BOT 1613 or by consent of the instructor. (3,3,2)
- BOT 1713 — Mechanics of Communication.** This course is designed to develop the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. (3,3,0)
- BOT 1813 — Electronic Spreadsheet.** This course focuses on applications of the electronic spreadsheet as an aid to management decision-making. Prerequisite: BOT 1313, BOT 2143, or by consent of instructor. (3,2,2)
- BOT 1843 — Keyboard Concepts.** Emphasis is placed on improving keyboard techniques using the touch method. (3,2,2)

- BOT 2133 — Desktop Publishing.** This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards. Prerequisite: BOT 1143. (3,2,2)
- BOT 2143 — Operating Systems.** This course will provide training in using operating systems and a multi-tasking environment. (3,2,2)
- BOT 2153 — Network Management.** This course focuses on the management of a computer network lab including installation of network software and administration of a network. Prerequisite: Computer applications elective. (3,2,2)
- BOT 2323 — Database Management.** This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Prerequisite: BOT 1413, BOT 2143, or by consent of instructor. (3,2,2)
- BOT 2413 — Computerized Accounting.** This course applies basic accounting principles using a computerized accounting system. Prerequisites: BOT 1433 or ACC 1213. (3,2,2)
- BOT 2423 — Income Tax Accounting.** This course is designed to be an introductory tax accounting class with insight in federal income tax laws and preparation of reports. Prerequisite: BOT 1433 or ACC 1213. (3,2,2)
- BOT 2463 — Payroll Accounting.** This course provides an in-depth study of payroll accounting. Prerequisite: BOT 2413. (3,2,2)
- BOT 2473 — Cost Accounting.** This course provides an in-depth study of cost accounting for manufacturing businesses. Prerequisite: ACC 1213 or BOT 1433. (3,2,2)
- BOT 2513 — Business in Global Markets.** Analysis of business concepts and practices in the global markets; levels of involvement; global versus multinational strategies; legal considerations; political, cultural, societal, and economic differences of world economic systems and communities. (3,3,0)
- BOT 2523 — Medical Machine Transcription I.** This course is designed to teach transcription of various medical documents. Prerequisite: BOT 1843. (3,1,4)
- BOT 2533 — Medical Machine Transcription II.** This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. Prerequisite: BOT 1513, BOT 2523. (3,1,4)
- BOT 2543 — Medical Machine Transcription III.** This course is designed to continue the development of the student's transcription skills including more difficult dictation, longer and more complex medical records and more difficult physician dictation (foreign accent, dialects). All medical specialties are included. Prerequisites: BOT 2523 or BOT 2533. (3,1,4)
- BOT 2553 — Medical Machine Transcription IV.** This course is designed to maximize the student's transcription skills, including the most difficult dictation and most complex medical records, including autopsies. All medical specialties are included, with concentration in pathology, radiology, gastroenterology, orthopedics, and cardiology. Prerequisites: BOT 2543. (3,1,4)

- BOT 2613 — Entrepreneurial Problem Solving.** Designed to develop business students into entrepreneurs capable of operating their own companies and to reduce the high failure rate of starting, conducting, and expanding a business. Students will gain experience in problem solving through visits to businesses, analyses of case studies, and projects and surveys of current business practices. (3,3,0)
- BOT 2623 — Principles of Business Finance.** Study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. (3,3,0)
- BOT 2723 — Administrative Office Procedures.** This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem solving skills, and establish a foundation in business procedures. Prerequisites: BOT 1143. (3,2,2)
- BOT 2743 — Medical Office Concepts.** This course will provide coverage and integration of medical office skills and issues using knowledge of medical terminology. Problem solving will be emphasized. Prerequisite: BOT 1613, BOT 1623, or consent of instructor. (3,2,2)
- BOT 2753 — Medical Information Management.** This course will continue coverage of medical office issues with emphasis on health insurance filing and medical office software. Prerequisite: BOT 2743. (3,2,2)
- BOT 2763 — Fundamentals of Medical Insurance Coding.** This course is an introduction to major healthcare insurance programs and diagnostic and procedural coding systems. Prerequisite: BOT 1613, BOT 1623. (3,3,0)
- BOT 2773—CPT Coding I.** This course is designed to give the student an introduction to the field of procedural coding; documentation required for insurance reimbursement; an introduction to the use of the CPT; the CPT conventions, format, index considerations, and guidelines; distinguishing patient status, place of service, and type of service; appropriate use of modifiers; basic coding of specialty services; and third-party payer requirements and global fee periods. (3,2,2) Prerequisites: BOT 1613, Medical Terminology I and BOT 1163, Introduction to Health Care Insurance
- BOT 2782—Advanced Procedural Coding.** This course includes advanced analysis of procedural coding in the E&M, surgery, radiology, pathology, laboratory, anesthesia, and medicine sections; also included is advanced analysis of patients' medical records as coding source documents. (2,0,4) Prerequisites: BOT 2773, CPT Coding I.
- BOT 2783--ICD-9-CM Coding I.** This course is designed to introduce the student to the field of diagnostic coding; documentation required for insurance reimbursement; an introduction to the use of the ICD-9-CM; conventions, format, volumes, and index considerations; diagnosis coding rules and sequencing; levels of specificity of diagnosis coding; and uses of V codes and E codes. (3,2,2) Prerequisites: BOT 1613, Medical Terminology I and BOT 1163, Introduction to Health Care Insurance.

BOT 2813 — Business Communication. This course develops communication skills with emphasis on principles of writing business correspondence and reports, and analyzing and summarizing information in a logically written presentation. Prerequisite: BOT 1713, BOT 1843, or by consent of instructor. (3,3,0)

BOT 2823 — Communication Technology. This course will present an overview of the resources available for online communication. Prerequisite: BOT 1143 or by consent of instructor. (3,3,0)

BOT 2833 — Integrated Computer Applications. This course integrates activities using application software including word processing, database, spreadsheets, graphics, and multimedia. Prerequisite: BOT 1143, BOT 1813, BOT 2323, BOT 2813, or by consent of instructor. (3,2,2)

BOT 2882—Advanced Diagnostic Coding. This course includes advanced diagnostic coding in various areas of the ICD-9-CM; highly specialized areas such as the neoplasm's table and the hypertension table are covered; Medicare, the Federal Register, the use of Diagnosis-Related Groups, and Peer Review Organizations are included. (2,0,4) Prerequisites: BOT 2783, ICD-9-CM Coding I

BOT 2913 — Supervised Work Experience. This course provides related on-the-job training in the accounting area. Employing firm and type of work experience to be approved by the Department of Career and Technical Business Technology. Must be at least 135 clock hours of on-the-job training. Prerequisite: BOT 1433. (3,9)

GRAPHIC DESIGN TECHNOLOGY (CAT)

CAT 1113 — Graphic Design and Production I. An introduction to the skills of layout, typography, and the fundamentals needed of the graphic artist. The course will provide selected experiences involving layout, paste-up, simple renderings, printing processes, camera-ready layouts, mechanicals, and layout formats. (3,0,6)

CAT 1123 — Graphic Design and Production II (Quark Xpress Software). A continuation of Graphic Design and Production I with concentration on color printing, mechanical processes, color separations, screens, cropping and scaling photographs/artwork for reproduction with continued emphasis on design, typography, assembly, and binding. The course will utilize both traditional and computer techniques. Prerequisite: CAT1113, CAT 1213. (3,0,6)

CAT 1133 — History of Graphic Design. Evolution of graphic communications from pre-historic times through present day. (3,3,0)

CAT 1143 — Typography. A comparison of traditional uses of typography with those of a more contemporary approach. This is an in-depth exploration of type in relation to meaning and form with a refined application of drawing skills before final output on computer. (3,2,2)

CAT 1213 — Fundamentals of Graphic Computers (Prepress Production). An introduction to graphic interface computers related to the graphic design/commercial art industry, utilizing current software and related hardware. (3,2,2)

- CAT 2133 — Graphic Design Studio.** A concentrated study in graphic design/commercial art specifically related to regional industry needs. Emphasis will be placed on projects such as brochures, billboards, newsletters, flyers, newspaper ads, story boards, etc. according to industry needs. (3,1,4)
- CAT 2223 — Basic Photography.** An introduction to 35 mm black and white photography, with emphasis on the camera, exposure, composition, lighting, and basic darkroom techniques involving negative development and print making. (3,2,2)
- CAT 2313 — Basic Advertising Design (Adobe Photoshop and Adobe Illustrator).** Concepts and methodology related to the graphic design/commercial art industry utilizing current software and related hardware. Prerequisite: CAT 1113, CAT 1213, or by consent of instructor. (3,0,6)
- CAT 2323 — Advanced Advertising Design (Advanced Adobe Photoshop and Adobe Illustrator).** A continuation of Basic Advertising Design with emphasis on graphic computers to develop and produce advanced graphic design/commercial art projects. This course utilizes equipment and software used in industry. Prerequisite: CAT 2313 (3,0,6)
- CAT 2334 — Practical Advertising Techniques.** Performance skills needed for productive employment in the graphic design/commercial art field. Portfolio and resume' review required for final grade. Prerequisite: CAT 2313 or by consent of instructor. (4,2,4)
- CAT 2413 — Rendering Techniques.** A study of various illustration and rendering techniques with emphasis on rendering in markers and color pencils. The student will learn professional methods of illustrating, utilizing the camera and projection devices as tools for finished artwork. (3,0,6)
- CAT 2913 — Special Project in Graphic Design Technology.** Practical applications of skills and knowledge gained in other Graphic Design Technology courses. The instructor works closely with the student to ensure that selection of a special project enhances the student's learning experiences. Prerequisite: Completion of one semester of coursework in Graphic Design Technology program. (3,3,0)
- CAT 2923 — Supervised Work Experience in Graphic Design Technology.** This course is a cooperative program between industry and education and is designed to integrate the students technical studies with industrial experience. Prerequisite: Consent of instructor and the completion of two semesters of coursework in the Graphic Design Technology program. (Three semester hours, based on 135 industrial contact hours)

CARPENTRY (CAV)

- CAV 1012 — Site Preparation and Layout.** This course is a prerequisite to CAV 1113, Foundations I, and covers types of zones for construction, obtaining clear title, location of building site, types of building permits, and use of leveling instruments in the layout of building site.

- CAV 1013 — Principles of Construction.** This course is an introduction to Residential Carpentry and covers safe use of hand tools, power tools and equipment, types of building materials, estimating, and sequence of events in construction according to permits and codes.
- CAV 1113 — Foundations I.** This course covers introduction to concrete construction, wood foundations, special applications, estimating concrete, and slump test.
- CAV 1123 — Roofing.** This course covers layout, estimating, and application of cornices; end gables; and roofing materials.
- CAV 1133 — Advanced Blueprint Reading.** This course covers the elements of residential plans and how to prepare a bill of materials from a set of plans.
- CAV 1213 — Foundations II.** This course covers types of footings, foundation forms, and edge forms.
- CAV 1313 — Framing I.** This course covers the planning, estimating, and construction of floors and sill framing of a single-family dwelling.
- CAV 1414 — Framing II.** This course covers the planning, estimating, and construction of wall and partition framing of a single-family dwelling.
- CAV 1513 — Exterior Finishing.** This course covers types of exterior finishes, doors and windows; estimating; and application.
- CAV 1514 — Framing III.** This course covers the planning, material estimation, and construction of ceiling and rafters of a single-family dwelling.
- CAV 2413 — Interior Finishing.** This course covers insulation; estimating; and installation of drywall, paneling, interior doors, and trim.
- CAV 2513 — Cabinet Making.** This course covers cabinets, special built-ins, shelving, and floor finishes.

CHILD DEVELOPMENT TECHNOLOGY (CDT)

- CDT 1013-Introduction to Child Development Technology.** This course contains the baseline competencies and suggested objectives from the high school Child Care and Guidance Management and Services curriculum which directly relates to the community college Child Development Technology program. This course is designed for students entering the community college who have had no previous training or documented experience in the field. (3,3,0)
- CDT 1113-Early Childhood Profession.** This course provides an introduction to the profession of early childhood types of early childhood programs, and theories of child development. Students are required to observe, assess, and record child behavior through laboratory experience. Room arrangements, software, play, and safety are explored. (3,2,2)
- CDT 1214-Child Development I.** This course provides knowledge concerning the care and development of infants and toddlers in group settings. Practice is given in infant and toddler care-giving in group settings through classroom laboratory or collaborative centers. (4,3,2)

- CDT 1224-Child Development II.** The cognitive, physical, emotional, and social developmental characteristics of young children (ages 3-8). (4,3,2)
- CDT 1314-Creative Arts for Young Children.** Planning and developing creative arts experiences for the young child. Lab activities with the children are implemented during Practicum I and II. (4,4,0)
- CDT 1343-Child Health and Safety.** Health and safety practices in the care and education of young children. Includes health and safety issues such as first aid, CPR, universal precautions, communicable diseases, and child abuse. As per State Department of Education requirements for this course, First Aid and CPR certification will be required. The student will be responsible for any additional charges required for certification. (3,3,0)
- CDT 1513-Nutrition for Young Children.** This course focuses on fundamental principles of child nutrition and the practical application of this knowledge in the selection of balanced diets. (3,3,0)
- CDT 1713-Language and Literacy Development for Young Children.** A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. (3,3,0)
- CDT 2233-Guiding Social and Emotional Behavior.** Identifying and practicing effective techniques in guiding young children's behavior. Lab activities with the children are implemented during Practicum I and II. (3,3,0)
- CDT 2413-Atypical Child Development.** This course provides information concerning growth and development, identification, intervention strategies, and management of atypical children. Legal, ethical, and legislative issues will be explored. Family issues will be explored. Prerequisites: CDT 1214 and CDT 1224. (3,2,2)
- CDT 2613-Methods and Materials.** Appropriate methods and materials for young children in a learning environment. Lab activities with-the children are implemented during Practicum I and II. (3,3,0)
- CDT 2714-Social Studies, Math, and Science for Young Children.** Planning developmentally appropriate activities in social studies, math, and science for the young child. Lab activities with the children are implemented during Practicum I and II. (4,4,0)
- CDT 2813-Administration of Programs for Young Children.** Development and administration of programs for young children to include an emphasis on evaluation of policies and procedures, organizational structure, and management. Prerequisites: First three semesters of core courses. (3,3,0)
- CDT 2915-Practicum I.** This course allows advanced early childhood students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the pre-requisites and ensures a balance of all curriculum areas. Not all competencies will be achieved at the end of this course due to the variance that exists in the childhood settings used for student experiences. Other competencies will be achieved and

documented by the end of the two-year program of study. Prerequisites: CDT 1314 Creative Arts for Young Children, CDT 1713 Language and Literacy Development for Young Children, and CDT 1343 Child Health and Safety; Corequisite: CDT 1513. (5,0,10)

CDT 2925-Practicum II. This course is a continuation of Practicum I which allows advanced early childhood students to implement knowledge and experience in preparing and implementing positive experiences for young children. Completion of the competencies provides opportunities for students to implement experiences planned in the pre-requisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two practicum courses. Prerequisites: Guiding Social and Emotional Behavior CDT 2233, Methods and Materials CDT 2613, Social Studies, Math, and Science for Preschool Children CDT 2714 Corequisite: Administration of Preschool Programs CDT 2813. (5,0,10)

CHEMISTRY (CHE)

CHE 1214 — General Chemistry I. A mathematical approach to the basis of Chemistry. Measurement stoichiometry, solution stoichiometry, gas laws, thermochemistry, periodic table and bonding are studied. Prerequisites: The student must meet one or more of the following requirements: (1) completed CHE 1314, (2) completed one year of high school chemistry and one year of algebra, (3) ACT composite of 19 and math score of 21, (4) satisfactory score on challenge exam. (4,3,2)

CHE 1224 — General Chemistry II. A continuation of CHE 1214 with emphasis on colligative properties, chemical kinetic, chemical equilibrium, acids and bases, entropy, electrochemistry, nuclear chemistry and organic chemistry. Prerequisite: CHE 1214. (4,3,2)

CHE 1224H — Honors General Chemistry II. Chemical equilibrium, acid-base chemistry, solubility product, thermodynamics, electrochemistry, kinetics, metallurgy. Special projects, field trips, some computer assisted learning. (Open through invitation only). (4,3,2)

CHE 1314 — Principles of Chemistry I. A survey of inorganic principles designed for health science majors such as nursing or non-science majors requiring a laboratory science includes structures, bonding, elector chemistry, solutions and equilibrium. (4,3,2)

CHE 1324 — Principles of Chemistry II. Topics from organic chemistry and biochemistry including structures, bonding, nomenclature and reactions. Prerequisite: CHE 1314 or CHE 1214. (4,3,2)

CHE 2425 — Organic Chemistry I. An introductory study of organic chemistry and aliphatic compounds and derivatives. Prerequisite: CHE 1214 and 1224. (5,3,4)

CHE 2435 — Organic Chemistry II. This course is a continuation of CHE 2425. Further study is made of aromatic compounds and their derivatives. (5,3,4)

CONSTRUCTION MANAGEMENT TECHNOLOGY (CMT)

- CMT 1113—Survey of Modern Construction.** Fundamentals of the construction environment, methods, materials, and processes from a historical perspective, and the impact on the construction industry. (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 1213—Construction Materials.** Study and testing of the various materials used in the construction industry including on-site asphaltic and Portland cement concrete, reinforced concrete, pre-stressed concrete, and soils. (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 1222—Plans and Document Interpretation.** Graphic techniques used in the construction industry. Includes computation of areas and volumes, interpretation of building plans and specifications, and symbols and terms used in the residential and commercial construction industry. (2,1,2)
- CMT 1233—Construction Systems I.** Common practices of design and construction of commercial and heavy structures. (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 2113—Construction Job Site Management.** Basic techniques of the modern methods of managing construction projects including critical path scheduling, resource allocation, and funds flow. Practical applications are made through simulated projects. (3,2,2)
- CMT 2123—Construction Cost Estimation.** Theory of estimating; quantity survey; unit cost synthesis and analysis; bid organization and planning; competitive simulations and exercises. Computer software programs are utilized to develop simulated construction bid. (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 2233—Construction Systems II.** A study of material properties and common practices of design and construction of civil/highway structures. Also, the operation and cost of construction machinery and equipment, power generating equipment, and powered fastening systems will be covered. (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 2243—Construction Systems III.** A study of material properties and common practices of design and construction of civil/highway structures. The operation and cost of construction machinery and equipment, power generating equipment, and powered fastening systems will be covered. (3,2,2)
- CMT 2413—Construction Safety Standards.** Management of safety and health in the construction environment. Basic elements of a safety and health program for the construction general contractor are examined to include Occupational Safety and Health administration (OSHA). (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 2513—Leadership and Organization.** Study of the effective leadership and management styles in the construction industry. Also, how the construction industry is organized at the local, state, and national levels. (3 sch: 2 hr. lecture, 2 hr. lab)
- CMT 2611—Internship I.** A cooperative program between the construction industry and education which is designed to integrate the student's technical studies with on-site construction experiences. Offer only in the summer term. Credit is awarded on the basis of 1 semester hour per 45 hours of on-site experience. (1 sch: 270 work hrs.)

CMT 2621—Internship II. Continuation of CMT 2616 with advanced placement in the on-site construction. Offer only in the summer term. Credit is awarded on the basis of 1 semester hour per 45 hours of on-site experience. (1 sch: 270 work hrs.)

CMT 291(1-3)—Special Problem in Construction Engineering Technology. A course to provide students with an opportunity to utilize skills and knowledge gained in other Construction Engineering Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. (1-3 sch: 2-6 hr. lab)

COMPUTER NETWORKING TECHNOLOGY (CNT)

CNT 1414 — Fundamentals of Data Communications. This course introduces students to fundamentals of networking. It provides coverage of architectures, topologies, and protocols. (4,2,4)

CNT 1513 — Internet Concepts. This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, browsers, list servers, and creating web pages. Upon completion of this course, students will be able to create and post a personalized home page, download files using a browser and a FTP program, and send e-mail messages. (3,2,2)

CNT 1524 — Network Components. This course presents local area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite: CNT 1414. (4,2,4)

CNT 1614 — Network Administration Using Novell. This course focuses on the management of a computer network using the Novell network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Corequisite: CPT 1333 and CNT 1414. (4,2,4)

CNT 1624 — Network Administration Using Microsoft Windows Server. This course focuses on the management of a computer network using the Microsoft Windows Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Pre- or s: CPT 1333 and CNT 1414. (4,2,4)

CNT 1654 — Network Administration Using Linux. This course focuses on the management of a computer network using the Linux operating system. Emphasis is placed on installation, configuration, implementation, and administrative tasks of a functional server. Prerequisites: CNT 1414 and CPT 1333. (4,2,4)

CNT 2423 — System Maintenance. This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Prerequisite: CPT 1333. (3,2,2)

CNT 2533 — Network Planning and Design. This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing a solution. Prerequisite: One network operating system elective and CNT 1524. (3,2,2)

CNT 2544 — Project Management. This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Prerequisite: CNT 2533. (4,2,4)

CNT 2634 — Advanced Network Administration Using Novell. This course is a continuation of Network Administration Using Novell. Emphasis is placed on installation, configuration, and implementation of a Novell Network. Prerequisite: CNT 1614. (4,2,4)

CNT 2644 — Advanced Network Administration Using Microsoft Windows Server. This course is a continuation of Network Administration Using Microsoft Windows Server. Emphasis is placed on installation, configuration, and implementation of a functional Server. Prerequisite: CNT 1624. (4,2,4)

COOPERATIVE EDUCATION PROGRAMS (COE)

The Cooperative Education Program is available to students enrolled in academic, technical, or career programs. The following courses provide credit for Cooperative Education work experience.

COE 1013 — Cooperative Education Work Experience I. First supervised work experience performed in a job setting related to student's major field of study. The work experience is under the supervision of the Cooperative Education Coordinator. Two hundred fifty-five hours. Three semester hours.

COE 1023 — Cooperative Education Work Experience II. (Prerequisite: COE 1013). Second supervised work experience. Two hundred fifty-five hours. Three semester hours.

COE 1033 — Cooperative Education Work Experience III. (Prerequisite: COE 1023). Third supervised work experience. Two hundred fifty-five hours. Three semester hours.

COE 1043 — Cooperative Education Work Experience IV. (Prerequisite: COE 1033). Fourth supervised work experience. Two hundred fifty-five hours. Three semester hours.

COSMETOLOGY (COV)

COV 1117 — Fundamentals of Cosmetology. Classroom theory and lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with the State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is performed on clients until this course is completed. Seven Semester Hours (3 hours lecture and 12 hours lab).

COV 1213 — Cosmetology Theory I. Information on the theory of cosmetology, including sterilization and sanitation, safety, hygiene and good grooming, professional ethics, and sales. Basics of bacteriology, hair treatment, hair shaping, hair styling, and finger waves are also covered. Three Semester Hours (2 hours lecture and 3 hours lab).

- COV 1225 — Cosmetology Theory II.** Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Permanent waving, hair relaxing, coloring and lightening, and safety practices are covered. Five Semester Hours (4 hours lecture and 3 hours lab).
- COV 1236 — Cosmetology Theory III.** Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, and salon management and operation. Six Semester Hours (5 hours lecture and 3 hours lab).
- COV 1311 — Scalp and Hair Treatment.** Practical applications of shampooing and scientific brushing including preparation, procedures, completion, safety rules, selection and use of shampoo products, and practical application of treatments for different types of hair and scalps. One Semester Hour (3 hours lab)
- COV 1321 — Hair Shaping.** Practical applications in hair shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. One Semester Hour (3 hours lab)
- COV 1322 — Hair Styling.** Practical applications in styling and finger waving which include product selection, preparation, methods, pin curls, roller curls, techniques for combing and brushing, and artistry in hair styling. Two Semester Hours (6 hours lab)
- COV 1333 — Permanent Waves.** Practical applications in permanent waving. Includes principles and product selection, requirements, processes, implements, supplies, and safety precautions. Three Semester Hours (9 hours lab).
- COV 1343 — Hair Coloring and Lightening.** Practical applications in coloring and hair lightening. Includes instruction in classification of hair color and safety precautions of hair color. Three Semester Hours (9 hours lab).
- COV 1352 — Chemical Hair Relaxing.** Practical applications in chemical hair relaxing techniques, basic steps and processes, and safety precautions. Two Semester Hours (6 hour lab).
- COV 1362 — Thermal Techniques.** Practical applications in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Two Semester Hours (6 hours lab).
- COV 1412 — Artistry of Artificial Hair.** Practical applications in styling wigs, hairpieces, and extensions; reasons for use of artificial hair; types of artificial hair; and safety precautions associated with artificial hair. Two Semester Hours (3 hours lab).
- COV 1512 — Manicure and Pedicure.** Practical applications in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth, disorders and diseases, massage and sanitary care, and safety considerations. Two Semester Hours (1 hours lecture and 3 hours lab).
- COV 1612 — Facials and Makeup.** Practical applications in providing facial treatment. Includes physiological effects, facial treatment for different skin types, procedures for applying cosmetics, corrective makeup, and safety precautions. Two Semester Hours (6 hours lab).

COV 1712 — Salon Management. Practical applications in opening and operating a salon in accordance with state regulations. Two Semester Hours (6 hours lab)

COMPUTER PROGRAMMING (CPT)

CPT 1113 — Introduction to Computers. Introduction to information processing concepts and applications including operating systems, word processing, electronic spreadsheet, data management, graphics, and BASIC programming. Service course; not to be taken by Business and Office Related Technology students. (3,2,2)

CPT 1124 — Computer Concepts. Introduction to the history, concepts, terminology, and theory of computers. (4,3,2)

CPT 1144 — Programming Development Concepts. This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. (4,2,4)

CPT 1214 — Visual BASIC. Introduces the student to object-oriented programming and a graphical integrated development environment . (4,2,4)

CPT 1313 — Computer Operations. A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. (3,2,2)

CPT 1323 — Survey of Microcomputer Applications. This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Prerequisite: CPT 1123 (3,2,2)

CPT 1333 — Operating Platforms. This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (3,2,2)

CPT 1353 — Database Design Fundamentals. This course is a study of the design of databases. Additional emphasis is placed on creating, manipulation, extraction, and display of data from existing databases. Prerequisites: Any programming class. (3,2,2)

CPT 1413 — Fundamentals of Data Communications. This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (3,2,2)

CPT 1414 — Java Programming Language. Introduction to the Java programming language to include sore, loops, arrays, and Applets. (4,2,4)

CPT 2133 — Career and Technical Development. This course provides practical exercises in both the technical and social skills necessary for employment. Interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships are stressed. (3,2,2)

CPT 2244 — Database Programming. This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Prerequisite: CPT 1214 (4,2,4)

- CPT 2284 — C Programming Language.** This course is designed to introduce the student to the C Programming Language and its basic functions. (4,2,4)
- CPT 2353— Systems Analysis and Design.** This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information systems. Prerequisite: CPT 2264, CPT 2274. (3,2,2)
- CPT 2373 — Network Fundamentals.** This course focuses on the fundamentals of computer networking. Prerequisite: CPT 1333. (3,2,2)
- CPT 2423 — Advanced Network Management.** This course is a continuation of Network Management with emphasis placed on menus, log in scripts, and sharing devices. Prerequisite: BOT/CPT 2153. (3,2,2)
- CPT 2424 — Advanced C Programming Language.** This course is a continuation of the study of the C programming language. Prerequisite: CPT 2284.
- CPT 2433 — System Maintenance.** This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Prerequisite: CPT 1333. (3,2,2)
- CPT 2434 — Advanced Visual BASIC Programming Language.** This course is a continuation of the Visual BASIC Programming Language. Prerequisite: CPT 1214. (4,2,4)
- CPT 2444 — Script Programming.** This course is an introduction to the use of integrating scripts to add functionality to web pages. Prerequisite: CNT 1513 or permission of the instructor. (4,2,4)

CRIMINAL JUSTICE (CRJ)

- CRJ 1313 — Introduction to Criminal Justice.** History, development, philosophy and constitutional aspects of law enforcement in a democratic society; introduction to and survey of the agencies and processes, purposes and functions involved in the administration of criminal justice. (3,3,0)
- CRJ 1323 — Police Organization and Administration.** Introduction to principles of organization and management as applied to law enforcement agencies; introduction to concepts or organizational behavior, administration of staff units, personnel recruitment, training, and discipline with relationship of agencies and the public. (3,3,0)
- CRJ 1350 — Internship in Criminal Justice.** Internship in an approved criminal justice agency under supervision of the agency concerned and school instructor. Written report required of student and written evaluation of student made by agency furnishing training. Prerequisites for the 3 hour internship are: CRJ 1313, CRJ 1323. Must be a minimum of 18 years of age. (3,0,9) Prerequisites for the 12 hour internship are: Completion of all lecture courses. Must be a minimum of 21 years of age. (12,0,40)

- CRJ 1363 — Introduction to Corrections.** This course is intended to give the student an overview of the correctional field: its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. (3,3,0)
- CRJ 2323 — Criminal Law-Evidence.** Criminal evidence for the law enforcement officer furnishing a practical insight into the rules of evidence; kinds of degrees; and considerations governing the admissibility of evidence in court. (3,3,0)
- CRJ 2333 — Criminal Investigation I.** Principles involved in the investigation of crimes; crime scene searches and care of evidence; surveillance and undercover work; interrogation of victims, witnesses and suspects; obtaining confessions and written statements; and report writing. (3,3,0)
- CRJ 2343 — Criminal Investigation II.** Use of scientific techniques in investigation; investigate problems in major crimes; arrests, apprehension and raids; fingerprinting, rules of evidence and testifying in court. (3,3,0)
- CRJ 2413 — Administration of Criminal Justice.** A study of the legal concepts and procedures, including laws of arrest and search warrant procedure, beginning with issuance of legal process to ultimate dispositions, including information, indictments, arraignments, preliminary hearings, bail, juries and the trial. (3,3,0)
- CRJ 2513 — Introduction to Juvenile Justice.** The role of police in juvenile delinquency and control. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile care disposition and juvenile statutes and court procedures. (3,3,0)

COMMERCIAL/RESIDENTIAL MAINTENANCE (CRM)

- CRM 1112 – Fundamentals of Maintenance Services.** Emphasis on basic concepts and practices in the maintenance programs for commercial and residential facilities including scheduling, work order systems, workforce management, inventory control, and safety and right-to-know programs. (2,1,2)
- CRM 1121 — Maintenance Regulations.** Basic information on the various federal, state, and local regulations agencies that govern maintenance operations and practices, including Occupational and Safety Health Act (OSHA), Environmental Protection Agency (EPA), and American with Disabilities Act (ADA). (1,1,1)
- CRM 1133 — Mathematics and Blueprint Interpretation.** Basic instruction in mathematics and the methods of interpreting information and the relationship of details and sections to an overall blue-print utilizing scale drawings, symbols, abbreviations, floor plans, elevations, and specifications tables. (3,1,4)
- CRM 1214 — Carpentry.** Basic course in carpentry skills required to perform building maintenance activities. Covers the installation methods and materials available to make repairs to building structures using accepted trade practices. (3,1,6)
- CRM 1222 — Surface Finishes.** Various techniques and processes of surface cleaning, preparation, and repair. (2,1,2)
- CRM 1313 — Masonry.** Techniques of brick, block, and ceramic tile laying and repair processes to include safety practices. (3,1,4)

CRM 1414 — Plumbing. Basic design, function, maintenance, repair, and replacement of all types of light commercial and residential plumbing fixtures. (3,1,6)

CRM 1514 — Electrical. Basic electrical diagnosis and repair techniques including basic circuit theory, safety and grounding essentials, wiring systems, circuitry, and electrical troubleshooting. (3,1,6)

CRM 1615 — Heating, Ventilating, and Air Conditioning (HVAC). Basic principles, operation, maintenance, and repair of heating, ventilation, air conditioning, ice machines, and refrigerators in residential and light commercial buildings. (5,2,6)

CRM 1713 — Welding. Basic course in the development of welding skills and the safe use of the oxyfuel and arc welding techniques. (1,4)

CRM 291(1-3) — Special Project in Commercial/Residential Maintenance. Practical application of skills and knowledge gained in other building maintenance courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience, (1-3, 2-6)

COMPUTER SCIENCE (CSC)

CSC 1113 — Introduction to Computer Concepts. This course provides an introduction to computers, software packages, and programming using the BASIC language. In the programming segment, structures, concepts and algorithms are covered that will be used in other programming languages. (Introductory class for students who are NOT majoring in computer science, math, science, and engineering. This class satisfies the computer science elective for non-majors.) (3,3,0)

CSC 1123 — Microcomputer Applications. (Name of package will be indicated.) Designed to teach the use of a major application package(s) as used on microcomputers in business, education and other environments. (3,3,0)

CSC 1213 — BASIC Programming I. A course with emphasis on the structure of the basic programming language. (Introductory class for computer science, science, math, and engineering.) Prerequisite: MAT 1213 or high school algebra I. (3,3,0)

CSC 1223 — BASIC Programming II. Advanced programming concepts using the basic language with emphasis on structured programming. Functions, subroutines, single and multi-dimensional arrays, search and sort algorithms, sequential and random access external file management. Prerequisites: CSC 1213 and MAT 1233 or equivalent. (3,3,0)

CSC 1313 — Fundamentals of FORTRAN. This course is an application of internally stored digital computers to business problems through the use of the FORTRAN language. Prerequisite: MAT 1313. (3,3,0)

CSC 1613 — Computer Programming I. Introduction to problem solving methods and algorithm development; designing, debugging, and documentation in PASCAL with a variety of applications. Topics include subprograms, simple data structures, search/sort methods, etc. (Designed for students who have been introduced to computers and some programming in a previous class, high school, or college.) Corequisite: MAT 1313. (3,3,0)

- CSC 2134 — Programming I with C.** Introduction to problem solving methods and algorithm development; designing, debugging, and documentation in C/C++ with a variety of applications. Corequisite: College Algebra (MAT 1313) or permission of the instructor. (4,3,2)
- CSC 2144 — Programming II with C.** Continued program and algorithm development and analysis; search/sort methods; abstract data types and object-oriented design; designing and debugging larger programs using C/C++ language. Prerequisite: Programming I with C (CSC 2134). (4,3,2)
- CSC 2323 — FORTRAN Programming and Applications.** This course is primarily for engineering, mathematics, and science majors. Emphasis is on the structure of the FORTRAN language and its applications to problems in engineering, mathematics and sciences. Prerequisite: MAT 1613 or permission of instructor. (3,3,0)
- CSC 2413 — COBOL Programming.** Includes the structures, databases, and operating systems. Applications place particular emphasis on business systems and operations. (3,3,0)
- CSC 2623 — Computer Programming II.** Continued program development and algorithm analysis; search/sort methods; simple data structure, designing, and debugging larger programs using the Pascal language. Prerequisite: Computer Programming I. (3,3,0)
- CSC 2813 — RPG II Programming.** The first phase of the course teaches computer concepts. Flowcharting, and theory of modern computers. Emphasis is on the second phase, which teaches RPG II (Report Program Generator) programming, including program efficiency, validity, checking of data, and table handling, and its application to a variety of problems. (3,3,0)

COMPUTER SERVICING TECHNOLOGY (CST)

- CST 1114 — Electronics for Computer Servicing.** This course discusses the concepts of electronics. Topics include DC and AC fundamentals, instrument and test equipment familiarization, soldering, and terminology. (4,2,4)
- CST 1123 — Basic Computer Systems.** A survey of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. (3,2,2)
- CST 1333 — Operating Platforms.** Study of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. (3,2,2)
- CST 1414 — Fundamentals of Data Communications.** Concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (4,3,2)
- CST 1523 — Network Components.** Local area network and wide area network connectivity. Focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite or Corequisite: CST 1414 or CNT 1414 . (3,2,2)

- CST 2113 — Computer Servicing Lab I.** Fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Prerequisite or Corequisite: CST 1123. (3,0,6)
- CST 2123 — Computer Servicing Lab II.** A continuation of Computer Servicing I with increased emphasis on system analysis and diagnosis of board and component failures. Emphasis on laboratory experience with computer repair. Prerequisite: CST 2113. (3,0,6)
- CST 2134 — Diagnosing and Troubleshooting.** Diagnosing and troubleshooting operating systems, common hardware problems, and system malfunctions, including peripherals. Prerequisite/Corequisite: CST 2113. (4,2,4)
- CST 2913 — Special Project.** Practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Instructor approval. (3,2,2)

DATABASE ADMINISTRATION TECHNOLOGY (DBT)

- DBT 1113 Introduction to SQL Programming.** This course offers students an introduction to data server technology, covering the concepts of both relational and object relational databases and the SQL programming language. Students are taught to create and maintain database objects and to store, retrieve and manipulate data. Demonstrations and hands-on practice reinforce the fundamental concepts. (3,2,2)
- DBT 1123 Advanced SQL Programming.** This course is a continuation of Introduction to SQL Programming. Emphasis is placed on creating views, controlling user access and advanced subqueries. Demonstrations and hands-on practice reinforce advanced concepts. Prerequisite: DBT 1113. (3,2,2)
- DBT 2114 Database Architecture and Administration.** This course is designed to give the student a firm foundation in basic database administrative tasks and provide the necessary knowledge and skills to set up, maintain, and troubleshoot a database. Prerequisite: DBT 1113. (4,3,2)
- DBT 2324 Database Backup, Recovery and Administration.** Students are introduced to database backup planning and recovery strategies. Also covered are various security risks and solutions as well as database network troubleshooting. Prerequisite: DBT 1113. (4,3,2)
- DBT 2514 Database Performance Tuning.** This course introduces students to a series of tuning steps which can be used to improve the performance of the database server. The focus is on database rather than specific operating system performance issues. Using a variety of tools, participants also learn how to recognize, troubleshoot and resolve common performance related problems in administering a database. Prerequisite: DBT 2114. (4,3,2)

DRAFTING (DDT)

- DDT 1114-Fundamentals of Drafting.** Fundamentals and principles of drafting to provide the basic background needed for all other drafting courses. (4,2,4)
- DDT 1133-Machine Drafting I.** Emphasizes methods, techniques, and procedures in presenting screws, bolts, rivets, springs, thread types, symbols for welding, materials, finish and heat treatment notation, working order preparation, routing, and other drafting room procedures. (3,1,4)
- DDT 1153-Descriptive Geometry.** Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. Prerequisite: DDT 1114 Fundamentals of Drafting. (3,1,4)
- DDT 1213-Construction Materials.** Physical properties of the materials generally used in the erection of a structure, with a brief description of their manufacture. (3,2,2)
- DDT 1313-Principles of CAD.** Basic operating system and drafting skills on CAD. (3,2,2)
- DDT 1323-Intermediate CAD.** Continuation of Principles of CAD. Subject areas include dimensioning, sectional views, and symbols. Prerequisite: DDT 1313 Principles of CAD. (3,2,2)
- DDT 1353 Total Quality Management.** Philosophy, principles, and techniques for the foundation and maintenance of a continuously-improving environment. (3,2,2)
- DDT 1413-Elementary Surveying.** Basic course dealing with principles of geometry, theory, and use of instruments, mathematical calculations, and the control and reduction of errors.(3,1,4)
- DDT 1513 Blueprint Reading I.** Terms and definitions used in reading blueprints. Basic sketching, drawing, and dimensioning of objects will be covered. (Enrollment in this course is limited to vocational certificate students in other disciplines.) (3,2,2)
- DDT 1613-Architectural Design I.** Presentation and application of architectural drafting room standards. Also the study of architectural design of a residential structure. Prerequisites: Fundamentals of DDT 1114 Drafting and DDT 1313 Principles of CAD. (3,1,4)
- DDT 2153-Civil Drafting.** Course dealing with basic principles of surveying and the development of topographical maps. Prerequisite: DDT 1114 Fundamentals of Drafting. (3,2,2)
- DDT 2163-Machine Drafting II.** A continuation of Machine Drafting I with emphasis on advanced techniques and knowledge employed in the planning of mechanical objects. Includes instruction in the use of tolerance and dimensioning techniques. Prerequisite: DDT 1133 Machine Drafting I. (3,2,2)
- DDT 2213-Structural Drafting II.** Study of the miscellaneous areas of structural drafting including stairs, handrails, and cage ladders. Prerequisites: DDT 1323 Intermediate CAD and DDT 2233 Structural Drafting I. (3,1,4)

- DDT 2233-Structural Drafting I.** Structural section, terms, and conventional abbreviations and symbols used by structural fabricators and erectors are studied. Knowledge is gained in the use of the A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing (steel, concrete, and wood.) Prerequisites: DDT 1114 Fundamentals of Drafting and DDT 1313 Principles of CAD. (3,1,4)
- DDT 2243-Cost Estimating.** Preparation of material and labor quantity surveys from actual working drawings and specifications. (3,2,2)
- DDT 2253-Statics and Strength of Materials.** Study of forces acting on bodies; moments of forces; stress of materials; basic machine design-, beams, columns, and connections. Prerequisite: MAT 1313 College Algebra. (3,2,2)
- DDT 2273-Facilities Planning.** This course deals with the techniques and procedures for developing an efficient facility layout and introduces some of the state-of-the-art tools involved, such as 3D design and computer simulation. (3,2,2)
- DDT 2343-Advanced CAD.** A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. Prerequisite: DDT 1323 Intermediate CAD. (3,1,4)
- DDT 2353-CAD Management.** Topics include technical and business aspects of CAD. Standards, customization, networking, Internet integration, and employee support will be covered. Prerequisite: DDT 1323 Intermediate CAD. (3,2,2)
- DDT 2423-Mapping and Topography.** Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan drawings, and profile drawings using maps, field survey data, aerial photographs, and related references and materials including symbols, notations, and other applicable standardized materials. Pre/s: DDT 1413 Elementary Surveying and DDT 1323 Intermediate CAD. (3,2,2)
- DDT 2433-Legal Principles of Surveying.** Legal aspects of boundary controls for the survey and resurvey of real property. Prerequisite: DDT 1413 Elementary Surveying. (3,2,2)
- DDT 2443-Advanced Surveying.** Principles of land surveying, methods of boundary locations, and land description in accordance with original surveys and resurveys. Prerequisite: DDT 1413 Elementary Surveying. (3,1,4)
- DDT 2453-GPS/GIS Surveying.** Principles of surveying utilizing artificial earth orbit satellites and digitizing the information obtained to establish a useful database. Prerequisite: DDT 1413 Elementary Surveying. (3,1,4)
- DDT 2523-Pipe Drafting.** Instruction in the basic knowledge needed to create process piping drawings using individual piping components. Prerequisites: DDT 1114 Fundamentals of Drafting and DDT 1313 Principles of CAD. (3,2,2)
- DDT 2533-Highway Drafting.** A basic study of highway drafting. Horizontal alignment of route surveys in the plan view, vertical alignment of route surveys in the profile view, typical sections, cross sections, and area calculations and estimation of quantities. Prerequisites: DDT 1114 Fundamentals of Drafting and DDT 1323 Intermediate CAD. (3,2,2)

DDT 2543-Steel Ship Building and Design. Instruction in the basic steel ship building and the process of ship design and planning. Prerequisite: Fundamentals of Drafting DDT 1114. (3,2,2)

DDT 2623-Architectural Design II. Emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer-aided design assignments. Prerequisite: DDT 1613 Architectural Design I. (3,1,4)

DDT 2713-Fundamentals of Multimedia. A general overview of current issues in multimedia. Study of how multimedia can assist in the work environment, provides a basis for further study in multimedia design and production. (3,1,4)

DDT 2913-Special Project. Practical application of skills and knowledge gained in other drafting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (3,0,6)

DDT 2925-Supervised Work Experience in Drafting and Design Technology. Cooperative program between industry and education designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Prerequisite: Consent of instructor and the completion of at least one semester of advanced coursework in the drafting program. (5,0,15 externship)

COMMERCIAL TRUCK DRIVING (DTV)

DTV 1116 — Commercial Truck Driving I. A course to provide fundamental instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. One hundred and eighty hours of instruction. Six semester hours.

DTV 1126 — Commercial Truck Driving II. Continuation of Commercial Truck Driving I with additional instruction on safety, rules and regulations, driving practices, air brakes, hazardous materials, and emergencies. This course also includes instruction and practice in performing vehicle inspections, coupling and uncoupling, maneuvering, backing, and driving a tractor-trailer truck under varying road and climate conditions. On hundred and eighty hours of instruction. Six semester hours.

ECONOMICS (ECO)

ECO 2113 — Principles of Economics I. This course is an analysis of the basic economic principles and problems in our American capitalistic economic system. It is an introduction to macroeconomics with reference to production, distribution, exchange, and consumption with the study of the Federal Reserve System, monetary policy, employment, taxation, national income analysis, and the rudiments of supply and demand as they operate in our political economy. (3,3,0)

ECO 2113H — Honors-Principles of Economics I. An introduction to economic principles, policies and problems with emphasis on the level of national production and income, the level of employment, the level of prices, and the rate of economic growth. Note: The intent of this course is to go beyond basic principles to a more in-depth analysis of the application of economic principles; and policies to real world problems and events. (Open through invitation only). (3,3,0)

ECO 2123 — Principles of Economics II. This course places emphasis on microeconomics principles in the study of pricing, the factors of production: land, labor, capital, and management and their returns. Also included are the determination of values and prices, along with supply and demand, under pure competition, monopoly, oligopoly, and monopolistic competition, and an introduction of international trade and finance, economic growth, and the price level. Prerequisite ECO 2113. (3,3,0)

EDUCATION (EDU)

EDU 1323 — Career Education. A course designed to assist students in determining career goals through self-awareness and career/education information. Students are prepared for the world of work with personal management skills. (3,3,0)

EDU 1413 — Improvement of Study: College Survival and Study Skills. A college survival and study skills course designed to promote student success. Major emphases will be on study/learning skills including memory training and listening techniques, career development and decision making, self-esteem, critical thinking, and time management strategies. (3,3,0)

EDU 1811 — Leadership and Organization Skills I. A study of leadership styles and skills, roles and functions of officers of student organization. Includes parliamentary procedure, communication, conducting effective meetings, and working with volunteers. (1,1,0)

EDU 1821 — Leadership Organization Skills II. This course is designed for ice breakers, traits of members and joiner, non-verbal communication, role functions in groups, time management, stress management, and role of constitution. Prerequisite: EDU 1811. (1,1,0)

EDU 1831 — Leadership and Organization Skills III. Experiential roles chairing committees and events, lead decision making techniques, nominal group technique, and consensus building. Prerequisite: EDU 1811, EDU 1821. (1,1,0)

EDU 1841 — Leadership and Organization Skills IV. This course is a continuation of activities and events of EDU 1811, EDU 1821, and EDU 1831. Prerequisite: EDU 1811, EDU 1821, EDU 1831. (1,1,0)

EDU 1911, 1921, 2911, 2921 — Leadership and Communication Skills I, II, III, IV. This course is primarily designed for Reflection members, student workers, resident assistants, and the student recruiting team. Its purpose is to teach leadership skills and give the student a better understanding of the overall operation of the college. Among the leadership skills to be taught are listening skills, time management, salesmanship, and information giving techniques. (1,1,0)

EDU 2513 — Introduction to Elementary Education. An introduction to elementary schools and the role of teachers. Study of philosophical thought and inquire in relation to educational assumptions, questions, problems and alternatives. Includes a minimum of 40 hours field experience in the elementary schools. (3,3,0)

EDU 2613 — Introduction to Secondary Education. Early field experience in the secondary school, formulation of a basic philosophy of education. Includes a minimum of 40 hours field experience in junior and/or senior high schools. (3,3,0)

ELECTRONICS TECHNOLOGY (EET)

EET 1114 — DC Circuits. This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Co-requisite: EET 1192. (4,2,4)

EET 1123 — AC Circuits. This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. s: EET 1192 and EET 1114. (3,2,2)

EET 1192 — Fundamentals of Electronics. This course is designed to provide fundamental skills associated with all electronics courses. This course includes safety, breadboarding, use of calculator, test equipment familiarization, soldering, electronic symbols, and terminology. (2,1,2)

EET 1214 — Digital Electronics. A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Prerequisite: EET 1192. (4,3,2)

EET 1324 — Microprocessors. This course is designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language, timing, interfacing, and other hardware applications associated with microprocessor systems. Prerequisite: EET 1214. (4,2,4)

EET 1334 — Solid State Devices and Circuits. This course is designed to introduce the student to active devices, which include PN junction diodes, bipolar transistors, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. : EET 1123, EET 1114. (4,2,4)

EET 1613 — Computer Fundamentals for Electronics/Electricity. This course introduces the student to basic computer science as used in electricity/electronics areas. Computer nomenclature, logic, numbering systems, coding, operating systems commands, editing, and batch files are covered. This course may be substituted for Introduction to Computers CPT 1113. (3,2,2)

EET 1713 — Drafting for Electronic/Electrical Technology. This course is designed to provide instruction on the preparation and interpretation of schematics. (3,1,4)

- EET 2334 — Linear Integrated Circuits.** This course is designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers and phase-locked loops. Prerequisite: EET 1334. (4,3,2)
- EET 2414 — Electronic Communications.** This course is designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Prerequisite: EET 1334. (4,2,4)
- EET 2423 — Fundamentals to Fiber Optics.** This course is designed to provide skills and knowledge concerning the use of fiber optic cable in modern industry applications. Co-requisite: EET 2414. (3,2,2)
- EET 2514 — Interfacing Techniques.** This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. Prerequisite: EET 1324. (4,2,4)
- EET 2813 — Video Systems.** This course is a study of the circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing. Prerequisite: EET 1334. (3,2,2)
- EET 2913 — Special Project.** This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (3,0,6)
- EET 2923 — Supervised Work Experience.** This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hours per 45 industrial contact hours. Prerequisite: Consent of instructor and completion of at least one semester of advanced course work in program. (15 hr. externship)

ENGINEERING (EGR)

- EGR 2413 — Engineering Mechanics I.** Vector algebra, Newton's laws, equilibrium conditions for particles and rigid bodies; analysis of structures. Prerequisite: Credit or enrollment in MAT 1623, Calculus II-A. (3,3,0)
- EGR 2433 — Engineering Mechanics II.** Vector calculus; Newton's laws; motion of particles and rigid bodies; work and energy. Prerequisite: EGR 2413 and credit or enrollment in MAT 2613, Calculus III-A. (3,3,0)

ELECTRICAL TECHNOLOGY (ELT)

- ELT 1113 — Residential/Light Commercial Wiring.** This course provides advanced skills related to the wiring of multi-family and small commercial buildings. This course includes instruction and practice in service entrance installation, specialized circuits, and the use of commercial raceways. Prerequisite: Fundamentals of Electricity (ELT 1192). (2,1,2)
- ELT 1123 — Commercial and Industrial Wiring.** This course provides instruction and practice in the installation of commercial and industrial electrical services including the types of conduit and other raceways, NEC code requirements, and three-phase distribution networks. Prerequisites: Fundamentals of Electricity (ELT 1192). (3,2,2)
- ELT 1192 — Fundamentals of Electricity.** This is a basic course designed to provide fundamental skills associated with all electrical courses. It includes safety, basic tools, special tools, equipment, and introduction to simple AC and DC circuits. (2,2,0)
- ELT 1213 — Electrical Power.** This course provides skills related to electrical motors and their installation. This course includes instruction and practice in using the different types of motors, transformers, and alternators. Prerequisite: Fundamentals of Electricity (ELT 1192). (3,2,2)
- ELT 1223 — Motor Maintenance and Troubleshooting.** This course provides instruction in the principles and practice of electrical motor repair. This course includes topics on the disassembly/assembly and preventive maintenance of common electrical motors. Prerequisite: Fundamentals of Electricity (ELT 1192). (3,2,2)
- ELT 1253 — Branch Circuit and Service Entrance Calculations.** This is a course in calculating circuit sizes for all branch circuits and service entrances in residential installation. (3,2,2)
- ELT 1263 — Blueprint Reading/Planning the Residential Installation.** This course provides knowledge of architectural symbols and electric symbols needed to read blueprints. All elevations and various plans associated with electrical wiring will be studied. Blank blueprints will be provided and a list of all appliances and their amperage will be supplied. The blanks will be filled with receptacles, switches, and lighting outlets as required by NEC. Circuit layouts for all switching will be demonstrated. All branch circuits will be plotted on the blueprint. (3,2,2)
- ELT 1273 — Switching Circuits for Residential, Commercial, and Industrial Application.** This course is designed to introduce the student to the various methods by which single pole, 3-way, and 4-way switches are used in residential, commercial, and industrial installations. This course also includes the installation and operation of low voltage, remote control switching. (3,2,2)
- ELT 1283 — Estimating the Cost of a Residential Installation.** A course to provide a probable cost of a residential installation. It will include a study of the specifications set forth for a particular structure. (3,2,2)

ELT 1413 — Motor Control Systems. This is a course in the installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Prerequisite: Fundamentals of Electricity (ELT 1102). (3,2,2)

ELT 2424 — Solid State Motor Control. This course deals with the principles and operation of solid-state motor control. This course includes instruction and practice in design, installation, and maintenance of different solid-state devices for motor control. Prerequisite: Motor Control Systems (ELT 1413). (4,2,4)

ELT 2613 — Programmable Logic Controllers. This course provides instruction and practice in the use of programmable logic controllers (PLC's) in modern industrial settings. This course includes instruction in the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Prerequisite: Motor Control Systems (ELT 1413). (3,2,2)

ELT 2623 — Advanced Programmable Logic Controllers. This is an advanced PLC course, which provides instruction in the various operations, installations, and maintenance of electric motor controls. This course will provide information in such areas as sequencer, program control, block transfer used in analog input and output programming, and logical and conversion instructions. Prerequisites: Programmable Logic Controllers (ELT 2613) and Motor Control Systems (ELT 1413). (3,2,2)

ELT 2913 — Special Project. This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Prerequisite: Consent of instructor. (3,0,6)

ELT 2923 — Supervised Work Experience. This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. Prerequisites: Consent of instructor and completion of at least one semester of advanced coursework in electrical program. (3,0,18)

EMERGENCY MEDICAL TECHNICIAN-BASIC/PARAMEDIC (EMT)

EMT 1116 — EMT Basic. This course will cover basic EMT procedures. (6,2,6,3)

EMT 1123 — Preparatory. This course introduces the student to the EMS systems, roles and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical/legal issues, ethical issues, therapeutic communications, and life span development. (3,2,2)

EMT 1213 — Pathophysiology. This course provides information on abnormal functions of illness and disease processes in the human body. (3,2,2)

- EMT 1313 — Airway Management and Ventilation.** This course will provide the student with the essential knowledge to attain a patent airway and managing the respiratory system using advanced techniques (3,1,4)
- EMT 1414 — Patient Assessment.** This course will teach comprehensive history taking and physical examination techniques. (4,2,4)
- EMT 1423 — Special Considerations.** This course will provide a comprehensive overview of providing care for the patient with special needs. (3,2,2)
- EMT 1435 — Maternal/Child Emergencies.** This course will provide a detailed understanding of the anatomic structures, and pathophysiology encountered when providing care in maternal/child emergencies. (5,3,4)
- EMT 1511 — Clinical Internship I.** This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. (1,0,3)
- EMT 1523 — Clinical Internship II.** This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. (1,0,9)
- EMT 1532 — Clinical Internship III.** This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. (1,0,6)
- EMT 1613 — Pharmacology.** This course will teach comprehensive pharmodynamics and pharmacokinetics. (3,2,2)
- EMT 1714 — Trauma I.** This course will provide instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. (4,1,6)
- EMT 1814 — Acute Cardiology.** This course will teach a comprehensive approach to the care of patients with acute cardiovascular compromise. (4,2,4)
- EMT 2541 — Clinical Internship IV.** This course will provide clinical training on skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. (2,0,3)
- EMT 2552 — Field Internship I.** This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be a supervised activity carried out in the out-of-hospital (field) setting at approved sites with an approved preceptor. (2,0,6)
- EMT 2564 — Field Internship II.** This course will provide advanced clinical training in the skills and knowledge obtained in the classroom with an emphasis on leadership skills. These will be a supervised activity carried out in the out-of-hospital (field) setting at approved sites with an approved preceptor. (4,0,12)
- EMT 2724 — Trauma II.** This course will provide advanced instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. (4,4,6)

EMT 2824 — Advanced Cardiology. This course will teach a comprehensive approach to the care of patients with complex cardiovascular compromise. (4,2,4)

EMT 2834 — Medical Emergencies I. This course will provide a detailed understanding of the anatomic structure, physiology, and pathophysiology encountered when providing care in medical emergencies involving pulmonary, allergy and anaphylaxis, gastroenterology, renal urology, and hematology. (4,2,6)

EMT 2845 — Medical Emergencies II. This course will provide a detailed understanding of the anatomic structure, physiology, and pathophysiology encountered when providing care in medical emergencies involving neurology, endocrinology, toxicology, and environmental emergencies. (5,3,4)

EMT 2915 — EMS Team Management. This course teaches the skills necessary to manage complex and/or multi-patient situations. (5,3,4)

ENGLISH (ENG)

ENG 1103 — Beginning English. This course in writing consists of developing basic communication skills: composing sentences, paragraphs, outlines, and summaries; reviewing grammar, usage, mechanics; and reading for ideas. Individualized computer-based instruction is used and students not meeting minimum competency by the end of the semester will receive the grade of IP (In-Progress). (3,2,2)

ENG 1113-1123 — English Composition. These courses, basic requirements in any college curriculum, draw upon the areas of reading, writing, speaking and listening, vocabulary building, research, literary genre, and critical analysis of fiction, poetry, and drama. ENG 1113 is a prerequisite to ENG 1123. (3,3,0)

ENG 1113H — Honors Composition I. Course designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by invitation. (3,3,0)

ENG 1123H — Honors Composition II. Course builds upon the skills acquired in first semester composition. Special attention is given to critical reading of selections from various literary genres, written analysis based upon the selections, using the library, and documented research writing. Enrollment by invitation. Prerequisite: ENG 1123. (3,3,0)

ENG 2133 — Creative Writing I. This course is designed for the student interested in writing fiction and poetry, and consists of reading and writing experiences in these genres. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)

ENG 2143 — Creative Writing II. A continuation of ENG 2133. (3,3,0)

ENG 2153 — Traditional Grammar. Primarily for elementary education majors, this course focuses on English fundamentals. Beginning with parts of speech, it covers basic sentence patterns, pronouns, troublesome verbs, subject-verb agreement, spelling, diction, punctuation and mechanics — all the aspects of traditional grammar that the elementary teacher may encounter in teaching language skills for children. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)

- ENG 2213 — American Literature, A Survey.** The course is a survey of American literature from colonial times to the present, designed to develop an appreciation of the American heritage. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2223 — American Literature I.** Representative prose and poetry of the United States from Colonial beginnings through Walt Whitman. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2233 — American Literature II.** Representative prose and poetry of the United States from Walt Whitman to the present. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2323 — English Literature I.** The study presents leading authors, important works and chief literary types. The work is pursued chronologically, beginning the first semester with the old English period and extending into the Neo-Classical Age. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2333 — English Literature II.** The second semester continues with the Romantic Period and the Victorian Age, culminating in literature for the Modern Age. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2353 — Honors English Literature I.** Designed for students who have a special interest in English Literature and who have at least a “B” average in Freshman Composition. A survey of English beginning with the old English period and extending into the Neo-Classical Age. (Enrollment through invitation.) Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2363 — Honors English Literature II.** Designed for students who have special interest in English Literature and who have at least a “B” average in Freshman Composition. A survey of English Literature from the age of Revolution and Romance to the present time. (Enrollment through invitation.) Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2423 — World Literature I.** A survey of selected writings of the Ancient World period, Middle Ages, and the Renaissance. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2423H — Honors World Literature I.** Designed for students who have a special interest in World Literature and who have at least a “B” average in Freshman Composition. A survey of selected writing of the Ancient World period, Middle Ages, and the Renaissance. (Enrollment through invitation.) Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2433 — World Literature II.** A continuation of ENG 2423. This course is a survey of selected European writings from the 17th century to the present. Prerequisite: ENG 1123 or ENG 1223. (3,3,0)
- ENG 2433H — Honors World Literature II.** Designed for students who have a special interest in World Literature and who have at least a “B” average in Freshman Composition. A continuation of ENG 2433. Selected writings from the 17th century to the present. (Enrollment through invitation.) Prerequisite: ENG 1123 or ENG 1223. (3,3,0)

ENG 2613 — Film as Literature. A study of current and classic motion pictures as a form of literary, historic, and cinematic expression with an emphasis on American culture. Prerequisite: ENG 1113. (3,3,0)

EDUCATIONAL PSYCHOLOGY (EPY)

EPY 2513 — Child Psychology. (Human Growth and Development I). This is a study of the development of the child from the potential period through adolescence, including the physical, mental and social characteristics of the preschool child, and the major problems in child development. Prerequisite: PSY 1513. (3,3,0)

EPY 2533 — Human Growth and Development. A study of the growth and development of the human organism from conception through old age to death. Topics include changes in abilities and interests, social and emotional adjustments of each maturity level, and implications of growth and development to health professionals and others who work with people. Prerequisite: PSY 1513. (3,3,0)

ENVIRONMENTAL TECHNOLOGY (EVT)

EVT 1114 — Environmental Science. This course is an introduction to air, water, and soil resources, ecosystems, energy, pollution and how pollution affects the local and global environment. (4,3,2)

EVT 1215 — Fundamentals of Hazardous Materials. This course covers the basic components of hazardous materials and wastes (HMW), regulations and regulatory agencies, determination and classification of HMW, and handling, storing, monitoring, and disposal of HMW. (5,4,2)

EVT 1314 — Wastewater Treatment Operations. This course is designed to train operators in the safe and effective operation and maintenance of municipal and industrial wastewater treatment plants and prepares students for the highest level certification exam administered by the Mississippi Department of Environmental Quality. (4,3,2)

EVT 1414 — Air Quality. In this course, students study air pollution and its effects on society and the environment. Specific emphasis is placed on sources of air pollution, control systems, pollution dynamics, air quality analysis, and regulatory compliance. (4,3,2)

EVT 1514 — Water Treatment Operations. This course is designed to train operators in the safe and effective operation and maintenance of drinking water systems and treatment plants and prepares students for the highest level certification exam administered by the Mississippi State Department of Health. (4,3,2)

EVT 2124 — Environmental Engineering Technology. This is an advanced level course, which utilizes the “systems approach” to environmental problem solving in areas such as hydrology, water quality management, noise pollution, and ionizing radiation. Each topic is covered in depth with emphasis in the mathematical and chemical principles involved. Recommended prerequisites: EVT 1114, MAT 1313, and CHE 1214. (4,3,2)

EVT 2224 — Hazardous Materials Regulations. This course focuses on environmental regulations in three major areas: EPA, OSHA, and DOT, as they relate to the storing, handling, and disposal of hazardous materials and wastes. Students identify, interpret, and apply the regulations through study, research, and composition of a written hazard communication program. (4,3,2)

EVT 2234 — Environmental Geology. This course examines geological history, soils, fresh and salt waters as well as the atmosphere. The student will examine the composition of soils, sands, waters and vapors. The student will then analyze the study of impacts caused by civilization and determine methods to improve and/or correct contaminations. (4,3,2)

EVT 2614 — Solid Waste Management. This course examines engineering principles and practical management issues in an integrated solid waste management system.. (4,3,2)

EVT 2714 — Environmental Safety. This course examines health and safety issues, risk assessment, control strategies and implementation with hazardous materials. Students develop a site-specific health and safety plan and learn to properly use personal protective equipment. (4,3,2)

EVT 2813 — Hazardous Materials Emergency Response. This course is designed to give the student training to manage an emergency. Topics covered include hazard identification, notification procedures, medical assistance, and media procedures. This course includes a live exercise/drill with student participation. (3,2,2)

EVT 2923 — Environmental Internship. A supervised work experience in the environmental technology field where students accomplish objectives approved by their instructor and workplace manager. Students must work a minimum of ten hours per week. Prerequisites: Consent of instructor and completion of at least one semester of advanced course work in environmental technology. (3,0,10)

FAMILY AND CONSUMER STUDIES

FCS 12513 — Nutrition. This course is a study of nutrients required for normal growth, the selection of foods for ingestion metabolic processes of digestion, assimilation and absorption. Prerequisite: BIO 1134, BIO 2514, and BIO 2524 recommended. (3,3,0)

HAZARDOUS MATERIALS CONCENTRATION

FFT 1613 — Hazardous Materials. An introductory course that emphasizes the identification and recognition of hazardous materials. Various types and classes of hazardous materials are discussed, as well as methods of transportation and storage. (3,3,0)

FFT 2613 — Chemistry of Hazardous Materials. This course examines hazardous materials chemical behavior and is designed to improve decision-making, safety, operations, and handling of hazardous materials incidents. It prepares the student to evaluate potential and real hazards and predict behavior of hazardous materials. (3,3,0)

FFT 2623 — Hazardous Materials Practices. This course focuses on the strategies for alleviating the danger at a hazardous materials incident. Other topics include integrating information about the chemical properties, storage, transportation, local conditions and resources in dealing with hazardous materials problems. (3,3,0)

FFT 2633 — Hazardous Materials Incident Management. This course provides the student with basic and advanced response procedures, techniques, and methods for dealing with a variety of hazardous materials situations. Focusing on the hazardous materials situation's complexity, this course prepares the student to manage emergency response operations. (3,3,0)

FASHION MARKETING (FMT)

FMT 1113 — Fashion Design Fundamentals. Examines factors influencing fashion color, line, and design. Includes applications of principles of art to clothing creation and selection. (3,2,2)

FMT 1213 — Fashion Marketing. An introduction to the fashion industry, fashion terminology, nature of fashion, and the creating, manufacturing, and marketing of fashion. (3,2,2)

FMT 1223 — Product Knowledge. Study of the buying and selling function with emphasis on the origin and composition of products, methods of production, quality indicators, the sale of merchandise, and the care of merchandise. (3,2,2)

FMT 1233 — Buying. Study of the functions of the buyer within the retail operation including logical sequences for activities and information necessary for buying fashion merchandise. (3,2,2)

FMT 1313 — Textiles in Fashion. Examination of fibers, yarns, fabric construction, finishes, and design as applied to the selection of clothing and household fabrics. (3,2,2)

FMT 2414 — Visual Merchandising. Application of fundamental principles of design, perspective, and color theory to advanced projects in merchandise presentation. (4,2,4)

FMT 2513 — Image and Wardrobe Consulting. Assessing and developing an appropriate client image for individuals in a variety of occupations and careers. Emphasis on solving figure problems, makeup techniques, wardrobe coordination, and the use of modeling techniques to improve image. (3,1,4)

FMT 2613 — Fashion Sales Direction. Principles and application of retail sales promotion with emphasis on in-store activities, advertising, publicity, fashion shows, and other special events. (3,1,4)

FMT 2936 — Supervised Work Experience in Fashion Marketing. Direct application of concepts, terminology and theory of fashion technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (6,0,18 externship)

CULINARY ARTS AND RELATED FOOD TECHNOLOGY (FPV)

- FPV 1113 — Fundamentals of Operational Procedures in Food Service.** Operational procedures for food services personnel with emphasis on using math skills for standard and metric weights and measures, portion control, converting recipes, production formulas, and utilizing manual and computerized applications. Three semester hours (2 hr. lecture, 2 hr. lab)
- FPV 1123 — Management Procedures and Recordkeeping.** A study of the principles of menu management and cost Control with emphasis on nutritional adequacy, trends, cost analysis, and profit as they relate to menu design. (3,2,2)
- FPV 1213 — Food Service Sanitation.** Instruction in the area of sanitation to aid in the prevention of food poisoning and food-borne diseases including the Hazard Analysis Critical Control Point (HACCP) system. (3,2,2)
- FPV 1315 — Culinary Arts I.** Study of principles, techniques, and practices of food preparation and their effects on food products with emphasis on the performance of culinary techniques, use of equipment, and quality controls in preparing and serving meals. (5,2,6)
- FPV 1326 — Culinary Arts II.** A continuation of the study of principles, techniques, and practices of food preparation and their effects on food products with emphasis on the performance of culinary techniques, use of equipment, and quality controls in preparing and serving meals. (6,2,8)
- FPV 1413 — Front of the House.** Management of the front of the house in order to fulfill the needs of the guest and the establishment. Emphasis is placed on the types and styles of dining service merchandising, customer service, and employee training techniques. (3,2,2)
- FPV 2223 — Purchasing and Storage.** An introduction to selection and procurement of food and nonfood materials in hospitality and related industries. (3,2,2)
- FPV 2336 — Bakery Production and Management.** Skills needed for baking and bakery merchandising. Emphasis is placed on preparation, advertising, marketing, decorating, costing, and serving baked products. (6,2,8)
- FPV 2515 — Catering Management.** An overview of the background of catering and banquet management. Offers options in catering styles, pricing, menu design, operational controls, computerized management programs, and marketing. (5,2,6)
- FPV 2613 — Menu Planning and Cost Control.** A study of the principles of menu management and cost Control with emphasis on nutritional adequacy, trends, cost analysis, and profit as they relate to menu design. (3,2,2)
- FPV 2713 — Nutrition.** A study of nutrients as related to personal health, foods and food preparation, recipe or menu modification for special customer needs, and merchandising techniques associated with nutritious meals. (6,2,8)

FPV 2813 — Food Service Management. Management duties such as recruiting, interviewing, hiring, scheduling, job evaluations, employee orientation and training, payrolls, and rating employees performance. This course will explore the by which the manager can enable his/her employees to function efficiently and effectively. These processes will include incentive and benefit programs, discipline, and termination. (3,2, 9)

FPV 2913 (1-3) — Supervised Work Experience in Food Production and Management I. A course that is a cooperative program between industry and education and is designed to integrate the students' technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-3, 3-9)

FPV 2923 (1-3) — Supervised Work Experience in Food Production and Management I. A course that is a cooperative program, between industry and education and is designed to intake the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. (1-3, 3-9)

FUNERAL SERVICE TECHNOLOGY (FST)

FST 1113 — Mortuary Anatomy I. A study of human anatomical structure with orientation to the embalming process. (3,3,0) Corequisite: FST 1214.

FST 1123 — Mortuary Anatomy II. Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on the circulatory system. (3,3,0) Prerequisite: FST 1113. Corequisite: FST 1224.

FST 1214 — Embalming I. Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process, and a study of the chemical compositions of embalming fluid. (4,3,2) Corequisites: FST 1113 and FST 1232.

FST 1224 — Embalming II. Emphasis on special problems. Practice in the art of embalming. (4,2,4) Prerequisites: FST 1113 and FST 1214. Corequisites: FST 1123 and FST 1242.

FST 1232 — Clinical Embalming I. Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. During enrollment in this course, students are required to actively participate in and document eight (8) embalming clinicals at approved, affiliating funeral homes. Corequisite: FST 1214. (2, 6 hrs. clinical)

FST 1242 — Clinical Embalming II. A continuation of the application of the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. During enrollment in this course, students are required to actively participate in and document eight (8) embalming clinicals at approved, affiliating funeral homes. Prerequisite: FST 1232. Corequisite: FST 1224. (2, 6 hrs. clinical)

- FST 1313 — Funeral Directing.** The total funeral service education environment. Includes history, duties, responsibilities, ethical obligations, and communication skills. (3,3,0)
- FST 1413 — Funeral Service Ethics and Law.** Comprehensive review of the ethical and legal aspects involved in funeral services. (3,3,0)
- FST 1513 — Restorative Art.** An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features. (3,2,2)
- FST 2273 — Thanatochemistry.** A survey of the principles of General Organic, Bio, and Embalming Chemistry, as they relate to the embalming process. Corequisite: FST 1214. (3,2,2)
- FST 2325 — Funeral Merchandising and Management.** Study of merchandising and management procedures necessary to operate a successful funeral practice. (5,5,0)
- FST 2423 — Funeral Business Law.** Acquaint the student with the fundamental principles of the law as it pertains to day-to-day business transactions of a funeral home. (3,3,0)
- FST 2523 — Color and Cosmetics.** A continuation of Restorative Art. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. (3,2,2)
- FST 2613 — Microbiology/Pathology.** Designed to present the basic principles of microbiology, nature and cause of disease, and the pathogenicity associated with specific diseases. (3,2,2)
- FST 2713 — Psychosocial Counseling in Funeral Service.** A study of various social groups and their relationship to the funeral, death, and disposition. Includes psychological aspects of emotions with emphasis on counseling techniques and grief resolution. (3,3,0) Prerequisite: PSY 1513 or SOC 2113.
- FST 2812 — Comprehensive Review.** Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. (2,2,0) Prerequisite: Fourth semester standing in FST courses or permission of FST Lead Instructor.

GEOGRAPHY (GEO)

- GEO 1113 — World Geography.** A regional survey of the basic geographic features and major new developments of the nations of the world. (3,3,0)
- GEO 1123 — Principles of Geography.** This course deals with human adjustment to fundamental elements of geography such as climate, bodies of water, landforms, location and natural resources and how, with human adjustment to them, they help to shape world history. (3,3,0)
- GEO 1213 — Introduction to Meteorology.** Descriptive study of weather with the objective of gaining appreciation of the variety of atmospheric phenomena. The effort of weather and climate on man and his activities. (3,3,0)

GEO 1223 — Introduction to Oceanography. This course will cover waves, tides, ocean currents, fluid stratification, sound and electromagnetic propagation, air-sea interaction as well as the physical description of the world's oceans. (3,3,0)

GEO 1233 — Introduction to Climatology. A non-technical introduction to the climates of the earth. Topics include climatic controls, climate classification, climate zones of the world, climate change, and people's interactions with climate. (3,3,0)

GEO 1243 — Introduction to Hydrology. Study of the hydrologic cycle and component processes: precipitation, evaporation, transpiration, snowmelt, run off, stream flow and ground water. Prerequisite: GEO 1213 (3,3,0)

GEO 2313 — Maps and Remote Sensing. Fundamental Principles of Cartography and Remote Sensing, including types and applications. Attention is given to interpretation of surface features, environmental problem solving, and environmental planning. (3,3,0)

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY (GIT)

GIT 2223—Data Acquisition in GIS. This course provides students with the knowledge and practical experience necessary to develop skills in the acquisition, conversion, and creation of spatial data. Topics include acquisition of existing data, metadata, conversion in format of digital data, creating digital data utilizing digitizers and scanners, the utilization of remote sensing data, and the Global Positioning System.

GIT 2333—Introduction to ArcView (GIS). This course provides the foundation for developing a geographic information system using ArcView software. The course gives students the conceptual overview and hands-on experience needed to take full advantage of ArcView software's display analysis, and presentation mapping functions. Students learn basic ArcView functionality and become familiar with the components of the ArcView graphical user interface (GUI).

GIT 2113—Database Construction and Maintenance. A course designed to database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods of organizing and accessing data. (3,2,2)

GIT 2123—Fundamentals of Geographical Information Systems (GIS). This course includes the use of computer mapping and database in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. (3,2,2)

GIT 2133—Principles of Image Processing. This course includes fundamentals of remotely sensed data including scale, feature identification, and symbolization. Includes fundamentals of interpretation techniques of various image products, including topographic and thematic maps, aerial photographs, sensor images, and satellite images. (3,2,2)

- GIT 2263—Advanced Geographical Information Systems.** This is an integrated course that encompasses geographic data inputs, processing, and analyses directed toward objects of scientific investigation. (3,1,4)
- GIT 2273—Remote Sensing.** This course includes a discussion of a variety of remote sensing data collections methods. The course deals with manual interpretation data from photographs and other imagery. (3,2,4)
- GIT 1253—Cartography and Computer Map Reading.** An introduction to the preparation and interpretation of data in cartographic form and the use of computers for map compilation, design, and production. Includes principles of global positioning (GPS), methods of map making, and principles of digital cartography.
- GIT 2533—Regional Geography.** This course is a global survey of the world's cultural regions. Basic geographic concepts and ideas are used to study and compare people, resources, landscapes, livelihood and economics, and origins across eight major geographic regions. The interaction of countries and regions, their global roles, and the conflicting pressures of cultural diversity versus globalization are presented. The widening gap between more developed and less developed countries is integrated throughout the course. Cultural and ethnic diversity, as it pertains to the expanding population of the United States, is evaluated throughout the course.
- GIT 2633—Physical Geography.** This course is a laboratory study of basic principles and concepts involved in understanding Earth's physical systems. Units feature observation, measurement, and analysis in energy, weather and climate, vegetation, soils, landforms, and environmental hazards. In addition to computer applications, construction of maps and interpretation of remote sensing data are integral activities.
- GIT 2923—GIS Internship.** This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. (3, 135 clock hours)

GRAPHICS AND DRAWING (GRA)

- GRA 1112 — Engineering Drawing.** Preliminary training in freehand drawing, the use of instruments, geometric construction, iso-metric and orthographic projection, section drawings and dimensioning. Preliminary and special lettering exercises are given. (2,0,4)
- GRA 1122 — Engineering Drawing.** This course offers advanced study of working, drawings, detail and assembly, requiring self-reliance in the selection of views, sheet layout and manner of representations. Neatness, accuracy and economy of time are stressed. (2,0,4)
- GRA 1143 — Graphic Communication.** This course consists of instrumental drawing, geometric construction, and orthographic projection; includes instruction in geometrical and graphical problems dealing with lines and planes in determining true relations of one element to another. Computer-assisted design and drafting problems are also included. (3,1,4)

GOLF/RECREATIONAL TURF MANAGEMENT TECHNOLOGY COURSES

- GTT 1614 — Golf Course Equipment Operation and Maintenance.** A course to provide instruction in the safe and proper operation and maintenance of golf course equipment to include reel mowers, reel grinder/lapping machine, spraying equipment, top dressing equipment, aerator, small engines, tractors, and tractor attachments. (4,2,4)
- GTT 2124 — Landscape/Golf Course Maintenance and Weed Control.** A course to provide instruction and practice in the maintenance of trees, shrubs, and golf course features. Includes instruction in the use of herbicides and other weed control measures. (4,2,4)
- GTT 2313 — Golf Course Business Management.** A course to provide instruction and practice regarding the management of a golf course operation. Includes instruction in estimating and bidding; personnel management and supervision; and business practices. (3,3,0)
- GTT 2813 — Turfgrass Management for Golf Courses.** A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrass for golf courses. (3,2,2)
- GTT 2824 — Irrigation Systems: Design and Maintenance.** A course designed to investigate the types of irrigation systems. Discussion will include the installation and maintenance of these systems. (4,2,4)

HISTORY (HIS)

- HIS 1163 — World Civilization I.** A survey of man's struggle for civilization from early times to the Commercial Revolution and the New Society. Covers all major areas of the globe with all receiving appropriate attention. (3,3,0)
- HIS 1163H — Honors World Civilization I.** This course is the same as HIS 1163 except in those areas such as projects, activities, etc. normally associated with Honors courses. (Open through invitation only.) (3,3,0)
- HIS 1173 — World Civilization II.** A continuation of HIS 1163 from the Age of Absolutism through a survey of Modern World Problems. Emphasis again placed, as appropriate, on all areas of the world. (3,3,0)
- HIS 1173H — Honors World Civilization II.** This course duplicates HIS 1173 in content and contains those special projects and activities in Honors courses. (Open through invitation only.) (3,3,0)
- HIS 2213 — American History I.** This course is a survey of U.S. history from the period of discovery and exploration through Reconstruction. (3,3,0)
- HIS 2213H — Honors American History I.** Survey of political, economic, and social developments to 1877. Special projects and recitations required. (Open through invitation only.) (3,3,0)
- HIS 2223 — American History II.** This course is a survey of U.S. history from Reconstruction to the present. (3,3,0)

HIS 2223H — Honors American History II. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. (Open through invitation only.) (3,3,0)

HORTICULTURE/LANDSCAPE (HLT)

HLT 1114 — Plant Materials I. A survey of common ornamental plants used in landscaping including deciduous and evergreen trees, shrubs, and vines, ground covers, annuals and perennials. Includes instruction in basic classification and identification procedures and in the identifying characteristics, maintenance, and use of the plants in a horticulture setting. This course is designed to be offered in the fall semester. Diploma curriculum: one hundred twenty hours instruction. Four semester hours. (4,2,4)

HLT 1124 — Plant Materials II. A continuation of Plant Materials I with an emphasis on foliage and interior and flowering plants. Designed to be taught in the spring semester. Diploma curriculum: one hundred twenty hours instruction. Four semester hours. (4,2,4)

HLT 1213 — Applied Principles of Plant Propagation. A course which develops expertise and knowledge in the advanced asexual methods of plant reproduction including separation and division, grafting, and layering. Includes an introduction to tissue culture methods. (3,1,4)

HLT 1222 — Horticulture Principles. A course designed to provide an overview of current Green Industry events and job opportunities in the industry and specific landscape and horticulture related topics. (2,2,0)

HLT 1313 — Greenhouse and Nursery Production I. A course which develops skills and expertise in the selection, equipping, and management of a greenhouse facility. Emphasis is placed on different media, supplies, and chemicals used in greenhouses and on the scheduling and production of greenhouse crops. Diploma curriculum: ninety hours instruction. Three semester hours. (3,1,4)

HLT 1411 — Survey of Landscape Management. A course to provide opportunities for students to gain knowledge of current trends in landscape contracting. Includes the preparation and delivery of reports on current topics, field trips, guest speakers, and other activities. Thirty hours instruction. One semester hour.

HLT 1513 — Landscape Design I. An introduction to the concepts, principles, and elements of landscape design. Includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. Prerequisite: GRA 1112. Diploma curriculum: ninety hours instruction. Three semester hours. (3,1,4)

HLT 1614 — Landscape Equipment Operation and Maintenance. A course to provide instruction and practice on the safe and proper operation and maintenance of landscaping equipment to include power tools, small engines, tractors, and tractor attachments. Diploma curriculum: one hundred twenty hours instruction. Four semester hours. (4,2,4)

- HLT 2113 — Turfgrass Management.** A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrasses. Diploma curriculum: ninety hours instruction. Three semester hours. (3,0,6)
- HLT 2124 — Landscape Maintenance and Weed Control.** A course to provide instruction and practice in the maintenance of trees, shrubs, and other greenscape features. Includes instruction in the use of herbicides and other weed control measures. Diploma curriculum: one hundred twenty hours instruction. Four semester hours. (4,2,4)
- HLT 2313 — Landscape Business Management.** A course to provide instruction and practice regarding the management of a landscape operation. Includes instruction in estimating and bidding; personnel management, supervision, and development; and business practices. Diploma curriculum: ninety hours instruction. Three semester hours. (3,3,0)
- HLT 2323 — Greenhouse and Nursery Production II.** A continuation of Greenhouse and Nursery Production I with emphasis on production practices associated with fertilization, pest control, environment control, and marketing. Prerequisite: HLT 1313. (3,1,4)
- HLT 2513 — Garden Center Management.** A course to develop knowledge and skills associated with management of a retail garden center. Includes instruction in basic principles of entrepreneurship as applied to garden centers, product display and advertising, and facilities. (3,2,2)
- HLT 2523 — Landscape Design II.** A continuation of Landscape Design I with emphasis on planting design and preparation and presentation of landscape plans using computer-aided landscape software. Ninety hours instruction. Three semester hours. (3,1,4)
- HLT 2713 — Landscape Construction.** A course which provides instruction and practice in the installation of a landscape plan to include site preparation, installation of site amenities, bed preparation and planting, and shrub and tree planting. Diploma curriculum: ninety hours instruction. Three semester hours. (3,1,4)
- HLT 2813 — Ornamental and Turf Pest Management.** Provides instruction and practice in the identification and control of common turf pests and diseases. Includes instruction in pest identification, pesticide use and safety, and legal aspects of pest control. Diploma curriculum: ninety hours instruction. Three semester hours. (3,2,2)
- HLT 2824 — Irrigation and Lighting Systems.** A course designed to investigate the types of irrigation/lighting systems. Discussion will include the installation and maintenance of these systems. Diploma curriculum: one hundred twenty hours instruction. Four semester hours. (4,2,4)

HEALTH, PHYSICAL EDUCATION, AND RECREATION (HPR)

NOTE: Every student in an Associate of Arts Program is required to take two hours of physical education. Students may, however, take additional semester hours of physical education as elective credit and are encouraged to do so. Students unable to take physical education courses may request a substitute. All students must wear appropriate dress for physical education classes. Physical education activity courses will earn one semester hour with academic credit. HPR 1591 and HPR 1751 will satisfy the two hour requirement at some universities.

HPR 1213 — Personal Health. The function of the human body as related to problems of health and disease. Designed to give the individual an understanding and awareness of modern, contemporary health issues as they affect adult life. (3,3,0)

HPR 1313 — Introduction to Physical Education. A complete survey is made of the history, objectives, methods, psychology and philosophy of physical education. (3,3,0)

HPR 1531 — Recreational Sports. A course designed to acquaint the student with the less vigorous individual and dual type recreational activities. Included will be a brief history, rules, etiquette of the activity, along with participation in the various activities, including ping-pong, horseshoes, deck tennis, darts, shuffleboard, etc. (1,0,2)

HPR 1591 — Health Concepts of Physical Activity. A thorough investigation of contemporary health fitness concepts as they pertain to the individual student. This course contains three phases: (1) scientific information concerning values and preventative medical benefits of exercise, (2) individual (personal) evaluations and experiments to determine present health fitness, status; (3) development of a personal exercise program based on a student's needs. (1,1,0)

HPR 1751 — Nutrition and Weight Control. A survey course designed to expose the student to the importance and significance of nutrition in health and physical education, with emphasis on weight control through diet and therapeutic exercise. (1,1,0)

HPR 2211 — First Aid and CPR. This course is the standard first aid and CPR course of the American Red Cross. Emphasis is placed on preparing students in the knowledge and skills needed in preventing accidents as well as rendering aid to the sick and injured. Does not transfer to some colleges/universities to meet physical education requirements. (1,0,2)

HPR 2221 — Water Safety and Lifesaving. This is the American Red Cross lifeguarding course. The purpose of this course is to provide minimum skills training for a person to serve as a non-surf lifeguard. Red Cross certification (C-3416) will be awarded for successful completion. Prerequisite: Completed American Red Cross swimmer level course or have equivalent skills. (1,0,2)

HPR 2231 — Water Safety Instructor. Emphasis on knowledge and skills beyond the scope of lifeguard training, certifying personnel to conduct water safety courses in schools and communities. Prerequisite: HPR 2221, pass swimming test. (1,0,2)

HPR 2323 — Recreation Leadership. This course is an introduction to the history, principles, programs, opportunities and values of recreation. The contributions and responsibilities of community recreation departments and programs are described. Field work with local area recreation programs is an essential part of this course. (3,3,0)

Courses will be specified on the semester schedule and on the student's transcript.

HPR 1111, 1121, 2111, 2121 — General Activity Course. These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. (1,0,2)

HPR 1111, 1121, 2111, 2121 — Marching Band. Participation and instruction in the production of marching band shows and parades. (1,0,2)

HPR 1131, 1141, 2131, 2141 — Varsity Sports. Participation in varsity sports. (1,0,2)

HPR 1511, 1521, 2511, 2521 — Team Sports. Lectures on rules and techniques. Participation in activities. (1,0,2)

HPR 1531, 1541, 2531, 2541 — Individual and Dual Sports. Lecture and participation in activities. (1,0,2)

HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training. Lecture and practice in body mechanics, weight training, or gymnastics. (1,0,2)

HPR 1571, 1581, 2571, 2581 — Dance. Lecture and participation in jazz, tap, modern, and ballet. (1,0,2)

HPR 1711 — Sports Appreciation. Designed to develop spectator awareness and appreciation of the major spectator sports in our society today. Covering a brief history of the sport, rules, equipment and etiquette associated with the sport. (1,1,0)

HPR 2423 — Football Theory. A survey of the leading coaching methods in use of football. A discussion of strategy, conditioning, scheduling making, and other coaching problems in football. (3,3,0)

**HOSPITALITY AND TOURISM MANAGEMENT
HOTEL AND RESTAURANT MANAGEMENT CONCENTRATION
TRAVEL AND TOURISM CONCENTRATION (HRT)**

HRT 1114 — Culinary Principles I. Fundamentals of food preparation and cookery emphasizing high standards for preparation of meat, poultry, seafood, vegetables, soups, stocks, sauces, and farinaceous items. (4,2,4)

- HRT 1123 — Hospitality and Tourism Industry.** An introduction to the hospitality and tourism industry. Discussions and industry observations to discover the opportunities, trends, problems, and organizations in the field. (3,3,0)
- HRT 1213 — Sanitation and Safety.** Basic principles of microbiology, sanitation, and safety for a food service operation. The course studies the environmental control application through the prevention of food-borne illnesses, cleaning materials and procedures, general safety regulations, food processing methods, first aid, and fire prevention. (3,2,2)
- HRT 1224 — Restaurant and Catering Operations.** Principles of organizing and managing a food and beverage operation. (4,2,4)
- HRT 1413 — Rooms Division Management.** A systematic approach to room's division management in the hospitality industry including front office management and housekeeping operations. (3,2,2)
- HRT 1514 — Hospitality Seminar.** Leadership and management skills necessary for success in hospitality and tourism management. The course addresses computer based management systems. (4,2,4)
- HRT 1813 — The Professional Tour Guide.** Activities associated with organizing, booking, and conducting group tours. (3,2,2)
- HRT 1823 — The Travel Agency.** A detailed exploration of travel agency operation to include physical structure, staffing needs, legal implications, interaction with travel and lodging, and accreditation. (3,2,2)
- HRT 1833 — Travel and Tourism Geography.** Location, currency, port of entry, and form of governments in various countries around the world. Exercises involve itinerary planning, knowledge of time zones, and familiarity of the countries' natural, cultural, and entertainment attractions. (3,2,2)
- HRT 2233 — Food and Beverage Control.** Principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, cost-volume-profit analysis, income and cost control, menu pricing, labor cost control, and computer applications. (3,2,2)
- HRT 2323 — Hospitality Facilities Management and Design.** Design and manage the physical plant of a hotel or restaurant and work effectively with the engineering and maintenance department. (3,2,2)
- HRT 2423 — Security Management.** Issues surrounding the need for individualized security programs. Examines a variety of security equipment and procedures and discusses internal security for food service and lodging operations. (3,2,2)
- HRT 2613 — Hospitality Supervision.** Supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3,2,2)
- HRT 2623 — Hospitality Management.** Principles of hospitality management with an emphasis placed on the study of human behavior and human relations in the hospitality industry. (3,2,2)

HRT 2713 — Marketing Hospitality Services. Practical sales techniques for selling to targeted markets and developing strategic marketing plans for hospitality and tourism operations. (3,2,2)

HRT 2723 — Hospitality Sales and Marketing. Advertising, sales, and promotional techniques as related to the hospitality industry. (3,2,2)

HRT 2843 — Seminar in Travel and Tourism. Simulations of activities related to travel and tourism including reservation tasks and services. (3,2,2)

HRT 2853 — Convention and Meeting Planning. Planning, promotion, and management of meetings, conventions, and exposition planning. (3,2,2)

HRT 2916 — Supervised Work Experience in Hotel and Restaurant Management.
A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (6,0,18)

HRT 2923 — Supervised Work Experience in Travel and Tourism. A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours (3,0,9)

HUMANITIES (HUM)

HUM 1113 — Humanities I. A humanistic approach to man's and woman's creative achievements in music, art, literature, and philosophy in western civilization. (3,3,0)

HUM 1911 — Honors Forum I. Interdisciplinary study of issues confronting the individual and society. Approached through a diverse range of experiences to include research, community service projects, and opportunities for educational contacts beyond the normal classroom. (Open through invitation only.) (1,1,0)

HUM 1921 — Honors Forum II. A continuation of HUM 1911. (1,1,0)

HUM 2911 — Honors Forum III. A continuation of HUM 1911. (1,1,0)

HUM 2921 — Honors Forum IV. A continuation of HUM 1911. (1,1,0)

HUMAN SERVICES (HUS)

HUS 1113 — Introduction to Human Services. This course is designed to enable students to gain knowledge of the history of Human Services; understand the present Human Services concepts; identify varying roles of the HUS worker and understand contemporary strategies in the helping professions; develop skills in problem assessment and in determining appropriate responses to client needs; understand ethics and the law as they relate to the helping professions. (3,3,0)

HUS 1123 — Interpersonal Communication. The course covers self-concept, listening skills, verbal and nonverbal communication, skills to help resolve interpersonal conflict, and skills in self-understanding and acceptance. (3,3,0)

HUS 1133 — Social Problems. A study of the nature, scope, and effects of the social problems of today and the suggested remedies for dealing with them. Course includes such problems as unemployment, urbanization, crime, juvenile delinquency, alcoholism, drug addiction, and disaster; family problems include the aged, mentally ill, and retarded. Field trips to more fully acquaint students with social problems. (3,3,0)

HUS 1143 — Envisioning a Better Society. This course is designed to assist the student in recognizing the reality of interconnection and the need for a holistic approach in meeting personal and societal needs. Students are required to complete 60 hours of field work in an appropriate agency. (3,1,4)

HUS 2113 — Developing Interviewing Skills. This class is designed to enable the student to effectively use interviewing skills, (i.e., open-ended questions, clarification, reflection, silence, interpretation, summarization, body language, etc.) with normal and disturbed persons; demonstrate appropriate interpersonal skills for one-to-one helping relationships (genuineness, accurate empathy, non-possessive warmth, establishing rapport, constructive confrontation); and demonstrate skill in keeping clinical records and in keeping simple statistics. (3,3,0)

HUS 2123 — Affecting Social Change. This seminar is designed to assist students to become more effective as members of groups which interact with community change processes; analyze the ways groups operate; learn to organize successful meetings; learn to use tension creatively; learn how to utilize action planning and evaluation; develop group leadership skills; develop skill in making referrals to and counseling with other community agencies; and stay abreast of current social issues which affect the community. Students are required to complete 60 hours of field work in an appropriate agency. (3,1,4)

HUS 2133 — Exploring Social Issues. This class is designed to expose students to conflicting views on major controversial social issues; to assist them in analyzing and understanding both sides of an issue; and to enable them to reach their own conclusions in an atmosphere free of stereotypes and reactionary responses. (3,3,0)

INTERPRETER TRAINING (IDT)

IDT 1113 — Introduction to Interpreting. Define interpreting terms, list and discuss RID code of ethics, placement of interpreter in various settings, discuss environmental factors, which are considered in assignments, describe the assessment and certification process. (3,3,0)

IDT 1131 — Expressive and Receptive Fingerspelling. This course will develop beginning expressive and receptive fingerspelling skills based on word and phrase recognition principles. Fingerspelling is an important part of communicating. (1,1,0)

IDT 1143 — Foundations of Deafness. This course will provide students with knowledge in types of communication problems resulting from deafness, ease in mixing with deaf persons, occupational trends for the deaf, causes and physiological aspects of deafness, and social barriers faced by deaf individuals.

Deaf individuals and leaders in the community will be invited into the classroom to discuss these topics along with professionals working with the deaf in various situations. Also designed for students majoring in interpreting for the deaf, teachers, teachers' aides, and school counselors, etc. Review of a normal mechanism of speech and hearing and how they are affected by hearing loss. Emphasis on the history of deafness, trends in deaf education, and the deaf community and its culture. (3,3,0)

IDT 1164 — American Sign Language I. A developmental course-meaning that the student (whatever his or her competency level at the beginning of the course) is expected to grow continuously throughout the semester. The student will develop a high degree of familiarity with and a respect for the usage of the basic principles of ASL through nonverbal communication techniques, eye training, and fingerspelling. Student will also, through discipline and instruction, be introduced to the basic patterns of American Sign Language (ASL). Corequisite: ENG 1113. (4,3,2)

IDT 1173 — Transliterating I. Studies the skills required to transmit English into a manual code and visa versa. Introduces a variety manual codes and their relationship to American Sign Language. Prerequisite: IDT 1164. (3,2,2)

IDT 1174 — American Sign Language II. An introduction to Sign Language idioms and English idioms. This course will introduce ways to express English idioms in signs and also the vocabulary for the sign language idioms. Continuation of building student's sign language vocabulary is a primary interest of this course. Deaf resource persons, videotapes and other related materials will be included. Prerequisite: IDT 1164. (4,3,2)

IDT 2123 — American Sign Language III. An advanced level course in American Sign Language. An expansion of sign vocabulary to include English and Deaf idioms and their proper use in both languages. Concentration will be given toward proficiency in both ASL and methods of simultaneous translation of hearing-impaired people who communicate in various forms of manual English. Increased emphasis will be placed on the development of native-like fluency. Instructions through conversational techniques incorporating additional principles and vocabulary items. Prerequisite: IDT 1174. (3,3,0)

IDT 2153 — Interpreting in Special Situations. This course includes lectures and observation of interpreters in various settings: educational, legal, medical, religious, and social work. Visits to schools for the deaf, clubs for the deaf, interpreters' meetings and workshops, and other possible contacts involving deaf individuals and interpreters. Reports of each observation will be required. (3,3,0)

IDT 2163 — Sign-to-Voice Interpreting I. Classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes and simulated situations. Vocabulary development, work endings, and use of temporary signs are discussed. The student will become skilled in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. Prerequisite: IDT 2123. (3,2,2)

- IDT 2173 — Interpreting.** Accuracy and clarity in expressive interpreting at a speed of 80-125 wpm, a receptive ability in understanding intent and content of a deaf speaker using ASL. Role play in actual experiences. Prerequisites: IDT 1164, IDT 1174. (3,2,2)
- IDT 2183 — Transliterating II.** Further studies the skills to transmit English into a manual code and visa versa. Introduces other sign English codes and how they relate to American Sign Language. Prerequisites: IDT 1164, IDT 1173, IDT 1174. (3,3,0)
- IDT 2223 — Educational Interpreting.** Studies techniques and ethics involved in educational interpreting, focusing on special settings, code of ethics, physical arrangements and resources for interpreters. Prerequisites: IDT 1164, IDT 1174, IDT 2123. (3,3,0)
- IDT 2263 — Sign-to-Voice II.** Continuation of classroom work giving verbatim translations and reversing materials. There is an emphasis on the use of tapes; and simulated situations. Vocabulary development, word endings, and use of temporary signs are discussed. The student will become skilled in reading and translating the manual alphabet, and become skilled in interpreting from various forms of manual communication into appropriate English diction. Prerequisites: IDT 2163. (3,2,2)
- IDT 2323 — Artistic Interpreting.** Study the principles and techniques of artistic interpreting including literary and musical works. Prerequisite: Approval of Instructor. (3,2,2)
- IDT 2333 — Legal Interpreting.** This is a preparation course for legal interpreting. The student will learn to anticipate settings, assess linguistic systems, determine and study specialized vocabulary, identify problems and apply ethical solutions, and practice interpreting legal texts. Prerequisite: Approval of Instructor. (3,3,0)
- IDT 2424 — Interpreting Practicum.** Application of interpreting/transliterating skills in a minimum of three supervised, approved practicum sites. All contact hours will be verifiable and direct observation will be administered by practicum supervisor. Prerequisite: Approval of Instructor. (1 hr. lecture, 9 hrs. Supervised work experience)

INDUSTRIAL EDUCATION AND INDUSTRIAL ARTS (IED)

- IED 1213 — Woodwork I.** This course is designed to develop basic skills, knowledge and an appreciation in the use and care of hand tools, using materials and products of wood construction. The student is required to make job plans and to construct useful articles of different materials that will develop skills in the use of hand tools and job analysis. (3,1,4)
- IED 2313 — General Metal Work.** The purpose of this course is to acquaint the student with processes in different types of metal work and includes such items as: welding and burning with acetylene, arc welding, drilling and tapping metals, work on metal lathes, and forging and tempering of metals. Designed especially for industrial education majors, this course can be taken as an elective by anyone desiring knowledge in this area. (3,1,4)

IED 2413 — History and Appreciation of the Artcrafts. A study of the development of career education in relation to instructional materials. (3,3,0)

IED 2613 — Industrial Psychology. Application of psychological principles and methods to industry emphasizing employee selection, placement, merit rating, training, human relations, and measurements and improvement of employee morale. (3,3,0)

INSTRUMENTATION TECHNOLOGY (INT)

INT 1113 — Fundamentals of Instrumentation. This course provides students with a general knowledge of instrumentation principles. This course includes instruction in the basics of hydraulics and pneumatics and the use of electrical circuits in the instrumentation process. (3,2,2)

INT 1214 — Fluid Power. This basic course provides instruction in hydraulics and pneumatics. The course covers actuators, accumulators, valves, pumps, motors, coolers, compression of air, control devices and circuit diagrams. Emphasis is placed on the development of control circuits and troubleshooting techniques. (4,3,2)

INT 2114 — Control Systems I. This is an introductory course to provide information on various instrumentation components and processes. Topics include analyzing pressure processes, temperatures, flow, and level. Prerequisite: AC Circuits (EET 1123). (4,3,2)

INT 2124 — Control Systems II. This course is a continuation of Control Systems I with special emphasis on application of applied skills along with new skills to develop instrument process controls. The student will be given a process to develop the appropriate instruments, needed diagrams, utilizing various controlling processes and demonstrate loop troubleshooting techniques. Prerequisite: INT 2114. (4,3,2)

INT 2214 — Calibration and Measurement Principles. This course introduces the student to various terms related to measurement principles and calibration techniques. The topics also include the procedures and calibration of various instruments used in the industry. (4,3,2)

JOURNALISM (JOU)

JOU 1111 — College Publications. This laboratory course is designed to give practical experience in working with the college newspaper or yearbook production. News, feature, and editorial writing, make-up and layout, editing, advertising and photography will be emphasized according to student need. (1,0,2)

JOU 1121 — College Publications. A continuation of JOU 1111. (1,0,2)

JOU 1223 — Basic News Reporting. A course designed to teach news writing and editing with emphasis on news, features, sports and interview stories and editorials. (3,3,0)

JOU 1313 — Introduction to Journalism. A course designed to introduce basic principles and careers in mass communications with emphasis on the newspaper. (3,3,0)

JOU 2111 — College Publications. This laboratory course will include coverage of news events on campus, sports writing, and editorial writing. Advancement in skills in headline writing, copy editing, and make-up design will also be stressed. Admission by consent of instructor only. (1,0,2)

JOU 2121 — College Publications. A continuation of JOU 2111. (1,0,2)

JOU 2513 — Beginning Photography. An introduction to basic photography. Students learn to take pictures, process film and print pictures. No previous experience is required. (3,3,0)

JOU 2523 — Advanced Photography. Advanced camera and darkroom techniques. Emphasis is placed on the composition and use of photographs. Color film processing. Prerequisite: Beginning Photography or permission of the instructor. (3,3,0)

LEGAL CLUSTER (LET) PARALEGAL COURT REPORTING

LET 1113 — Legal Systems and Terminology. This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. (3,3,0)

LET 1213 — Legal Research. This course is an introduction to basic sources of law and the methods of legal research, including ethics. (3,2,2)

LET 1413 — Stenograph Machine Shorthand I. This course is designed to instruct the student in stenotype theory. (3,2,2)

LET 1423 — Stenograph Machine Shorthand II. This course is a continuation of Stenograph Machine Shorthand I. Emphasis is placed on keyboard, theory, and speed development. Prerequisite: LET 1413. (3,2,2)

LET 1513 — Family Law. This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Prerequisites: LET 1113, LET 1213. (3,3,0)

LET 1523 — Wills and Estates. This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Prerequisites: LET 1113, LET 1213. (3,3,0)

LET 1713 — Legal Writing. This course includes composition of legal communications, briefs memoranda, and other legal documents with an emphasis on ethical considerations. Prerequisite: LET 1113, LET 1213. (3,2,2)

- LET 1813 — Speed Building I.** This is an initial course for building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. Prerequisite: LET 1423. (3,2,2)
- LET 1823 — Speed Building II.** This is a continuation course for building speed in taking dictation at varying speeds. Mailable transcripts of dictated (courtroom material) stenotype notes are required. Prerequisites: LET 1813. (3,2,2)
- LET 1833 — Speed Building III.** This is a continuation course for speed building in taking dictation at varying speeds. Mailable transcripts of dictation stenotype notes are required. Prerequisites LET 1813 and LET 1823. (3,2,2)
- LET 1843 — Speed Building IV.** This is a continuation course for building speed in taking dictation at varying speeds. Prerequisites LET 1813, LET 1823, and LET 1833. (3,2,2)
- LET 2313 — Civil Litigation I.** This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Prerequisite: LET 1113, LET 1213. (3,2,2)
- LET 2323 — Torts.** This course provides instruction in the area of law, which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, type of tort, damages, ethics, and remedies. Prerequisites: LET 1113, LET 1213. (3,3,0)
- LET 2333 — Civil Litigation II.** This course is designed to continue the study of the litigation process from discovery through appeal. Prerequisites: LET 1113, LET 1213, LET 2313. (3,2,2)
- LET 2433 — Stenograph Machine Shorthand III.** This is a continuation course for advanced speed development. Carefully graded and timed practice material is utilized. Writing vocabulary is developed along with speed. Prerequisite: LET 1423. (3,2,2)
- LET 2443 — Stenograph Machine Shorthand IV.** This course is a continuation of Stenograph Machine Shorthand III. Practice for court reporters to include reporting abbreviations and phrases and speaker designations for the courtroom and extracts from actual court cases. Prerequisite: LET 2433. (3,2,2)
- LET 2453 — Real Property I.** This course is an introduction to real property law including ownership and transfer, employing ethics. Prerequisites: LET 1113, LET 1213. (3,2,2)
- LET 2463 — Real Property II.** This course examines legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract and complete an assignment to prepare a real estate file from transaction through closing and post-closing implementing ethics. Prerequisites: LET 1113, LET 1213, LET 2453. (3,2,2)

LET 2523 —Bankruptcy Law. This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Prerequisite: LET 1113. (3,3,0)

LET 2613 — Court Reporting Procedures. This course is a study of the role of the reporter in trials, depositions, and administrative hearings; transcript preparation and format; proofreading; instruction in dictating equipment and writing for a note reader and computer; marking exhibits; indexing and storing notes; reporting techniques; instruction in the proper use of library and reference materials; and instruction in the National Court Reporters Association (NCRA) Code of Professional Responsibility. Prerequisite: LET 1423, LET 1813, LET 1823. (3,2,2)

LET 2623 — Court Reporting Technology. This course is an overview in reporter-related technology, concepts, and vocabulary. Emphasis is placed on computer-assisted transcription systems and video applications for the court reporter. Prerequisite: LET 2613. (3,2,2)

LET 2911 — Internship for Court Reporters. This course provides supervised practical experience in courts or freelance court reporting firms. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting, thus adding meaning to the related school program. Should be taken during final semester. Prerequisite: Completion of 3 semesters in program area. (1,3 hour externship)

LET 2923 — Internship for Paralegal. Supervised practical experience in a private law office, courts, government offices and agencies, corporations or trust departments of banks. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (3, 135 clock hours)

MATHEMATICS (MAT)

MAT 1103 — Developmental Mathematics. This course is designed to develop the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic are presented. Generally, this course will be taken by those students who need remediation in basic mathematics. Individualized computer-based instruction is used and students not meeting minimum competency by the end of the course will receive the grade of IP (In-Progress). (3,2,2)

MAT 1213 — College Mathematics (Beginning Algebra). In this course the basic ideas of elementary algebra are presented. Generally, this course will be taken by those students who have mastered the fundamentals of mathematics but have not taken algebra in high school. Individualized computer-based instruction is used and students not meeting minimum competency by the end of the course will receive the grade of IP (In-Progress). (3,2,2)

MAT 1233 — Intermediate Algebra. Designed for students whose preparation in algebra is inadequate for MAT 1313. Materials covered include algebraic factoring, rational expressions, problem solving, exponents, radicals and quadratics. Prerequisite: High School Algebra I or MAT 1213. Individualized computer-based instruction is used and students not meeting minimum competency by the end of the course will receive the grade of IP (In-Progress). (3,2,2)

- MAT 1313 — College Algebra.** A continuation of MAT 1233, it reviews quadratic equations and advance through more complex algebraic topics. Prerequisite: MAT 1233 or two years of high school algebra. (3,3,0)
- MAT 1323 — Trigonometry.** A course in college plane trigonometry with a brief introduction to some topics in analytic geometry. Prerequisite: Two years of high school algebra and one year of geometry or MAT 1313. (3,3,0)
- MAT 1513 — Business Calculus I.** The basis of differential calculus with emphasis on business applications. (3,3,0)
- MAT 1613 — Calculus I-A.** Analytic geometry, functions, limits, continuity, derivatives of algebraic and trigonometry functions, applications of the derivatives, anti-differentiation, the definite integral. Three semester hours. Prerequisites are two years of high school algebra and trigonometry or MAT 1313 and MAT 1323. MAT 1613 and MAT 1323 may be taken during the same semester. (3,3,0)
- MAT 1613H — Honors Calculus I-A.** Coordinate systems, basic theorems of analytics, functions, limits, the derivative, the integral and the differentiation of algebraic functions, applications. (Open through invitation only.) (3,3,0)
- MAT 1623 — Calculus II-A.** Applications of the definite integral, differentiation and integration of transcendental functions, and techniques of integration. Prerequisite: MAT 1613. (3,3,0)
- MAT 1623H — Honors Calculus II-A.** Differentiation and integration of transcendental functions, the definite integral, methods of integration, applications. (Open through invitation only.) (3,3,0)
- MAT 1723 — The Real Number System.** Structure and properties of the number system. Designed for students majoring in elementary education. (3,3,0)
- MAT 1753 — Quantitative Reasoning.** Designed for students who need only one college-level math for degree requirements at a University. Includes statistics, logical statements and arguments, geometry, and estimation and approximations. Prerequisites: High School Algebra I, Algebra II, and Plane Geometry. (3,3,0)
- MAT 2113 — Introduction to Linear Algebra.** Vector spaces, matrices, linear transformations; systems of linear equations determinants; characteristic values and characteristic vectors. Prerequisite: MAT 1623. (3,3,0)
- MAT 2323 — Statistics.** Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data in a variety of fields. Prerequisite: MAT 1313. (3,3,0)
- MAT 2613 — Calculus III-A.** Indeterminate forms, improper integrals, Taylor's formula, Polar coordinates, the conic sections, sequences and infinite series. Prerequisites: MAT 1623. (3,3,0)
- MAT 2623 — Calculus IV-A.** Vectors, solid analytical geometry, differential calculus of several variables, multiple integration. Prerequisites: MAT 2613. (3,3,0)
- MAT 2913 — Differential Equations.** This course consists of the development and solutions of differential equations, some partial differential equations and solutions in series. Prerequisite: MAT 2623 or enrollment in MAT 2623. (3,3,0)

MARINE ENGINE MECHANICS (MAV)

- MAV 1115 — Fundamentals of Outboard Marine Engine Repair.** Instruction on principles of theory and operation and skills related to the repair and maintenance of the basic outboard marine engine. (5,2,6)
- MAV 1126 — Advanced Skills for Outboard Marine Engine Repair.** A continuation of Fundamentals of Outboard Marine Engine Repair. Includes instruction in the rebuilding of two-stroke outboard engines and the inspection/repair of these engines. Pre/corequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115) (6,2,8)
- MAV 1216 — Inboard Gasoline Engines.** Maintenance and repair of the basic engine block of a four stroke-cycle inboard marine engine. Includes instruction in engine disassembly, inspection, maintenance/repair, and reassembly. Pre/corequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115) (6,2,8)
- MAV 1222 — Marine Fuel Systems.** Functions, maintenance, and service of fuel tanks, pumps, carburetors, intake manifolds, flame arresters, filters, and fuel injection systems used in marine engines. Prerequisite: Inboard Gasoline Engines (MAV 1216) (2,1,2)
- MAV 1232 — Marine Engine Lubrication Systems.** Lubrication systems used on four-stroke and two-stroke marine engines including types of lubrication systems, lubricants, service, and maintenance of the systems. Prerequisite: Inboard Gasoline Engines (MAV 1216) (2,1,2)
- MAV 1242 — Marine Engine Cooling Systems.** Maintenance of cooling systems for marine engines including open-style and closed-style systems. Prerequisite: Inboard Gasoline Engines (MAV 1216) (2,1,2)
- MAV 1253 — Inboard Transmissions.** Disassembly, maintenance, repair, and reassembly/installation of the three major types of transmissions commonly associated with inboard marine engines. Ninety clock hours. Prerequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115) (3,1,4)
- MAV 1264 — Outdrives.** Operation and maintenance of outdrive units associated with inboard marine engines including components, functions, outdrive steering, shifting systems, alignment, and repair. Prerequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115) (4,1,6)
- MAV 1312 — Marine Accessories.** Installation and repair of accessories commonly found on a pleasure craft including bilge pumps, ventilation systems, horns, instruments, lights, and other accessories. (2,1,2)
- MAV 1424 — Boat Maintenance and Repair.** Instruction in the repair of boats including instruction in the minor repair of hull and structure damage. (4,1,6)
- MAV 1511 — Trailers.** Rigging and maintenance of trailers used to transport a pleasure craft including rigging, wheel bearings, lighting, and positioning boats. (1,0,2)

MAV 1612 — Electrical Systems. Electrical systems associated with marine engines including the charging circuit, starting circuit, and ignition circuit. Theory of operation and maintenance/repair are discussed. Prerequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115) (2,1,2)

MAV 1718 — Tune-up and Troubleshooting. Tune-up and diagnosis of problems associated with a variety of marine engines including operation of test equipment, system diagnosis, and tune-up procedures. Pre/corequisites: Fundamentals of Outboard Marine Engine Repair (MAV 1115), Inboard Gasoline Engines (MAV 1216), and Electrical Systems (MAV 1612) (8,0,16)

MODERN FOREIGN LANGUAGES (MFL)

MFL 1113 — French I. An oral-aural approach stressing conversation, pronunciation, comprehension, reading, writing and functional grammar, with emphasis on the practical aspects of the language. (3,3,0)

MFL 1123 — French II. Continuation of MFL 1113. Prerequisite: MFL 1113 or 1 year of previous language study. (3,3,0)

MFL 1213 — Spanish I. An oral-aural approach stressing conversation, pronunciation, comprehension, reading and functional grammar with emphasis on the practical aspects of the language. (3,3,0)

MFL 1223 — Spanish II. Continuation of MFL 1213. Prerequisite: MFL 1213 or 1 year of previous language study. (3,3,0)

MFL 1313 — German I. This course covers the fundamentals of grammar, conversation, and reading. Emphasis is not only on syntax but also on vocabulary and pronunciation with practice in listening and speaking. (3,3,0)

MFL 1323 — German II. A continuation of MFL 1313 or 1 year of previous language study. (3,3,0)

MFL 2113 — French III. Continuation of MFL 1123. Prerequisite: MFL 1113 and 1123 or two years of high school French. (3,3,0)

MFL 2123 — French IV. Continuation of MFL 2113 with additional literary and cultural readings and compositions. Review of essential elements of grammar. Prerequisite: MFL 2113. (3,3,0)

MFL 2213 — Spanish III. Continuation of MFL 1223. Prerequisite: MFL 1213 and 1223 or two years high school Spanish. (3,3,0)

MFL 2223 — Spanish IV. Continuation of 2213 with additional literary and cultural readings and compositions. Review of essential elements of grammar. Prerequisite: MFL 2213. (3,3,0)

MFL 2243 — Conversational Spanish for Law Enforcement. A “survival level” course designed for the law enforcement profession which contains strong cultural and proficiency-based components. (3,3,0)

AUTOMATED MANUFACTURING (MFT)

MFT 1613 — Computer Upgrade and Repair. This course is designed to develop skills required to upgrade, repair, maintain, and troubleshoot IBM compatible computers used in manufacturing operations. (3,2,2)

MEDICAL LABORATORY TECHNOLOGY (MLT)

MLT 1013 — Introduction to MLT I. This course contains the baseline competencies and suggested objectives from the high school Allied Health curriculum, which directly relate to the community college Medical Laboratory Technology program. This course is designed for students entering the community college who have had no previous training or documented experience in the field. (3,1,4)

MLT 1023 — Introduction to MLT II. This course contains the baseline competencies and suggested objectives from the high school Allied Health curriculum, which directly relate to the community college Medical Laboratory Technology program. This course is designed for students entering the community college who have had no previous training or documented experience in the field. (3,1,4)

MLT 1111 — Fundamentals of Medical Laboratory Technology/Phlebotomy. A course designed to give an overview of the field of Medical Laboratory Technology, familiarize one with laboratory safety, microscopes, glassware, and equipment. Basic laboratory specimen collection techniques are also introduced. Prerequisite or Corequisite: MLT 1013. (1,0,2)

MLT 1212 — Urinalysis/Body Fluids. Introduction to urinalysis and laboratory analysis of miscellaneous body fluids. Basic principles of routine and special urine tests, specimen examination through laboratory work. Theory and test profiles presented for miscellaneous body fluids with correlation to diseased states. Prerequisite or Corequisite: MLT 1013. (2,1,2)

MLT 1313 — Hematology I. A study of the function of blood; morphology, and maturation of normal cells; blood cell counts, differentiation of white cells; blood collection and handling. Prerequisites: MLT 1013, MLT 1111, MLT 1212, MLT 1413, MLT 2512. (3,2,2)

MLT 1324 — Hematology II. The study of abnormal cell morphology and diseases involving blood cells, test procedures used in laboratory diagnosis of hematological disease, normal and abnormal hemostasis, and diagnostic procedures for evaluation of bleeding abnormalities and anticoagulant therapy. Prerequisites: MLT 1313. (4,2,4)

MLT 1413 — Immunology/Serology. Basic principles of serology/immunology; theory and performance of routine serology tests. Prerequisites or Corequisite: MLT 1013, MLT 1111, 1212, 2512. (3,2,2)

MLT 1515 — Clinical Chemistry. Study of human biochemistry as an aid in the diagnosis of disease processes. Chemistry procedures performed on body fluids or aiding in diagnosis of disease processes. Prerequisites: MLT 1313. (5,3,4)

MLT 2424 — Immunohematology. Collection, processing, storage, and utilization of blood components. Study of immunological principles and procedures for blood typing, cross matching, antibody detection, and identification. Investigation of hemolytic disease of the newborn. Prerequisites: MLT 1313. (4,2,4)

MLT 2512 — Parasitology. This course covers the morphology, physiology, life cycles, and epidemiology of parasites of animals with emphasis on human pathogenic parasites. Identification of the parasites from human material is also included. Prerequisite: MLT 1013 (or simultaneous enrollment in MLT 1013). (2,1,2)

MLT 2614 — Pathogenic Microbiology. Basic skills, principles, and techniques for staining, culturing, isolation, and identification of microorganisms of medical importance are emphasized in this course. Included are techniques used in determining the sensitivity of pathogenic bacteria to different antibiotic and other drugs. Prerequisites: MLT 1313. (4,2,4)

MLT 2713 — Registry/Certification Exam Prep. An in-depth study and review of material covered in the MLT curriculum. Designed to prepare the student for the national registry/certifying exams. Prerequisites: MLT 2916, MLT 2926, simultaneous enrollment in MLT 2936. (3,3,0)

MLT 2916 — Clinical Practice I. Clinical practice and didactic instruction in a clinical affiliate. Areas covered are hematology, clinical chemistry, immunohematology, urinalysis, microbiology, coagulation, and serology. Prerequisites: MLT 1023, MLT 1324, 1515, 2424, and 2614. (6,0,18)

MLT 2926 — Clinical Practice II. A continuation of MLT 2916. Prerequisite: Simultaneous enrollment in MLT 2916. (6,0,18)

MLT 2936 — Clinical Practice III. A continuation of MLT 2926. Prerequisite: MLT 2926. (6,0,18)

BUSINESS AND MARKETING MANAGEMENT TECHNOLOGY (MMT)

MMT 1113 – Marketing I. Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. (3,3,0)

MMT 1123 – Marketing II. A continuation of MMT 1113. Prerequisite: MMT 1113 (3,3,0)

MMT 1313 – Salesmanship. Basic principles and techniques of salesmanship and their practical application. Topics include basic elements of consumer behavior, developing selling, strategies, closing and servicing a sale, and developing consumer relations. (3,2,2)

MMT 1323 – Advertising. The role of advertising as a promotional tool. Topics included are product and consumer analysis, media selection, and creation of advertising. (3,2,2)

- MMT 1413 – Merchandising Math.** Study of the mathematical calculations involved in the merchandising process. Fundamental principles and operations in buying, pricing, and inventory control. (3,2,2)
- MMT 1753–Marketing Seminar.** Develops leadership skills and human relations skills necessary for success in the field of marketing management. A minimum of six outside speakers will address the class on topics directly related to marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (3,2,2)
- MMT 2213 – Management.** Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing and controlling. (3,3,0)
- MMT 2233 – Human Resource Management.** Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, safety, health, employer-employee relationships, and employee services. (3,2,2)
- MMT 2243–Marketing Management Decision Making.** The study of effective marketing management decision making through case study analysis. (3,2,2)
- MMT 2313 – E-Commerce Marketing.** This course introduces the fundamental opportunities and challenges associated with e-commerce activities. Topics include: Designing the user interface, web security, electronic payment systems, promotion, and legal issues involved in creating a functioning on-line business. (3,2,2)
- MMT 2323 – Internet Marketing.** Study of effective marketing principles as they apply to the electronic market place. Prerequisite: MMT 1113 Marketing I and computer related elective. (3,2,2)
- MMT 2333 – Multimedia Presentations for Marketing.** Design and deliver multimedia marketing presentations through the use of appropriate multimedia software and tools. Topics include marketing design concepts and related marketing communication strategies. (3,2,2)
- MMT 2343 – Marketing Web Page Design.** Use creative marketing strategies, concepts, and techniques to design web sites, which will reach designated target markets. (3,2,2)
- MMT 2423 – Retail Management.** Study of retailing processes, including functions performed, principles governing effective operation, and managerial problems resulting from current economic and social trends. (3,3,0)
- MMT 2513 – Entrepreneurship.** Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. (3,2,2)
- MMT 2523 – Event Marketing.** Design a plan for special events, trade and consumer shows, exhibitions, and conventions. (3,2,2)

MMT 2533–Purchasing/Supply Management. Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing, international purchasing, and quality specifications. (3,3,0)

MMT 2613–International Marketing. Provide students with an overview and understanding of international marketing. This involves an analysis of world markets, their respective consumers and environments, and the marketing management required to meet the demands of constantly changing foreign markets. (3,3,0)

MMT 2916 – Supervised Work Experience in Marketing. Direct application of concepts and theory of business and marketing management technology. Students will work in a marketing related environment. Prerequisite: Permission of instructor. (6,0,18 hr. externship)

MACHINE TOOL TECHNOLOGY (MST)

MST 1013 — Introduction to Machine Tool Operation/Machine Shop I. This course is designed for the student entering the community college who has had no previous training or documented experience in the field. (3,2,2)

MST 1023 — Introduction to Machine Tool Operation/Machine Shop II. This course is designed for the student entering the community college who has had no previous training or documented experience in the field. (3,2,2)

MST 1115 — Power Machinery I. A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, power saws, and vertical mills. (5,2,6)

MST 1125 — Power Machinery II. A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. (5,2,6)

MST 1313 — Machine Tool Mathematics. An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. (3,2,2)

MST 1413 — Blueprint Reading. A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. (3,2,2)

MST 1423 — Advanced Blueprint Reading. A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction of the identification of various projects and views and on different assembly components. (3,2,2)

MST 1613 — Precision Layout. An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. (3,2,2)

MST 2135 — Machinery III. A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. (5,2,6)

- MST 2144 — Power Machinery IV.** A continuation of Advanced Power Machinery III with emphasis on highly advanced operations on the radial arm drill, milling machine, engine lathe, and precision grinder. (4,2,4)
- MST 2714 — Computer Numerical Control Operations I.** An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system, programming codes and commands and tooling requirements for CNC/CAM machines. (4,3,2)
- MST 2725 — Computer Numerical Control Operations II.** A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. (5,2,6)
- MST 2812 — Metallurgy.** An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. (2,1,2)
- MST 2913 — Special Problem in Machine Tool Operation/Machine Shop.** A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool Operation/Machine Shop courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (3,0,6)
- MST 2926 — Supervised Work Experience in Machine Tool Operation/Machine Shop Technology.** This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. (6,0,18)

MUSIC (MUA, MUO, MUS)

- MUA 1910, 1920, 2910, 2920 — Recital.** A forum for the performance of private lesson and small ensemble repertoire.
- MUA 1171-1181 or 1172-1182 — Brass I, II.** Private lessons in the fundamental techniques, reading and interpretation. Materials from standard repertoire are selected to suit individual needs. (1,1/2,0) (2,1,0)
- MUA 1211, 1221 or 1212-1222 — Class Guitar I, II.** Basic instruction in playing, ensemble work and accompanying. (1,1,0) (2,2,0)
- MUA 1362, 1372 — Organ I, II.** Private lessons in fundamental techniques, reading and interpretation. Course is designed for music education majors but is not limited to those majors. Prerequisite: MUA 1511-21 or equivalent. (1,1/2,0) (2,1,0)
- MUA 1471-1481 or 1472-1482 — Percussion I, II.** Private lessons in the fundamental techniques, reading and interpretation. Materials from standard repertoire are selected to suit individual needs. (1,1/2,0) (2,1,0)
- MUA 1511-1521 or 1512-1522 — Class Piano I, II.** Class study in keyboard training is designed for students who have had no previous piano instruction. Fundamentals are taught through class participation and discussion, including major and minor scales, chord progressions, harmonization of melodies, open score reading,

accompanying, transposition and elementary repertoire. This plan may, upon arrangement with the instructor, include individual instruction. (1,1,0) (2,2,0)

MUA 1571-1581 or 1572-1582 — Piano I, II. Private lessons include the fundamental techniques, reading and interpretation. Compositions are selected to suit the individual's background and ability. (1,1/2,0) (2,1,0)

MUA 1611-1621 or 1612-1622 — Class Strings I, II. Basic instruction in playing orchestral string instruments. Ensemble work. Open to all students. (1,1,0) (2,2,0)

MUA 1671-1681 or 1672-1682 — Strings for Music Education Majors I, II. Private instruction in orchestral strings and guitar. (1,1/2,0) (2,1,0)

MUA 1711-1721 or 1712-1722 — Class Voice I, II. This course open to all students is designed for the beginning student of voice and will give a general knowledge of the principles of good singing. (1,1,0) (2,2,0)

MUA 1771-1781 or 1772-1782 — Voice I, II. Private lessons include fundamentals of breath control, tone placement, voice building, flexibility and enunciation. Song literature of the classic and modern schools is given to build musicianship and a sense of style. (1,1/2,0) (2,1,0)

MUA 1871-1881 or 1872-1882 — Woodwinds I, II. Private lessons in the fundamental techniques, reading and interpretation. Materials from standard repertoire are selected to suit individual needs. (1,1/2,0) (2,1,0)

MUA 2171-2181 or 2172-2182 — Brass III, IV. A continuation of MUA 1182 using materials of a more advanced nature. (1,1/2,0) (2,1,0)

MUA 2211-2221 or 2212-2222 — Class Guitar III & IV. Continuation of Class Guitar I & II. (1,1,0) (2,2,0)

MUA 2471-2481 or 2472-2482 — Percussion III, IV. A continuation of MUA 1482 using materials of a more advanced nature. (1,1/2,0) (2,1,0)

MUA 2511-2521 or 2512-2522 — Class Piano III, IV. A continuation of MUA 1511-1521. (1,1,0) (2,2,0)

MUA 2571-2581 or 2572-2582 — Piano III, IV. A continuation of MUA 1582 with selections from the masterpieces of classical, romantic and modern composers as well as continued work on technical and interpretative skills. (1,1/2,0) (2,1,0)

MUA 2611-2621 or 2612-2622 — Class Strings III & IV. Continuation of Class Strings II. (1,1,0) (2,2,0)

MUA 2671-2681 or 2672-2682 — Strings for Music Education Majors III, IV. Continuation of MUA 1672 and 1682 using materials of a more advanced nature. (1,1,0) (2,2,0)

MUA 2711-2721 or 2712-2722 — Class Voice III, IV. A continuation of Class Voice II. (1,1,0) (2,2,0)

MUA 2771-2781 or 2772-2782 — Voice III, IV. A continuation of MUA 2721 and 2722 with materials including arias from standard operas, oratorios, and German and French literature. (1,1/2,0) (2,1,0)

- MUA 2871-2881 or 2872-2882 — Woodwinds III, IV.** A continuation of MUA 1882 using materials of a more advanced nature. (1,1/2,0) (2,1,0)
- MUO 1111-1121 — Band I, II.** The college band is open to any student displaying adequate technique. Its purpose is to provide color and atmosphere to athletic and community events as well as to develop skills and an understanding of music literature. (1,1,0)
- MUO 1141-1151 — Small Band Groups.** The study and performance of ensemble literature for appropriate combinations of all instruments. Open to all students by audition. (1,1,0)
- MUO 1211-1221 — Choir I, II.** Mixed choir is open by audition to all students. It develops an understanding and appreciation of music through active participation, as well as enhancing the cultural environment of the college community through concerts and special performances. (1,1,0)
- MUO 1241-1251 — Small Singing Groups.** The study and performance of ensemble literature. Open to all students by audition. (1,1,0)
- MUO 2111-2121 — Band III, IV.** A continuation of MUO 1121. (1,1,0)
- MUO 2141-2151 — Small Band Groups.** A continuation of MUO 1141-1151. (1,1,0)
- MUO 2211-2221 — Choir III, IV.** A continuation of MUO 1221. (1,1,0)
- MUO 2241-2251 — Small Singing Groups.** A continuation of MUO 1241-1251. (1,1,0)
- MUS 1113 — Music Appreciation.** A study of the elements of music and instruments of the orchestra from Middle Ages to the 20th century. Includes listening to recorded music and attendance at live performances. (3,3,0)
- MUS 1113H — Honors Music Appreciation.** A critical and creative evaluation of music and its impact on Western culture. Segments will address the creative listening processes, the aesthetic experience, and historical functions of music in society. Activities will include concert attendance, research papers and round table discussions. (3,3,0)
- MUS 1133 — Fundamentals of Music.** This course is designed for the non-music major. It provides the student with a basic knowledge of notation, scales and keys, rhythm, triads and their inversions, sight-reading and ear training. (3,3,0)
- MUS 1214-1224 — Music Theory I, II.** A study of elementary materials of music through part writings, aural dictation, sight-singing and keyboard work. Prerequisite: MUS 1214 (4,3,2)
- MUS 2214-2224 — Music Theory III, IV.** A continuation of MUS 1224 with emphasis on chromatic harmony and the analysis of standard work in varied styles. The last semester deals extensively with twentieth-century techniques. Prerequisites: MUS 1224 and MUS 2214 (4,3,2)
- MUS 2313-2323 — Music History I, II.** The development of music is traced, beginning with primitive nations; early Christian liturgy; the development of polyphony; the

rise of opera, oratorio and cantata; the Baroque, Classical, and Romantic eras as well as trends in modern musical composition. (3,3,0)

MUS 2413-2423 — Music Literature I, II. A listening course in the appreciation and understanding of music, including the study of compositional styles, the sociological influences upon composers and their works, and an understanding of music as an art. (3,3,0)

MUS 2513-2523 — Music for Children I, II. A study of the fundamentals of music terminology and a study of methods, principles, and materials for the teaching of music in the elementary school. The course is designed for elementary music education majors but not limited to those majors. (3,3,0)

ASSOCIATE DEGREE NURSING (NUR)

***Advanced science courses have prerequisite requirements.**

NUR 1011 — Dosage Calculations (Nursing Elective). This course is designed to focus on math skills needed to compute dosage and administer medications. The student is provided with the opportunity to develop math skills necessary to compute medication dosages. (1,1,0)

NUR 1021 — Medical Terminology (Nursing Elective). This course is designed to acquaint students with medical terminology. Anatomy and physiology, diagnostic, symptomatic and related terms, special procedures, pharmacology, abbreviations, and case studies are included. (1,1,0)

NUR 1031 — Managing Stress for Health and Wellbeing (Nursing Elective). This course is designed to acquaint students with fundamental theories and applications of the mind-body phenomenon. Coping strategies and relaxation techniques are integrated into the course. Use of the Internet by web exercises will be an expected component of this course. (1,1,0)

NUR 1041 — Documentation in Nursing (Nursing Elective). This course will expose the student to accurate forms of documentation related to client assessment and care in a variety of health care settings. Emphasis is placed upon proper documentation techniques and legal consideration for health care providers. The student will practice various types of documentation using simulated client scenarios. (1,1,0)

NUR 1052 — Pharmacology (Nursing Elective). This course will introduce students to clinical drug therapy with emphasis on the knowledge and interventions needed to maximize therapeutic effects and prevent or minimize adverse effects of drugs. Major content areas include basic concepts of pharmacology, classifications of therapeutic drugs, prototypes of drug classifications, commonly prescribed drugs, drug effects on body tissues, human responses to drug therapy, and applying the steps of assessment, planning, intervention, and evaluation in relation to prescribed drug therapy regimens. (2,2,0)

NUR 1061 — Critical Thinking in Nursing (Nursing Elective). This course will assist the student in defining, developing, and using critical thinking in nursing theory, practice, testing situations, and clinical judgment. (1,1,0)

NUR 1071 — Substance Abuse and Related Disorders (Nursing Elective). This course is designed to focus on the most common substances open to misuse and abuse. The purpose is to give the student a working knowledge of types of substances abused, effects of substances, withdrawal patterns, family dynamics and treatment approaches. (1,1,0)

NUR 1081 — Healthy Nutrition Across the Lifespan (Nursing Elective). This course is designed to complement the content of the A.D.N. curriculum with focus on healthy nutrition across the lifespan. The concept of human nutrition and its related specialties are explained along with the basic functions of food and the various nutrients. Assessment of nutritional status, causes of malnutrition, and social and cultural influences are discussed in relationship to their impact on nutritional status. (1,1,0)

NUR 1100, NUR 1200, NUR 2300 — Nursing-Professional Development I, II, III. These courses are designed to facilitate participation of A.D.N. students in activities of professional nursing development. These courses will encourage leadership, group participation, service to the community and awareness of current trends and legislation affecting nursing practice. s: Corresponding NUR numbered courses. (0,0,1)

NUR 1110 — Nursing-Promotion of Health/Prevention of Illness I. This course focuses on the promotion of health and prevention of illness in communities, families, and individuals across the lifespan. Emphasis is on nursing concepts, growth and development, therapeutic communication, teaching-learning skills, and mental health concepts. Beginning psychomotor skills in preparation for providing nursing care to clients are introduced. Clinical opportunities are provided in a variety of health care and community settings. Prerequisites: Admission to the ADN program, BIO 2514, ENG 1113, PSY 1513. Corequisites: NUR 1100, BIO 2524, EPY 2533. (10,6,12)

NUR 1116 — LPN to RN Career Mobility Tract Transition Course. This course is designed to assist the Licensed Practical Nurse with transition into the Associate Degree Nursing Program. The course focuses on promotion of health and prevention of illness based on concepts and practices consistent with the role of the registered nurse. The nursing process is introduced as the foundation for provision of care. Clinical competencies are assessed, developed, and expanded throughout the course. Prerequisites: Admission to the LPN-RN Career Mobility Track; ENG 1113; PSY 1513; EPY 2533; BIO 2514*; SOC 2113, and BIO 2524. ; BIO 2924. (6,3,6)

NUR 1210 — Nursing-Promotion of Health/Prevention of Illness II. This course continues the focus on promotion of health and prevention of illness in communities, families, and individuals across the lifespan. Emphasis is on nursing concepts related to reproductive health, normal maternal/newborn, prevention of illness, mental health concepts, and physical assessment. Additional psychomotor skills for providing nursing care to clients are introduced. Clinical opportunities are provided in a variety of health care and community settings. Pre-requisites: NUR 1100, NUR 1110, NUR 1200. (10,6,12)

NUR 2011 — Diet Therapy (Nursing Elective). This course is designed to complement the content of the A.D.N. curriculum in the area of diet therapy. The course will include diet therapy and its relation to the treatment of diseases and/or conditions requiring special diets. The roles of health care providers when providing nutritional therapy are discussed. (1,1,0)

NUR 2031 — Holistic Nursing (Nursing Elective). This course integrates the art and science of caring and healing. It consists of seminar discussions of holistic practice and interventions, demonstrations, and experiential sessions to foster a better understanding of a holistic perspective in nursing practice and daily living. This course will assist students to comprehend the meaning of a holistic perspective in theory, practice and life fulfillment. (1,1,0)

NUR 2310 — Nursing-Provision of Care I. This course is designed to focus on the care of individuals, families, and communities. Components include commonalities of care, psychopathology and disease processes. Emphasis is placed on care of individuals across the life span, at various points on the health-illness continuum and in a variety of settings. Prerequisites: NUR 1210, NUR 1200, BIO 2924*, ENG 1123 (Career Mobility Track students may take ENG 1123 with NUR 2310.). s: NUR 2300. (10,6,12)

NUR 2401 — Nursing- Professional Development IV. This course is a continuation of NUR1100, 1200 and 2300 and is designed to facilitate fourth semester nursing students in activities of professional nursing development. The course will encourage leadership, group participation, service to the community and awareness of current trends and legislation affecting nursing practice. One (1) hour of credit is awarded upon completion of NUR1100, NUR1200, NUR 2300 and NUR 2401. s: NUR 2410, NUR 2411. (1,0,1)

NUR 2410 — Nursing-Provision of Care II. This course is designed to continue the focus on the care of the individuals, families and communities. Components include commonalities of care and disease processes. Emphasis is placed upon caring for multiple individuals across the life span, at various points on the health continuum and in a variety of settings. A clinical preceptorship focusing on transition into professional practice is included. Pre-requisites: NUR 2310, NUR 2300, SPT 1113, SOC 2113. s: NUR 2401, NUR 2411. (10,6,12)

NUR 2411 — Nursing-Leadership and Management. This course is designed to introduce principles of leadership and management that will assist the student to function as a registered nurse. The elements of leadership and delegation are incorporated as they relate to coordinating the care of clients. Pre-requisites: NUR 2310, NUR 2300. s: NUR 2410, NUR 2401 (1,1,0)

PHILOSOPHY AND BIBLE (PHI)

PHI 1113 — Old Testament Survey. This course is designed to give the student a basic foundation in the study of the Old Testament. Attention is given to the historical setting of each book with emphasis on Hebrew custom and ritual. Some time is spent teaching the importance of the Old Testament in an understanding of the New Testament and fundamental principles of interpretation. (3,3,0)

PHI 1133 — New Testament Survey. This study is for the purpose of giving the student a working knowledge and appreciation of the New Testament. It is basically a lecture course using the Bible as the text. Some attention is given to the writing, preservation, and translation of the Scripture; the historical and geographical setting of each book; and the development of the Christian movement in the First Century. (3,3,0)

PHI 1153 — The Life of Christ. This course is a complete study of the life of Christ as recorded in the Four Gospels (Matthew, Mark, Luke, and John) including a background study of the geographical, political, and social conditions of the world in Christ's day, His birth, His ministry, His teachings, His disciples, His death and resurrection, and influence upon the world. (3,3,0)

PHI 1163 — Acts and Epistles. This course deals in detail with the life of the Apostle Paul as recorded in the book of Acts and with each of the Epistles, which he wrote. Major attention is given to Paul's three missionary journeys. (3,3,0)

PHI 2113 — Introduction to Philosophy. This course is designed to expose the students to the fundamental questions, ideas, and methods of thought of great thinkers and to aid the student in building a constructive personal philosophy of life. (3,3,0)

PHI 2113H — Honors Introduction to Philosophy. An introduction to systematic and philosophical thinking and study of significant men and trends of philosophy both past and present. The emphasis is on learning how to think properly and how to come to grips with "proper" thinking of great philosophers. (Open through invitation only see note).

PHI 2613 — World Religions I. Comparison of the beliefs and developments of the Christian religion with those of Buddhism, Mohammedanism, Hinduism, and other important religions. (3,3,0)

PHI 2713 — Logic. Attempts to provide an understanding to Aristotelian "forms of correct thought" and the first two orders of symbolic thought. (3,3,0)

PHYSICAL SCIENCE AND PHYSICS (PHY)

PHY 1114 — Astronomy I. An introduction to the study of the solar system. (4,3,2)

PHY 2244 — Physical Science Survey I. A laboratory course in basic principles of descriptive astronomy and elementary physics. Designed for non-science majors and will not generally be credited toward a major or minor in physical science. (4,3,2)

PHY 2254 — Physical Science Survey II. An introductory laboratory study of chemistry and of basic earth science principles. Designed for non-science majors and will not generally be credited toward a major or minor in physical science. PHY 2244 is not a prerequisite of PHY 2254. (4,3,2)

PHY 2414 — General Physics I. This course presents the fundamental principles, definitions and terms of mechanics, heat and sound. Prerequisite: College algebra and trigonometry or special consent of instructor. (4,3,2)

PHY 2424 — General Physics II. A continuation of PHY 2414, dealing with the fundamental principles of light, electricity and magnetism. (4,3,2)

PHY 2514 — General Physics I with Calculus. Mechanics, heat and sound taught from a calculus viewpoint. Recommended for physics, mathematics, chemistry, and pre-engineering majors. Corequisite or Prerequisite: MAT 1613. (4,3,2)

PHY 2524 — General Physics II with Calculus. Electricity, magnetism, and light taught from a calculus viewpoint. Prerequisite: General Physics with Calculus I. (4,3,2)

PRACTICAL NURSING (PNV)

PNV 1113 — Basic Nutrition. This introductory course focuses on nutritional needs for all ages. Digestion, Metabolism, daily requirements, common nutritional problems, and diet therapy are introduced. 45 lecture hours/3 semester hours.

PNV 1213 — Body Structure and Function. This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. 30 lecture hours/30 lab hours/3 semester hours.

PNV 1312 — Growth and Development. This course is a study of the normal developmental processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. 30 lecture hours/2 semester hours.

PNV 1412 — Geriatric Nursing. This course uses the nursing process to care for the older patient and family unit. Commonly occurring health and emotional problems related to aging are emphasized. Clinical experience includes long term skilled care, nursing home, and/or selected community experiences. 15 lecture hours/45 clinical hours. 2 semester hours. Corequisites: Fundamentals of Nursing (PNV 1425) and Fundamentals of Nursing Lab (PNV 1434).

PNV 1425 — Fundamentals of Nursing. This course emphasizes learning and using the Nursing Process to care for individuals of all age groups. Basic medical terminology, math skills, the metric and apothecary system, basic human needs, personal health care, and therapeutic communications are emphasized. 75 lecture hours/5 semester hours. Prerequisite: Acceptance to the PN program. Corequisite: Fundamental of Nursing Lab (PNV 1434).

PNV 1434 — Fundamentals of Nursing Lab and Clinical. This course focuses on mastering selected competency skills to provide nursing care for individuals. Planned campus lab experiences and practice is required. 120 lab. Hours/4 semester hours. Corequisites: PNV 1425 Fundamental of Nursing. It requires passing grade (80%) in PNV 1425 and PNV 1434 in order to receive credit for these courses.

PNV 1513 — Pharmacology. This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, and measurements, regulatory requirements and basic principles of drug administration. 30 lecture hours/30 lab hours/3 semester hours.

- PNV 1615 — Medical Surgical Nursing I.** This course expands knowledge and use of the nursing process to commonly occurring health problems and disease prevention. The role and responsibilities of the practical nurse on the health team are explored. 75 lecture hours/5 semester hours. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Geriatric Nursing (PNV 1412), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). Concurrent registration in PNV 1624 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses.
- PNV 1624 — Medical Surgical Nursing Lab and Clinical I.** The course requires practice in the supervised campus and/or special settings. Clinical experiences are provided in acute care settings. Current CPR certification is required. 30 lab hours/135 clinical hours/4 semester hours. Prerequisites: Basic Nutrition (PNV 1113), Body Structure and Function (PNV 1213), Growth and Development (PNV 1312), Fundamentals of Nursing (PNV 1425), and Fundamentals of Nursing Lab (PNV 1434). OR Nursing Process I (NUP 1107) within the last fifteen months, and Human Anatomy and Physiology I (BIO 2514) and Human Anatomy and Physiology II (BIO 2524) within the last 5 years with a grade of C or better. Corequisites: Medical /Surgical Nursing I (PNV1615).
- PNV 1633 — Alterations in Adult Health.** This course focuses on using the Nursing Process to care for the biopsychosocial needs of adults and families with health problems. Emphasis is placed on communication and delegation skills, patient teaching, self-care, acute and chronic illness, and community experiences. 45 lecture hours/3 semester hours. Corequisites: Alterations in Adult Health Lab & Clinical (1644).
- PNV 1644 — Alterations in Adult Health Lab and Clinical.** This course continues the use of the nursing process with patients and families with more complex health problems. Clinical experiences take place in a variety of specialty settings. 30 Lab hours/135 clinical hours/4 semester hours. Prerequisites: Medical/Surgical Nursing I (PNV 1615) and Medical/Surgical Lab & Clinical (PNV 1624). A passing grade is required in PNV 1633 and PNV 1644.
- PNV 1717 — Maternal-Child Nursing.** This course uses the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes prenatal labor and delivery, postpartum, newborn, and pediatrics. 60 lecture hours/90 clinical hours/7 semester hours. Prerequisites: All first semester PNV courses.
- PNV 1813 — Psychiatric Nursing Concepts.** This course provides an introduction to mental health concepts and nursing care. Normal and abnormal behaviors, defense mechanisms, treatment programs and medications are discussed. Clinical experiences in acute psychiatric and community settings are provided. 30 Lecture hours/45 clinical hours/3 semester hours.
- PNV 1912 — Nursing Transition.** This nursing course further develops decision-making skills and professional development. Ethical & legal issues are emphasized. Focus is placed on preparation for licensure and beginning professional practice.

Successful completion of a computer-simulated licensure exam is required. Selected clinical experiences include interaction with preceptors in a variety of community settings. 15 lecture hours/45 clinical hours/2 semester hours. Prerequisites: All first semester PNV courses.

PROCESS OPERATIONS TECHNOLOGY (POT)

- POT 1113 — Introduction to Process Technology.** Introduction to chemical and refinery plant operations. Topics include process technician duties, responsibilities and expectations; plant organizations; plant process and utility system; and the physical and mental requirements of the process technician. (3,3,0)
- POT 1213 — Safety, Health, and Environment I.** Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. (3,3,0)
- POT 1314 — Process Instrumentation I.** Study of the instruments and instrument systems used in chemical processing industry including terminology, primary variables, symbology, control loops, and basic troubleshooting. (4,3,2)
- POT 1424 — Process Technology I – Equipment.** Instruction in the use of common process equipment. Prerequisite: POT 1113. (4,3,2)
- POT 1434 — Process Technology II – Systems.** Study of the interrelation of process equipment and process systems including related scientific principles. Prerequisites: CHE 1405, PHY 2244, POT 1424. (4,3,2)
- POT 1444 — Process Technology III – Operations.** This course combines systems into operational processes, with emphasis on operations under various conditions. Topics include typical duties of an operator. Prerequisites: POT 1434. (4,3,2)
- POT 2313 — Quality.** Study of the background and application of quality concepts. Topics include team skills, quality tools, and economics and continuous improvement. (3,3,0)
- POT 2324 — Process Instrumentations II.** Continued study of coverage of the varied instruments and instrument systems used in the chemical processing industry including terminology, primary variables, symbology, control loops, and basic troubleshooting. Prerequisites: POT 1314 (4,3,2)
- POT 2424 — Process Troubleshooting.** Instruction in the different types of troubleshooting techniques, procedures, and methods used to solve process problems. Topics include application of data collection and analysis, cause-effect relationships, and reasoning. Prerequisites: POT 2324, BAD 1113. (4,3,2)

PLUMBER/PIPEFITTER (PPV)

- PPV 1004 — Introduction to Plumber/Pipefitter.** This course contains the baseline competencies and suggested objectives from the high school Building Trades curriculum which directly relate to the community college Plumber and Pipefitter/Steamfitter program. This course is designed for students entering the

community college who have had no previous training or documented experience in the field. (4,2,4)

- PPV 1113 — Fundamentals of Plumbing/Pipefitting.** This course provides the student with an understanding of job safety, health and first aid. It gives the student a general knowledge of occupational hazards and the scope of OSHA law. The course includes pipefitting and plumbing fittings, valves, hangers, general trade fitting identification, screwed, welded, flanged, soldered, brazed, glued, compression, and flare fittings. The course also consists of identification and use of pipefitting and plumbing tools used in today's piping industry. (3,1,4)
- PPV 1213 — Tacking, Brazing, and Burning.** This course consists of instruction in striking an arc, tacking metal together, setting up ox-acc rig and burning, cutting straight and level angles on flat steel and pipe. Also, instruction in safety procedures will be covered. (3,1,4)
- PPV 1223 — Welding, Burning, Brazing, and Soldering.** This course gives students an in-depth study of welding, burning, brazing, and soldering in the pipefitting field. (3,1,4)
- PPV 1313 — Blueprint Reading for Piping Trades.** This course gives students an in-depth understanding of blueprint readings. (3,1,4)
- PPV 1323 — Sketching.** A course designed to prepare students to sketch, measure and record required information to supplement oral descriptions and organize ideas to include individual piping components. (3,1,4)
- PPV 1411 — Low Pressure Boilers.** This course is to acquaint students with the operation of a low-pressure boiler for heating, steam, and water heating. (1,0,2)
- PPV 1423 — Basic Pipe Fabrication.** A course of instruction in the use of pipefitting tools and equipment, different ways of cutting and fitting pipes, methods of calculating pipe fitting, and various types of fit-ups for different types of pipe. (3,1,4)
- PPV 1432 — Pipe Specifications and Systems.** This course is designated to provide students with information about the different metals used in making pipe; their sizes, weights, and strengths; and how they are manufactured. The pipe systems on ships and industrial plans are studied in addition to the cleanliness and testing of systems. (2,1,2)
- PPV 1443 — Pipe Level/Transit.** This course is designed to give the student practical application of the leveling instruments, shooting elevations and grading pipes. (3,1,4)
- PPV 1456 — Advanced Pipefitting Lab.** This course is designed to provide information in the area of advanced pipefitting, layout, and fabrication of piping system. (6,2,8)
- PPV 1513 — Drainage and Sewer Systems.** This course is designed to provide information and practical aspects of drainage and disposal systems and the Southern Standard Plumbing Code. Included are the installation of the drainage system in a residential unit covering health aspects and the disposal of poisonous gases arising from the discharge of traps. Also included is a history of plumbing

and sewage treatment. Instruction is provided on elements of disposal systems, including sewer, septic tanks, tank size calculations, maintenance causes, and removal of sewer obstructions. (3,1,4)

PPV 1611 — Heating Devices. This course is designed to give the students background knowledge and psychomotor skills in the area of installing hot water tanks, furnace coils, panel ray heaters, central units, and floor furnaces. (2,1,2)

PPV 1622 — Gas Plumbing. This course will acquaint students with the standard gas and plumbing codes. Proper installation of all applications and gas lines will be included. (2,1,2)

PPV 1712 — Domestic Systems. This course is designed to give the student background knowledge and practical application of installing a hot water system according to the unit fixture system. It also provides information on sizing and installation of a potable cold water system. (2,0,4)

PPV 1722 — Plumbing Fixtures Lab. This course is designed to provide information on the installation of the rough in and finish fixtures used in the plumbing construction according to Southern Standard Plumbing Code. (2,0,4)

PPV 1732 — Back Flow Cross Connection. This course acquaints students with different types of back flow devices, proper installation, testing and repairs of devices. (2,1,2)

PPV 1743 — Advanced Plumbing Lab. This course is designed to provide additional study in advanced plumbing in the commercial area. (3,1,4)

PPV 1812 — Rigging and Signaling. This course is designed to provide the student with basic use of hand signals, rigging, and equipment. (2,1,2)

PPV 1823 — Steel Ship Building and Marine Construction. This course is designed to provide students with information about the structure of a ship and allows them to become familiar with the abbreviation of parts and sections of ships. Instruction is provided in various types of piping systems, including both building and marine pipefitting systems. (3,2,2)

PPV 2913 — Special Project in Pipefitting. This course is designed to provide the student with practical application of skills and knowledge gained in other technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (3,0,6)

PPV 2923 — Supervised Work Experience in Pipefitting. This course is a cooperative program between industry and education and is designed to integrate the student's studies with industrial experience. Prerequisite: Consent of instructor. (3,0,9)

POLITICAL SCIENCE (PSC)

PSC 1113 — American Government. This course is designed to familiarize the student with the development, organization, principles, and operation of the Federal Government. The course of study includes familiarizing the student with political parties and their roles in government, election machinery, civil rights and how they

are protected, and the ways in which the votes influence the direction of our American Government. (3,3,0)

PSC 1113H — Honors American Government. Survey of the organizations and political aspects of basis for American Government. (Open through invitation only.) (3,3,0)

PSYCHOLOGY (PSY)

PSY 1513 — General Psychology. This course is designed to give the student a broad understanding of human development from birth. A scientific study of the human will, intellect, emotions, and motivating factors. (3,3,0)

RESPIRATORY CARE TECHNOLOGY (RCT)

RCT 1214 — Respiratory Care Science. This course is designed to introduce the student respiratory care practitioner to fundamental elements important to the delivery of health care in a safe, efficient, and professional manner. The holistic approach to patient care will be emphasized. Prerequisites: Anatomy and Physiology I (BIO 1514) and Anatomy and Physiology II (BIO 1524). (4,3,2)

RCT 1223 — Patient Assessment and Planning. This course is a fundamental approach to subjective and objective evaluation, assessment, and care plan formation for the individual needs of the patient. It is an introduction to cardiopulmonary diseases including etiology, pathophysiology, complications, occurrences, clinical manifestations, treatment, and prevention. (3,2,2)

RCT 1313 — Cardiopulmonary Anatomy and Physiology. This course is a study of cardiopulmonary physiology in relation to the practice of respiratory care. Prerequisites: Anatomy and Physiology I (BIO 1514) and Anatomy and Physiology II (BIO 1524). (3,3,0)

RCT 1322 — Pulmonary Function Testing (PFT). This course is an introduction to pulmonary function technique and testing equipment. Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313), or instructor approval. (2,1,2)

RCT 1416 — Respiratory Care Practitioner I. This course is a study of respiratory treatments and equipment design and operation related to non-critical care procedures. (6,2,8)

RCT 1424 — Respiratory Care Practitioner II. This course is a continuation of Respiratory Care Practitioner I. It is a study of the management of respiratory failure, including mechanical ventilation, pulmonary rehabilitation, and home care. Prerequisites: Respiratory Care Practitioner I (RCT 1416). (4,3,2)

RCT 1516 — Clinical Practice I. Patient assessment and care plan formation are presented in the hospital environment. A procedural guide is utilized to evaluate student competencies and performance of respiratory care procedures. Prerequisites: Anatomy and Physiology I (BIO 1514), Anatomy and Physiology II (BIO 1524), Respiratory Care Science (RCT 1214), Patient Assessment and Planning (RCT 1223), and Cardiopulmonary Anatomy and Physiology (RCT 1313). Corequisite: Respiratory Care Practitioner I (RCT 1416). (6,0,18)

- RCT 1525 — Clinical Practice II.** In this course, students rotate through various respiratory care sub-specialty areas for evaluation of competency and performance of respiratory care procedures. Prerequisites: Clinical Practice I (RCT 1516). (5,0,15)
- RCT 1613 — Respiratory Care Pharmacology.** This course is designed to introduce the student to the pharmacology related to cardiopulmonary disorders. Prerequisites: Respiratory Care Science (RCT 1214), Cardiopulmonary Anatomy and Physiology (RCT 1313), and Patient Assessment and Planning (RCT 1223). (3,3,0)
- RCT 2333 — Cardiopulmonary Pathology.** This course is a study of the cardiopulmonary pathophysiology. It includes etiology, clinical manifestations, diagnostics, and treatment of various cardiopulmonary diseases. Case studies and/or clinical simulations will be utilized to enforce learning and evaluate progress. Prerequisites: Cardiopulmonary Anatomy and Physiology (RCT 1313). (3,3,0)
- RCT 2434 — Respiratory Care Practitioner III.** This course is a study of respiratory care in the critical care setting. Topics include nonconventional modes of mechanical ventilation, hemodynamics, special procedures, and advanced cardiac life support. Prerequisites: Clinical Practice II (RCT 1525). (4,3,2)
- RCT 2534 — Clinical Practice III.** In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Prerequisites: Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1525). (4,0,12)
- RCT 2546 — Clinical Practice IV.** This is a continuation of Clinical Practice III. In this course, students rotate through respiratory care specialty areas. A procedural guide is utilized to evaluate student competency and performance. Prerequisites: Clinical Practice I (RCT 1516), Clinical Practice II (RCT 1525), and Clinical Practice III (RCT 2534). (6,0,18)
- RCT 2613 — Neonatal/Pediatrics Management.** This course is a study of fetal development and the transition to extrauterine environment. It includes the most common cardiopulmonary disorders, neonatal and pediatric disease processes, and the modes of treatment. Prerequisite: Respiratory Care Practitioner III (RCT 2434). Corequisite: Clinical Practice IV (RCT 2546). (3,3,0)
- RCT 2712 — Respiratory Care Seminar.** This course is designed to integrate the essential elements of respiratory care practice through the use of care plans, case studies, and clinical simulations in a laboratory environment. Students develop an analytical approach to problem solving. Critical thinking is emphasized. Prerequisites: Clinical Practice II (RCT 1525). (2,1,2)

READING (REA)

- REA 1103 — Developmental Reading.** This course is designed to help students who demonstrate lack of proficiency in reading at the college level. Emphasis will be placed on developing basic reading skills, vocabulary, and comprehension of sentences, paragraphs and essays. Individualized computer-based instruction is

used and students not meeting minimum competency by the end of the semester will receive the grade of IP (In-Progress). (3,2,2)

RADIOLOGIC TECHNOLOGY (RADIOGRAPHY) (RGT)

- RGT 1114 — Clinical Education I.** Clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.** (4,0,12)
- RGT 1124 — Clinical Education II.** Clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.** (4,0,12)
- RGT 1139 — Clinical Education III.** Clinical practice and instruction in the clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.** (9,0,27)
- RGT 1213 — Fundamentals of Radiography.** This course is an introduction to Radiologic Technology including professional, departmental, and historical aspects. Included are terminology, medical ethics, and fundamental legal responsibilities. (3,3,0)
- RGT 1223 — Patient Care and Radiography.** This course will provide the student with the basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures will be described, as well as infection control procedures utilizing standard precautions. The role of the radiographer in patient education will be identified. (3,2,2)
- RGT 1312 — Principles of Radiation Protection.** This course is designed to present an overview of the principles of radiation protection including the responsibilities of the radiographer for patients, personnel, and the public. Radiation health and safety requirements of federal and state regulatory agencies, accreditation agencies, and health care organizations are incorporated. (2,2,0)
- RGT 1413 — Radiation Exposure I.** This course is a study of principles involving manipulation of factors controlling and influencing exposure and radiographic quality. Included are the prime factors of radiographic exposure. Basic technical conversions, problem solving procedures, and the production and nature of x-rays are addressed. (3,2,2)
- RGT 1423 — Radiation Exposure II.** This course is a continuation of Radiation Exposure I. Included are beam limiting devices, filtration, production and control of scatter and secondary radiation, exposure systems, and advanced technical conversions and problem solving. This course presents an introduction to film processing including darkroom design and equipment. Included are chemistry of developing solutions, procedures of general maintenance, quality control, and silver recovery methods. Prerequisite: Radiation Exposure I (RGT 1413). (3,2,2)
- RGT 1513 — Radiographic Procedures I.** This course includes terminology, principles, and procedures involved in routine radiographic positioning for

demonstration of the chest, abdomen, upper extremities, digestive system. Included is a review of radiographic anatomy on each procedure. (3,2,2)

RGT 1523 — Radiographic Procedures II. This course includes principles and procedures involved in the radiographic positioning of the spinal column, urinary system, pelvic girdle, lower extremities, bony thorax, and mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. Prerequisite: Radiographic Procedures I (RGT1513). (3,2,2)

RGT 1613 — Physics of Imaging Equipment. This course is designed to establish a knowledge base in radiographic, fluoroscopic, mobile, and tomographic equipment requirements and design. The content will also provide a basic knowledge of quality control. Computer applications in the radiologic sciences related to image capture, display, storage, and distribution are presented.** (2,2,0)

RGT 2132 — Social and Legal Responsibilities. Legal terminology, concepts, and principles will be presented in this course. Topics include misconduct, malpractice, legal and professional standards, and the ASRT scope of practice. The importance of proper documentation and informed consent is emphasized. This course will prepare students to better understand their patient, the patient's family, and professional peers through comparison of diverse populations based on their value systems, cultural and ethnic influences, communication styles, socio-economic influences, health risks, and life stages. Prerequisite: Fundamentals of Radiography (RGT 1213). (2,2,0)

RGT 2147 — Clinical Education IV. Clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. **(7,0,21)

RGT 2157 — Clinical Education V. Clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures.** (7,0,21)

RGT 2532 — Radiographic Procedures III. This course includes principles and procedures involved in radiographic positioning of the entire cranium, facial bones, and reproductive systems. Included is a review of radiographic anatomy on each procedure. Prerequisite: Radiographic Procedures II (RGT 1523). (2,1,2)

RGT 2542 — Radiographic Procedures IV. This course is a study of special radiographic procedures, which utilize sterile techniques and/or specialized equipment. It also includes patient preparation and contrast media utilized for these procedures. Prerequisite: Radiographic Procedures III (RGT 2532). (2,2,0)

RGT 2911 — Radiation Biology. This course is a study of the biological effects of radiation upon living matter. It includes genetic and somatic effects, instrumentation for detection, and measurement and calculation of dosage.** (1,1,0)

RGT 2921 — Radiographic Pathology. This course is designed to introduce theories of disease causation and the pathophysiologic disorders that compromise healthy systems. Etiology, pathophysiologic responses, clinical manifestations, radiographic appearance, and management of alterations in body systems will be presented.** (1,1,0)

RGT 2933 — Certification Fundamentals. This course is designed to correlate scientific components of radiography to entry-level knowledge required by the profession.** (3,3,0)

** All core courses as scheduled.

SOCIOLOGY (SOC)

SOC 2113 — Introduction to Sociology. This course is designed to give the student an introduction to sociology and its development. Emphasis is placed on how culture is built and how customs and behavior patterns are developed and the functions and importance of social institutions. (3,3,0)

SOC 2113H — Honors Introduction to Sociology. This course is the same as SOC 2113 except in those areas such as projects, activities, etc., normally associated with Honors courses. (Open through invitation only). (3,3,0)

SOC 2143 — Marriage and Family. A course designed to analyze current problems in courtship, engagement, and early years of marriage and identify the factors that contribute to success and happiness in marriage. (3,3,0)

SOC 2213 — Introduction to Anthropology. A survey of major fields and basic principle in the comparative study of mankind. (3,3,0)

SOC 2243 — Cultural Anthropology. This course examines the process of culture and personality development, methods and techniques employed by the anthropologist. Included are studies of primitive cultures, demonstrations of the precision required in ardaeological excavation and film interviews with anthropologists. (3,3,0)

SPEECH AND THEATRE (SPT)

SPT 1113 — Oral Communication. The basic principles of effective speech preparation and delivery are emphasized, and the student applies these techniques in practical speaking experiences. Speeches to inform, persuade, and entertain, are a part of the course. Prerequisite or Co-requisite: ENG 1113. (3,3,0)

SPT 1113H — Honors Oral Communication. This course is the same as SPT 1113 except in those areas such as projects, activities, etc., normally associated with Honors courses. (Open through invitation only). (3,3,0)

SPT 1123 — Debate. This course offers the basic principles in debate and argumentative speaking with practical application of these principles in both areas. Actual tournament experience is required. (3,3,0)

SPT 1131 — Forensics I. Forensics is an activity course in public speaking, which includes: oratory, declamation, oral interpretation, extemporaneous speaking and debate. Students participate in intercollegiate forensic contest and debate tournaments. (1,1,0)

SPT 1141 — Forensics II. A continuation of SPT 1131. (1,1,0)

- SPT 1153 — Voice and Diction.** Extensive study in improving voice; pronunciation, and vocabulary in order to communicate more effectively in everyday situations. This course is designed to benefit any student and specifically those students majoring in education, law, religion and related areas. (3,3,0)
- SPT 1222 — Movement for the Actor.** Technique for stage movement for the actor. Includes basic stage combat techniques. (2,2,0)
- SPT 1233 — Fundamentals of Acting.** General education approach to the art of acting, stressing basic techniques with emphasis on character development. Laboratory periods in play production. (3,3,0)
- SPT 1241 — Drama Production.** First one-hour course in the sequence of possible four, which requires participation in the college production for that semester. (1,1,0)
- SPT 1251 — Drama Production.** Second one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. (1,1,0)
- SPT 1273 — Theatrical Makeup.** Techniques in the application of makeup for the stage. (3,3,0)
- SPT 2111 — Contest Speech I.** Offered to students interested in intercollegiate speech competition. (1,1,0)
- SPT 2121 — Contest Speech II.** A continuation of SPT 2111. (1,1,0)
- SPT 2143 — Oral Interpretation.** The mechanics of the interpretation of prose and poetry selections are applied in the presentation of selections for criticism given by the students. Sometimes called oral reading, this knowledge of interpretation will increase the reader's appreciation of all types of literature. This course is recommended for English majors, education majors, ministerial students and pre-law students. (3,3,0)
- SPT 2163 — Public Speaking.** A course in the study of the forms of public speaking with stress placed upon the organization of materials and delivery techniques for extemporaneous speaking. (3,3,0)
- SPT 2223 — Introduction to Dramatic Arts (Stagecraft).** Stagecraft and lighting techniques. Students are required to participate in assigned plays. Laboratory in actual play production. (3,3,0)
- SPT 2233 — Theatre Appreciation.** This course is a general study of theatre. It covers theatre history, theories and forms, and dramatic criticism. This course will meet a fine arts requirement in a senior college. (3,3,0)
- SPT 2241 — Drama Production.** Third one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. (1,1,0)
- SPT 2251 — Drama Production.** Fourth one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. (1,1,0)

SPT 2263 — Fundamentals of Directing. Fundamentals of directing, theatre productions. Students are required to participate in assigned plays. Laboratory in actual play production. (3,3,0)

SURGICAL TECHNOLOGY (SUT)

SUT 1113 — Fundamentals of Surgical Technology. Basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, and interpersonal relationships. Ninety hours of instruction. Three semester hours.

SUT 1216 — Principles of Surgical Technique. A comprehensive study of aseptic technique, safe patient care, pharmacology, anesthesiology, and surgical techniques. Prerequisite: SUT 1113 (6,1,10) 6 semester hours.

SUT 1314 — Surgical Anatomy. Emphasis is placed on structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. One hundred twenty hours of instruction. Four semester hours. Corequisite: SUT 1113, SUT 1216.

SUT 1413 — Surgical Microbiology. Introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. Includes principles of sterilization and disinfection. Ninety hours of instruction. Three semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314. Corequisite: SUT 1518, SUT 1524.

SUT 1518 — Basic and Related Surgical Procedures. This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general, gynecology, obstetrics, urology, and anesthesia recovery. Two hundred forty hours of instruction. Eight semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314. Corequisite: SUT 1524, SUT 1413.

SUT 1524 — Specialized Surgical Procedures I. Instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialties of ear, nose, and throat, eyes, and plastics. Clinical experience in area hospital surgical suites and related departments. One hundred twenty hours of instruction. Four semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314, SUT 1518. Corequisite: SUT 1413, SUT 1518.

SUT 1534 — Specialized Surgical Procedures II. Instruction in regional anatomy, pathology, and techniques in the surgical specialty of pediatrics, geriatrics, and trauma. Clinical experience in area hospital surgical suites and related departments. One hundred twenty hours of instruction. Four semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314, SUT 1413, SUT 1518, SUT 1524. Corequisite: SUT 1538, SUT 1703.

SUT 1538 — Advanced Surgical Procedures. Instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, and cardiovascular surgery. Clinical experience in area hospital surgical suites. Comprehensive final examination. Two hundred forty hours of instruction. Eight semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314, SUT 1518, SUT 1524. Corequisite: SUT 1413, SUT 1534, SUT 1703.

SUT 1703 — Certification and Role Transition. An in-depth study of the role of the surgical technologist and review for the certification examination. The course examines liability, ethical and legal issues of practice, adapting critical thinking skills to a variety of practice settings, effective team and professional behaviors and continuing education. Practice on computer simulations is required. Ninety hours of instruction. Three semester hours. Prerequisite: All 1st, 2nd semester coursework. Corequisite: SUT 1534, SUT 1538.

TEACHER ASSISTANT TECHNOLOGY (TAT) 7220

TAT 1114—Early Childhood Education for the Teacher Assistant. This course is designed as an introduction to early childhood education and the role and responsibility of the assistant teacher. (4,2,2)

TAT 1213—Assisting with the Special Child. This course reviews the characteristics of the normal, exceptional, abused, and/or neglected child. (3,3,0)

TAT 1313—Receptive and Expressive Language Art Skills for the Teacher Assistant. This course is designed for personal skills development in the areas of oral reading, reading comprehension, effective listening, nonverbal communication, oral and written language, and oral presentations by the teacher assistant. (3,3,0)

TAT 1413—Health, Nutrition, and Safety for Elementary Children. This course is designed as an introduction to the current concepts in the fields of health, safety, and nutrition and their relationship to early childhood education. It is intended to help adults assist children to develop good habits and attitudes and to assume lifelong responsibility for their own well being. (3,2,2)

TAT 1513—Directing Activities for the Elementary Child. This course is designed to familiarize the students with an understanding of the physical, artistic, and musical development of the elementary child and the appropriate applications of methods and materials used for activities by the teacher assistant in the elementary classroom. (3,2,2)

TAT 1613—Methods and Materials in Handwriting for the Teacher Assistant. This course is designed to familiarize the students with the methods and materials used in handwriting instruction and the appropriate applications by the teacher assistant in the elementary classroom. (3,2,2)

TAT 1624—Methods and Materials in Reading for the Teacher Assistant. This course is designed to introduce the student to the methods and materials used in reading instruction and the appropriate applications by the teacher assistant in the elementary classroom. (4,2,3)

TAT 1634—Methods and Materials in Mathematics for the Teacher Assistant. This course is designed to familiarize the student with the methods and materials used in mathematics instruction and appropriate applications by the teacher assistant in the elementary classroom. (3,2,3)

TAT 1713—Effective Use of Media and Resources for the Teacher Assistant. This course is designed to teach the student to create and use resource materials effectively. Emphasis will also be placed on proper use of audiovisual and office equipment for development and use of instructional materials by the teacher assistant. (3,2,2)

TAT 1813—Educational Planning for the Teacher Assistant. This course will introduce the student to the scope and sequence of elementary curricula. Emphasis will also be placed on the interpretation and implementation of lesson plans and the use of various instructional techniques by the teacher assistant. (3,2,2)

TAT 1913—Practicum I for the Teacher Assistant. The teacher assistant will spend scheduled time in elementary classrooms for supervised learning experiences. The teacher assistant will observe and record the daily aspects of elementary instructional program within the classroom. (3, 135 clock hours)

TAT 1924—Practicum II for the Teacher Assistant. The teacher assistant will spend scheduled time in the elementary classrooms for supervised learning experiences. The teacher assistant will observe and record the daily aspects of the elementary instructional program within the classroom. (4, 180 clock hours)

TELECOMMUNICATIONS (TCT)

TCT 1114 — Fundamentals of Telecommunications. This course is designed to acquaint the student with the history of voice/data communication, fundamental concepts, and basic telephone service. (4,3,2)

TCT 2214 — Telephone Systems. This course gives the student information and hands-on experience in installation, operation, troubleshooting, and repair of commercial use telephone systems including analog and digital key systems. Pre-corequisites: TCT 1114. (4,3,2)

TCT 2224 — PBX Systems. This course is a continuation of the PBX section of Telephone Systems (TCT 2214). This course will further emphasize the installation, programming, and troubleshooting of PBX systems. Maintenance, cleaning, and paperwork will be covered. Pre-corequisites: TCT 2214. (4,2,4)

TCT 2314 — Fundamentals of Digital Communications. This course covers theories and concepts of data communications, design, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation) PWM (pulse width modulation), and PCM (pulse code modulation). Pre-corequisites: TCT 1114. (4,2,4)

TCT 2324 — Digital Communications. This course covers theories and concepts of data communications, design, and implementation. Different modulation systems will be examined such as PAM (pulse amplitude modulation), PTM (pulse time modulation), and PCM (pulse code modulation). The use of filtering to eliminate unwanted distortion is emphasized as well as contrasting the performance of PAM and PCM. Pre-corequisites: TCT 2314 or EET 2414. (4,2,4)

TCT 2414 — Microwave and Satellite Systems. This course is designed to develop understanding and skills associated with microwave and satellite applications in the telecommunications industry. Pre-corequisites: TCT 2314. (4,3,2)

TCT 2424 — Network Systems. This course covers networking fundamentals, voice networking, LANs and Internetworking. This course will cover upgrade of computers to support LAN technology including hardware and software and running and termination network media including Cat. 3 twisted pair cable, coaxial cable, and fiber optic cable. Pre-corequisites: TCT 2214, EET 2423. (4,2,4)

TCT 2913 — Special Project. This course is designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related technical courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Pre-corequisites: Consent of instructor. (3,0,6)

TCT 2921 — Supervised Work Experience. This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of semester hour per 45 industrial contact hours. Pre-corequisites: Consent of instructor and completion of at least one semester of advanced course work in Telecommunication/Telecommunications-related programs. Three semester hours, based on 135 industrial contact hours. (3,0,18)

CAREER RELATED EDUCATION COURSES (VRE)

VRE 1000 — Employability Skills. Learning experiences in applying for a job, job interviewing and employer-employee relations.

VRE 1010 — Related Education. Learning experiences in communication skills both oral and written as applied to the occupation in which the student is enrolled.

VRE 1020 — Related Education. Learning experiences in mathematics skills as applied to the occupation in which the student is enrolled.

*Students are scheduled into the Employability Skills and Related Education class if they have an academic functional grade level below the tenth grade, as determined by achievement tests administered during admission.

Those students required to attend the employability skills and related education class must maintain regular attendance in class and make satisfactory progress. Failure to maintain such attendance and progress will jeopardize the student's enrollment in the career education class (i.e., student will be dropped from the class).

The time students are scheduled into the employability skills and related education class is a graduation requirement for those students required to take the class.

Successful completion of related education may be accomplished by one or more of the following: (a) achievement of tenth grade level by testing; (b) passing a written test administered by the occupational instructor and the related education instructor; (c) approval of related education review committee.

WIDE AREA NETWORK TECHNOLOGY (WAN)

- WAN 1413 — Communication Hardware.** This course is an introduction to communication hardware and its uses in wide area networks. Topics include modems, CSU/DSU, multi-plexers, wireless transceivers, and satellites
Prerequisites: CNT 1414 (3,2,2)
- WAN 2313 — Survey of Network Electronics.** This course is designed to provide the student concepts of electronics. Topics include DC and AC fundamentals, radio frequency interference, instrument and test equipment familiarization, and terminology. Prerequisites: Permission of advisor. (3,2,2)
- WAN 2524 — Protocols.** This course is a continuation of Network Components (CNT 1524). Topics include IGRP, IPX, X.25, XNS, DECnet, AppleTalk, HDLC, LAPB, SDLC, SNA, ATM, Frame Relay, FDDI, and SONET. Laboratory topics include implementation of protocols, router configuration, and usage of a protocol analyzer. Prerequisite: CNT 1524. (4,2,4)
- WAN 2623 — Router Configuration.** This course emphasizes the configuration of a production router. Topics include VLSM, Frame Relay, Tunneling, and VPN. : WAN 2524 (3,2,2)
- WAN 2633 — Advanced Router Configuration and Security.** This course emphasizes advanced configuration techniques used with routers, focusing on the topics needed to implement, secure, maintain and expand routers and routing on your network. Topics include scalable routing protocols, methods to manage IP traffic using access lists, traffic management and router/network security. Prerequisite: WAN 2524 and WAN 2623. (3,2,2)
- WAN 2713 — WAN Management.** This course discusses planning, monitoring, trends, thresholds, and utilization statistics for wide area networks. Prerequisites: WAN 2524. (3,2,2)
- WAN 2723 — WAN Design.** This course involves applying concepts in planning and designing a functioning WAN. Emphasis is placed on recognizing needs, conducting analysis, and designing solutions. Prerequisites: CNT 1524. (3,2,2)

WEB DEVELOPMENT TECHNOLOGY (WDT)

- WDT 1414 – Web Design Applications.** Introduce students to various professional and personal web design applications using current industry standards. Students will work with the latest WYSIWYG editors, HTML editors, animation/multi-media products, and photo editors. Prerequisites: CNT 1513, CST 1333. (4, 2, 4)
- WDT 1314 – Client Side Programming.** This course focuses on advanced JavaScript and DHTML programming. Prerequisites: CNT 1513, CPT 1144. (4, 2, 4)
- WDT 2214 – Perl Scripting Language.** Describes how Perl server-side scripting can be used to enhance web applications. Pre/Corequisites: WDT 1314, WDT 2823. (4, 2, 4)

- WDT 2244 – ASP Script Programming.** Describes how ASP server-side scripting can be used to enhance web applications. Prerequisites: WDT 1314, WDT 2823. (4, 2, 4)
- WDT 2234 – PHP Scripting Language.** Describes how PHP server-side scripting can be used to enhance web applications. Prerequisites: WDT 1314, WDT 2823. (4, 2, 4)
- WDT 2254 – ColdFusion Script Programming.** Describes how ColdFusion server-side scripting can be used to enhance web applications. Prerequisites: WDT 1314, WDT 2823. (4, 2, 4)
- WDT 2614 – Project Management.** This course is the culmination of all concepts learned in the Web curriculum. Emphasis will be placed on E-Commerce, Portfolio Development, Web design and development, maintenance, security, and evaluation. Pre/s: Server-Side Elective, WDT 2723. (4, 2, 4)
- WDT 2723 – E-Commerce Strategies.** Provides opportunities for students to examine strategies and products available for building electronic commerce sites, examine how such sites are managed, and explore how they can complement an existing business infrastructure. Students get hands-on experience implementing the technology to engage cardholders, merchants, issues, payment gateways and other parties in electronic transactions. Prerequisites: Server-Side Elective, WDT 2823. (3, 2, 2)
- WDT 2823 – Web Server.** Introduces students to web, e-mail, and Proxy servers and the platforms on which they reside. Students will be able to install and configure web, e-mail, and proxy servers. Prerequisites: Operating Platforms, Fundamentals of Data Communications. Corequisites: Server-Side Elective. (3, 2, 2)

WELDING (WLV)

- WLV 1004 — Introduction to Welding and Cutting I.** This course is designed for the student who has no previous training in the welding field. (4,2,4)
- WLV 1013 — Introduction to Welding and Cutting II.** Continuation of WLV 1004. (3,1,4)
- WLV 1117 — Shielded Metal Arc Welding.** This course is designed to teach students welding techniques using electrodes. (7,1,12)
- WLV 1124 — Gas Metal Arc Welding.** This course is designed to give the student experience in various welding applications with GMAW welder including hour circuiting and pulsed transfer. (4,1,6)
- WLV 1136 — Gas Tungsten Arc Welding.** This course is designed to give the student experience in various welding applications with the GTAW welder. (6,1,10)
- WLV 1143 — Flux Cored Arc Welding.** This course is designed to give the student experience in FCAW. (3,1,4)
- WLV 1155 — Pipe Welding.** This course is designed to give the student experience in pipe welding procedures. (5,1,8)

- WLV 1162 — Gas Metal Arc Aluminum Welding.** This course is designed to give the student experience in Gas Metal Aluminum Welding. (2,1,2)
- WLV 1171 — Welding Inspection and Testing Principles.** This course is designed to give the student experience in inspection and testing of welds. (1,0,2)
- WLV 1212 — Plasma ARC Cutting.** This course is designed to give the student experience in PAC. (2,1,2)
- WLV 1222—Air Carbon Arc Cutting and Gouging.** This course is designed to give the student experience in Air Carbon cutting and gouging. (2,1,2)
- WLV 1232 — Drawing and Welding Symbol Interpretation.** This course is designed to give the student advanced experience in reading welding symbols. (2,1,2)
- WLV 1242 — Oxyfuel Gas Cutting Principles and Practices.** This course is designed to give the student experience in oxyfuel cutting principles and practices. (2,1,2)
- WLV 1252 — Advanced Pipe Welding.** This course is designed to give the student advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes. (2,1,2)
- WLV 1913 — Special Problem in Welding and Cutting.** A course designed to provide the student with practical application of skills and knowledge gained in other Welding and Cutting courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. (3,0,6)
- WLV 1923 — Supervised Work Experience in Welding and Cutting.** This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. (3,0,9)

PERSONNEL

ADMINISTRATIVE OFFICERS Central Office

Executive Officers

President.....	Dr. Willis H. Lott
Vice President for Administration and Finance	Dr. Hal Higdon
Vice President for Academic and Student Affairs	Dr. Cheryl Thompson-Stacy
Comptroller	Jerry A. Bryan
Associate Vice President for Institutional Relations	Colleen Hartfield
Associate Vice President for Institutional Research.....	Dr. Joseph W. Cliburn
Associate Vice President for Development	Becky Montgomery
College Engineer	Steve Bessette
Director, Information Technology	David Bescancon
Database Administrator.....	Lynn Ladner
Senior/Systems Analyst	Louis Boudreaux
Network Administrator	Randall Cornell
Programmer Analyst	Dave Bishop
	Alan Saucier
Coordinator, Information Services	Raymond Hatten
Computer Repair Specialist.....	Wilfred G. Broussard
	Danny Lawson
Coordinator, Distance Learning	Mark Smith
Coordinator, Marketing/Recruitment	Brenda Donahoe
Alumni/Foundation Officer	April Grace
Director of District Printing	Michael Anderson
Director of Purchasing and Property Control.....	Mike Herndon
Superintendent of Transportation.....	James Willis
President Emeritus	Dr. J.J. Hayden, Jr.
President Emeritus	Dr. Barry L. Mellinger

Community Campus

Vice President	Anna Faye Kelley-Winders
Cooperative Education Coordinator	Hilton Murray
Dean of Adult Basic Skills	Dr. Elizabeth Nelms
Director of Allied Health and External Programs	Dr. Judith Benvenuti
Director of Business Services and Industrial Training.....	Stacy Carmichael
Director of Development and Continuing Education.....	Deena Kuntz
Project Manager	Michelle Cuevas
School to Career Coordinator.....	Kim Peterman
Small Business Development Director.....	VACANT
Spatial Information Project Director	James (Jerry) Coleman
Tech-Prep Coordinator	Joyce Calcote
Workforce Development Director, Jackson County Campus.....	Brock Clark
Workforce Development Director, Jefferson Davis Campus	Wayne Kuntz
Workforce Development Director, Perkinston Campus.....	Mark Bounds

Jackson County Campus

Vice-President	Dr. Rick Christmas
Dean of Instruction.....	William F. Martin
Dean of Student Services	Bill Yates
Dean of Business Services	Tom Eason
Assistant Deans of Career and Technical Instruction.....	Charlie Neumann Joe Tillson
Assistant Dean of Instruction	Joy Mitchell
Assistant Dean of LRC/Library Director	Pam Ladner
Assistant Librarian	Timothy Keohn Gwen Green
Financial Aid Office Manager.....	LaShanda Chamberlain-Mitchell
Director of Admissions	Teresa Ormes
Director of Learning Laboratory	Patricia Grady
Workforce Development Coordinator.....	Brock Clark
TV Technician, Publicity Photographer	Paul D. Mansfield
Coordinator of Program Services	Kay Martin
Counselor	Sheila Lyon Linda Mizell Jennifer Bell Sheri Stanford
Student Activities Counselor.....	Meridith Descher
Career/Technical Student Support Services Coordinator.....	Gerry Woodward

Jefferson Davis Campus Keesler Center West Harrison County Center

Jefferson Davis Campus

Vice President	Dr. Reginald Sykes
Dean of Student Services	Jeff Donahoe
Dean of Instruction.....	Ouida White
Dean of Business Services	Gina Sessum
Assistant Deans of Career and Technical Instruction.....	Glynn McDaniel Dr. Beverly Parker
Assistant Dean, LRC/Library Director.....	Foster Flint
Director of the Learning Laboratory	Thomas G. Taylor
Director of Admissions	Barbara Parshall
Director of Financial Aid	Searcy Taylor
Director of Workforce Development	Wayne Kuntz
Senior Librarian	Charles Clark
Assistant Librarians.....	Nancy Wilcox Dianne Hurlbert

Counselors..... Veta Griffith
Denise Daniel
Pamela Skinner
Sandra Johnson

Career/Technical Student Support Services Coordinator..... Diane Kiser
Sandra Weinburg
Diane Hoover

Keesler Center

Assistant Dean.....Patti Holloway

West Harrison County Center

Administrative Dean Don Christensen

Assistant Dean.....Tommye Skinner

Career/Technical Student Support Services Coordinator.....June Jefferson

Counselor Charles Serpente

**Perkinston Campus
George County Center**

Perkinston Campus

Vice President Dr. Mary Graham

Dean of Student ServicesRick Hartfield

Dean of Business Services Johnnette Dees

Dean of Instruction.....Dr. Janet Moody

Assistant Dean of Career and Technical Instruction John Shows

Assistant Dean, LRC/Library Director.....Dr. Brenda Rivero

Assistant LibrarianGlenda Redmond
Vanessa Ritchie

Media Services Director.....Richard Marlowe

Director of Admissions Michelle Sekul

Director of Financial Aid Sheree Bond

Counselors..... Carole Pearce
James Ray Smith

Director of Workforce/Career Center.....Mark Bounds

Supervisor of Student Discipline and HousingRick Hartfield

Coordinator of Discipline and

Housing for Women..... Becky Layton

Director of Athletics.....Chris Calcote

Career/Technical Student Support Services Coordinator..... Roxie Hatten

George County Center

Administrative Dean Dr. Dean Belton

Career/Technical Student Support Services Coordinator.....Suzan Bounds

CounselorLane Hoggard

STAFF**Central Office**

Accountant	Marcia Taylor
Accounting/Special Projects	Louise Brown
Accounts Payable Clerk	Marleen Moore
Admissions Specialist	Rhonda Maddox
	Virginia Overstreet
Computer Technician	Christopher Collins
	Jeffery Matthews
	Harry Scovel
	Todd Stinnette
Central Store Clerk.....	Terry Shavers
Courier/Clerk	Sharon Miller
Data Entry	Betty Bennett
Data Specialist.....	Tennille Shoemaker
Driver/Mechanic	David Newbill
Driver/Operator	David Taylor
Duplicating Clerk	Diana Beall
Editor/Writer	Kimberly Jones
Finance Clerk	Debbie Rogers
	Jeanette Wells
Graphic Services Assistant.....	Kim Willis
Graphic Services Manager	Mike Sewell
Human Resources Benefits Clerk.....	Chris Pierce
Mechanic/Operator.....	Gary Moore
	Ronnie Sims
Payroll Specialist.....	Ann Abel
Photographer	Richard Kopp
Printer.....	Larry Falcon
Printing Assistant	Aldridge Free
Printing Clerk	Diane Beall
Public Information's Specialist	Kenny Flanagan
Purchasing Clerk	Margaret Bounds
	Dianne Raborn
Recruitment Clerk	Peggy Whittington
Secretary, Alumni	Dee Dee Hatten
	Kristie Jones
Secretary, Associate Vice President for Institutional Research.....	Sharon Parker
Secretary, Distance Learning	Mary Martha Alford
Secretary, Institutional Relations	Lisa Alexander
Secretary, President's Office.....	Gloria Breland
	Vonda Ford
	Becky Parker
Secretary, Vice President for Academic Instruction and Student Affairs ...	Carolyn Brooks
	Karen McQueen

Secretary, Vice President for Administration.....	Jan Seals
Senior Bookkeeper.....	Helen Vernon
Technical Services Librarian.....	Monica Miller
Telecommunications Technician.....	Charles B. Blakeney
Telecommunications Technician.....	William McLeod
Webmaster	Keith Lee

Community Campus

Adult Basic Skills Aide, George County Center.....	Betty Walley
Adult Basic Skills Aide, Perkinston Campus.....	Debra Willis
Adult Basic Skills Manager, Jackson County Campus and George County Center.....	Patricia Black
Adult Basic Skills Manager, Perkinston Campus and Jefferson Davis Campus	Laura Bragg
Apprenticeship Instructor	Clifford Beardsley
Apprenticeship Instructor.....	Floyd Carson
Apprenticeship Instructor.....	Emery E. Elder
Apprenticeship Instructor.....	Darren Haas
Apprenticeship Instructor.....	Warren Howard
Apprenticeship Instructor.....	Jerry D. Hudson, II
Apprenticeship Instructor.....	Jason Hudson
Apprenticeship Instructor.....	Lewis McLeod
Apprenticeship Instructor.....	John McNeil
Apprenticeship Instructor.....	Tyreece Malone
Apprenticeship Instructor.....	George Mason
Apprenticeship Instructor.....	Mitchell Moorman
Apprenticeship Instructor.....	Carey Olsen
Apprenticeship Instructor.....	Ronald Phillips
Apprenticeship Instructor.....	Wesley Stork
Apprenticeship Instructor.....	Todd Thompson
Apprenticeship Instructor.....	Harron Wise
AutoCAD Instructor.....	Debra Hallmark
Career Center Manager, Jackson County Campus.....	John Wiley Clark
Career Center Manager, Jefferson Davis Campus.....	Roxanne Towles
Career Center Manager, Perkinston Campus	
Community Services Manager, Jackson County Campus.....	Janae Brown
Continuing Education Specialist.....	Patricia Fike
Coordinator, Institute for Learning in Retirement Jackson County Campus and Jefferson Davis Campus	Harriet Leckich
Coordinator, Institute for Learning in Retirement, Perkinston Campus.....	Brenda Dyal
Cruise Ship Instructor	Ronald Parrish
Cruise Ship Instructor	Charlie Hutson
Curriculum Analyst.....	Stephanie McLendon
District GED Examiner.....	Frank Koch
Electrical/Power Transmission/Distribution Instructor.....	Wayne Hemmingway
Electronics Instructor	Ray Gardiner

GED Examiner	Frank Koch
GED On-line Technician.....	Barbarina Robertson
GED On-line Trainer.....	Elaine Glover
In Plant Welding Instructor	Tom David
In Plant Welding Instructor	George Dearman
In Plant Welding Instructor	William Jordan
In Plant Welding Instructor	Byron King
In Plant Welding Instructor	Jimmy Nancy, Jr.
In Plant Welding Instructor	Lewis Scara
In Plant Welding Instructor	Herman Dykes, Jr.
In Plant Welding Instructor	Ronald Pierce
Maintenance Instructor.....	Dewayne Delancey
Maintenance Instructor.....	Larry Burdeshaw
Maintenance Supervisor, Applied Technology and Development Center	Michael Martin
Pre-Employment Welding Instructor	Mitchell McDaniel
Pre-Employment Welding Instructor	Glen Rogers
Process Operational Instructor	David Useforge
Project Manager	Michelle Wilson
School-to-Career Liaison/Trainer.....	Kimberly Peterman
Secretary, Applied Technology and Development Center	Rhonda Thompson
	Patricia (Penny) Tyler
Secretary, College Director Program Development and Continuing Education	Angelica (Angel) Klobe
Secretary, Dean of Adult Basic Skills	Barbara French
Secretary, Director of Business Services and Industrial Training	Trudy Showles
Secretary, Tech-Prep Coordinator.....	Donna Butler
Secretary, Vice President of Community Campus	Marilyn Beckham
	Rhonda Thompson
Secretary, Small Business Development Director.....	Amy McCowan
Secretary, Workforce Development Director, Jackson County Campus.....	Angela Glenn
Secretary, Workforce Development Director, Jefferson Davis Campus	Crystal Ladner
Secretary, Workforce Development Director, Perkinston Campus	Dot Mansfield
Secretary, Workforce Development, Jackson County Campus	Kelly Green
Trainer, Basic Skills, George County Center	Maureen Hooks-Moody
Trainer, ABE/GED, Jackson County Campus	Carroll Clifford, III
Trainer, ABE/GED, Moss Point	Deborah Fagan
Trainer, Basic Skills, Perkinston Campus	Nora Newbill
Trainer, ESL, Jackson County Campus and and Jefferson Davis Campus	Ginger Creel
Upgrade Welding Instructor.....	James Burroughs
Upgrade Welding Instructor.....	Danny Davis
Welding Instructor	Byron King

Jackson County Campus

Bookkeeper, Business Services	Tammy Franks
Bookstore Clerk	Sandra Shannon Lonna Dykes
Bookstore Manager	VACANT
Chief of Security	Milton Smith
Child Care Aids.....	Susan Odom Tomika Penton Geraldine Swilley
Computer Lab Assistants	Mary Noble Nancy Crawford Kyle Boyda
Computer Technician	Brooke Mill
Data Entry, Financial Aid.....	Bobbie Starling
Finance Clerk, Business Services.....	Barbara Richerson Charlette Willis
LRC Technician	Angie Bridges
LRC Technician	Paula Thorp
Maintenance Supervisor.....	Lincoln Wise
Navy Homeport Recruiter	Debra Lee
Purchasing Clerk, Business Services.....	Jane Boone
Records Clerk.....	Kay Byrd
Secretary, Academic Faculty.....	Susan McGuff
Secretary, Admissions Director.....	Jackie Everett
Secretary, Admissions/Records.....	April Bosarge
Secretary, Apprentice Coordinator.....	Nina Martin
Secretary, Assistant Dean of Instruction (Evening College)	Annie Harris
Secretary, Associate Degree Nursing.....	Jo Ann Tisbury
Secretary, Career Counselor.....	Shirley Holliday
Secretary, Career and Technical Instruction	Violet Lett Barbara Perry
Secretary, Dean of Business Services	Anne Hinton
Secretary, Dean of Instruction.....	Thea Pope
Secretary, Dean of Student Services	Denise Nettles
Secretary, Financial Aid.....	Pat Read Carolyn Coleman Debra Lee
Secretary, Library Director	Johanna Martin
Secretary, Vice-President	Jan Yarber
Superintendent of Buildings and Grounds	Mark Thornton
Supervisor, Janitorial Services	Alvin Carter

STAFF

**Jefferson Davis Campus
Keesler Center
West Harrison County Center**

Jefferson Davis Campus

Assistant Superintendent of Building/Grounds	William Lancon
Bookstore Assistant.....	Abby Faulk
Bookstore Assistant.....	Janet Smith
Bookstore Manager	Maria Baumann
Clerk, Admissions/Records	Karen Poole
Clerk, Library	Kathy McCann
Computer Laboratory Assistant	Jenny Barnes
Computer Laboratory Monitor	Billy Barnes
Console Operator	Mary Ellen Walters
Data Entry Clerk, Financial Aid.....	Ginger DuBose
Day Janitorial Supervisor	Daryoush Moradmand
Finance Clerk, Business Services.....	Tiffany Alford
	Julie Broussard
	Barbara Glass
	Marcile Schruff
	Mindy Seyfarth
Instructional Facilitator	Kerry Gambrell
Night Janitorial Supervisor.....	Martha Jones
Records Clerk.....	Denise Newman
Secretary, A.D. Nursing	Kathrine Childers
Secretary, Assistant Dean of Career and Technical Instruction	Pat Lanning
Secretary, Building/Maintenance	Mary Bailey
Secretary, Career Center	Margo Hines
Secretary, Career Center, Veterans Affairs	Lola Peters
Secretary, Career/Technical Department.....	Tammy Uchello
Secretary, Dean of Business Services	Kim Morgan
Secretary, Dean of Student Services	Maria McNally
Secretary, Dean of Instruction.....	June Bounds
	Linda Everett
Secretary, Department Chairpersons	Daphne Flowers
Secretary, Director of Admissions	Theresa Whiteside
Secretary, Director of Financial Aid	VACANT
Secretary, Evening Office	Debbie Schifano
Secretary, Financial Aid.....	Helen Peaks
Secretary, Health Occupations	Adrienne Griffin
Secretary, Learning Lab	Joy Smith
Secretary, Vice President	Libby Richmond
Shipping and Receiving Clerk.....	Aaron Edwards
Superintendent of Building/Grounds.....	Charles Maddox

Keesler Center

Secretary, Assistant Dean..... Angela Cooksey
 Secretary, Office of Assistant Dean Elaine Eveland
 Linda Otis

West Harrison County Center

Secretary, Administrative Dean Betty Towles
 Secretary, Administrative Dean's Office Barbara Himes
 Maintenance Supervisor.....Fred Kately

**Perkinston Campus
 George County Center**

Perkinston Campus

Assistant Bookkeeper.....Belinda Carlisle
 Assistant Sup.,Buildings and Grounds (Field Operations)..... Brian Hall
 Assistant Sup.,Buildings and Grounds (Internal Operations)..... Ronnie Innis
 Athletic Trainer Danny Anderson
 Bookkeeper Sandra Maniscalco
 Bookstore Clerk Pam Farmer
 Bookstore Manager Tammie Weathers
 Child Care Aide.....Tammy Farmer
 Computer Lab Assistant, Computer Science..... Tammy Hall
 Computer Lab Assistant, Learning Lab Angela James
 Console Operators Karen Hayes
 Joyce Henderson
 Coordinator of Student Activities/Wellness CenterLadd Taylor
 Data Entry, Financial Aid..... April Bond
 Housemothers..... June Daughdrill
 Linda Goble
 Mary Ann Hunt
 Elizabeth Johnson
 Aretha McLaughlin
 Charlene Murray
 Hertha Leigh Nall
 Aurelia Walker
 Receptionist/Secretary, Admissions Amanda Frye
 Records Clerk/Veterans Affairs Tommie Weathers
 Secretary, Athletics Faye Cooley
 Secretary, Assistant Dean of Career and Technical Instruction Karen Tanner
 Secretary, Buildings and Grounds..... Donna Rominger
 Secretary, Dean of Business Services Judy Cater
 Secretary, Dean of Instruction.....Marie Baggett
 Secretary, Dean of Student Services Sylvia Davis
 Secretary, Director of AdmissionsJanet Bond
 Secretary, Faculty..... Jane Sullivan
 Secretary, Financial Aid..... Dawn Richardson
 Secretary, Financial Aid Director..... Geraldine Terrell
 Secretary, Fine Arts..... Stacy Fore

Secretary, Housing	Toni Naramore
Secretary, Learning Laboratory.....	Edna Bond
Secretary, Library.....	Valerie Fairley
Secretary, Media Services Director.....	Trudy Bryan
Secretary, Science	Hope Ladnier
Secretary, Vice President	Elaine Brockmeyer
Security	Ricky Farmer
	Donnie Johnson
	Rob Langilanas
	Andy Lott
Shipping and Receiving Clerk.....	Sharon Miller
Student Center Clerks	Reba Douglas
	Carma Howze
	Mercedes Jordan
Superintendent, Buildings and Grounds.....	Randy Fountain
Supervisor of Dormitories	Leah Christian
	Neil Frederic
	Jerry Fremin
	Patrick Hayes
	Melanie McMains

George County Center

Janitorial Services	Desiree Crawley
Maintenance/Mechanical/Janitorial.....	Johnny Ford
Maintenance/Security.....	John "Mickey" James
Secretary, Administrative Dean	Marina Causey
Secretary, Administrative Dean	Jannie Smith

COLLEGE EXECUTIVE COUNCIL

President Willis H. Lott; Hal Higdon, Jerry Bryan, Cheryl Thompson-Stacy, Richard Christmas, Reginald Sykes, Mary Graham, Anna Faye Kelley-Winders, Colleen Hartfield.

**JACKSON COUNTY CAMPUS
Committees**

- Administrative Committee:** R. Christmas, W. Martin, B. Yates, T. Eason.
- Admissions Committee:** B. Yates, Chair; T. Ormes, W. Martin, C. Neumann, C. Broome, S. Stanford, (Admissions committees for Health Programs are appointed annually by the appropriate deans.)
- Judicial:** R. Moak, Chair; L. Melton; K. Martin, two students.
- Faculty Publicity:** S. Stanford, D. Mansfield.
- Graduation:** B. Yates, Chair; T. Eason, S. Stanford, J. Davis.
- Guidance:** T. Ormes, Chair; B. Yates, J. Bell, L. Mizell.
- Instructional Affairs:** W. Martin and appropriate department members.
- Learning Resources:** B. Snell, Chair; M. Cummings, P. Hancock, K. Bevill, G. Lott, R. Brown, M. Cluff, P. Caldwell, D. Matthews, P. Grady, P. Ladner, B. Helms.

Scholarship: LaShanda Chamberlain-Mitchell, Chair; S. Lyons, R. Moreton, B. Snell, G. Bhowmick, B. Yates.

Student Activities: Presidents of the Student Council, VICA, and PTK, Treasurer of Student Council, B. Yates, S. Stanford.

Student Publications: S. Stanford, B. Yates, Editors of Student Newspaper and Yearbook.

Department Chairpersons

Associate Degree Nursing.....	Nica Cason
Business and Office Administration.....	Marsha Cummings
Career Education.....	Debra Mathews
Developmental Studies.....	Barbara Haygood
Fine Arts.....	Rebecca Moreton-Harrell
Health and Physical Education.....	Kay Bevill
Health Occupations	Mary Trichell
Language Arts	VACANT
Mathematics	Raymond Tanner
Social Studies	Dean Shaw
Science	Jim Dunn
Technical Education.....	John Poelma

Vice President's Committee

James Gilbert	Elected	2000-03
Gean Stewart	Appointed	2000-03
Rosemary Miller	Elected	2000-03
Gerry A. Woodward	Appointed	2001-04
William Harris	Appointed	2001-04
Becky Posey	Appointed	2002-03
Barbara Perry	Appointed	2002-03
Gloria Young	Appointed	2002-03

JEFFERSON DAVIS CAMPUS Committees

Administrative Committee: R. Sykes, Chair; D. Christensen; J. Donahoe; F. Flint; P. Holloway; B. Parker; G. Sessum; O. White.

Admissions: J. Donahoe, Chair; B. Parshall; L. Pham; P. Skinner; T. Taylor.

Judicial: S. Roberts, Chair; K. Fayard; D. Parker; L. Rutter; S. Johnson; L. A. Drago; L. Miller; J. Scafide; President of the Student Council and a student appointed by the Student Council; K. Cook, Recorder.

Reception and Courtesy: S. Weinberg, Chair; T. Alford; S. Brown; F. Flint; B. Glass; D. Knowles; L. Richmond.

Food Service: G. Sessum, Chair; Mary Bailey; Terry Pollard; Steve Roberts; President of the Student Council.

Graduation: J. Donahoe, Chair; D. Knowles; S. Roberts; O. White; two students appointed by Student Council.

Guidance: D. Daniel, Chair; B. Parshall; T. Skinner; P. Skinner; V. Griffith; J. Lancaster; J. Donahoe (Ex-Officio).

Instructional Affairs: O. White, Chair; appropriate Deans or Department Chairpersons.

Learning Resources: F. Flint, Chair; J. Applewhite; S. Bennett; M. Dougharty; J. Gazzo; D. Hurlbert; D. Roper; T. Taylor; M. VanCourt; N. Wilcox.

Physical Education and Health Services: J. Ball; A. Cuevas; L. Miller; K. Stennis; P. White.

Publications: G. Winter; T. Pollard; D. Wise.

Registration: O. White, Chair; S. Johnson; S. Taylor; D. Wise; Administrative Committee members.

Scholarships: S. Taylor, Chair; D. Knowles; G. McDaniel; D. Parker; G. Smith; T. Thompson.

Department Chairpersons

Associate Degree Nursing and Health Occupations.....	VACANT
Business and Office Administration.....	Donna Parker
Developmental Studies.....	Debra Watson
Fine Arts.....	Wayne Catlett
Health, Physical Education and Recreation.....	Karen Stennis
Language Arts.....	Carol Holley
Mathematics.....	Larry Miller
Science.....	Shelia Brown
Social Studies.....	L.A. Drago
Technical Programs.....	Kirk Drennon

Vice President's Committee

Larry Miller	Elected	2000-03
Sarah Stopson	Appointed	2000-03
Hamilton Miley	Appointed	2000-03
Ryan Pierini	Appointed	2000-03
Harry Bennett	Elected	2001-04
Betty O'Brian	Elected	2001-04
Mindy Seyfarth	Elected	2001-04
Charles Maddox	Appointed	2002-05
Gloria Smith	Appointed	2002-05
Karla Smith	Appointed	2002-05

PERKINSTON CAMPUS Committees

Academic and Honors Scholarship: J. Moody, G. Greene-Aguirre, Department Chairpersons

Admissions: R. Hartfield, Chair; C. Pearce, J. R Smith, J. Moody, M. Sekul

Awards: R. Hartfield, Chair; C. Calcote, E. Brockmeyer, R. Layton, J. Moody, J. Shows, L. Taylor

Campus Athletic: C. Calcote, Chair; G. Holmes, W. Weathers, C. Farris, B. Lee

Faculty Housing: Dr. Mary Graham, Chair; Dr. Willis Lott, Dr. Hal Higdon

Instructional Affairs: J. Moody, Chair; Department Chairs

Judicial: Dr. B. Rivero, Chair; C. Calcote, Co-Chair; D. Antie, J. Burnside, M. Cudd, K. Dedeaux, M. Gavin, L. Hill, A. Lee, M. Norman, J. Ross, M. Sekul, Student Council Members

Learning Resources: Dr. B. Rivero, Chair; L. Hill, R. Marlowe, M. Heim, S. McMahan. Student

Scholarship: R. Hartfield, Chair; J. Dees, S. Bond, J. Moody, J. Shows

Student Activities: R. Hartfield, Chair; A. James, L. Christian, R. Layton, N. Frederic, P. Hayes, M. McMains, L. Taylor

Salvage: C. Sullivan, Chair; P. Hayes, K. Price

Student Housing: R. Hartfield, Chair; B. Layton, Dormitory Supervisors

Student Publications: R. Hartfield, Chair; S. Davis, Yearbook Editors

Department Chairpersons

Academic Business/Mathematics/Computer Science	Kathy Dedeaux
Career and Technical Instruction	Lisa Courtney
Developmental Studies.....	Dr. Marie Heim
Fine Arts.....	Marilyn Lott
Health, Physical Education and Recreation.....	Cooper Farris
Language Arts	Sandra Acres
Learning Resource Center	Dr. Brenda Rivero
Science	Wendell Weathers
Social Studies	Charles Sullivan

Vice President's Committee

Michael Norman	Appointed	2000-03
Michael Cudd	Elected	2000-03
Kathy Dedeaux	Appointed	2001-04
Lisa Courtney	Elected	2001-04
Kenny Myrick	Appointed	2002-05
Bruce Layton	Elected	2002-05
Suzan Bounds	Appointed	2002-05
Judy Cater	Appointed	2002-05
Brian Hall	Appointed	2002-05
Rick Hartfield	Appointed	2002-05

ADMINISTRATION AND FACULTY

Central Office

- Lott, Willis H.** - President (1992). Ed.D., University of Southern Mississippi.
- Besancon, David** – Computer Center Director (1998). B.S., University of Southern Mississippi.
- Bessette, Steven A.** - College Engineer (1996). B.S., Oklahoma State University. M.S., University of Florida.
- Bryan, Jerry A.** - Comptroller (1977). B.S., University of Southern Mississippi.
- Cliburn, Joseph W.** - Associate Vice President for Institutional Research (1994). B.S., M.S., Ph.D., University of Southern Mississippi.
- Donahoe, Brenda** - Marketing/Recruitment Coordinator Institutional Relations, (1982). B.S., M.Ed., University of Southern Mississippi.
- Grace, April** - Alumni/Foundation Officer (1975). A.A., Mississippi Gulf Coast Community College, Perkinston Campus. B.S., University of Mobile, Alabama. M.B.A., William Carey College.
- Hartfield, Colleen** - Associate Vice President for Institutional Relations (1992). M.A., South East Missouri University.
- Herndon, Mike** - Director of Purchasing and Property Control (1998). B.S., Belhaven College.
- Higdon, Hal L.** - Vice President for Administration (1993). B.S., University of Alabama. M.Ed., Ph.D. University of Southern Mississippi.
- Montgomery, Rebecca H.** - Associate Vice President for Development (2002). B.S., M.Ed., University of Southern Mississippi.
- Smith, Robert T.** - Special Assistant to the President for Information Technology (1965). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. Additional study, Mississippi State University.
- Thompson-Stacy, Cheryl** – Vice President for Academic Instruction and Student Affairs (1997). B.B.A., M.Ed., M.B.A., Kent State University, Kent, Ohio. Ed.D., University of Sarasota, Florida.

Community Campus

- Benvenuti, Judith** - Director of Health Occupations (1979). ADN Greenfield Community College, B.S., University of Massachusetts, MPH/TM Tulane University, Ph. D., University of Southern Mississippi. Additional study, Pepperdine University.
- Bounds, Mark** – Workforce Development Director (2002). B.S., University of Southern Mississippi. M.Ed., William Carey College. Ed.S., University of South Alabama.
- Calcote, Joyce** – Tech-Prep Coordinator, (1993). M.S., University of Southern Mississippi, M.Ed., University of Southern Mississippi.
- Carmichael, Stacy** – Director of Community Services (1997). B.A. Stephens College, Missouri, M.B.A., University of Southern Mississippi. Additional study, Mississippi State University.
- Clark, Brock** – Workforce Development Director (1997). B.S., University of Southern Mississippi.

- Coleman, Jerry** – Spatial Information Project Director (2000). M.S., University of Southern Mississippi.
- Kelley-Winders, Anna Faye** – Vice President (1969). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Kuntz, Deena** – Director of Development and Continuing Education (1999). B.S., University of Southern Mississippi. M.B.A., William Carey College.
- Kuntz, Wayne** – Director of Workforce Training (2001). B.S., North Dakota State University.
- Murray, Hilton** - Cooperative Education Coordinator (1978). A.S., Mississippi Gulf Coast Community College, Perkinston Campus. B.S. and additional study, University of Southern Mississippi, and Spring Hill College.
- Nelms, Elizabeth** – Dean of Adult Basic Skills (1975). B.A., M.S., Ph.D., University of Southern Mississippi.
- Porter, Larry** – Welding (1990). Studies, University of Southern Mississippi.

Jackson County Campus

- Alexander, Stephanie** – Instructional Assistant, Learning Lab (1999). B.S., University of Alabama at Birmingham. M.S., University of South Alabama.
- Baggett, James** - Science (1990). B.A., University of Mississippi. M.S., Ph.D., University of Southern Mississippi.
- Barlow, Kristie** – Sociology (2000). B.S., Mississippi College, M.S.W., University of Southern Mississippi.
- Bell, Jennifer** - Counselor (1997). A.A. Mississippi Gulf Coast Community College, Jefferson Davis Campus, B.S., University of Southern Mississippi, M.Ed., University of South Alabama.
- Barrette, Lois** – Speech (2000). B.S., M.S., University of Wisconsin. Additional studies University of Aurora, IL and St. Xavier College Illinois.
- Bevill, Frances Kay** - Physical Education (1991). B.S., M.S., University of Southern Mississippi.
- Bhowmick, Gopa** - Mathematics (1997). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Brenden, Jane A.** - Nursing (1991). B.S.N., M.S.N., University of South Alabama, Ph.D., University of Southern Mississippi.
- Broome, Cynthia** - English (1989). B.S., M.A., University of Southern Mississippi.
- Brown, Deborah** – Nursing (2002). A.A.S., Northeast Mississippi Junior College. B.S.N., University of North Alabama. M.S.N., University of Alabama, Huntsville.
- Brown, Kimberly** - Science (1990). B.S., University of Mississippi, M.S., University of Southern Mississippi.
- Brown, Steven** - Computer Science (1997). B.S., Lancaster Bible College, Th.M., Dallas Theological Seminary. M.S., University of South Alabama.
- Buie, Debra** – Nursing (2002). M.S.N., University of South Alabama.
- Butler, Angela** – Business and Office Technology (2002). B.S., University of Southern Mississippi.
- Caldwell, Peggy** - Medical Laboratory Technology (1997). B.S., University of Southern Mississippi, M.A., Central Michigan University.

- Cason, Nica** - Nursing (1981). B.S.N., University of Texas. M.S., Nursing, University of Southern Mississippi.
- Chamberlain-Mitchell, LaShanda** – Financial Aid Office Manager (1997). A.A., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi.
- Chatagner, Amy** - Business (1991). B.S., University of South Alabama. M.B.A., University of Southern Mississippi.
- Cherry-Freeman, Karen L.** – Nursing (2002). A.A.S., Mississippi Gulf Coast Community College. B.S.N., M.S.N., University of Southern Mississippi.
- Christmas, Richard** - Vice President (1996). B.S., University of Southern Mississippi. M.A., Ed.S., Ph.D., University of Northern Colorado.
- Cluff, Marsha J.** – Marketing Management (1980). B.S., University of Southern Mississippi.
- Cruthirds, James** – Pipefitting/Plumbing (1999). Diploma Mississippi Gulf Coast Community College. Additional study, University of Southern Mississippi.
- Cruthirds, Steven** – Speech (2001). B.S., William Carey. M.S., Indiana State University.
- Cummings, Marsha** – Business and Office Technology (1998). B.S., M.S., Mississippi State University.
- Cunningham, Gretchen** - Medical Laboratory Technology (1979). B.S., M.S. M.T. (ASCP), University of Southern Mississippi.
- Davis, Sandra** – Developmental Studies - English (1995). B.S., University of South Alabama.
- Duncan, Carl** - Social Studies (1975). A.S., Mississippi Gulf Coast Junior College. B.S., M.A., University of Southern Mississippi.
- Dunn, Jim** - Science (1989). B.S., Arkansas Tech University, M.S., Ph.D., University of Southern Mississippi.
- Eason, Jr., K. Thomas** - Dean of Business Services (1983). A.S., Mississippi Gulf Coast Junior College. B.S., Louisiana State University. M.S., University of Southern Mississippi.
- Egerton, Charles** - Science (1992). B.A., Duke University, B.S., University of Oklahoma, M.S., M.P.H., Ph.D., University of Southern Mississippi.
- Fairley, JoAnna** – Nursing (2002). B.S.N., M.S.N., University of Southern Mississippi.
- Fernandes, Lactancio** - M.D., Department of Medicine, V.A. Medical Center, Co-Medical Director for the Respiratory Therapy Education Program.
- Fisher, Ronda** – Music (1999). B.M., M.M., Mississippi College. Doctor of Musical Arts, University of Southern Mississippi.
- Forester, Tom** - Electronics (1983). B.S., M.S., University of Southern Mississippi. Additional Study at University of Southern Mississippi.
- Frisbie, Cecilia** - Mathematics (1995). B. S., M.Ed., University of Southern Mississippi.
- Freeman-Cherry, Karen** – Nursing (2002). B.S.N., M.S.N., University of Southern Mississippi.
- Garriga, Tara** - English (1991). B.A., M.S., University of Southern Mississippi.
- Green, Gwendolyn** – Librarian (2001). B.A., Transylvania M.L.S., University of Kentucky.
- Gibson, Joy** - English (1992). B.A., M.A., Mississippi University for Women.

- Gilbert, James** – Mathematics (1998). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Grady, Patricia** - Learning Laboratory Director (1978). B.S., M.A., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Gray, Leon** - Music (1987). B.M., Mississippi College. M.M., University of Tennessee.
- Hancock, Pat** - Reading (1988). B.S., Mississippi State University. M.S., University of Southern Mississippi.
- Hanson, Frankie** – Nursing (2000). B.S., University of South Alabama. M.S.N., University of South Alabama.
- Hardy, Mary** – Art (1998). B.A., M.A., Ed., University of South Alabama.
- Harris, Jodi** – Business and Office Technology (1999). B.S., M.Ed., University of Southern Mississippi.
- Harris, William** - Welding (1977). Studies being done at University of Southern Mississippi toward B.S.
- Harrison, Debra** – English (2002). B.S., Jackson State University. M.S., University of Southern Mississippi.
- Harte, Denissa** – Nursing (1999). B.S.N., University of Southern Mississippi. M.S.N., University of South Alabama.
- Hatten, Romaine D.** – Nursing (2002). B.S.N., Troy State University. M.S.N., University of Southern Mississippi.
- Hawkins, Angel C.** - Clinical Instructor, OSH (1989), A.S., Mississippi Gulf Coast Community College, R.T., American Registry of Radiologic Technologists.
- Haygood, Barbara** - Mathematics (1985). B.S., Mississippi University for Women. M.Ed., William Carey College.
- Hayes, Donald W.** – A.A.S., RRT, Program Director of the Respiratory Care Technology Program.
- Heard, Pamela** – Nursing ((2002). B.S., N.S.N., University of Southern Mississippi.
- Helms, Brenda** - Mathematics (1984). B.S., Delta State University. M.Ed., William Carey College.
- Hendrix, Joan** – Nursing (2002). B.S.N., Mobile College. M.S.N., University of Mobile.
- Hill, Deborah** - Nursing (1983). B.S., Mississippi University for Women. M.N., University of Mississippi.
- Hunt, Amy** – Physical Education (2001). B.S., University of Southern Mississippi. M.S., University of Memphis.
- Jackson, Debra** - Science (1996). B.S., M.S., Ed.S., Mississippi State University.
- Jenner, Kevan** - English (1989). B.S., M.A., University of Southern Mississippi.
- Jones, Faye** - Social Studies (1989). B.S., Mississippi College. M.A., Mississippi State University. Additional study, University of South Alabama.
- Keohn, Timothy** – Librarian (2002). B.S., M.L.I.S., University of Southern Mississippi.
- King, Darlene Morgan** - Child Care (1987). B.S., M.S., University of Southern Mississippi.
- Ladner, Pam** – Assistant Dean LRC/Library Director (1993). A.S., Pearl River Community College. B.A., M.L.I.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

- Lee, Barbara** – English (2000). B.A., Mississippi College, M.A., Mississippi State University.
- Lewis, Judy** - Radiograph (Medical) Technology (1986). R.T. (R)A.S. Mississippi Gulf Coast Junior College. Additional study at University of Southern Mississippi.
- Lohmeier, Lynne** - Science (1989). B.S., Miami University. Ph.D., Mississippi State University.
- Lott, Gary** - Nursing (1994). B.S.N., M.S.N., University of Southern Mississippi.
- Lunsford, Gary V.** - Clinical Instructor, MHG (1993), Lallie Kemp School of Radiology. R.T., American Registry of Radiologic Technologist.
- Lyons, Darla** – Career/Technical Student Support Services (1992), B.S., University of Southern Mississippi.
- Magee, Amanda** - Drafting (1993). A.S. Mississippi Gulf Coast Community College, Jackson County. B.S., University of Southern Mississippi.
- Manis, Steve** – Chemistry (2001). B.S., Colorado State, M.S., University of Utah, M.B.A., Lewis University.
- Mansfield, Douglas** - T.V. Technician, Publicity Photographer (1971). Study at Mississippi Gulf Coast Junior College and University of Southern Mississippi.
- Maranto, Debra** – Psychology (2002). B.A., M.S., University of South Alabama.
- Marks, Daniel** – Environmental Technology (2001). B.S., University of South Alabama.
- Marks, Sharon** - Nursing (1985). B.S., University of Alabama, M.S.N., University of South Alabama.
- Martin, Kay** – Career/Technical Student Support Services (1997). A. S., Pearl River Junior College, B. S., University of Southern Mississippi, M. S., University of Southern Mississippi.
- Martin, William F.** - Dean of Instruction (1966). B.S., Technical Education, M.S., Industrial Education, Mississippi State University. Ed.S., Industrial Education, University of Southern Mississippi.
- Matthews, Debra** - Electrical Technology (1986). Certificate in Industrial Electricity, A.A.S., Occupational Education, Mississippi Gulf Coast Community College. B.S., Technical and Occupational Education, University of Southern Mississippi.
- Mayberry, Yolanda** – Human Services (1999). B.A., Northeast Louisiana University, M.B.A., William Carey College.
- McCary, Delema** - Nursing (1989). B.S., Evangel College. M.S., University of South Alabama.
- McDonald, William** - Automotive Technology (1994). B.S., University of Southern Mississippi. A.S.E. certified: Master Automobile Technician, Master Heavy Truck Technician, and Certified Engine Machinist.
- Melton, Lena** - Science (1985). B.S., Hampton Institute. M.S., Ed.D., University of Southern Mississippi.
- Miller, Rosemary** - Nursing (1984). B.S., M.S., University of South Alabama.
- Mitchell, Joy** - Assistant Dean of Instruction (1990). B.S., Mississippi University for Women, M.Ed., University of Southern Mississippi.
- Mizell, Linda** - Counselor (1979). B.S., University of Southern Mississippi. M.A., University of South Alabama.
- Moak, Rex** - Science (1997). B.S., Millsaps, M.S., University of Southern Mississippi. Additional study Delta State University.

- Moore, Patrick** - Drafting (1998). B.S. University of Southern Mississippi.
- Moore, Paul** - Medical Director Radiograph (Medical)Technology Program (1965), Administrative Radiologist, Singing River Hospital, M.D., University of Mississippi Medical Center.
- Moradmand, Carol** - Psychology (1990). B.S., Mississippi College. M.S., Specialist, University of Southern Mississippi.
- Moreton, Rebecca** - Speech (1991). B.A., M.A., University of Mississippi.
- Morgan, Paul** - Business (1984). B.S., University of Southern Mississippi. M.B.A. University of South Alabama. Additional graduate work Mississippi State University.
- Moss, Marilyn** - English (1991). B.S., M.S., University of Southern Mississippi.
- Mulkana, Mohammed** - Science (1970). B.S., D.J., Government. M.S., University of Rhode Island. M.Sc., University of Karchi Pakistan. Ph.D., Mississippi State University.
- Mullen, Janet** - English (1998). B.A., M.S., Mississippi State University.
- Muncie, Janet M.** - Nursing (1990). B.S., M.S., University of California.
- Newman, Kenneth** – Electrical technology (1999). Certificate in Electrical Technology, A.A.S., Occupational Education, Mississippi Gulf Coast Community College, Additional study at University of Southern Mississippi.
- Neumann, Charles** - Assistant Dean Career and Technical Instruction (1977). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.
- O’Neal, Alice** - Nursing (1991). B.S.N., M.S.N., University of South Alabama.
- Ormes, Terri** – Director of Admissions and Records (1991). B.S., M.Ed., University of Southern Mississippi.
- Phillips, Clark E.** – A.S., RRT, Director of Clinical Education for the Respiratory Care Technology Program.
- Pierce, Carol** - Instructional Assistant, Learning Laboratory - Mathematics (1989). B.S., M.Ed., William Carey College.
- Pierce, Donna S.** - Clinical Instructor, SRH (1993), A.S. Mississippi Gulf Coast Community College, R.T., American Registry of Radiologic Technologists, R.M.T., American Registry, of Radiologic Technologists.
- Platt, Carin** – Study Skills (1999). B.S., University of South Alabama. M.Ed., University of Southern Mississippi.
- Poelma, John** - Electronics Technology (1997). A. S., Community College of the Air Force, B. S., Park College. M.S., University of Southern Mississippi.
- Posey, Becky** - Psychology (1995). B.S., M.Ed., University of Southern Mississippi.
- Reeves, Jerry** – Business (2002). B.S., M.B.A., University of Southern Mississippi. Additional study University of Mississippi.
- Robasciotti, Nancy** – Nursing (2002).). B.S.N., M.S.N., University of South Alabama.
- Rodberg, Gary M.** – M.D., Ocean Springs Hospital, Medical Director for the Respiratory Care Technology Program.
- Roy, Sandra** – Computer Science (2001). M.A., M.E., University of Mississippi, additional studies University of South Alabama.
- Rutz, Rebecca** - Business (1983). B.S., Wright State University. M.B.A., University of Southern Mississippi.

- Sasser, Judson** – Electronics Technology (2000). A.S., Community College of the Air Force, B.S., University of Southern Mississippi.
- Scripter, L.J.** - M.D., (1978). Pathologist at Ocean Springs Hospital. Medical Director for Medical Laboratory Technician program.
- Shaw, Harmon Dean** - Social Studies (1965). B.A., Millsaps College. M.A., Mississippi State University. Completed course work for doctorate at Mississippi State University.
- Showah, Willy** - Machine Shop (1997). Diploma, Mississippi Gulf Coast Community College, Jackson County Campus.
- Sims, Kay** - English (1989). B.A., M.S., University of Southern Mississippi. Additional study at Temple University.
- Smith, Cindy A.** – Foreign Language (1996) B.A., University of Southern Mississippi, M.A., Mississippi State University. Additional study at William Carey College and University of Brenoble.
- Snell, William** – Social Studies (1995). B.S., M.S., University of Southern Mississippi.
- Stanford, Sheri B.** - Counselor (1998). B.S., M.Ed., Mississippi State University.
- Stewart, Gean** – Nursing (1999). M.S.N., University of South Alabama.
- Stringfellow, Martin Van** - Chemistry (1994). B.S., Mississippi State University. M.S., University of Alabama at Birmingham.
- Tanner, Raymond** - Mathematics (1983). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Thompson, Rebecca** – Mathematics (1999). B.G.S., Delta State University. M.Ed., William Carey College.
- Tibb, Ashley** – Instructional Assistant, Learning Lab (1997). B.A., University of Mississippi. Additional study, University of Mississippi.
- Tillson, Joe** - Assistant Dean (1997). B.S., M.Ed., Mississippi State University.
- Trichell, Mary** - Radiograph (Medical) Technology (1977). R.T. (R) A.S., Mississippi Gulf Coast Community College. B.S., William Carey College. Additional study at University of Southern Mississippi.
- Turner, Kevin** - Art (1996). B.A., University of Mississippi. M.A., Southern Illinois.
- Whalen, Thomas** – Telecommunications Technology (2000). A.S., Community College of the Air Force, B.S., College Park.
- Woodward, Gerry A.** – Career/Technical Student Support Services Coordinator (1990). B.S., M.S., University of Southern Mississippi.
- Yates, George W. “Bill”** – Dean of Student Services (1997). B.S., M.S., University of Southern Mississippi.

Jefferson Davis Campus

- Applewhite, Julie** - Developmental Studies (1998). B.S., M.S., University of Southern Mississippi.
- Ashe, Betty** - A.D. Nursing (1988). A.D.S., Northwest Mississippi Community College, B.S.N. and M.S.N., University of Mississippi Medical Center.
- Bagwell, Kenneth** - Physics Instructor (2002). M.Ed., and B. S., Delta State.
- Ball, Judith** - Licensed Practical Nursing (1993). Diploma, New England Baptist School of Nursing. Additional study at University of Southern Mississippi.

- Bennett, Harry** - Social Studies (1992). B.A., Virginia Military Institute. M.A., University of Northern Colorado. Additional studies at University of Colorado, William Carey College and University of Southern Mississippi.
- Bennett, Sue** - Language Arts (1997). B.A. and M.S., University of Southern Mississippi.
- Bethea, Kay** - Instructional Assistant, Learning Lab (1991). B.A., University of Mississippi. M.Ed., Southeastern Louisiana University. Additional study at University of Houston, University of Southern Mississippi.
- Boettcher, Susan** - A.D. Nursing (1989). A.A.S., Mississippi Gulf Coast Community College. B.S.N., University of South Alabama. M.S., University of Southern Mississippi.
- Bosarge, Susan** - Language Arts (1998). B.A., University of South Alabama. M.Ed., University of Southern Mississippi.
- Bourdin, Robert** - Air Conditioning/Refrigeration (1991). B.S., University of Southern Mississippi.
- Brown, Linda** - English Instructor (2002). B.S., M.Ed., University of Southern Mississippi.
- Brown, Shelia** - Science (1985). B.S., Louisiana State University. M.S., Loyola University. Ph.D., Biology, University of Southern Mississippi.
- Bryan, Angela** - Business (2000). B.S., University of Southern Mississippi.
- Burwell, Lisa** - Health Occupations (1999). B.S., William Carey College.
- Butts, Nannette** - Developmental Mathematics (2002). B.S., M.Ed., University of Mississippi.
- Byrd, Dean** - Computer Science (2000). B.S., M.S.B.A., Mississippi State University.
- Calvert, Robert** - Electronics Technology (1998). B. E., University of Southern Mississippi.
- Carter, John** - Science (1991). B.S., William Carey College. M.S., University of Southern Mississippi. Additional study at Troy State University and Auburn University.
- Catlett, Wayne** - Speech/Theatre (1987). A.A., Meridian Junior College. B.F.A., University of Southern Mississippi. M.A., University of Southern Mississippi.
- Clark, Charles** - Senior Librarian (1972). B.Ed., University of Miami. M.L.S., Florida State University.
- Cook, Lorie Kay** - Business and Office Administration (1973). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi, William Carey College and Mississippi State University.
- Coomer, Sheilah** - Associate Degree Nursing (1999). A.A.S., Mississippi Gulf Coast Community College. B.S.N., M.S.N., C.N.S., University of South Alabama.
- Cuevas, Anna C.** - Hotel, Motel, Restaurant (1979). B.S., Mississippi University for Women. M.S., University of Southern Mississippi .
- Daniel, Denise** - Counselor (1988). B.S., Millsaps College. M.S., University of Southern Mississippi.
- Davidson, Mary** - Art (1989). B.S., St. Mary's Dominican College. M.A.T., Tulane University. Additional studies at University of Southern Maine, and the University of Tennessee. M.F.A., in Visual arts, Norwich University, Vermont College.
- Davis, Charles R.** - Social Studies (1991). B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

- Davis, Elaine Dees** – Counselor/Veterans Affairs Certifying Official (1988). B.S. and M.Ed., University of Southern Mississippi.
- Davis, Scott** - Social Studies (1994). B.A., M.S., University of Southern Mississippi. Licensed Professional Counselor.
- Davis Frances** – A. D. Nursing (2002). A.A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. Continuing studies at University of Southern Mississippi.
- Donahoe, Jeff** - Dean of Student Services (1982). B.S., University of Southern Mississippi. M.Ed., William Carey College. Additional study at University of Southern Mississippi.
- Dougharty, Mary** - Social Studies (2002). B. S., Louisiana State University, M.S., Shippensburg University. Additional studies William Carey College.
- Drago, Laurie A.** - Social Studies (1970). B.A., Northwestern Louisiana College. M.A., Louisiana State University. Course work complete for doctorate, University of Southern Mississippi .
- Drennen, Kirk R.** - Electronics Technology (1993). A.A.S., Community College of the Air Force. B.S. in I.V.E., University of Southern Mississippi. M.S. in I.V.E., University of Southern Mississippi.
- Dronet, Natasha** – Instructional Assistant, Learning Lab (2001). B.S., University of Southern Mississippi.
- DuBois, Susan** - Science (1990). B.S. and M.S., University of Southern Mississippi. Additional studies at University of Kentucky, University of Colorado, University of Cincinnati Medical School, San Francisco State University, and Georgetown University.
- Emery, Deborah Lee** - Instructional Assistant, Learning Lab (1989). B.S., University of Montevallo. M.Ed., University of Alabama.
- Fayard, Karen** - Mathematics (1991). B.S., M.E., and Ed. Specialist, University of Southern Mississippi. Additional studies at University of Southern Mississippi and Millsaps College.
- Fink, Lynn** - Science (1996). B.S., Southeastern Louisiana University. M.S., Arkansas State University.
- Flint, Foster** - Assistant Dean, Learning Resources Center, and Library Director (1992). A.B., Princeton University. M.S., M.L.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Fooladi, Mike** – Science (2000). B.A., Baylor University. M.D., University of Juarez School of Medicine; M.S., Texas Southern University; Ph.D., University of Southern Mississippi. M.Ph., University of Southern Mississippi.
- Gatian, Becky** - Interpreter Training (1995). A.A., Mississippi Gulf Coast Community College. B.S., Deaf Education, University of Southern Mississippi.
- Gazzo, Jack** – Economics (2000). B.B.A., University of Mississippi. M.B.A., William Carey College.
- Griffith, Veta F.** - Counselor (1978). B.A., Jackson State University. M.Ed., Mississippi State University. Additional studies at University of Southern Mississippi.
- Gruich, Madelon** - Business and Office Administration (2002). B.S., and M.S., Mississippi College.

- Guider, Troy** - Legal Environment of Business and Economics (1990). M.B.A., University of Southern Mississippi. Additional studies at William Carey College and University of Southern Mississippi.
- Haynes, Michael** – Business (2000). B.S., M.S., University of Southern Mississippi.
- Hensley, Pat** - Instructional Assistant, Learning Lab (1989). B.S., Ed., Math, Louisiana State University. Additional studies at William Carey College and University of Southern Mississippi.
- Higdon, Nancy** - Accounting (1995). B.S., University of South Alabama. M.T.A., University of Alabama. Additional study, Auburn University.
- Holley, Carol D.** - Language Arts (1991). B.S., University of Southern Alabama. M.S., Ph. D., University of Southern Mississippi.
- Hoover, Diane** – Career/Technical Student Support Services (1993). B.A., College of Mount St. Vincent. M.S., Troy State University. M.B.A., Marymount University. Additional study, North Carolina State University, The University of Southern Mississippi.
- Hurlbert, Dianne Y.** - Assistant Librarian (1980). B.A. and M.L.S., University of Southern Mississippi.
- Hurlbert, Jennifer** – A.D. Nursing (2002). A.A.S., Mississippi Gulf Coast Community College. B. S. and M.S., University of Southern Mississippi Gulf Park.
- Johnson, Matthew** – Construction Management Technology (2000). A.A., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi.
- Johnson, Sandra** - Counselor (1992). B.S. and M.S., Delta State University. Additional study at University of Southern Mississippi.
- Jones, Gwendolyn** - Mathematics (1980). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Kallas, Susan M.** - Associate Degree Nursing (1983). B.S.N. and M.S.N., Northern Illinois University.
- Kelner, Deborah** - Social Studies (1992). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Kiser, Diane** - Career/Technical Student Support Services (1982). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Knowles, David** - Music (1993). B.A., Mobile College. M.C.M., Southern Baptist Theological Seminary. Ph.D., University of Southern Mississippi.
- LaCour, Vernon** - French/Spanish (1998). B.A., Delta State University. M.A., M.A.T.L., University of Southern Mississippi.
- Lawson, Barbara** – English (1998). B.S., M.S., University of Southern Mississippi.
- LeBatard, Mike** - Drafting and Design (1979). A.A., Mississippi Gulf Coast Community College. Additional studies, University of Southern Mississippi and William Carey College. Registered architect, State of Mississippi.
- Leimer, Jennifer** - Business and Office Administration (1995). B.S., Mississippi State University. M.S., Instructional Technology, Mississippi State University. Certified Novell Administrator.
- Mabry, Janice** – Marketing (1998). B.S., Millsaps College, M.B.A., Mississippi State University.
- Martin, Barbara** - Developmental Math (1989). B.A., Mississippi University for Women. M.Ed., William Carey College. Additional studies at University of Southern Mississippi and Mississippi State University.

- Massengale, Rebecca** – Developmental Reading and Study Skills (2001). B.A., Central Methodist College. M.Ed., University of Missouri.
- McClendon, Clay** – Developmental Studies (2000). B.S., University of Southern Mississippi. B.S., Mississippi State University.
- McDaniel, Glynn A.** - Assistant Dean of Career and Technical Instruction (1974). A.A., Mississippi Gulf Coast Community College. B.S., M.S., and Ed.S., Specialist, University of Southern Mississippi.
- McKay, Paul G.** - Mathematics (1967). A.A., East Central Junior College. B.S. and M.Ed., Mississippi State University. A.B.D., University of Mississippi.
- Meadows, Carole** – Business and Office Administration (1999). B.Ed., M.Ed., University of Southern Mississippi.
- Miley, C. Hamilton** - Residential Carpentry (1994). I.V.E., University of Southern Mississippi. Thirty-four years work experience, ten years teaching experience.
- Miller, Larry L.** - Mathematics (1978). B.S.E., Delta State University. M.S., Mississippi State University.
- Miller, Norma** – Business and Office Administration (2002). B.S., University of Southern Mississippi.
- Mitchell, Elvira Anne** - Language Arts (1991). B.A., Lehman College of the City University of New York; M.A., English and Communications, Fordham University. Course work completed for doctorate, Fordham University.
- Morrison, Richard** – Fine Arts (2000). M.F.A., University of Georgia.
- Murphy, Sandra** - A.D.Nursing (1998). B.S.N., University of Southern Mississippi. M.S.N., University of South Alabama.
- O'Brian, Betty** - Language Arts (1988). B.S. and M.S., University of Southern Mississippi.
- Pagano, Susan S.** - Mathematics (1972). B.S. and M.S., University of Mississippi.
- Parker, Beverly** – Assistant Dean, Career and Technical Instruction (1993). B.S., University of Mississippi. M.S., William Carey College. Ed.D., Mississippi State University.
- Parker, Donna** - Business and Office Administration (1994). B.S., University of Southern Mississippi. M.S., Mississippi State University.
- Parshall, Barbara** – Director of Admissions and Records (2002). B.A., State University of New York. B.S., SUNY Institute of Technology. H.H.R., University of Oklahoma.
- Peterson, Sandra** – Instructional Assistant, Learning Lab (1997). B.S., M.S., Mississippi State University.
- Pham, Long Van** - Computer Science (1988). A.A., Mississippi Gulf Coast Community College. B.S., M.S., Computer Science, University of Southern Mississippi. Certified Novell Administrator.
- Pierini, Ryan** – Speech/Theatre (2001). B.A., Georgia State University. M.F.A., University of Mississippi.
- Pollard, Terry** – Language Arts (2001). B.S., M.A., University of Southern Mississippi.
- Pope, Karla** - Criminal Justice (1994). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Racey, Jeannine** - A.D. Nursing (1993). A.D.N., University of South Carolina. B.S.N. and M.N., University of South Alabama.
- Rasmussen, Lee Ann** – Social Studies (2000). B.A., Arizona State University. M.S., Mississippi College.

- Richards, Norma Jane** - Associate Degree Nursing (1972). B.S.N., Louisiana State University School of Nursing. M.S., Texas Woman's University.
- Roberts, Stephen** - Science (1978). A.A., Jones Junior College. B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Robinson, Charles** - Biology (1998). B.S., Birmingham-Southern. D.M.D., University of Alabama.
- Roper, Denise** - Biology (1984). B.S., University of Mary Hardin-Baylor. M.S., Baylor University.
- Rutter, Lynne R.** - A.D. Nursing (1979). B.S., University of South Carolina. M.N., Emory University.
- Sane, Roy** - Air Conditioning/Refrigeration (1993). A.S., Mississippi Gulf Coast Community College. Additional study at University of Southern Mississippi.
- Scafide, Jean** - Mathematics and Computer Science (1988). B.A.E. and M.S., University of Mississippi. Additional study at University of Mississippi.
- Scholz, Marilyn** - A.D., Nursing (2000). A.A.S., Mississippi Gulf Coast Community College. B.S.N., M.S.N., and M.Ed., University of Southern Mississippi.
- Sessum, Gina** - Dean of Business Services (1983). B.S., and M.S., University of Southern Mississippi.
- Shirley, Gary** - EMT-Paramedic (1988). B.S., Technical and Occupational Education, University of Southern Mississippi.
- Sinopoli, Paula** - Paralegal Technology (1990). B.S., Paralegal Studies, University of Southern Mississippi. M.S. University of Southern Mississippi.
- Skinner, Pamela M.** - Counselor (1982). B.S. and M.Ed., University of Southern Mississippi. Additional studies at William Carey College and University of Southern Mississippi.
- Smith, Barbara** - Music (1998). B.M., Baylor University. M.M., Florida State University. D.M.A., University of Alabama.
- Smith, Gloria** - Teacher Assistant (2002). B.S., M.S., University of Southern Mississippi.
- Smith, John** - A.D., Nursing (1998). B.S.N., University of Southern Mississippi. M.S.N., University of Texas Health Center.
- Smith, Karla** - Social Studies (2001). B.S., M.Ed., University of Southern Mississippi.
- Snell, Tommy** - Golf Coach/Language Arts (2000). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Spence, Charles** - Science (1992). B.S. and M.S.E., Arkansas State University. A.B.D., University of Southern Mississippi.
- Stennis, Karen** - Health, Physical Education, Recreation (2001). B.S., University of Southern Mississippi. M.E. William Carey College.
- Sykes, Reginald** - Vice President (2000). B.S., M.S., Jackson State University. Ed.D., Mississippi State University.
- Taylor, Searcy** - Director of Financial Aid (1994). B.S., Millsaps College. M.S., University of North Texas. Additional study at University of Southern Mississippi.
- Taylor, Thomas G.** - Learning Laboratory Director (1976). B.S.E., University of Arkansas. M.E.D., University of Southern Mississippi.
- Thompson, Terry D.** - Business and Office Administration (1983). B.S., Athens College, Alabama. M.B.A., University of Southern Mississippi.

- Towles, Roxanne** - Career and Technical Placement Manager, Workforce Development (1991). B.S., University of Southern Mississippi. Work completed toward Master's degree, University of Southern Mississippi.
- VanCourt, Marilyn S.** - Fashion Merchandising (1976). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi and M.S., University of Southern Mississippi.
- Vandiver, Deborah** - Health Occupations (1997). L.P.N. and A.D.N., Mississippi Gulf Coast Community College .
- Waldorf, Elizabeth S.** - Biology (1984). B.A., University of Mississippi. M.A., Indiana University. Ph.D., Ohio State University. Additional study at Northeastern University.
- Watson, Debra** - Developmental Studies (1990). B.S. and M.S., University of Southern Mississippi. Additional study at Indiana University and University of Southern Mississippi.
- Weinberg, Sandra** - Career/Technical Student Support Services (1988). B.S., University of Southern Mississippi.
- Wenzel, John** - Electrical Technology (1995). B.A., Pepperdine University. M.B.A., William Carey College. M.S., University of Southern Mississippi.
- West, Margaret** - Computer Science/Mathematics (1992). B.S. and M.Ed., Ph.D., University of Southern Mississippi. Additional study at University of California.
- West, Patricia** - Speech (1992). B.A., M.S., University of Southern Mississippi.
- White, Ouida** - Dean of Instruction (1966). B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- White, Pierce** - Health, Physical Ed., Recreation (1997). B.S., University of Southern Mississippi. M.A., University of Iowa, M.A., Spring Hill College. Study at U.S. Sports Academy.
- Wiginton, Mary Ann** - A.D. Nursing (1993). A.A.S., Mississippi Gulf Coast Community College. B.S. and M.S. University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Wilcox, Nancy** - Assistant Librarian (1996). B.A., Mississippi State College for Women. M.L.S., University of Southern Mississippi.
- Williams, Katy** - Speech (2002). B.A., M.S., Montana State University.
- Williams, Sarah** - Business Education (1975). B.S., Alcorn State University. M.B.E., Jackson State University. Additional study at University of Southern Mississippi.
- Winter, Gaye** - English (1999). B.A., M.A., Eastern Kentucky University. Additional study, Texas Tech University.
- Wise, Dewey** - Social Studies (1989). B.A., William Carey College. M.R.E., New Orleans Baptist Theological Seminary. Ed.D., New Orleans Baptist Theological Seminary. Additional study, University of Southern Mississippi.

Keesler Center

- Holloway, Patricia L.** - Assistant Dean (1981). B.S., M.Ed., and additional study at University of Southern Mississippi.

**Naval Construction Battalion Center
(Seabee Base)**

Uchello, Tammy – Coordinator (1988). A.A. Mississippi Gulf Coast Community College. B.S. University of Southern Mississippi.

West Harrison County Center

Anderson, Eugene - Secondary Auto/Body Frame Repair (1986). Undergraduate study at University of Southern Mississippi.

Christensen, Donald - Administrative Dean (1992). B.S. and M.S., Mississippi State University. Specialist, Vocational/Agricultural Administration, Mississippi State University.

Conley, John E. - Secondary Auto Mechanics (1987). Undergraduate study at University of Southern Mississippi.

Crochet, Gregory V. - Aquaculture, Post-Secondary (1994). B.S., University of Southwestern Louisiana.

Eason, Marla - Secondary Health Occupations (1985). A.S., Dekalb Community College. Additional study at University of Southern Mississippi.

Heim, Patrick – Secondary Food Production and Management (2001). Graduate of Basic Food Service School and NCO Food Service School.

Hill, Charlie - Machine Tool Operation/Machine Shop, Post-secondary (1996). A.A.S., Northwest Mississippi Community College. Additional study at University of Southern Mississippi and Mississippi State University.

Jefferson, June - Career/Technical Student Support Services Coordinator (1992). B.S., Our Lady of Holy Cross. M.A., University of Southern Mississippi.

Joiner, Larry - Post-secondary Automotive Mechanics (1992). Certificates from Volkswagen of America, Mazda Motors, Audi, and Chrysler/Jeep Eagle Corporation.

McCaffrey, John H. - Post-secondary Auto Body and Frame Repair (1991). A.A., Phillips College.

McCoy, X. Earl – Landscape Design and Construction (1991). S.S., Louisiana State University. M.S., University of Southern Mississippi.

Murphy, Michael J. - Secondary Aquaculture (1995). B.S. and M.S., Colorado State University.

Necaise, Chevis – Secondary Metal Trades (2000). Mississippi Gulf Coast Community College. Two-year certificate in Machine Shop/Tools.

Pouriraji, Rose – Technology Applications (1999). A.A., Mississippi Gulf Coast Community College. B.S., M.S., University of Southern Mississippi.

Serpente, Charles - Career and Technical Counselor (1990). B.A., St. Bernard College. M.Ed., M.A., University of Florida. M.Ed., University of Southern Mississippi.

Skinner, Tommye - Assistant Dean (1985). B.S. M.S. Ed.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Smith, James – Secondary Electricity (1999). A.A., Mississippi Gulf Coast Community College.

- Smith, Wendell** - Post-Secondary Cook/Baking (1986). A.A.S., Mississippi Gulf Coast Community College. Additional study at University of Southern Mississippi.
- Stopson, Sarah** - Post-secondary Secretarial Training (1986). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern, Mississippi.
- Stopson, Thomas** - Post-Secondary Electrical Technology (1985). A.A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.
- Thacker, Vaughn** - Industrial Drafting Technology, Post-secondary (1994). A.S., Drafting and Design Technology, Mississippi Gulf Coast Community College. Additional study, University of Southern Mississippi. Eighteen years work experience.
- Towles, Bill** - Industrial Drafting Instructor (1969). A.S. in Drafting Technology, Mississippi Gulf Coast Community College. Additional study, University of Southern Mississippi. Thirty-one years work experience.

Perkinston Campus

- Acres, Charles M.** - Art (1976). B.A., Jacksonville State University. M.A., M.F.A., University of Alabama.
- Acres, Sandra T.** - English (1977). B.A., M.A., University of Alabama. Additional study at University of Alabama.
- Anderson, Brenda** - Biology (1990). B.S., Mississippi State University, M.S. University of Southern Mississippi.
- Anderson, Vivian** - Instructional Assistant, Learning Lab (2002). B.S. and M.S., William Carey College.
- Antie, Donald** - Horticulture (2001). B.S., M.S., Louisiana State University.
- Batey, Brenda A.** - French, Spanish,(1988). A.A., Mississippi Gulf Coast Community College. B.A.S., University of Southern Mississippi. M.A., Mississippi State University. Additional study at University of Arkansas. Fulbright study in Costa Rica.
- Bond, Sheree J.** - Director of Financial Aid (1976). A.A., Mississippi Gulf Coast Community College. B.S. and M.B.A., William Carey College.
- Bosworth, Charles** - Speech/Theatre (2001). B.F.A., William Carey College. M.F.A., University of Southern Mississippi.
- Braun, Kathleen** - Choreographer/Dance (1987). B.F.A. and M.F.A., University of Southern Mississippi.
- Brown, John B.** - Welding (1974). A.S., Pearl River Junior College. B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Burnside, Joanna** - Music (1997). B.M. and M.M., University of Southern Mississippi. D.M.A., Louisiana State University and A & M College.
- Calcote, Chris** - Athletic Director (1992). B.S. and M.S., Delta State University.
- Catalano, Cheryl** - English (1979). B.S., M.Ed., and further study at University of Southern Mississippi.
- Corley, John** - Golf/Recreational Turf Management (1998). A.A.S., Pearl River Community College. B.S., and M.A., Mississippi State University.
- Courtney, Lisa** - Business and Office Technology (1985). A.A., Mississippi Gulf Coast Junior College B.S., M.Ed., University of Southern Mississippi.

- Cudd, Michael** - History and Assistant Baseball Coach (1995). B.S. and M.S., Delta State University.
- Daniels, Stephen E.** - Secondary Welding (1998). Diploma in welding MGCCC, Perkinston Campus. Twenty years work experience in the field of welding.
- Dedeaux, Kathern** - Mathematics (1998). B.S. and M.Ed., William Carey College.
- Dees, Johnnette D.** - Dean of Business Services (1987). B.S., Mississippi College. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Drury, Houston** – Commercial Truck Driving (2002). Attended Mississippi State University.
- Dueitt, David** - Director of Bands (1988). B.S. and M.M., University of Alabama.
- Farris, Cooper** – Head Baseball Coach/HPR (1989). A.S., Mississippi Gulf Coast Community College, B.S.E. and M.S., Delta State University.
- Fremin, Jerry** – Assistant Football Coach (2002). B.S., M.S., University of Southern Mississippi
- Garrett, Gaston** – Funeral Service Technology (2001). M. Div., Southeastern Baptist Theological Seminar. B.A., Mobile College. A.A.S., Fayetteville Technical Community College. ICFSEB certified.
- Gavin, Michael** – Assistant Football Coach (1997). B.S., M.S., University of Southern Mississippi.
- Graham, Mary Spring** - Vice President, (1987). B.S., M.Ed., Ph.D., University of Southern Mississippi.
- Greene-Aguirre, Gayle** – History (1999). B.A., University of Connecticut. M.A., University North Texas.
- Green, Jimmy** - Commercial Truck Driving (1983). Attended Hinds Community College, University of Southern Mississippi, and Mississippi State University.
- Harris, Shirley** - Developmental Studies/Language Arts (1979). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Hartfield, Rick** – Dean of Students/Supervisor of Student Discipline and Housing (1991). B.S., M.Ed., Mississippi State University.
- Hatten, Roxie** – Career/Technical Student Support Services Coordinator (1991). B.S., M.Ed., University of Southern Mississippi. Additional study at William Carey College.
- Heim, Marie** - Reading (1979). B.S., University of Southern Mississippi. M.Ed., William Carey College. Ed.D., University of Southern Mississippi.
- Hill, Linda** - Developmental Mathematics (1992). B.S., University of South Alabama. M.Ed., William Carey College.
- Holmes, Greg** - Women’s Basketball Coach (1992). B.S., University of Southern Mississippi. M.S., Jackson State University.
- Jones, Jeff** – Graphic Design (1992). A.A., Hinds Community College. Additional studies at University of Southern Mississippi.
- King, Ralph** – Computer Networking Technology (2002). A.A.S., Mississippi Gulf Coast Community College. Additional studies at University of Southern Mississippi.
- Layton, Bruce** - Physics (1987). B.S., Ouachita Baptist University. M.S., University of Mississippi.
- Layton, Rebecca** – Coordinator/Housing (2000). B.S., M.Ed., University of Southern Mississippi.

- Lee, Allen** – Computer Networking Technology (1997). A.A.S., Community College for the Air Force. Additional study at University of Southern Mississippi.
- Lee, Bill** – Head Football Coach (2002). B.S., M.S., Mississippi State.
- Long, Kenneth** – Assistant Women’s Basketball Coach/Head Softball Coach (2001). B.S., M.S., University of Southern Mississippi.
- Lott, Marilyn** - Music (1990). B.M.E., and M.M.E., University of Southern Mississippi.
- Mann, Noel** - Chemistry (2000). A.A., Mississippi Delta Community College. B.S. and M.S.Ed., Delta State University. Ph.D., University of Southern Mississippi.
- Maples, Mary Ellen** – Biology (1999). B.S., University of Southern Mississippi. M.Ed., Louisiana State University.
- Marlowe, Richard** - Media Services Director (1979). M.F.A., University of Alabama.
- McIlrath, Laurie** – Psychology (1999). B.S., University of Southern Mississippi. M.S., Augusta University.
- McMahon, Sharon** - Instructional Assistant, Learning Lab (1992). B.S., Glassboro State College.
- Melton, Karen** - Accounting/Economics (1996). B.S., M.B.A., University of Southern Mississippi.
- Moody, Jan** - Dean of Instruction (1995). B.S. Mississippi Baptist Medical Center. B.S., Mississippi State University. M.S., University of Southern Mississippi. Ph.D., University of Southern Mississippi.
- Moore, Tara** – Instructional Assistant, Learning Lab (1999). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Murray, William** – Computer Servicing Technology (1998). A.A.S., Mississippi Gulf Coast Community College. Additional study University of Southern Mississippi.
- Myrick, Kenny** - Music (2000). B.M.E., M.M.E., and M.M., University of Southern Mississippi.
- Norman, Michael** – Funeral Services Technology (1999). A.A.S., Bishop State Community College, B.G.S., William Carey College. Additional study University of Southern Mississippi. ICFSEB certified.
- Parker, Julie C.** – Child Development Technology (2002). B.S., M.S., University of Southern Mississippi.
- Paslay, Marie** - Political Science (1988). B.S. and M.S., University of Southern Mississippi.
- Pearce, Carole** - Academic Counselor (1985). B.M., William Carey College. M.Ed., University of Southern Mississippi.
- Price, Dana** – Computer Science (1987). B.S., M.S., University of Southern Mississippi
- Price, Jodi** - Language Arts (1995). B.S., M.S., University of Southern Mississippi.
- Price, Kirk** – Drafting and Design Technology (2001). A.A.S., Mississippi Gulf Coast Community College. B.S., M.S., University of Southern Mississippi. Additional study University of South Alabama.
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George County Center

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