

LOCATIONS

JACKSON COUNTY CAMPUS

Post Office Box 100
Gautier, MS 39553
(228) 497-9602

JEFFERSON DAVIS CAMPUS

2226 Switzer Road
Gulfport, MS 39507
(228) 896-3355

PERKINSTON CAMPUS

Post Office Box 548
Perkinston, MS 39573
(601) 928-5211

KEESLER CENTER

Post Office Box 5008
Keesler AFB, MS 39534
(228) 432-7198

GEORGE COUNTY CENTER

Post Office Box 77
Lucedale, MS 39452
(601) 947-4201

MISSISSIPPI GULF COAST APPLIED TECHNOLOGY & DEVELOPMENT CENTER

10298 Express Drive
Gulfport, MS 39505
(228) 897-4360

WEST HARRISON COUNTY CENTER

21500 B Street
Long Beach, MS 39560
(228) 868-6057

COMMUNITY CAMPUS

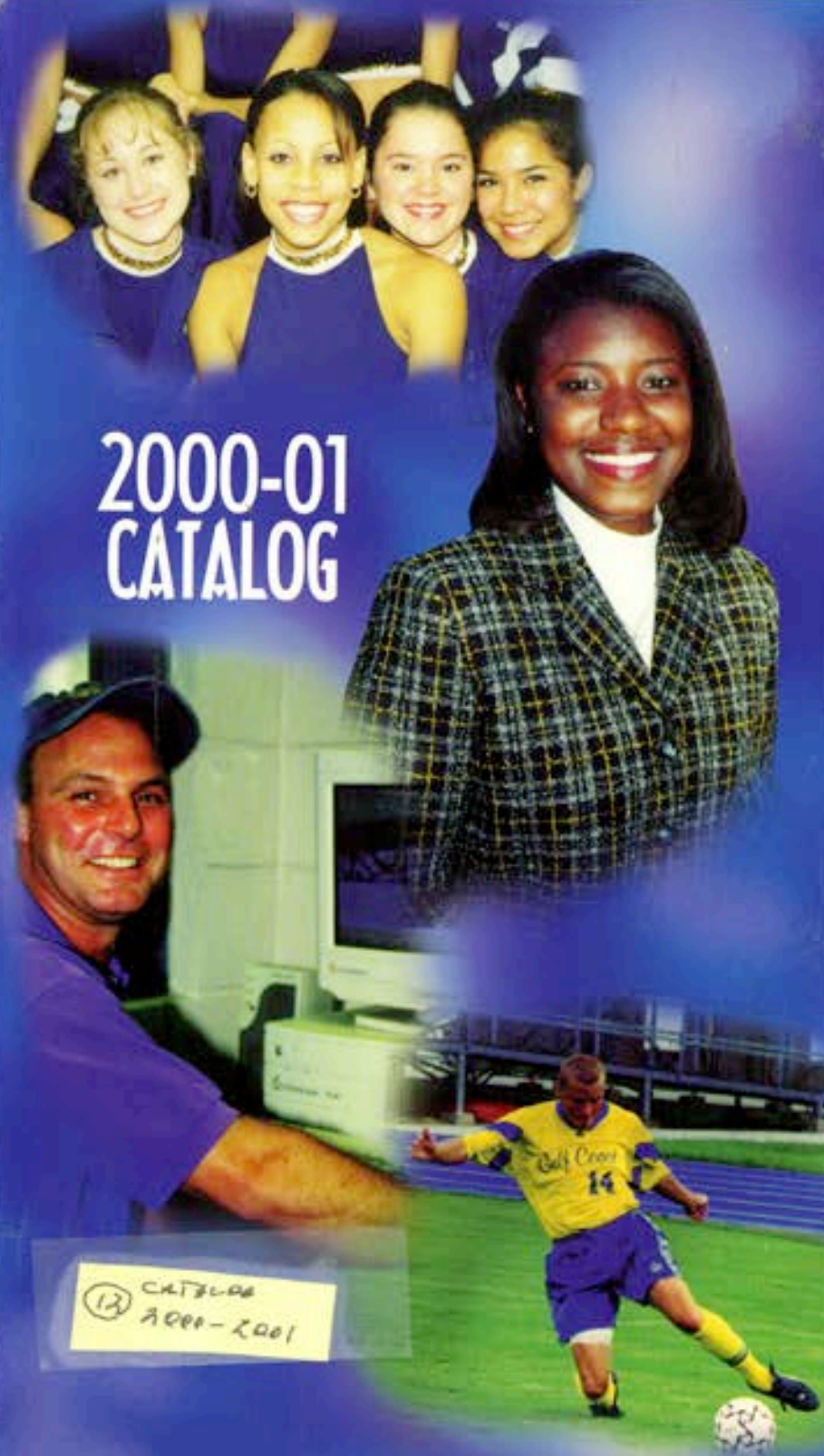
10298 Express Drive
Gulfport, MS 39505
(228) 897-4360



www.mgccc.ms.us

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

2000-01 CATALOG



MISSISSIPPI GULF COAST COMMUNITY COLLEGE

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 39505
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*

Calendar

Admissions

Expenses

Student
Services &
Financial Aid

Academic
Programs

Technical
Programs

Vocational
Programs

Course
Descriptions

Personnel

GEORGE COUNTY OCCUPATIONAL TRAINING CENTER

(Established 1972)
 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 39505
 Telephone: (228) 897-4360
 Fax: (228) 897-4375

WEST HARRISON COUNTY OCCUPATIONAL TRAINING 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.

TABLE OF CONTENTS

Foreword	4
Accreditation	4
Compliance Policy	5
Calendar	8
Boards of Supervisors	14
Board of Trustees	15
Part I: Mission, Vision, and Values of MGCCC	16
History	16
Part II: Physical Facilities	19
Part III: General Admission	28
Transfer Students.....	29
Vocational Programs	29
Students with Disabilities.....	30
Denial of Admissions	33
Special Admissions	30
High School Students.....	30
Out-of-State Students.....	31
Foreign Students.....	31
Senior Citizens	32
Academic Bankruptcy.....	32
Part IV: Financial Information	36
Expenses.....	36
Summary of Expenses.....	36
Explanation of Fees.....	38
Miscellaneous Fees	39
Refund Policy.....	39
Residency Information	40
Part V: Student Services and Activities	44
Student Services	44
Activities and Other Services.....	50
Part VI: Instructional Program	58
General Information	58
Graduation Information.....	70
Programs of Study.....	73
Administrative Officers and Staff	306
Committees and Department Chairpersons	314-317
Administration and Faculty	318
Central Office	318
Community Campus.....	319
Jackson County Campus	320
Jefferson Davis Campus.....	325
Keesler Center.....	332
West Harrison County Occupational Training Center	332
Perkinston Campus.....	334
George County Occupational Training Center	337
Index.....	339

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 vocational 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 Perkinston Campus at Perkinston, which has dormitory facilities for men and women. Information is also included on the George County Occupational Training Center, Mississippi Gulf Coast Applied Technology and Development Center, West Harrison County Occupational Training 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, New York, NY 10006, Telephone number 212-363-5555.

EMT-PARAMEDIC — Joint Review Committee on Educational Programs for the EMT-Paramedic of the American Medical Association.

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.

MEDICAL LABORATORY TECHNOLOGY (NACLS) — National Accrediting Agency for Clinical Laboratory Sciences.

NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION (NLNAC) — 61 Broadway, New York, NY 10006, Telephone number 212-363-5555.

PHARMACY TECHNOLOGY — American Society of Health Systems Pharmacists.

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 — Joint Review Committee for Respiratory Therapy of the American Medical Association.

CANDIDATE FOR ACCREDITATION

SURGICAL TECHNOLOGY — Accreditation Review Committee on Education in Surgical Technology (ARCST).

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: Linda Switzer, William Martin (alternate).

Perkinston Campus: Johnnette Dees, Travis Ferguson (alternate).

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

Keesler Center: Robert Rominger

George County Occupational Training Center: Anna Faye Kelly, Ronnie Mizell (alternate).

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

Applied Technology and Development Center: Elizabeth Nelms

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, Mr. 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 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. 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 and (11) 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



Corey Alexander

Bulldog Running Back

"I had two goals when I chose to attend Mississippi Gulf Coast Community College. I wanted an education and a chance to continue playing football at the division one level. Gulf Coast helped me achieve both."

COLLEGE CALENDAR 2000-2001

August 16	Wednesday	New Personnel Orientation
August 17	Thursday	District Faculty Workshop
August 18	Friday	Campus Faculty Workshops

FALL SEMESTER, 2000

Date	Day	Function
August 20	Sunday	Dormitories Open
August 21-22	Monday-Tuesday	Registration
August 23	Wednesday	Classes begin.
August 29	Tuesday	End of late registration; last day to officially withdraw without a grade; last day to change schedule.
September 4	Monday	Labor Day Holiday (classes that meet on Monday nights only will makeup on Friday, Sept. 29)
September 15	Friday	Second month's board due at Perkinson.
September 29	Friday	End of sixth week
October 6	Friday	Balance of semester's board due.
October 9-10	Monday-Tuesday	Columbus Day Holidays. (all offices closed)
October 20	Friday	End of ninth week; mid term grades due.
October 27	Friday	Last day to officially withdraw with a "W" grade.
November 22-24	Wednesday-Friday	Thanksgiving Holidays.
December 11-15	Monday-Friday	Final Exams
December 15	Friday	Begin Christmas Holidays after exams; administrative offices close at 2:00 p.m.

SPRING SEMESTER, 2001

Date	Day	Function
January 2	Tuesday	All administrative offices open.
January 3-4	Wednesday-Thursday	Registration
January 5	Friday	Classes begin.
January 11	Thursday	End of late registration; last day to officially withdraw without a grade; last day to change schedule.
January 15	Monday	Martin Luther King Jr's Birthday Holiday.
January 26	Friday	Second month's board due at Perkinston.
February 9	Friday	End of sixth week.
February 23	Friday	Balance of semester's board due at Perkinston.
February 26-27	Monday-Tuesday	Mardi Gras Holidays — Monday night classes will make-up on Friday, March 9 and Tuesday night classes will make-up on Friday, March 16; administrative offices open.
March 2	Friday	End of ninth week; mid-term grades due.
March 9	Friday	Last day to officially withdraw with a "W" grade.
March 26-30	Monday-Friday	Spring Holidays; administrative offices open Monday, closed Tuesday through Friday.
April 13	Friday	Good Friday Holiday. All offices closed.
April 30 - May 4	Monday-Friday	Final Examinations.
May 9	Wednesday	Graduation — Coast Coliseum

SUMMER SEMESTERS, 2001

Five-Week Summer Term

Day Class Schedule

First Session

Date	Day	Function
May 24-25	Thursday-Friday	Registration — day classes.
May 28	Monday	Memorial Day Holiday
May 29	Tuesday	Classes begin.
June 28-29	Thursday-Friday	Final examinations; first session ends.

Second Session

June 29	Friday	Registration — day classes.
July 2	Monday	Classes begin.
July 4	Wednesday	Independence Day Holiday.
Aug 2-3	Thursday-Friday	Final examinations; second session ends.

Ten-Week Summer Term

Class Schedule

Date	Day	Function
May 24-25	Thursday-Friday	Registration
May 28	Monday	Memorial Day Holiday (Monday night classes will makeup on Friday, June 2)
May 29	Tuesday	Classes begin.
July 4	Wednesday	Independence Day Holiday (Wednesday night classes will makeup on Friday, July 6)
July 30 – Aug. 3	Monday-Friday	Final examinations will be given at the last class meeting.

**KEESLER CENTER
OF THE JEFFERSON DAVIS CAMPUS
2000-2001**

FALL TERM — September 5, 2000 - November 17, 2000

Date	Day	Function
August 16	Wednesday	Begin Registration
August 29	Tuesday	End Registration
September 4	Monday	Labor Day Holiday
September 5	Tuesday	Classes begin
November 13-16	Monday-Thursday	Final Examinations

WINTER TERM — November 27, 2000 - February 23, 2001

November 6	Monday	Begin Registration
November 20	Monday	End Registration
November 22 -24	Wednesday -Friday	Thanksgiving Holiday
November 27	Monday	Classes begin
December 15	Friday	Christmas Holidays Begin
January 2	Tuesday	Classes Resume
February 19-22	Monday-Thursday	Final Examinations

SPRING TERM — March 5, 2001 - May 18, 2001

February 14	Wednesday	Begin Registration
February 27	Tuesday	End Registration
March 5	Monday	Classes begin
April 13	Friday	Good Friday Holiday
May 14-17	Monday-Thursday	Final Examinations

SUMMER TERM — May 29, 2001 - August 10, 2001

May 9	Wednesday	Begin Registration
May 22	Tuesday	End Registration
May 28	Monday	Memorial Day Holiday
May 29	Tuesday	Classes begin
July 4	Wednesday	Independence Day Holiday
August 6-9	Monday-Thursday	Final Examinations

SEMESTER TESTING SCHEDULE

Fall Semester, 2000

All Campuses

Date	Exam Time	Class Time
<u>Saturday</u> December 9	<u>8:00 a.m. - 10:00 a.m.</u>	<u>Saturday morning classes</u>
<u>Monday</u> December 11	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 1:00 p.m. - 3:00 p.m. 3:00 p.m. - 5:00 p.m.	<u>8:00 a.m. - 8:53 a.m. MWF</u> 10:00 a.m. - 10:53 a.m. MWF 11:00 a.m. - 11:53 a.m. MWF 3:00 p.m. - 3:53 p.m. MWF
<u>Tuesday</u> December 12	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 1:00 p.m. - 3:00 p.m. 3:00 p.m. - 5:00 p.m. 4:00 p.m. - 6:00 p.m.	<u>8:00 a.m. - 9:20 a.m. TT</u> 9:30 a.m. - 10:50 a.m. TT 2:00 p.m. - 2:53 p.m. MWF 2:30 p.m. - 3:50 p.m. TT 4:00 p.m. - 5:20 p.m. TT
<u>Wednesday</u> December 13	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 1:00 p.m. - 3:00 p.m. 4:00 p.m. - 6:00 p.m.	<u>9:00 a.m. - 9:53 a.m. MWF</u> 12:00 p.m. - 12:53 p.m. MWF 1:00 p.m. - 1:53 p.m. MWF 4:00 p.m. - 5:20 p.m. MW
<u>Thursday</u> December 14	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 3:00 p.m. - 5:00 p.m. 4:30 p.m. - 6:30 p.m.	<u>11:00 a.m. - 12:20 p.m. TT</u> 1:00 p.m. - 2:20 p.m. TT 1:30 p.m. - 2:50 p.m. TT 3:00 p.m. - 4:20 p.m. TT 5:00 p.m. - 6:20 p.m. TT
<u>Friday</u> December 15	<u>8:00 a.m. - 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, 2001

All Campuses

<u>Saturday</u> April 28	<u>8:00 a.m. - 10:00 a.m.</u>	<u>Saturday morning classes</u>
<u>Monday</u> April 30	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 1:00 p.m. - 3:00 p.m. 3:00 p.m. - 5:00 p.m.	<u>8:00 a.m. - 8:53 a.m. MWF</u> 10:00 a.m. - 10:53 a.m. MWF 11:00 a.m. - 11:53 a.m. MWF 3:00 p.m. - 3:53 p.m. MWF
<u>Tuesday</u> May 1	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 1:00 p.m. - 3:00 p.m. 3:00 p.m. - 5:00 p.m. 4:00 p.m. - 6:00 p.m.	<u>8:00 a.m. - 9:20 a.m. TT</u> 9:30 a.m. - 10:50 a.m. TT 2:00 p.m. - 2:53 p.m. MWF 2:30 p.m. - 3:50 p.m. TT 4:00 p.m. - 5:20 p.m. TT
<u>Wednesday</u> May 2	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 1:00 p.m. - 3:00 p.m. 4:00 p.m. - 6:00 p.m.	<u>9:00 a.m. - 9:53 a.m. MWF</u> 12:00 p.m. - 12:53 p.m. MWF 1:00 p.m. - 1:53 p.m. MWF 4:00 p.m. - 5:20 p.m. MW
<u>Thursday</u> May 3	<u>8:00 a.m. - 10:00 a.m.</u> 10:00 a.m. - 12:00 p.m. 3:00 p.m. - 5:00 p.m. 4:30 p.m. - 6:30 p.m.	<u>11:00 a.m. - 12:20 p.m. TT</u> 1:00 p.m. - 2:20 p.m. TT 1:30 p.m. - 2:50 p.m. TT 3:00 p.m. - 4:20 p.m. TT 5:00 p.m. - 6:20 p.m. TT
<u>Friday</u> May 4	<u>8:00 a.m. - 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	Gulfport
William Martin	Beat 4	Gulfport
Connie Rocko	Beat 5	Biloxi
John McAdams	Chancery Clerk	Gulfport

STONE COUNTY

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

JACKSON COUNTY

Manley Barton	Beat 1	Pascagoula
Tim Broussard	Beat 2	Moss Point
Larry O. Lee, Sr.	Beat 3	Pascagoula
Frank Leach	Beat 4	Ocean Springs
John McKay	Beat 5	Ocean Springs
Terry Miller	Chancery Clerk	Ocean Springs

GEORGE COUNTY

Clyde 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	McLain
Ricky Churchwell	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	1998	Gulfport
VACANT	June	2001	Gulfport
Robert Watters	December	2001	Gulfport
James V. Cerra	December	1999	Pass Christian
Gertrude Allen	June	2000	Biloxi
Duane Diaz	December	2001	Biloxi

STONE COUNTY

James E. Bryan, Jr.	December	2002	Wiggins
Thomas E. Hall	December	2001	Wiggins
Clyde Strickland	December	2004	Perkinston

JACKSON COUNTY

Sylvia Bradley	December	2002	Hurley
Geraldine Barnes	December	2003	Pascagoula
Ariel Taylor	December	1999	Pascagoula
Patricia Descher	December	2001	Ocean Springs
Delores Sumrall	December	2000	Ocean Springs
Moreno Jones	June	2002	Gautier
Earl D. Gautier	June	2004	Pascagoula
Donald Massengale, Jr.	June	2004	Pascagoula
Harry Roberts, Jr.	June	2004	Pascagoula

GEORGE COUNTY

John W. Cooley	December	2003	Lucedale
Arlie R. Howell	December	2001	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

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

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

Excellence: To set and meet the highest standards.

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

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

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

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

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

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

COLLEGE HISTORY

On September 5, 1911, the Harrison County School Board established the Harrison County Agricultural High School, an action which 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. Perkinston Junior College continued to grow, in number of students and in program offerings, which included both technical and vocational training.

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. 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 (was created) when two branches of the college were built on the Gulf Coast. Jefferson Davis in Handsboro and Jackson County Campus in Gautier. Later, the George County Occupational Training Center, the Harrison County Occupational Training Center, and the Keesler Center were added to the multi-campus district. In 1985, West Harrison County Occupational Training Center began operation.

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

In the 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 joint partnership between the Mississippi Gulf Coast Community College, Mississippi Power Company, and Harrison County Development Commission, the center will continue to serve as a training facility in support of the economic development activities on the Mississippi Gulf Coast. In 1996, Community Campus, the campus without walls concept, was introduced resulting in a fourth campus called Community Campus.

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	(1912-1916)	Cooper J. Darby	(1929-1941)
Claude Bennett	(1916-1919)	Albert Louis May	(1941-1953)
John Jefferson Dawsey	(1919-1921)	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 four campuses should always be close cooperation, articulation, and coordination among the campuses of the college. Individual differences which 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 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.

Building A. The main building on the campus is a single-story, circular building, two hundred forty feet in diameter. It houses the administrative offices, general academic classrooms, science lecture halls and laboratories, television control section, and studio. An additional physics lab was built in 1985. All administrative areas and the science labs were renovated in 1985.

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 vocational-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 Building A. It contains the student council room, drafting and design technology, and environmental technology.

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

Building E. This building is constructed with the same architectural design as the other buildings on campus. The building was 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 Building E.

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 vocational-technical education building that provides office, classroom, and laboratory facilities for marine engine mechanics, automotive mechanics, and machine shops 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 Care 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. This building is called The Student Center. It houses the cafeteria, bookstore, private dining room, and conference room. There is also a patio area for outside dining.

Building L. This building is known as the Learning Resource Center and houses the Learning Lab, Library, and the Media Center. The Library, located on the second floor, is newly renovated to provide an Internet accessible computer network with 30+ nodes. Both the Learning Lab and Media Services are located on the first floor. Also included within this area is an interactive video (Community College Network) classroom and graphic production capabilities.

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, Financial Aid, Workforce Development, Small Business Development, Career Center Services, Counseling, Literacy, Recruitment, and Veterans Services.

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

Building S. 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 19 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 one classroom.

Building D — Fine Arts: Actually two 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, theatre workshop, art gallery, and 7 offices.

Building E — Math: Houses six offices for instructors, two lecture rooms, and 2 biotechnology labs.

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, a secretarial pool, workroom, a learning laboratory, a large meeting room, and the CCN room.

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

Building I — Library, Media Center, and Student Activities: 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. Inside the library are special study rooms for small groups and a number of carrels for individual study. To assist library patrons, there are two photocopy machines and two microfilm reader-printers. The Media Services area contains nearly 1,500 videos and diverse audio-visual equipment for instructor use in the classroom. Included within this area are a CCTV transmission system, an interactive video (Community College Network) classroom, and graphic reproduction capabilities.

Building J — Student Center and Administration: Contains central kitchen with food preparation facilities for serving the large main dining area, private dining room and student activity area. In addition to the three dining areas, 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 Academic 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, an exercise room, 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 dou-

bles as a physical activities area. An Olympic size heated swimming pool adjoins this building. This building also houses the Vocational-Technical Support Services.

Building M — Refrigeration, Air Conditioning, Auto Mechanics: Contains four large laboratories, and classrooms, faculty offices, storage and supply rooms, dressing rooms and restrooms.

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

Building O — Industrial Electricity: 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 — Vocational Administration: This building houses the offices of the dean of vocational-technical programs and the assistant deans. In addition, it contains a large conference room, and general classrooms, storage facilities and four other offices.

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, Pharmacy Tech 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 and 2 restrooms.

Building S — Developmental Studies/Drafting/Academic: Houses eight offices, two 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 security, 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, and the Dean of Student Services office. Also, the Workforce Development area, including the Director's office, Placement office and Co-Operative Education Coordinator's office. The second floor contains offices for the New Horizons Program and accompanying laboratory. All campus Literacy 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 Electronics Technology labs, one Computer Programming Technology lab, one Fashion Merchandising Technology lab, one Special Populations lab, and two rest rooms.

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 Harrison County Development Commission.

The purpose of the Mississippi Gulf Coast Applied Technology and Development Center (ATDC) is to (a) provide industrial, vocational 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, and (d) assist and support economic development activities of the Mississippi Gulf Coast. ATDC also houses the administrative arm of 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 Occupational Training Center

The West Harrison County Occupational Training 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 vocational programs. High school students from both the Long Beach and Pass Christian schools are bused to the Center for vocational instruction.

The secondary and post-secondary offerings encompass programs of instruction in the following occupations. Business and Computers, Health Occupations, Electricity/Electronics, Cooking/Baking, Precision Metalwork, EMT/Paramedic, Diversified Technology, Drafting, Automotive Body Repair, Automotive Mechanics, 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.

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 is completely fenced and provides a football playing field, track and an athletic 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 200.

The **Central Store and Printing Building** was constructed in 1994.

The **Colmer Vocational-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. 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 department, and Developmental Studies.

Faculty Residences include fifteen houses and three duplexes 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 visitors quarters.

Golf Turf Building houses the golf/recreational turf management technology programs.

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

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 110.

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 room. 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.

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 center in 1998 include the Sam P. Jones, Jr. band hall and 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.

Married Student Apartments acquired in 1988. Consists of two units each containing four apartments.

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 96 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 96 male students.

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

Smith Hall is a two-story, brick-veneer building constructed in 1947, which contains an art studio and the Computer Servicing Technology program.

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

Weeks Hall constructed in 1974, houses some of the vocational-technical programs for the Perkinston Campus. An addition was made in 1997-98 to house the Funeral Services Technology program.

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 automotive parts and accessory marketing program.

George County Occupational Training Center

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

Post-secondary programs include 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 applications, carpentry, welding, occupational food service, and allied health cluster.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that every entry should be supported by a valid receipt or invoice. The text also mentions the need for regular audits to ensure the integrity of the financial data. Furthermore, it highlights the role of the accounting department in providing timely and accurate information to management for decision-making purposes. The document concludes by stating that adherence to these principles is essential for the long-term success and stability of the organization.

CONCLUSION AND RECOMMENDATIONS

In conclusion, the findings of this study indicate that there is a significant need for improved financial reporting practices. The recommendations provided aim to address the identified weaknesses and enhance the overall transparency and accountability of the organization's financial operations. It is suggested that management should implement the proposed changes and monitor their effectiveness over time. Additionally, ongoing training and education for staff members are recommended to ensure they are up-to-date with the latest accounting standards and regulations.

ADMISSIONS



Irvette James

Pediatric Nursing Major

"All the activities on campus give you a chance to get involved and meet so many people. Community college is smaller and friendlier...everybody knows you."

2000- 2001 CATALOG

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 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.
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 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. 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.

Vocational 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 score report.
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 certificate recipient must pass the "ability to benefit" test (TABE) or earn a GED certificate before enrolling in a vocational 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 vocational aptitude test to determine admission to a specific vocational program.
6. Applicants to vocational health occupations programs must be high school graduates or have earned the GED certificate. High school transcripts or GED score 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 vocational 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.
9. All applicants will be required to take the Ability to Benefit Test (TABE) to prepare students for the MS-CPAS test.

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. Completion of the college's application for admission process.
2. Letter of recommendation from their high school counselors or principals.
3. Official copy of transcript indicating grades through the last semester of indicating 14 units of college preparatory coursework with a "B" average.
4. American College Test score of 21 or greater. (ACT of 26 or greater for early admission students.)

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.
4. Provide 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

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). 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.

ACADEMIC BANKRUPTCY

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 academic bankruptcy, is not endorsed by all institutions.

Any student readmitted to MGCCC may declare academic bankruptcy of grades as outlined in the following procedure.

Procedure

- A. The student must complete the Petition for Academic Bankruptcy of Grades, which may be obtained from the campus Dean of Student Services.

- B. The Petition for Academic Bankruptcy must be made during the first semester of readmittance following 24 consecutive months of non-enrollment.
- 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 at MGCCC previous to a time designated by the student will be eliminated from the computation of the student's grade point average and may never be used toward graduation at Mississippi Gulf Coast Community College.
- D. The student's transcript will reflect the complete academic record but will contain the notation at the appropriate point that all previous grades have been declared bankrupt.
- E. Academic Bankruptcy of grades can be declared only once.
- F. The completed Petition for Academic Bankruptcy 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.

The first part of the document discusses the importance of maintaining accurate records of all transactions. It emphasizes that proper record-keeping is essential for the integrity of the financial system and for the ability to detect and prevent fraud. The text outlines the various types of records that should be maintained, including receipts, invoices, and bank statements, and provides guidelines for how these records should be organized and stored.

CHAPTER 10: FINANCIAL RECORDS

This chapter provides a detailed overview of the various types of financial records that are used in business operations. It begins by discussing the importance of accurate record-keeping and the role of the accounting department in maintaining these records. The text then describes the different types of records, including receipts, invoices, and bank statements, and provides guidelines for how these records should be organized and stored. It also discusses the importance of regular audits and the role of the auditor in verifying the accuracy of the records. The chapter concludes with a summary of the key points and a list of references.

FACT: In 1998-99, 7,895 of Gulf Coast students received \$12,155,220 in financial aid (grants, loans, scholarships, work-study).

EXPENSES



Perkinston Campus student Amanda McDaniels (left) receives a GED scholarship from Dr. Elizabeth Nelms, college dean for Adult Basic Skills and Distance Learning.

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.

NOTE: College buses provide free transportation to commuting "day" students from George and Stone counties attending Perkinson Campus.

Summary of Expenses Full Time (Regular) Students

Expenses each semester.

	Dormitory Student	Day Student
Matriculation Fee	\$445.00	\$445.00
Registration Fee	5.00	5.00
Book Service (Per Book)	11.25	11.25
ROOMS:		
Andrews, Harrison, Hayden, Moran, and Owen Halls	320.00	
BOARD:		
Five-Day Meal Plan	427.00	
Seven-Day Meal Plan	553.00	

Student Deferred Fees:

All students approved for a deferred payment plan will pay a minimum of all non-refundable fees and 50% of refundable fees upon enrollment. The balance of the refundable fees will be paid on or before the end of the eighth week.

Schedule of Deferred Payments

	Registration	4th Week	8th Week
I. Day/Commuter Student			
Academic/Technical Full-time Student	\$253.13	-0-	\$253.12
Vocational Full-time	\$225.00*	-0-	\$225.00*
II. 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 Full-time Student			
Andrews, Harrison, Hayden, Moran, and Owen Halls	\$417.75	\$417.75	\$417.75
Vocational Full-time Student			
Andrews, Harrison, Hayden, Moran, and Owen Halls	\$399.00	\$399.00	\$399.00
7-Day Meal Plan			
Academic Full-time Student			
Andrews, Harrison, Hayden, Moran, and Owen Halls	\$459.75	\$459.75	\$459.75
Vocational Full-time Student			
Andrews, Harrison, Hayden, Moran, and Owen Halls	\$441.00	\$441.00	\$441.00

Vocational students purchase their books and will not be charged the book service fee. *Vocational students in an open-entry/open-exit program may arrange with the Dean of Business Services to make payments monthly.

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 and non-deferrable. Part-time out-of-state resident students pay a prorata share of this fee that is \$77.00 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 \$445, except during summer session. The cost of courses during the summer is \$53 per semester hour. Exceptions: Health Occupations and other vocational 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 vocational/technical programs taking less than twelve (12) semester hours of work is charged a tuition fee of \$53 per semester hour in lieu of the regular matriculation fee. (See Registration, Book Service and Parking Fees on following page.)

If a full-time student reduces his or her work load to less than twelve (12) hours of classes, 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 \$53.00 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 \$5 fee to cover cost of processing registration. This fee is non-refundable.

Parking Fee: All fall students pay \$5 parking fee per one motor vehicle for the entire year. Spring and summer students pay \$3 parking fee for the remainder of the year, if new registrants. After paying the initial parking fee for one vehicle, additional vehicles may be registered at \$1.

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.

Parking and Registration — helps defray costs of increased security personnel, motor vehicle registration stickers, and I.D. cards.

Book Service — Students may pay a book service fee of \$11.25 for each course 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.

Miscellaneous Fees

Yearbook — (Optional) This fee of \$15.00 is to cover production cost of yearbook. Fee is non-refundable.

Medical Malpractice Insurance — All students who enroll in a health occupations program 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.

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

Transcripts of Credit — One official transcript of credits is furnished without charge. A fee of \$2 is charged for each additional transcript.

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 Program Fee — This fee of \$5 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. \$5 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 date of official withdrawal 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.

Registration, matriculation, tuition, and Book Service fees are refundable as follows:

100% of refundable fees if official withdrawal and request for refund is received on or before the first day classes meet in any enrollment period (both day and night classes). This deadline applies regardless of whether or not the student requesting the refund has attended class.

90% of refundable fees during the first 10% of the enrollment period.

50% of refundable fees between the first 10% and the first 50% of the enrollment period.

Exceptions to the above are as follows:

Dormitory and meal costs on the Perkinson 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 vocational 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 of first-time 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 courses — All fees will be refunded if a class is cancelled. If formal withdrawal occurs before the second class meeting, 100% of tuition will be refunded. No refunds will be made after the second class meeting.

Vocational Student — Students in certain vocational programs are allowed to pay their fees on something other than a semester basis, i.e., quarterly, monthly, etc. When such a student officially withdraws, he/she is entitled to no refund for any pay period to, and including, the pay period during which withdrawal occurs but is entitled to a 100% refund of fees paid for all succeeding pay periods.

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

RESIDENCY INFORMATION

Section 37-103 Mississippi Code of 1972, Recompiled

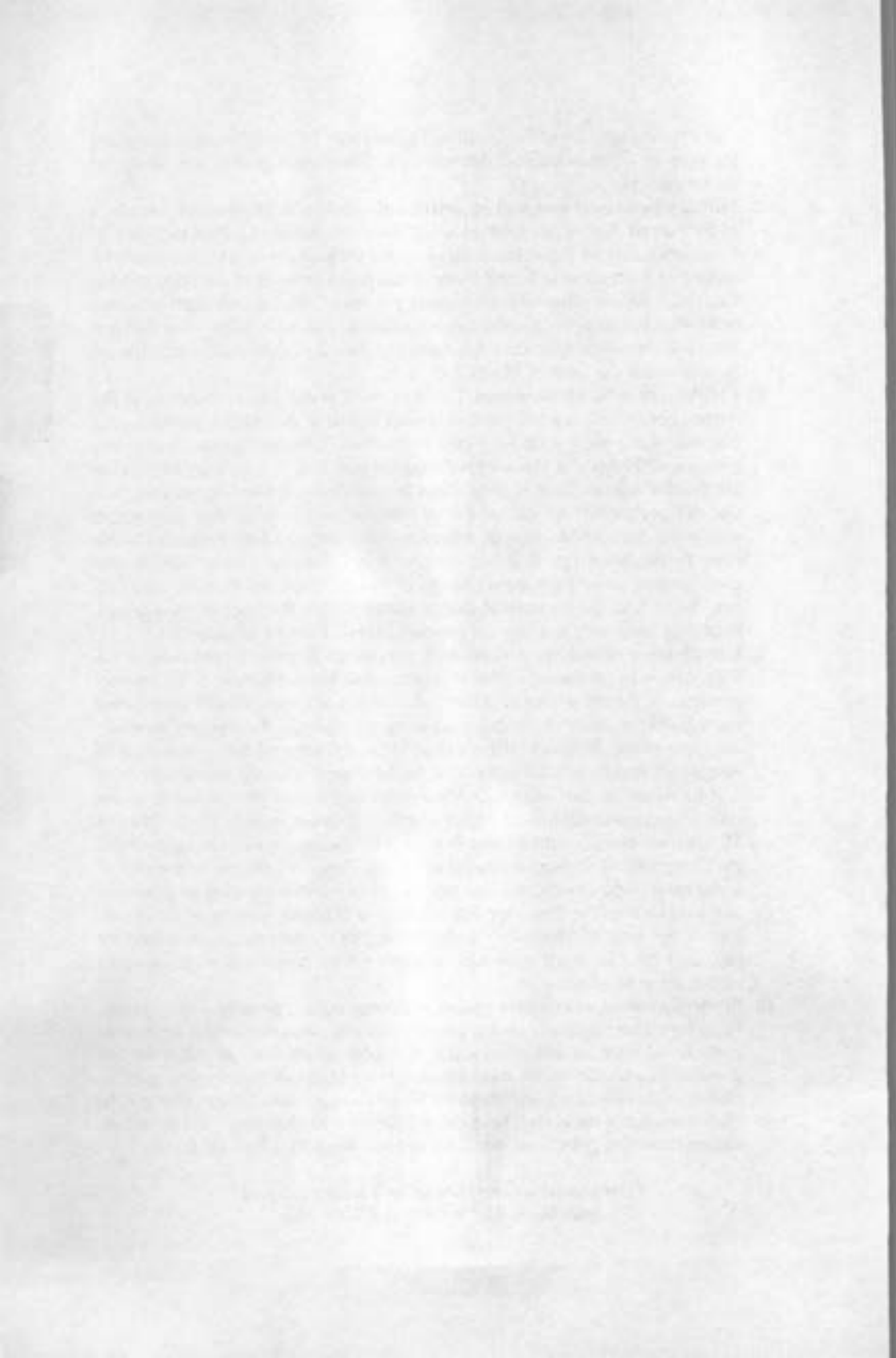
The definitions and conditions stated herein are required by state law in the classification of students as residents or non-residents for the assessment of fees. Request for a review of residency classification should be submitted to the campus Dean of Student Services; forms for this purpose are available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

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



STUDENT SERVICES & FINANCIAL AID



Nicole Lee

Biology Major

"It's been a really great experience attending Mississippi Gulf Coast Community College. The small size allowed me to be involved in more activities. It's been the best two years of my life."

2000- 2001 CATALOG

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 college 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 vocational 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 and career development courses.

(5) **Veterans Educational Services:**

Each campus Veterans Affairs Office assists former service personnel and dependents who 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, or college financial aid offices.

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.

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 above. Students must 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

Academic Scholarships: Full-tuition and book scholarships awarded to full-time entering freshmen students with a composite score of 28 or higher on the ACT, who are legal residents of Mississippi and who are entering fall semester. Priority deadline April 1. Room and board costs are also covered for scholarship recipients attending the Perkinston Campus.

One-half tuition scholarships will be given to those with an ACT composite score of 25-27 and meet the criteria indicated above.

Honors Scholarships: Full-tuition 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 academic and honors scholarships. Priority deadline April 1.

Vocational-Technical Scholarships: Full-tuition scholarships awarded to full-time entering freshmen vocational-technical students who have a high school diploma and have completed a two year vocational-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 vocational/technical scholarship is also available for students with a "C" average in academic courses and an "A" average in vocational 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 work 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.

For more information, contact the coordinator of cooperative education at the Jackson County, Jefferson Davis or Perkinston 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. 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. Transfer students must submit a financial aid transcript from all colleges previously attended before receiving any deferments or payments.
5. 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.
6. Applications received after deadlines will be considered only if funds are available.
7. Upon receipt of the Student Aid Report from the federal processor, submit any documentation required by the Federal government (e.g. income tax return).
8. Meet the requirements of the MGCCC Satisfactory Academic Progress Policy.

9. Sign an Award Letter, Statement of Educational Purpose, Draft Registration Compliance Statement and a Certification Statement on Refunds and Defaults.
10. A new application for financial aid must be processed each year that financial aid is needed.
11. Students interested in additional information should schedule an appointment with the financial aid director on the campus of their choice.

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. Copies of the MGCCC satisfactory academic progress policy are available in the financial aid offices.

Conduct and Discipline

Mississippi Gulf Coast Community College expects its students to act responsibly and conduct themselves with dignity as adults. Student attitude is a powerful force in self-government and the more students can govern themselves the less will be the need for faculty or administrative intervention.

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 ev-

idence 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 re-viewed 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

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 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 this program 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. Faculty or administrative staff serve as advisors to campus organizations and activities.

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, track, 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.

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, 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 this 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). Older 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.

Men and women who are retired, and 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 1997-99 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. Students at Jefferson Davis and Jackson County campuses may participate in the marching band. 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.

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.

Student Association of Education. SAE 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.

Circle K Club. A civic and service organization for male students, jointly sponsored by the college and community Kiwanis clubs.

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 practical nursing and allied health 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.

Skills USA-VICA (Vocational and Industrial Clubs of America). These clubs are active at most campuses and centers of the college.

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 **Connections, Music Club, Home Economics, Delta Psi Omega, Perk Players, The Horticulture Club, The Art Club, JC Singers, PE Club, Minority Leadership Society, American Welding Society, Human Services Club, JC Computing Association, Life Christian Support Group, Medical Laboratory Technology Club, Rodeo Team Club, and the Country Club.**

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.

Vocational-Technical Support Services

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

A Vocational-Technical Support Team at each campus or center can help you succeed in the vocational or technical field of your choice. Members of each team include related studies instructors, vocational counselors, and special populations personnel. These dedicated personnel assist students in successfully mastering a vocational 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 literacy managers may schedule assessment testing to determine the student's potential for passing the GED test. GED examiners are located on the campuses as well as on the George County Center.

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 may be 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 literacy 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 certified counselors who have experience and are 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 a number of books and videos 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 students at Perkinston Campus publish *The Bulldog Barks* on a bimonthly basis. Jackson County Campus publishes a bimonthly newspaper, *Coastliner*. *The Mississippi Sound* on the Jefferson Davis Campus is published by students once each semester.

Literary Magazine. *Perk Literary Society* is published each Fall and Spring on the Perkinston Campus and is a collection of original poems, short stories, pros, and line drawings of the students.

College Yearbooks. Material is compiled and edited by students under a faculty advisor.

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 Perkinston 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 voice 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, and telephone jacks. Students must provide bed linens, pillows, towels and other small personal items such as a small waste basket, 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. Students wishing to have cable tv service in their rooms may contract directly with the cable company. 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 Award was 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 sponsors luncheons for graduating sophomores on the three campuses and 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 serve 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 Academic and Technical Program

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.

Three tardies of less than 15 minutes are equivalent to one absence. A tardy of 15 minutes or more will be counted as one absence. An instructor may drop a student after the student misses more than the number of absences per semester hour that the course carries. Official absences are not counted and are excused. An official absence is any absence for an official college function or as a member of an official college group, such as athletic teams, band, choir, drama groups, field trips, or conventions, etc. Instructors will be notified of such 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.

Vocational Programs

Allowable absences will be prorated on the basis of one and one-half hours per week.

Three tardies of less than 15 minutes are equivalent to one hours absence. A tardy of 15 minutes or more will be counted as one hour's absence. Six hours of accumulated absences will equal one day.

Further, if a vocational student is absent for a period of **four consecutive days** without notifying the Dean of Vocational Instruction as to the reason for the absence and obtaining permission for an extension, the student will be dropped from the program. It should be emphasized that only in the event of proven illness or extreme emergency should permission be granted for a student to miss more than **the allotted time for that enrollment period.**

Students who exceed the allotted absences for their current enrollment period will be dropped from class. The student may request to appear before the Appeals Committee to give reasons and documentation as to why he/she was absent. If the Appeals Committee agrees with his/her reasons and documentation, the student will be **reinstated with no additional absences or tardies allowed.** No student will be allowed to appear before the Appeals Committee more than three times during a 12-month period.

The composition of the Appeals Committee will be a minimum of one vocational administrator, one instructor, and one student.

A student dropped from a vocational program for failure to attend classes may not be readmitted until the first enrollment date after a 30-day waiting period.

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 Vocational Dean and Appeals Committee within one week of being dropped from the PNV course.

For absentee policies pertaining to Cosmetology and Vocational 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 same as the deadline for withdrawing with a grade of "W."

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, after the end of the 10th week, 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.

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 may be charged for distance learning. Distance learning courses will meet graduation requirements in the same manner as on-campus equivalent courses.

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 460 (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.
- 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 students 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 & 2223	6
General Psychology	PSY 1513	3
Introductory Macroeconomics	ECO 2113	3
Introductory Microeconomics	ECO 2123	3
Introductory Sociology	SOC 2113	3
World Civilization	HIS 1163 & 1173	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 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 vocational 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.

VI. 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.

VII. 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.

VIII. 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 vocational certificate category as determined by the evaluating officer.

IX. 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 Academic 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 may be obtained from the Faculty Advisor. Final grades will be mailed to the student at the end of the semester. Mid-semester grades allow students to evaluate their progress but are not official and are not shown on the transcript. 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 regularly 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 do regularly prescribed work or withdrawal from a course after ten weeks of a semester.
- I — Incomplete. The prescribed work was not finished by the end of the semester. If the work is completed within the following semester, 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.
- 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 appropriate dean of instruction.

The Honors Program

In its attempts 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 Association's 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, and slide presentations, 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 vocational 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.

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 (Regular) and Part-Time (Special) 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
- General Business Emphasis
 - Management Concentration
 - Real Estate Concentration
 - 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

- Hotel, Restaurant and Tourism 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
- Paralegal Studies
- Political Science — Non-Teaching
- Political Science — Pre-Law Option

Division of Nursing

- Nursing
- Nursing (for current Licensed Registered Nurses)

Division of Science and Technology

- Computer Science — Applied Computer Science Emphasis
- Industrial Engineering Technology
- Mathematics — Non-Teaching
- Mathematics — Secondary Teacher Certification

Withdrawal Procedures

Students officially withdrawing from school completely or students who want to officially withdraw from only part of their classes should initiate the process at the admissions office. The admissions office will issue the proper form and inform the student of the procedure to be followed.

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 Academic and General 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 vocational 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 Vocational 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 vocational 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 vocational education or apprenticeships program listed under Groups VIII and VIII B of this catalog.

MS-CPAS

MGCCC will administer the MS-CPAS (Mississippi Career Planning and Assessment System) to all students completing a vocational or technical program prior to graduation or completion.

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, vocational 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 Occupational 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.

Occupational Education Programs: The Occupational 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 vocational counselor who will offer guidance on appropriate choice of curriculum to fulfill their objectives; however, final responsibility for this rests with the student.

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

	Page No.
Group I	
B.A. Preparatory Curriculum	80
B.A. American Studies	81
B.S. Preparatory Curriculum	82
Developmental Studies*	83
Group II	
Business B.S. Preparatory	84
Business Education	85
Group III	
Art	89
Art Education	90
Music	86
Group IV	
Architecture	92
Aviation Management	93
Computer Science	95
Engineering	91
Flight Operations	94
Industrial Engineering Technology	100
Industrial Technology	97
Workforce Training & Development	98
Workforce Training & Management	101
Mathematics	96
Group V	
Basic Agricultural Curriculum	113
Basic Science	102
Criminal Justice	119
Fire Protection Technology	120
Forestry	115
Forestry Products	116
Interior Design	118
Pre-Dental	105
Pre-Medical	103
Pre-Medical Record Administration	111
Pre-Medical Technology	104
Pre-Nursing	109
Pre-Occupational Therapy	107
Pre-Optometry	108
Pre-Pharmacy	106
Pre-Physical Therapy	110
Science Education	112
Pre-Veterinary Science	117
Wildlife and Fisheries	114
Group VI	
Elementary Education	121
Secondary Education	122
Special Education	125
Technical and Occupational Education	126

*Not designed for transfer credit but may count toward graduation from MGCCC.

OCCUPATIONAL EDUCATION PROGRAMS

Occupational 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.

These programs encompass Group VII and Group VIII below.

Group VII — Technical

Occupational 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
Medical Office Technology	JDC	139
Office Systems Technology	JCC, JDC, PC	140
Business Management Technology	JCC, JDC, PC	141
Microcomputer Technology	JCC, JDC, PC	142
Computer Programming Technology	JDC	143
Court Reporting Technology	JDC	145
Paralegal Technology	JDC	146
Child Development Technology	JCC, PC	147
Computer Networking Technology	PC (JCC, JD, pending)	144
Computer Servicing Technology	PC	149
Criminal Justice	JDC	150
Drafting and Design Technology	JCC, JDC, PC	151
Electronics Technology	JCC, JDC	152
Emergency Medical Technician/Paramedic	JDC	153
Environmental Technology	JCC	155
Fashion Marketing Technology	JDC	166
Fire Protection Technology	CCN	156
Funeral Services Technology	PC	157
Golf/Recreational Turf Management Technology	PC	158
Graphic Design Technology	PC	148
Horticulture Technology	PC	159
Hospitality and Tourism Management	JDC	160
Human Services Associate Degree	JCC	162
Interpreter Training Technology	JDC	164
Marketing Management Technology	JCC, JDC	165
Medical Laboratory Technology	JCC	167
Medical Radiologic Technology	JCC	169
Pharmacy Technician	JDC	171
Respiratory Care Technology	JCC	173
Travel and Tourism Management Technology	JDC	161
Telecommunications	JCC	175

Group VIII — Vocational

Occupational 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.
Aquaculture Technology	WHCOTC	178
Auto Collision Repair Technology	WHCOTC	179
Automotive Technology	JDC, PC, WHCOTC, JC	180
Automotive Parts and Accessories Marketing	PC	181
Business and Office Cluster	GCOTC, JC, JD, PC, WHOTC	182
Carpentry-Residential	JDC	184
Commercial Truck Driving	PC	185
Cosmetology	GCOTC	186
Electrical Technology	JCC, JDC, WHCOTC	187
Food Production and Management Technology	WHCOTC	188
Heating and Air Conditioning	JDC	189
Industrial Drafting	WHCOTC	190
Industrial Maintenance Trades	JDC	191
Landscape Management Technology	WHCOTC	192
Machine Tool Operation/Machine Shop	JCC, WHCOTC	193
Marine Engine Mechanics	JCC	194
Pipefitter	JCC	195
Practical Nursing	GCOTC, JCC, JDC	196
Surgical Technology	GCOTC	199
Teacher Assistant	JDC	200
Welding	ATDC, GCOTC, JCC, PC	201

Group VIII B — Apprenticeship

Boilermaker	JCC	202
Carpenter/Joiner	JCC	202
Electrical	JCC	202
Hull Welder	JCC	203
Machinist	JCC	202
Painter	JCC	203
Pipefitter	JCC	203
Pipewelder	JCC	203
Sheetmetal	JCC	203

**ATDC-Applied Technology and Development Center; JCC-Jackson County Campus; JDC-Jefferson Davis Campus; GCOTC-George County Occupational Training Center; PC-Perkinston Campus; WHCOTC-West Harrison County Occupational Training Center.

COOPERATIVE EDUCATION PROGRAMS

(May be taken by students in University Parallel or Occupational Education Programs)

Course Listing 232

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 be 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, should be offered to the community as needs are realized. Regardless of the intent of the offering or the funding source, continuing education courses are to be offered throughout the district by college personnel through a consistent procedure to include: short term, non-credit classes, industry specific training courses, workshops and seminars, and non-credit basic skills classes.

To enhance and market regular programs, the delivery of non-credit programs should 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, 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.

Jami Webb

University Parallel Program

Phi Theta Kappa Chapter President

"At Gulf Coast, my concept of learning was transformed from one of classrooms and books to one of people and community."

ACADEMIC PROGRAMS



2000- 2001 CATALOG

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 the B.A. or B.S. Preparatory Curriculum found 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 who 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	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	Health 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 SPT 1113	American History I or II		3
	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	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, 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.

*Not degree-granting and 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 degree 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 Vocational 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			
ACC 1213	Accounting I.	3	
ACC 1223			
or			
ACC 2113*	Accounting II or Financial Acct.		3
ECO 2113, 2123	Economics I & II	3	3
ENG 2423	World Literature	3	
MFL	Foreign Language		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

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 1113	Document Formatting and Production	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	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	Class Piano or Piano	2	2
MUA 1572, 1382			
MUO 1211, 1221 or	Choir or Band	1	1
MUO 1111, 1121			
	*Social Science (elective)	3	or 3
MUA 1000, 2000	Recital Class	<u>0</u>	<u>0</u>
TOTAL		17 or 20	17 or 20
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	Piano or Class Piano	2	2
MUA 2511, 2521			
MUO 2211, 2221 or	Choir or Band	1	1
MUO 2111, 2121			
MUA 3000, 4000	Recital Class	<u>0</u>	<u>0</u>
TOTAL		20	20

*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	
		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 1772, 1782	Voice	2	2
MUA 1511, 1521 or	Class Piano or Piano	2	2
MUA 1572, 1582			
MUO 1211, 1221	Choir	1	1
	*Social Science (elective)	3	or 3
MUA 1000, 2000	Recital Class	0	0
TOTAL		<u>19 or 22</u>	<u>18 or 21</u>
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	Piano or Class Piano	2	2
MUA 2511, 2521			
MUO 2211, 2221	Choir	1	1
MUA 3000, 4000	Recital Class	0	0
TOTAL		<u>22</u>	<u>22</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 Instrumental 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		3
MUS 1214, 1224	General Psychology		3
MUS 2413*	Music Theory I & II	4	4
HPR*	Music Literature	3	
MUA	Physical Education	1	1
MUA 1511, 1521 or	Private Lessons, Major Inst.	2	2
MUA 1572, 1582	Class Piano or Piano	1	1
MUO 1111, 1121	Band**	1	1
	*Social Science (elective)	3	or 3
MUA 1000, 2000	Recital Class	<u>0</u>	<u>0</u>
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	Class Piano or Piano	1	1
MUA 2511, 2521	Band**	1	1
MUO 2111, 2121	Recital Class	<u>0</u>	<u>0</u>
MUA 3000, 4000		22	22
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	
	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	

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

NOTE: **Humanities courses must be in sequence.

NOTE: ***Social Science courses must be in sequence.

Architecture 4005

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
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.

Aviation Management 4006

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
AVM 1113	Introduction to Aviation	3	
AVM 1213	Private Pilot Ground I	3	
AVM 1223	Private Pilot Ground II*		3
AVM 2113	Applied Meteorology		3
BAD 2533	Microcomputer/Business Mgmt.		3
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry		3
SPT 1113	Oral Communication	3	
SOPHOMORE YEAR			
AVM 2213	Human Factors**	3	
ECO 2113, 2123	Principles of Economics I & II	3	3
HPR 1591	Health Concepts	1	
MAT 1613	Calculus I		3
MAT 2323	Statistics	3	
	Literature Elective	3	3
	Fine Arts Elective		3
	Health & P.E. Elective		1
	Lab Science Elective	4	4

*Prerequisites: Minimum grade of C in AVM 1213 or permission of department chair, or Private Pilot Certificate.

Corequisite: AVM 2113 Applied Meteorology

**Prerequisite: AVM 1223 Private Pilot Ground II

Flight Operations 4007

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
AVM 1113	Introduction to Aviation	3	
AVM 1213	Private Pilot Ground I	3	
AVM 1223	Private Pilot Ground II*		3
AVM 2113	Applied Meteorology		3
AVM 2313	Aircraft Engine Operation**		3
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry		3
PSY 1513	General Psychology	3	
SOPHOMORE YEAR			
AVM 2213	Human Factors***	3	
ECO 2113, 2123	Principles of Economics I & II	3	3
HPR 1591	Health Concepts	1	
MAT 1613	Calculus I	3	
SPT 1113	Oral Communications		3
	Literature Elective	3	3
	Fine Arts Elective		3
	Health & P.E. Elective		1
	Lab Science Elective	4	4

*Prerequisites: Minimum grade of C in AVM 1213 or permission of department chair, or Private Pilot Certificate.

Corequisite: AVM 2113 Applied Meteorology

**Prerequisite: AVM 1223 Private Pilot Ground I

***Prerequisite: AVM 1223 Private Pilot Ground II

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	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
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 curricula 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 DEVELOPEMENT

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 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 DEVELOPMENT AND TRAINING 4044

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

This curriculum is designed to prepare individuals to be professional trainers in industry. This curriculum leads to an Associate of Applied Science Degree. 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	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
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 Mechaics I.....		3
PHY Z114	General Physics I.....	4	
PHY 2424	General Physics II.....		4
	Social Science.....	3	
	*Elective		

*In order to get an AA Degree, student must take an additional 2 hours

GROUP V: SCIENCE
(Includes Agriculture and Home Economics)

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	General 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-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

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 1113, 1123	French	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
CHE 1214	Chemistry I		
or			
CHE 1314	Principles of Chemistry I	4	
HEC 1253	Nutrition		3
HIS 1163, 1173	World Civilization I & II	3	3
MAT 1313	College Algebra	3	
SPT 1113	Oral Communication		3
HPR	Physical Education	1	1
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
Elective	Computer Science	3	
Elective	Select from any area except courses		3/4

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.

Wildlife and Fisheries — All Options 5085

Preparatory for MSU

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
BIO 1134	Biology I	4	
BIO 1314	Botany		4
CHE 1214, 1224	General Chemistry I, II	4	4
ENG 1113, 1123	English Composition I, II	3	3
MAT 1513 or 1613	Business Calculus or Calculus I	3	
FPW 1313	Intro. to Wildlife Conservation	3	
CSC 1113	Intro. to Computer		3
SPT 1113	Oral Communications		3
SOPHOMORE YEAR			
BIO 2414	Zoology I	4	
	Humanities Electives	3	3
	Social Science Electives	3	3
ECO 2113 or 2123	Economics I or II		3
	Fine Arts Appreciation		3
	Physical Education	1	1
FPW 1111	Forest Resource Survey	1	
BIO 2314	Dendrology	4	
AGR 2314	Soils		4

ADDITIONAL COURSES BY OPTIONS:

Fisheries Science Option

CHE 2424	Organic Chemistry
GEO 2313	Maps & Remote Sensing
PHY 2414	General Physics I
Electives:*	3 hrs. Humanities**
	3 hrs. Social Science**

Wildlife Law Enforcement Option

PHI 1123	Intro. to Ethics
PSY 1513	General Psychology***
SOC 2113	Intro. Sociology***

Wildlife Science Option

CHE 2424	Organic Chemistry I
GEO 2313	Maps & Remote Sensing
Electives:*	3 hrs. Humanities**
	3 hrs. Social Science**

Completion of the special summer field program is prerequisite to enrollment in junior-level professional courses in the Wildlife and Fisheries Major. Prerequisites for the summer session are BIO 2314-Dendrology and AGR 2314-Soils. Prerequisites are strictly enforced.

*These course electives must be chosen from an approved list. Students should see Wildlife and Fisheries advisor.

**These electives are covered in above curriculum.

***Will apply as Social Science electives toward graduation.

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

Forestry 5090

Preparatory for MSU

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
BIO 1134	Biology I	4	
BIO 1314	Botany		4
CHE 1214, 1224	General Chemistry I, II	4	4
ENG 1113, 1123	English Composition I, II	3	3
MAT 1513 or 1613	Business Calculus or Calculus I	3	or 3
SPT 1113	Oral Communication	3	or 3
DDT 1413	Elementary Surveying	3	
DDT 2433	Land Surveying Lab		3
SOPHOMORE YEAR			
BIO 2414	Zoology	4	
	Humanities Elective	3	3
	Social Science Elective	3	3
	Fine Arts Appreciation	3	
ECO 2123	Economics II		3
	Physical Education	1	1
FPW 1111	Forest Resource Survey	1	
BIO 2314	Dendrology	4	
AGR 2314	Soils		4
AGR 2343	Forest Measurements		3

ADDITIONAL COURSES BY OPTIONS:

Forest Management Option

FPW 1213 Wood Tech. & Prod.

PHY 2414 General Physics I

Wildlife Management Option

FPW 1313 Intro. to Wildlife

Conservation

Electives:

9 hrs. of business/science electives*

9 hrs. of free electives**

Environmental Conservation Option

FPW 1213 Wood Tech. & Prod.

PHY 2414 General Physics I

Completion of the special summer field program is prerequisite to enrollment in junior level professional courses in the Forestry Major. Prerequisites for this summer session are: Land Surveying, Dendrology, Soils, and Forest Measurements. Prerequisites are strictly enforced.

*These course electives must be chosen from an approved list. Students should see Forestry advisor.

**The free electives may include MGCCC graduation course requirements.

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

Forestry Products — All Options 5095

Preparatory for MSU

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
BIO 1134	Biology I	4	
BIO 1314	Botany		4
ENG 1113, 1123	English Composition I, II	3	3
ECO 2113, 2123	Economics I, II.	3	3
MAT 1613, 1623	Calculus I, II.	3	3
CHE 1214, 1224	General Chemistry I, II.	4	4
SOPHOMORE YEAR			
	Humanities Electives	3	3
	Social Science Electives	3	3
SPT 1113	Oral Communication	3	
	Fine Arts Appreciation		3
	Physical Education	1	1
FPW 1111	Forest Resource Survey	1	
BIO 2314	Dendrology.	4	
	Physics Requirement*.	4	and/or 4
	Course by option		3

ADDITIONAL COURSES BY OPTIONS:

Wood Industries Management Option

BAD 2533	Microcomputers in Business
BAD 2323	Business Statistics
CHE 1214	General Chemistry I
CHE 1224	General Chemistry II
MAT 1513, 1613	Bus. Cal. or Cal. I-A
MAT 1623	Calculus II-A
PHY 2414	General Physics I

Electives: 9 hrs. free***

Wood Materials Science Option

CHE 1214	General Chemistry I
CHE 1224	General Chemistry II
CSC 1213	Basic Programming I
EGR 2413	Engineering Mechanics
MAT 1613	Calculus I-A
MAT 1623	Calculus II-A
PHY 2514	Physics I with Calculus
PHY 2524	Physics II with Calculus

Electives: 6 hrs. free electives***

*See specific course by option.

**These course electives must be chosen from an approved list. Students should see Forestry advisor.

***The free electives may include MGCCC graduation course requirements.

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
BAT 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	
MFL 2243	Conversational Spanish Law Enforcement		3
CRJ 2323	Criminal Law-Evidence	3	
CRJ 2333	Criminal Investigations I		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 1323	Police Organization and Administration		
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.

Fire Protection Technology 5125

University Transfer

Fire Protection Technology is a shared project of Meridian Community College, the local Community College Districts, the State Fire Academy and the State Board for Community and Junior Colleges.

Meridian Community College (MCC) serves as the statewide host for the project, coordinating content, delivery, and student services for participants. Utilizing the interactive Community College Network (CCN), all other Community College Districts serve as "learning sites."

GENERAL EDUCATION REQUIREMENTS		SEMESTER HOURS
ENG 1113-1123	English Composition I & II	6
SPT 1113	Oral Communications	3
HIS 1163, 1173	World Civilization I & II	6
	Humanities/Fine Arts	6
	Social Science	6
	Laboratory Science	8
MAT 1513	Business Calculus	3
CSC 1113	Introduction to Computer	3
	Physical Education	4
FIRE PROTECTION MAJOR STUDIES		
FFT 1113	Introduction to Fire Sciences	3
FFT 1123	Introduction to Fire Prevention	3
FFT 1213	Firefighting Principles and Practices	3
FFT 1223	Fire Apparatus & Equipment	3
FFT 2313	Fire Service Hydraulics	3
FFT 2323	Building Construction	3
FFT 2333	Fire Fighter Safety	3
FFT 2413	Strategy and Tactics	3
FFT 2423	Incident Management Systems	3

In order to graduate from Mississippi Gulf Coast Community College, the 45 general education hours are required and 27 fire protection hours for a total of 72 hours.

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	
		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	
	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	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
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	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
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	FORTRAN 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.

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 vocational-technical education, and/or (2) build an appropriate academic foundation that will increase their opportunities for professional development and advancement within the field of vocational-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.



Mike Sewell

Graphic Design Technology

"I had an education, but I didn't have the job skills. I believe in practical education, and I found it here at Gulf Coast."

TECHNICAL PROGRAMS

2000- 2001 CATALOG

OCCUPATIONAL EDUCATION PROGRAMS

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

- A. To provide vocational, technical, and adult education to students according to their needs, abilities, and interests regardless of race, sex, creed, national origin, and to otherwise qualified handicapped persons.
- B. To provide vocational, technical, and adult education to students that are occupationally specific for job opportunities in skilled occupations. (Diploma programs)
- C. To provide vocational, technical, and adult education to students for job opportunities in occupations that are technical and/or paraprofessional. (Associate Degree programs)
- D. To provide vocational, technical, and adult education to students which are 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

Occupational education leading to MGCCC Associate of Applied Science degree.

ASSOCIATE DEGREE NURSING 7000

Jefferson Davis and Jackson County Campuses

The Associate Degree Nursing (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 skill 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. NLNAC is an additional resource for information related to the ADN program.

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 changes pending in any state, and drug or alcohol misuse.

In addition to regular college tuition and fees, ADN students have other expenses to include: 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. While in the program, ADN students must maintain CPR training 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 and to determine classes that can be taken in a non-traditional manner. 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 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 Nursing 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) or a 15 or higher on the ACT taken prior to October 1989. (See #6 below.)
- (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 nursing 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. Any student who fails or withdraws from a nursing course may reapply under the guidelines of the ADN Policy for Readmission of Students. 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.

RE-ADMISSION/TRANSFER:

Readmission/transfer to the program is in accordance with the ADN Policy on Readmission/transfer and is determined on individual merit.

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 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 provider) card.
5. Achieve a GPA of 2.5 or higher on the required prerequisite courses (ENG 1113, PSY 1513, EPY 2533, 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 6 additional hours of required coursework to include BIO 2294 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 two 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.

LPN TO RN CAREER MOBILITY TRACK CURRICULUM PLAN

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

*BIO 2514 *BIO 2524 ENG 1113 PSY 1513 EPY 2533

SOPHOMORE YEAR	SUMMER SESSION	SEMESTER HOURS
Summer Session		
NUR 1116	Transition Course	6
BIO 2924**	Microbiology	4
FALL SEMESTER		
NUR 2300	Nursing-Professional Dev.	0
NUR 2310	Nursing-Provision of Care I	10
SPT 1113**	Oral Communication	3
ENG 1123**	English Composition II.	3
		16
SPRING SEMESTER		
NUR 2401	Nursing-Professional Dev.	1
NUR 2411	Nursing-Leadership & Mgmt.	1
SOC 2113**	Introduction to Sociology	3
		15

TOTAL: 72 Semester Hours

*Entrance into advanced science courses has pre-requisite requirements. Science courses may be repeated once only. A grade of "C" or better is required in all science and nursing courses.

**Courses may be taken prior to admission to the LPN/RN Career mobility Tract

Associate Degree Nursing 7000

Fall Semester Start

SEMESTER HOURS

FRESHMAN YEAR

Summer Session

(Pre-requisites)

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

1st Semester

NUR 1110	Nursing — Promotion of Health	10
NUR 1100	Nursing — Professional Dev.	0
BIO 2524*	Anatomy and Physiology II	4
EPY 2533	Human Growth and Development	3

2nd Semester

NUR 1210	Nursing — Prevention of Illness	10
NUR 1200	Nursing — Professional Development	0
BIO 2924*	Microbiology	4
ENG 1123	English Composition II	3

SOPHOMORE YEAR

1st Semester

NUR 2310	Nursing — Prevention of Illness	10
NUR 2300	Nursing — Professional Dev.	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 Dev.	1
NUR 2411	Nursing — Leadership and Mgmt.	1

TOTAL: 72 Semester Hours

*Advanced Science courses have pre-requisite requirements. Science courses may be repeated once only.

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
BOT 1133	Microcomputer Applications	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
		<hr/> 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 2713	Advanced Microcomputer Applications***	3
	Approved Elective	<u>3</u>
		33

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

**Offered Fall Semester only

***Offered Spring Semester only

**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 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.

*Offered Fall Semester only.

**Offered Summer Semester only.

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 eight (8) 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 Perkinson 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	3
BOT 1313	Applied Business Math	3
BOT 1133	Microcomputer Applications	3
BOT 1113	Document Formatting and Production*	3
BOT 1713	Mechanics of Communication	3
BOT 1122	Keyboard Speed Building	2
ACC 1223	Accounting II	3
BOT 2813	Business Communication	3
BOT 1143	Word Processing Applications	3
BOT 1413	Records Management	3
BOT 1813	Electronic Spreadsheet	3
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
BOT 2142	Operating Systems	2
	Accounting Elective**	3
BOT 2713	Advanced Microcomputer Applications	3
	Social/Behavioral Science Elective****	3
	Humanities/Fine Arts Elective	3
BOT 2133	Desktop Publishing	3

*BOT 1113 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.

**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 BIO 1134 or PHY 2244.

****ECO 2113 recommended.

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 1122	Keyboard Speed Building	2
BOT 1113	Document Formatting and Production*	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 1133	Microcomputer Applications	3
BOT 1623	Medical Office Terminology II	3
BOT 1143	Word Processing Applications	3
BOT 1433	Business Accounting or	
ACC 1213	Principles of Accounting I	3
BOT 2813	Business Communications	3
BOT 2763	Fundamentals of Medical Insurance Coding	3
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 2142	Operating Systems	2
BOT 2553	Medical Transcription IV	3
BOT 2753	Medical Information Management	3
BOT 2713	Advanced Microcomputer Applications	3
	Social/Behavioral Science Elective***	3
	Humanities/Fine Arts Elective	3

*BOT 1113 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.

**MAT 1313 or BIO 1134 or PHY 2244.

***ECO 2113 recommended.

BUSINESS AND OFFICE CLUSTER OFFICE SYSTEMS TECHNOLOGY CONCENTRATION 7165

(Jackson County, Jefferson Davis and Perkinson 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 1122	Keyboard Speed Building 2
BOT 1133	Microcomputer Applications 3
BOT 1113	Document Formatting and Production* 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 Applications 3
BOT 1413	Records Management 3
BOT 1433	Business Accounting or Accounting I 3
ACC 1213	Accounting I 3
BOT 1813	Electronic Spreadsheet 3
SOPHOMORE YEAR	
	Math/Natural Science Elective** 3/4
BOT 2413	Computerized Accounting 3
SPT 1113	Oral Communication 3
BOT 2323	Database Management 3
BOT 2142	Operating Systems 2
BOT 1513	Machine Transcription 3
BOT 2713	Advanced Microcomputer Applications 3
BOT 2723	Administrative Office Procedures 3
BOT 2133	Desktop Publishing 3
	Social/Behavioral Science*** 3
	Humanities/Fine Arts Elective 3

*BOT 1113 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.

**MAT 1313 or BIO 1134 or PHY 2244.

***ECO 2113 recommended.

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

(Jackson County, Jefferson Davis and Perkinson 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	3
BOT 2413	Computerized Accounting	3
BOT 1133	Microcomputer Applications	3
MMT 2233	Human Resource Management	3
BOT 2623	Principles of Business Finance	3
SOPHOMORE YEAR		
BOT 1143	Word Processing Applications	3
	Humanities/Fine Arts Elective	3
BOT 1813	Electronic Spreadsheet	3
BOT 2513	Business in Global Markets	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

*MAT 1313 or BIO 1134 or PHY 2244.

**ECO 2113 recommended.

BUSINESS AND OFFICE CLUSTER MICROCOMPUTER TECHNOLOGY CONCENTRATION 7174

(Jackson County, Jefferson Davis and Perkinson 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 1133	Microcomputer Applications	3
BOT 1113	Document Formatting and Production*	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 Applications	3
CPT 1223	BASIC Programming Language	3
BOT 1433	Business Accounting	3
BOT 1813	Electronic Spreadsheet	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 1313	Computer Operations	3
BOT 2142	Operating Systems	2
BOT 2713	Advanced Microcomputer Applications	3
BOT 2153	Network Management	3
BOT 2133	Desktop Publishing	3
BOT 2813	Business Communication	3
	Humanities/Fine Arts Elective	3

*BOT 1113 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.

**ECO 2113 recommended.

***MAT 1313 or BIO 1134 or PHY 2244.

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.

FRESHMAN YEAR		SEMESTER HOURS
ENG 1113	English Composition	3
CPT 1124	Computer Concepts	4
	Programming Language Elective*	4
BOT 1433	Business Accounting or	
ACC 1213	Principles of Accounting I	3
CPT 1324	Survey of Microcomputer	
	Applications	4
	Social/Behavioral Science Elective**	3
CPT 1133	Operating Platforms or	3
BOT 2142	Operating Systems	2
CPT 1343	System Administration and Control	3
ACC 1223	Principles of Accounting II or	
BOT 2413	Computerized Accounting	3
	Programming Language Elective*	4
SOPHOMORE YEAR		
BOT 2153/CNT 1614	Network Management	3/4
	Programming Language Elective*	4
SPT 1113	Oral Communication	3
	Math/Science Elective***	3
	Programming Language Elective*	4
BOT 2813	Business Communication	3
CPT 2354	Systems Analysis and Design	4
	Programming Language Elective*	4
	Humanities/Fine Arts Elective	3
	Elective****	3

*Choose from the following (CPT 1214) BASIC Programming Language; (CPT 1224) RPG Programming Language; (CPT 1234) COBOL Programming Language; (CPT 2244) Database Programming; (CPT 2254) Control Language Programming; (CPT 2264) Advanced RPG Programming Language; (CPT 2274) Advanced COBOL Programming Language; (CPT 2284) C Programming Language

**ECO 2113 recommended.

***MAT 1313 or BIO 1134 or PHY 2244.

****Any BOT Course.

COMPUTER NETWORKING TECHNOLOGY 7036

(Perkinston Campus)

(Jackson County and Jefferson Davis Campuses pending state approval)

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 guidance counselor for advisement.

	SEMESTER HOURS	
	1 Sem.	2 Sem.
FRESHMAN YEAR		
ENG 1113	English Composition	3
CPT 1124	Computer Concepts	4
CPT 1324	Survey of Microcomputer Applications	4
CPT 1333	Operating Platforms	3
CNT 1414 or		
CST 1414	Fundamentals of Data Communications	4
CNT 1513	Internet Concepts	3
CNT 1523 or		
CST 1523	Network Components	3
	Network Operating Systems*	4
	Elective**	3
SOPHOMORE YEAR		
BOT 2813	Business Communications	3
CNT 2423 or		
CST 1123	System Maintenance	3
CNT 2533	Network Planning and Design	3
CNT 2544	Project Management	4
SPT 1113	Oral Communications	3
	Network Operating Systems*	4
	Programming Elective**	4
	Electives	3

*CNT 1614 and CNT 2634 or CNT 1624 and CNT 2644.

**Select three semester hours from each of the following: Humanities/Fine Arts, Psychology/Social Studies and a natural science or MAT 1313.

***Consult with CNT instructor for appropriate course selection.

**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	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	Speedbuilding 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 BIO 1134 or PHY 2244.

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 1613	Medical Office Terminology I	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

SOPHOMORE YEAR

	Math/Natural Science Elective*	3/4
LET 2453	Real Property I	3
LET 2413	Wills & Estates	3
LET 2523	Administrative Law and Bankruptcy	3
	Criminal Justice Elective	3
LET 2633	Paralegal Skills and Applications	3
SPT 1113	Oral Communication	3
LET 2313	Civil Litigation	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 Perkinson Campuses)

This program provides preparation for employment in occupations in childcare and guidance at entry, assistant, and management levels. The instructional program includes classroom instruction and supervised laboratory or work experience. Students develop competencies which enable them to provide services, teach, and guide preschool children as related to various child care occupations.

The program is designed to prepare individuals to establish and/or direct a private day-care center or to assist business and industry in establishing job site day-care centers. Opportunities for employment exist with any family day-care centers, and industrial, institutional, and private care centers.

The curriculum leads to an Associate of Applied Science degree and is preparatory for employment upon graduation from Mississippi Gulf Coast Community College.

		SEMESTER HOURS
FRESHMAN YEAR		
CDT 1114	Child Care Profession	4
CDT 1313	Art for Preschool Children	3
CDT 1214	Infant and Toddler Development	4
ENG 1113	English Composition	3
CDT 1323	Music/Movement for Preschool Children	3
CDT 1224	Child Growth and Development	4
CDT 1333	Language Arts for Preschool Children	3
	Fine Arts/Humanities Elective	3
SUMMER SESSION		
CDT 1013*	Introduction to Child Dev. Tech.	3
CDT 1514	Child Nutrition and Health Care	4
CDT 2233	Guiding Social and Emotional Behavior	3
SOPHOMORE YEAR		
CDT 2613	Methods and Materials	3
CDT 2915	Technical Practicum I	5
CDT 2413	Atypical Child Development	3
	Math/Science Elective**	3/4
CDT 2925	Technical Practicum II	5
CDT 2713	Social Studies, Math, and Science for Preschool Children	3
CDT 2813	Administration of Preschool Programs	3
SPT 1113	Oral Communication	3
	Social/Behavioral Science Elective	3

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio. (Each campus reserves the right to offer CDT courses as needed.)

**MAT 1313 or any natural science with a lab.

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. 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	
		1 Sem.	2 Sem.
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 2223	Basic Photography	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

*Natural science course or MAT 1313.

**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	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113	English Composition	3	
CPT 1114			
or			
CSC 1113	Introductions to Computers		4
CPT 1324	Survey of Microcomputer Applications		4
CST 1114	Electronics for Computer Servicing	4	
CST 1123			
or			
CNT 2423	Basic Computer Systems		3
CST 1333			
or			
CPT 1333	Operating Platforms	3	
CST 1414			
or			
CNT 1414	Fundamentals of Data Communications		4
EET 1214	Digital Electronics	4	
MAT 1313	College Algebra*	3	
EET 1324	Microprocessors		4
SOPHOMORE YEAR			
CNT 1513	Internet Concepts	3	
CST 1523			
or			
CNT 1523	Network Components	3	
CST 2113	Computer Servicing Lab I	3	
CST 2123	Computer Servicing Lab II		3
CST 2134	Diagnostic and Troubleshooting		4
CST 2912	Special Project		2
SPT 1113	Oral Communications		3
	Program Electives**	3	
	Electives***	3	3

*A natural science may be substituted.

**Consult with CST instructor for appropriate course selection.

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

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 Perkinson 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 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.

		SEMESTER HOURS
FRESHMAN YEAR		
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 Communication	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	3
	Humanities/Fine Arts Elective	3
DDT 2523	Pipe Drafting	3
	Technical Elective**	3
DDT 2423	Mapping and Topography	3
	Technical Elective	3

*Tech Prep advanced placement will be awarded for competencies in these courses provided the student can document mastery of competencies in their portfolio.

**DDT 2623 Architectural Drafting II or DDT 2163 Machine Drafting II.

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 is 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 Electives 3
	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/PARAMEDIC 7065

(Jefferson Davis Campus)

This program is designed to prepare qualified emergency medical workers to become EMT-Paramedic level workers. The curriculum meets the requirements of local, state, and national accrediting agencies. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students who complete the program successfully will be eligible to write the National Registry Examination. It provides a complete program for students who intend to earn the Associate of Applied Science degree.

ADMISSION REQUIREMENTS

For those who are presently employed in the EMT field:

1. Must be a high school graduate, or GED equivalent, with documentation.
2. Must be physically and emotionally able to meet the requirements of the program
3. Must be a Mississippi certified Emergency Medical Technician
4. Must score at least a tenth grade level of reading and math skills on the TABE test or have an ACT score of at least 16 before 10/89 or 12 after 10/89.
5. Must score at least 80% on an EMT-Basic review examination administered by the college

For those who do not have EMT work experience:

Same requirements as above, except they must have successfully completed an approved EMT-Basic training program which utilizes the current, state approved curriculum (state certification not required), and the course of study outlined below for the sophomore year.

FRESHMAN YEAR		SEMESTER HOURS
EMT-1133	Body Systems	3
EMT-1124	Pre-hospital Environment	4
EMT-1213	Patient Assessment & Airway Mgt	3
EMT-1315	Trauma, Shock and Burns	5
EMT-1222	Defibrillation Skills	2
EMT-1713	Internship for Clinical and Field Experience	3
EMT-1512	General Pharmacology	2
EMT-1412	Respiratory Emergencies	2
EMT-1425	Cardiovascular Emergencies	5
EMT-1436	Medical Emergencies	6
EMT-1725	Internship for Clinical and Field Experience	5

SUMMER SESSION

EMT-1612	Obstetrical, gynecological, and Neonatal Emergencies	2
EMT-1622	Pediatric Emergencies	2
EMT-1632	Geriatric Emergencies	2
EMT-1641	Behavioral Emergencies	1
EMT-1735	Internship for Clinical and Field Experience	5

The above courses lead to a MGCCC certificate upon completion.

SOPHOMORE YEAR

ENG-1113	English Composition I	3
MAT-1313	College Algebra	3
BIO-2514	Human Anatomy and Physiology I	4
PSY-1513	General Psychology	3
SPT-1113	Oral Communications	3
ENG-1123	English Composition II	3
BIO-2524	Human Anatomy and Physiology II	4
SOC-2113	Introduction to Sociology	3
EPY-2533	Human Growth and Development	3

Completion of Freshman and Sophomore courses above leads to an Associate of Applied Science degree.

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.

FIRE PROTECTION TECHNOLOGY 7125 TECHNICAL CONCENTRATION PROGRAMS

This program is a shared project of Meridian Community College, the local Community College Districts, the State Fire Academy and the State Board for Community and Junior Colleges.

Meridian Community College (MCC) serves as the statewide host for the program, coordinating programs content, delivery, and student services for program participants. Utilizing the interactive Community College Network (CCN) all other Community College Districts serve as learning sites for the purposes of the program.

GENERAL EDUCATION REQUIREMENTS (25 HOURS)		SEMESTER HOURS
ENG 1113	English Composition I	3
SPT 1113	Oral Communications	3
CPT 1113	Introduction to Computers	3
	Humanities/Fine Arts Elective	3
	Math/Science Elective*	3/4
	General Education Electives	6/7
FIRE PROTECTION CORE PROGRAM (27 CREDITS)		
FFT 1113	Introduction to Fire Science	3
FFT 1123	Introduction to Fire Prevention	3
FFT 1213	Firefighting Principles and Practices	3
FFT 1223	Fire Apparatus & Equipment	3
FFT 2313	Fire Service Hydraulics	3
FFT 2323	Building Construction	3
FFT 2333	Fire Scene Safety	3
FFT 2413	Strategy & Tactics	3
FFT 2423	Incident Management Systems	3
CONCENTRATION CREDITS (12 HOURS)		
FIRE PREVENTION CONCENTRATION		
FFT 1513	Building & Fire Codes	3
FFT 2513	Fire Protection Systems	3
FFT 2523	Fire Inspection	3
FFT 2533	Public Fire Education	3
HAZARDOUS MATERIALS CONCENTRATION		
FFT 1613	Hazardous Materials	3
FFT 2613	Chemistry of Hazardous Materials	3
FFT 2623	Hazardous Materials Practices	3
FFT 2633	Hazardous Materials	3
	Incident Management	3
ARSON INVESTIGATION		
FFT 1713	Fire Investigation	3
FFT 2713	Law of Evidence	3
FFT 2723	Evidence Analysis	3
FFT 2733	Criminal Law	3
FIRE ADMINISTRATION		
FFT 1813	Fire Law	3
FFT 2813	Fire Department Management	3
FFT 2823	Fire Service Supervision	3
FFT 2833	Financial Management	3

*MAT 1313 or any natural science course with a lab.

FUNERAL SERVICES 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 involve managing people and equipment 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 Education. Graduates are eligible to apply to take the National Certification Exam.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113	English Composition	3	
FST 1113	Mortuary Anatomy I	3	
FST 1123	Mortuary Anatomy II		3
FST 1214	Embalming I	4	
FST 1225	Embalming II		5
FST 1232	Clinical Embalming I	2	
FST 1242	Clinical Embalming II		2
FST 1313	Funeral Directing	3	
FST 1413	Funeral Service Ethics and Law		3
FST 1513	Restorative Art		3
SPT 1113	Oral Communications		3
	Natural Science/Math Elective*	3	
SOPHOMORE			
ACC 1213	Principles of Accounting **		3
CPT 1113	Introduction to Computers	3	
FST 2273	Thanatochemistry		3
FST 2323	Funeral Merchandising & Mgmt.		3
FST 2423	Business Law	3	
FST 2523	Color and Cosmetics	3	
FST 2613	Microbiology/Pathology	3	
FST 2713	Psychosocial Counseling in Funeral Services	3	
FST 2811	Comprehensive Review		1
MMT 1113	Marketing I		3
	Electives***	3	3

*A natural science or MAT 1313.

**BOT 1413 may be substituted.

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

A numerical grade of 75 is the lowest passing grade in Funeral Services Technology (FST) courses.

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/recreation 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.

FRESHMAN YEAR		SEMESTER HOURS
GRA 1112	Engineering Drawing	2
CPT 1113	Introduction of Computers	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 Mtnc.	4
HLT 2713	Landscape Construction	3
GTT 2124	Landscape/Golf Course Mtnc. & Weed Control	
or		
HLT 2124	Landscape Mtnc. & Weed Control	4
GTT 2313	Golf Course Business Management	3
BOT 2413	Computerized Accounting	3
BOT 2813	Business Communications**	3
GTT 2813	Turf Grass Management for Golf Course	3
HLT 2813	Ornamental and Turf Pest Management	3
GTT 2824	Irrigation Systems: Design & Mtnc.	4
	Humanities or Fine Arts Elective	3

*A natural science or MAT 1313.

**Recommended but not required.

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 in 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		
GRA 1112	Engineering Drawing	2
CPT 1113	Introduction to Computers	3
ENG 1113	English Composition I	3
HLT 1114	Plant Materials I	4
HLT 1124	Plant Materials II	4
HLT 1213	Applied Principles of Plant Propagation	3
HLT 1222	Horticulture Principles	2
AGT 1313	Applied Principles of Plant Production	3
HLT 1313	Greenhouse and Nursery Production I	3
AGT 1714	Applied Soils - Conservation and Use	4
	Psychology or Social Science Elective	3
	Math/Natural Science Elective*	3/4
SOPHOMORE YEAR		
MMT 1113	Marketing I	3
SPT 1113	Oral Communications	3
MMT 1423	Advertising	3
HLT 1513	Landscape Design I	3
HLT 2124	Landscape Mtnc. and Weed Control	
or		
GTT 2124	Landscape/Golf Course Mtnc. and Weed Control	4
HLT 2323	Greenhouse and Nursery Production II	3
HLT 2513	Garden Center Management	3
HLT 2813	Ornamental and Turf Mgmt	3
	Humanities or Fine Arts Elective	3

*A natural science or MAT 1313.

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 1212	Sanitation and Safety	2
HRT 1224	Restaurant and Catering Operations	4
HRT 1414	Rooms Division Management	4
	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.

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 1414	Rooms Division Management	4
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 2843	Seminar in Travel and Tourism	3
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 1514 Hospitality Seminar, 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.

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
BAD 2533	Business Management and Microcomputers	3
	Elective	3
	Elective Restricted	3/4

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
	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.

THE HISTORY OF THE UNITED STATES

CHAPTER I

The first part of the history of the United States is the story of the early settlers. These settlers came from Europe and brought with them the ideas of democracy and self-government. They established the first colonies, which were governed by their own laws and elected representatives. This led to the development of a unique American political system.

The second part of the history is the story of the American Revolution. The colonists fought for their rights and independence from Great Britain. They won the war and established the United States as a new nation. This was a turning point in the history of the world, as it showed that a people could successfully break away from a colonial power and create a new, independent state.

The third part of the history is the story of the early years of the United States. The new nation faced many challenges, including the need to establish a strong central government and to expand its territory. The Constitution was written to address these challenges, and the United States grew into a powerful and influential nation.

The fourth part of the history is the story of the American Civil War. This was a conflict between the free states and the slave states, which resulted in the preservation of the Union and the abolition of slavery. The war was a defining moment in the history of the United States, as it established the principle that all people are created equal and have the right to life, liberty, and the pursuit of happiness.

The fifth part of the history is the story of the Reconstruction era. This was a period of rebuilding and reform, as the United States sought to integrate the newly freed slaves into the nation. The Reconstruction era was a time of great struggle and progress, as the United States moved towards a more unified and just society.

The sixth part of the history is the story of the late 19th and early 20th centuries. This was a time of rapid industrialization and expansion, as the United States became a world power. The United States played a leading role in the world, and its influence was felt in every corner of the globe.

MARKETING MANAGEMENT TECHNOLOGY 7040

(Jackson County and Jefferson Davis Campuses)

The Marketing Management Technology program of study is designed to provide specialized occupational instruction in all phases of marketing management in order to prepare students for careers as managers/supervisors in the marketing field. 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.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition	3
MMT 1113*	Marketing I	3
MMT 1313*	Salesmanship	3
MMT 1711	Marketing Seminar I	1
	Computer Related Elective	3
	Social/Behavioral Science	3
MMT 1413*	Merchandising Math	3
MMT 1123	Marketing II	3
SPT 1113	Oral Communication	3
ACC 1213	Principles of Accounting	3
MMT 1323	Advertising	3
MMT 1721	Marketing Seminar II	1
SOPHOMORE YEAR		
MMT 2213	Management	3
MMT 2423	Retail Management	3
	Math/Natural Science Elective	3/4
MMT 2513	Entrepreneurship	3
MMT 1731	Marketing Seminar III	1
MMT 2233*	Human Resource Management	3
BAD 2413	Legal Environment of Business	3
MMT 2243	Marketing Management Decision Making	3
MMT 1741	Marketing Seminar IV	1
	Elective**	6
	Humanities/Fine Arts Elective	3

*Tech Prep advanced placement will be awarded for competencies in this course provided the student can document mastery of competencies in their portfolio.

**ECO 2113, ECO 2123, MMT 2916, 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 such as 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.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition	3
MMT 1113*	Marketing I.	3
FMT 1113	Fashion Design Fundamentals	3
FMT 1213	Fashion Marketing	3
FMT 2513	Image and Wardrobe Consulting	3
FMT 2414	Visual Merchandising	4
MMT 1413*	Merchandising Math	3
MMT 1313*	Salesmanship	3
SPT 1113	Oral Communication	3
FMT 1313	Textiles in Fashion	3
SOPHOMORE YEAR		
	Humanities/Fine Art Elective	3
FMT 2613	Fashion Sales Directing	3
	Social/Behavioral Science, Elective	3
	Math/Natural Science Elective	3/4
FMT 1223	Product Knowledge	3
FMT 1233	Buying	3
MMT 2423*	Retail Management	3
FMT 2936	Supervised Work Experience	6
MMT 1323	Advertising	3
	Computer Elective	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.

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 AMA 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 turn in a completed health form signed by a medical physician immediately prior to the first Clinical Rotation.

All of the above, with the exception of the completed signed health form, should be on file before the beginning of the spring semester.

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.

MEDICAL RADIOLOGIC TECHNOLOGY 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, sound waves, or magnetic resonance images to produce radiographic images of the internal structures of human anatomy. These radiographic images are utilized by the physician to diagnose disease processes. The radiographer is responsible for all functions in the Radiology Department to insure consistent radiographic images and provide for personal and patient safety from radiation hazards. 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 MGCCC-Jackson County Campus.
2. Pick up an application packet from the office of the Program Director of the Radiograph (Medical) Technology Program or Vocational Counselor at the Jackson County Campus.
3. Application packets must be completed and in the office of the Vocational Counselor no later than 3:00 p.m. on the second Friday in February.
4. Achieve an ACT composite score of 18 on the enhanced version (ACT taken after 1989) and a minimum of a 2.0 high school GPA. An official copy must be filed with the Office of Admissions.
5. Applicants having a score of less than 18 on the enhanced version of the ACT should meet with the Vocational Counselor for guidance on special entrance requirements.

NOTE: Any student convicted of a felony will not be allowed to make application to the American Registry of Radiologic Technologists until all of his/her civil rights are fully restored. Any student convicted of a misdemeanor is subject to approval by the registry board before being allowed to sit for registry.

SEMESTER HOURS

FRESHMAN YEAR

SUMMER SESSION (SECOND FIVE WEEKS)

BIO 1134	General Biology	4
RGT 1013	Introduction to Radiography*	3

FALL SEMESTER

MAT 1313	College Algebra	3
BIO 2514	Human Anatomy and Physiology I	4
RGT 1112	Clinical Education I	2
RGT 1213	Fundamentals of Radiography	3
RGT 1312	Principles of Radiation Protection	2
RGT 1612	Radiation Physics	2
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	3
RGT 1413	Radiation Exposure I	3
RGT 2813	Clinical Imaging	3

SUMMER SESSION (FULL TEN WEEKS)

RGT 1139	Clinical Education III	9
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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	3
RGT 1424	Radiation Exposure II	4

SPRING SEMESTER

SPT 1113	Oral Communication	3
RGT 2157	Clinical Education V	7
RGT 2922	Radiographic Pathology	2
RGT 2542	Radiographic Procedures IV	2
RGT 2932	Certification Fundamentals	2
RGT 2912	Radiation Biology	2

SUMMER SESSION

RGT 2165	Clinical Education VI**	5
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*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio.

**Students will not get the May break in order to complete the clock hour requirements for this course by the end of the first five week session.

PHARMACY TECHNOLOGY 7013

(Jefferson Davis Campus)

The Pharmacy Technology Program combines classroom instruction with lab, work, and clinical experience to prepare students for jobs within the pharmaceutical career field. The pharmacy technician works under the supervision of registered pharmacists in hospitals, health care agencies and community pharmacies. The curriculum leads to an Associate in Applied Science degree and is not designed for transfer credit to a senior college.

ADMISSION REQUIREMENTS ARE:

To be considered for admission to the Pharmacy Technology Program, an applicant must:

1. Meet college admission requirements for academic and technical programs.
2. Submit completed health occupations physical exam and CPR certification prior to start of clinical rotations.
3. Submit the Consent for Criminal History by the end of the first semester enrollment period.

Due to the special nature of this program requiring security and honesty in the access to drugs and pharmaceutical substances, applicants are required to give Mississippi Gulf Coast Community College authorization to request a criminal history report from the Harrison County Sheriff's Department. Mississippi State Law prohibits individuals convicted of drug-related crimes from employment in pharmacies. Any student who refuses to consent to the criminal background check will be denied admission to the program.

SEMESTER HOURS

FRESHMAN YEAR

PHM 1113	Pharmacy Technician Fundamentals	3
PHM 1123	Pharmacy Law	3
PHM 1513	Pharmaceutical Compounding	3
PHM 1314	Pharmacy Math and Dosage Calculations	4
PHM 1413	Pharmacy Anatomy and Physiology	3
PHM 1213	Computer Applications in Pharmacy	3
ENG 1113	English Composition I	3
PHM 1424	Pharmacology I	4
PHM 1525	Pharmacy Practice	5
Elective	Social Science Elective	3
BIO 1134	Biology I*	4

SUMMER

PHM 1614	Pharmacy Technician Practicum I	4
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SOPHOMORE YEAR

PHM 2434	Pharmacology II	4
PHM 2715	Pharmacy Management	5
PHM 2614	Pharmacy Practicum I	4
PHM 2534	Non-Prescription Drugs and Devices	4
PHM 2543	Drug Information Research	3
PHM 2813	Pharmacy Transition	3
PHM 2624	Pharmacy Practicum II	4
SPT 1113	Oral Communications	3
Elective	Humanities/Fine Arts Elective	3

*CHE 1314 (Principles of Chemistry) may be substituted for BIO 1134.

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 PROGRAM

1. Complete all admissions requirements to Mississippi Gulf Coast Community College, Jackson County Campus, and enter the program taking freshman courses.
2. A separate application is required to enter the Clinical Phase of the program and is due on April 1, in the year the clinical begins.
3. Students must maintain a 2.5 GPA on the required courses and complete each course with a C or better.
4. Absence policy is according to the college student handbook.
5. 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.
6. For other requirements and regulations see program handbook.

PRE-CLINICAL COURSES

SEMESTER HOURS

FRESHMAN YEAR

BIO 2514	Human Anatomy & Physiology I	4
ENG 1113	English Composition I	3
MAT 1313	College Algebra	3
PSY 1513	General Psychology	3
RCT 1013*	Introduction to Res. Care Tech.	3
BIO 2524	Human Anatomy & Physiology II	4
CHE 1314	Principles of Chemistry	4
SPT 1113	Oral Communication	3
	Humanities/Fine Arts Elective	3

SUMMER SESSION

BIO 2924	Microbiology	4
RCT 1213	Patient Assessment & Planning	3
RCT 1114	Respiratory Care Science	4

CLINICAL COURSES**SOPHOMORE YEAR**

RCT 1613	Res. Care Pharmacology	3
RCT 1416	Respiratory Care Practitioner I	6
RCT 1322	Pulmonary Function Testing	2
RCT 1516	Clinical Practice I	6
RCT 1424	Respiratory Care Practitioner II	4
RCT 1523	Clinical Practice II	3
RCT 2333	Cardiopulmonary Pathology	3
RCT 2534	Clinical Practice III	4
RCT 2613	Neonatal Pediatrics Management	3

SUMMER SESSION

RCT 2434	Respiratory Care Technology III	4
RCT 2548	Clinical Practice IV	6
RCT 2712	Respiratory Care Seminar	2

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery or competencies in their portfolio.

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.


THE UNIVERSITY OF CHICAGO

PHYSICS DEPARTMENT

PHYSICS 435: QUANTUM MECHANICS
LECTURE 10: PERTURBATION THEORY
I. HAMILTONIAN
II. UNPERTURBED HAMILTONIAN
III. PERTURBATION THEORY
IV. DEGENERATE PERTURBATION THEORY
V. ADIABATIC THEORY

PROBLEMS

1. Consider a particle in a one-dimensional potential well...
2. A particle is in a state that is a superposition of two energy eigenstates...
3. A particle is in a state that is a superposition of three energy eigenstates...
4. A particle is in a state that is a superposition of four energy eigenstates...
5. A particle is in a state that is a superposition of five energy eigenstates...



Ryan Bounds
Electric Lineman Training
George County

"The instructors bring experience and know-how into the classroom...after two weeks, I knew this was what I wanted to do."

VOCATIONAL PROGRAMS

2000- 2001 CATALOG

GROUP VIII: VOCATIONAL

Occupational education programs leading to MGCCC diplomas. Students who complete the requirements for a diploma or 36 semester hours in a vocational 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:
 - Vocational 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.

AQUACULTURE TECHNOLOGY 8055

(West Harrison County Occupational Training 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 Management	3
AQC 1511	Professional Development	1
AQC 1613	Aquabusiness	3
AQC 1622	Aquaculture Processing and Management	2
AQC 1716	Special Problems	6
	TOTAL SEMESTER HOURS	40

AUTO COLLISION REPAIR TECHNOLOGY 8010

(West Harrison County Occupational Training 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
	Vocational-Technical Elective	3
	TOTAL SEMESTER HOURS	52

AUTOMOTIVE TECHNOLOGY 8020

(Jackson County Campus, Jefferson Davis Campus, Perkinson Campus and
West Harrison County Occupational Training Center)

Automotive Mechanics 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
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	TOTAL SEMESTER HOURS	52

AUTOMOTIVE PARTS AND ACCESSORIES MARKETING 8032

(Perkinston Campus)

Automotive Parts and Accessories Marketing includes theory, laboratory, shop-work, and other specialized learning experiences relative to receiving, stocking, selling, and shipping merchandise in the automotive aftermarket. Included is the study of mathematical procedures related to business operation, engine theory and operation, automotive systems, the use of office machines, auto parts store management, customer relations, and computer-based instruction.

Specific training will enable the student to ascertain the correct part required by the customer, advise the customer according to the description given, read various catalogs to determine the stock number and price, measure engine parts, mix paint, display merchandise, determine correct interchange parts, accept telephone orders, and take inventory.

Instruction emphasizes distribution of parts and service within the automotive aftermarket in establishment such as: distributors, jobbers, retail parts stores, specialty shops, car dealers, independent garages, fleet garages, and service stations.

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
AAV 1112	Orientation and Safety Procedures	2
AAV 1126	Operational Procedures	6
AAV 1214	Power Train	4
AAV 1224	Automotive Systems	4
AAV 1316	Catalog Information	6
AAV 1322	Merchandising	2
AAV 1414	Internal Operations	4
AAV 1424	Internal Sales	4
AAV 1926	Supervised Work Experience	6
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	TOTAL SEMESTER HOURS	38

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 Perkinson 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
ENG 1113	English Composition	3
BOT 1112	Keyboard Speed Building	2
BOT 1133	Microcomputer Applications	3
BOT 1113	Document Formatting and Production*	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 Applications	3
BOT 1413	Records Management	3
BOT 1433	Business Accounting	
or		
ACC 1213	Accounting I	3
BOT 1813	Electronic Spreadsheets	3

*BOT 1113 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.

OFFICE SYSTEMS TECHNOLOGY 8190

(George County and West Harrison County Occupational Training Center)

This twelve-month program is preparatory to employment in the secretarial and other business/office related fields. Information technology is the largest sector of the U.S. Labor Force for the 90s. 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 (see requirements for this degree).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
BOT 1113	Document Formatting and Production	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 2142	Operating Systems	2
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 1102	Keyboard Speed Building	2
BOT 2413	Computerized Accounting	3
BOT 1513	Machine Transcription	3
BOT 2723	Administrative Office Procedures	3
BOT 2133	Desktop Publishing	3
(1,380 Clock Hours)	TOTAL SEMESTER HOURS	46

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	Employability Skills	
VRE 1010, 1020	Related Education	—
TOTAL SEMESTER HOURS		37

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

COSMETOLOGY 8195

(George County Occupational Training 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
	TOTAL SEMESTER HOURS	46

ELECTRICAL TECHNOLOGY 8070

(Jackson County and Jefferson Davis Campuses and
West Harrison County Occupational Training Center)

The electrical technology program prepares individuals to install, operate, maintain, and repair electrically-energized systems such as residential, commercial, and industrial electrical wiring, and DC and AC motors, controls, and electrical distribution panels. Instruction in the use of test equipment and meters is included.

This is a competency-based program of instruction. It is open entry/open exit with minimum standards of progress that must be met. Students progress according to their ability and determination to a level of competency that is measured by written, oral, and performance evaluations. The instruction is designed for a balance of theory and practical application achieved by individual instruction, a planned written program, audio visual aids and proven practical experiments. A student completing this program must demonstrate a minimum level of competency in all major areas of electricity as prescribed by the curriculum.

A student completing this program should be able to enter the world of work as a second or third year apprentice or a second or first class helper, requiring one or two years of on the job experience prior to receiving first class journeyman classification, based on local methods of certification.

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
EET 1114 DC Circuits	4
EET 1123 AC Circuits	3
EET 1314 Solid State Devices and Circuits	4
ELT 1102 Fundamentals of Electricity	2
ELT 1113 Residential/Light Commercial Wiring	3
ELT 1123 Commercial and Industrial Wiring	3
ELT 1213 Electrical Power	3
ELT 1223 Motor Maintenance and Troubleshooting	3
ELT 1253 Branch Circuit and Service Entrance Calculations	3
ELT 1263 Blueprint Reading/Planning in Residential, Installation	3
ELT 1273 Switching Circuits for Residential, Commercial, and Industrial Applications	3
ELT 1283 Estimating the Cost of a Residential Installation	3
ELT 1413 Motor Control Systems	3
ELT 2613 Programmable Logic Controllers	3
ELT 2424 Solid State Motor Control	4
ELT 2913 Special Project	3
VRE 1000 Technical Elective	
VRE 1010 Employability Skills	
VRE 1020 Related Education	
VRE 1020 Related Education	
TOTAL SEMESTER HOURS	50

FOOD PRODUCTION AND MANAGEMENT TECHNOLOGY 8235

(West Harrison County Occupational Training 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	Math Principles Related to Food	3
FPV 1213	Menu Planning and Cost Control	3
FPV 1314	Fast Foods	4
FPV 1413	Purchasing and Storage	3
FPV 1513	Catering Services	3
FPV 1613	Front of the House Operations	3
FPV 1325	Quantity Foods	5
FPV 1912	Internship I	2
FPV 2713	Applied Nutrition	3
FPV 2913	Internship II	3
FPV 2813	Food Service Management	3
FPV 2824	Bakery Production and Management	4
FPV 2924	Internship III	4
FPV 2523	Catering Management	3
FPV 2123	Math for Management	3
	TOTAL SEMESTER HOURS	49

HEATING AND AIR CONDITIONING 8000

(Jefferson Davis Campus)

Heating and Air Conditioning 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 or cooling 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 1124	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 1812	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	52

INDUSTRIAL DRAFTING TECHNOLOGY 8155

(West Harrison County Occupational Training 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 2423	Mapping and Topography	3
DDT 2623	Architectural Design II	3
DDT 2523	Pipe Drafting	3
DDT 2423	Mapping and Topography	3
TOTAL SEMESTER HOURS		46

Elective courses for Geographic Information Systems — Please check with the Industrial Drafting advisor at West Harrison County OTC to determine which of these electives, if any, students should enroll in.

DDT 2113	Database Construction and Maintenance	3
DDT 2123	Fundamentals of Geographical Information Systems	3
DDT 2133	Aerial Photography Interpretation	3
DDT 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.

RESIDENTIAL/COMMERCIAL MAINTENANCE 8110

(Jefferson Davis Campus)

The Residential/Commercial 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, welding and metal trades, carpentry, electrical maintenance and repairs, and air conditioning/heating maintenance. This is an open-entry/open-exit program.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 39 semester hours may elect to pursue the MGCCC Associate of Applied Science Degree in Occupational Education.

CURRICULUM		SEMESTER HOURS
RCM 1111	Maintenance Safety	1
RCM 1122	Maintenance Math and Measurement	2
RCM 1132	Maintenance Blueprint Reading	2
RCM 1213	Industrial Hand Tools and Mechanical Components	3
RCM 1224	Power Tool Applications	4
RCM 1415	Basic Air Conditioning	5
RCM 1534	Preventative Maintenance and Service of Equipment	4
RCM 1615	Principles of Piping and Plumbing	5
RCM 1734	Maintenance Welding and Metals	4
RCM 1813	Electricity for Maint. Trades	3
RCM 1723	Structural Repair	3
RCM 1823	Advanced Electricity for Maintenance Trades	3
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	TOTAL SEMESTER HOURS	39

LANDSCAPE MANAGEMENT TECHNOLOGY 8151

(West Harrison County Occupational Training 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	Hoiculture Principles	2
HLT 2824	Irrigation and Lighting Systems	3
	TOTAL SEMESTER HOURS	47

MACHINE TOOL OPERATION/MACHINE SHOP 8090

(Jackson County Campus and
West Harrison County Occupational Training Center)

Machine Tool Operation/Machine Shop is an instructional program that prepares individuals to shape metal parts on machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges; machining and heat-treating various metals; and laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

This program leads to the MGCCC diploma. Students who complete diploma requirements may elect to pursue the MGCCC Associate of Applied Science Degree as listed in the college catalog.

		SEMESTER HOURS
MAJOR UNITS OF INSTRUCTION		
MST 1313	Advanced Shop Mathematics	3
MST 1413	Blueprint Reading	3
MST 1117	Power Machinery I	7
MST 1127	Power Machinery II	7
MST 1613	Precision Layout	3
MST 1423	Advanced Blueprint Reading	3
MST 2135	Power Machinery III	5
MST 2714	Computer Numerical Control Operations	4
MST 2144	Power Machinery IV	4
MST 2725	Computer Numerical Control Operations II	5
	Vocational Electives**	5
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education*	—
TOTAL SEMESTER HOURS		49

*Students who lack entry level skills in math, English, science, etc., will be provided Related Studies.

**MST 2812 Metallurgy, DDT 1153 Quality Assurance, CPT 1113 Fundamentals of Microcomputer Applications, MST 2926 Work-Based Learning in Machine Tool Operation/Machine Shop, MST 2913 Special Problem in Machine Tool Operation/Machine Shop, MST 1013 Introduction to Machine Tool Operation/Machine Shop I, MST 1023 Introduction to Machine Tool Operation/Machine Shop II.

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	Related Education	
VRE 1020	Related Education	
TOTAL SEMESTER HOURS		47

*Tech Prep advanced placement will be awarded for this course provided the student can document mastery of competencies in their portfolio.

PIPEFITTER/PLUMBER 8120

(Jackson County Campus)

The Pipefitter program includes a basic core of courses designed to prepare a student for a variety of entry-level positions in the industrial setting.

Upon successful completion of a minimum of 32 semester hours of approved credit, the student will be eligible to receive a certificate.

PIPEFITTING CONCENTRATION

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
PPV 1004*	Introduction to Plumber/Pipefitter..... 4
PPV 1113	Fundamentals of Plumbing/Pipefitting..... 3
PPV 1213	Tacking, Brazing, and Burning..... 3
PPV 1313	Blueprint Reading for Piping Trades..... 3
PPV 1323	Sketching..... 3
PPV 1411	Low Pressure Boilers..... 1
PPV 1423	Basic Pipe Fabrication..... 3
PPV 1432	Pipe Specifications and Systems..... 2
PPV 1456	Advanced Pipefitting Lab..... 6
PPV 1812	Rigging and Signaling..... 2
	Vocational-Technical Electives..... 6
VRE 1000	Employability Skills
VRE 1010	Related Education
VRE 1020	Related Education
	TOTAL SEMESTER HOURS 36

PLUMBING CONCENTRATION

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
PPV 1004*	Introduction to Plumber/Pipefitter..... 4
PPV 1113	Fundamentals of Plumbing/Pipefitting..... 3
PPV 1313	Blueprint Reading for Piping Trades..... 3
PPV 1323	Sketching..... 3
PPV 1411	Low Pressure Boilers..... 1
PPV 1443	Piping Level/Transit..... 3
PPV 1513	Drainage and Sewer Systems..... 3
PPV 1612	Heating Devices..... 2
PPV 1622	Gas Plumbing..... 2
PPV 1712	Domestic Systems..... 2
PPV 1722	Plumbing Fixtures Lab..... 2
PPV 1732	Basic Flow Cross Connection..... 2
PPV 1743	Advanced Plumbing Lab..... 3
	Vocational-Technical Elective..... 3
VRE 1000	Employability Skills
VRE 1010	Related Education
VRE 1020	Related Education
	TOTAL 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 Occupational Training 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 that 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 ARE:

1. Contact the Vocational Counselor's office to have the candidate's name placed on the Practical Nursing Mailing List prior to April 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. The ACT must have been taken within the last three years. All ACT scores must be turned in to the Admissions office prior to April 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

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. The names and addresses of three references (other than relatives).
 - D. 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 current health form, which includes physical and mental fitness, immunization records, and examining physician's signature.
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.

		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 Occupational Training Centers)

This ten-month 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. Graduates will be eligible to take the National Certifying Examination to become certified Surgical Technologists.

ADMISSION REQUIREMENTS ARE:

1. Contact the Vocational Counselor's office.
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.
 2. The ACT must have been taken within the last three years.
 3. If the ACT was not taken in the past three years, the student will be required to retake the ACT or take the TABE. (See requirement B)
 - B. **TABE**
 1. Students will take the Reading and the Math sections of the TABE Level A, Form 5 or 6 and score at least a 12.0 on each section.
 2. A student does not have to take the TABE if he or she can provide written proof of taking it 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 5 or 6 was administered
 - D. Test Administrator's signature required
 - C. After achieving satisfactory scores on all tests, the applicants will complete and/or supply the following:
 1. Application for admission to the College.
 2. Notarized health occupations application form and a current CPR card.
 3. The names and addresses of three references (other than relatives).
 4. 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

MAJOR UNITS OF INSTRUCTION

SUT 1113	Fundamentals of Surgical Technology.....	3
SUT 1216	Principles of Surgical Technique.....	6
SUT 1314	Surgical Anatomy.....	4
SUT 1413	Surgical Microbiology.....	3
SUT 1516	Basic and Related Surgical Procedures.....	6
SUT 1526	Specialized Surgical Procedures.....	6
SUT 1536	Advanced Surgical Procedures.....	6
(1,020 Clock Hours)	TOTAL SEMESTER HOURS	34

TEACHER ASSISTANT 8065

(Jefferson Davis Campus)

This program is designed to prepare individuals to work as assistant teachers in elementary classrooms. The instructional program includes classroom, lab, and field experiences.

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.

ADMISSION REQUIREMENTS:

The applicant will have an official high school transcript sent to the College verifying graduation date or supply General Education Development test scores certifying high school graduation equivalency.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
FIRST SEMESTER	
TAV 1113	Early Childhood Education for the Teacher Assistant 3
TAV 1213	Assisting with the Special Child 3
TAV 1313	Receptive and Expressive Language Art Skills for the Teacher Assistant 3
TAV 1413	Health, Nutrition, and Safety for the Elementary Child. 3
TAV 1513	Directing Activities for the Elementary Child 3
TAV 1913	Practicum I for the Teacher Assistant 3
SECOND SEMESTER	
TAV 1713	Effective Use of Media and Resources for the Teacher Assistant 3
TAV 1813	Educational Planning for the Teacher Assistant 3
TAV 1624	Methods and Materials in Reading for the Teacher Assistant 4
TAV 1612	Methods and Materials in Handwriting for the Teacher Assistant 2
TAV 1633	Methods and Materials in Mathematics for the Teacher Assistant 3
TAV 1923	Practicum II for the Teacher Assistant 3
	TOTAL SEMESTER HOURS 36

WELDING 8220

(Jackson County, Perkinson Campuses,
George County Occupational Training Center,
MS Gulf Coast Applied Technology and Development Center,
and West Harrison County Occupational Training Center)

The Welding and Cutting curriculum is designed to prepare the student for entry level employment in the field of welding and cutting. The curriculum includes Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Flux Cored Arc Welding (FCAW), Pipe Welding, Plasma Arc Cutting (PAC), Carbon Arc Cutting, Oxyfuel Cutting, Gas Metal Arc Aluminum Welding, and Gas Tungsten Arc Welding (GTAW).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
WLV 1117	Shielded Metal Arc Welding*	7
WLV 1124	Gas Metal Arc Welding	4
	Electives†	4
WLV 1171	Welding Inspection and Testing Principles	1
WLV 1136	Gas Tungsten Arc Welding	6
WLV 1143	Flux Cored Arc Welding	3
WLV 1232	Drawing and Welding Symbol Interpretation	2
	Electives†	4
WLV 1242	Oxyfuel Gas Cutting Principles And Practices	2
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education**	
(1380 Clock Hours)	TOTAL SEMESTER HOURS	33

*Tech Prep advanced placement will be awarded for these courses provided the student can document mastery of competencies in their portfolio.

**Students who lack entry level skills in math, English, science, etc., will be provided related studies.

†WLV 1155 Pipe Welding or WLV 1162 Gas Metal Arc Aluminum Welding or WLV 1212 Plasma Arc Cutting, or WLV 1222 Air Carbon Arc Cutting and Gouging, or WLV 1252 Advanced Pipe Welding, or WLV 1913 Special Problem in Welding and Cutting, or WLV 1923 Supervised Work Experience in Welding and Cutting.

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.

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Bennetta J. Dauro

Working parent

"Over the past three years, I've tried every type of course available. I've taken weekend and evening classes and telecourses. The flexibility offered at Mississippi Gulf Coast Community College allows anyone to get a degree."

COURSE DESCRIPTIONS

2000- 2001 CATALOG

COURSES OF INSTRUCTION

The following are the official catalog designations used by Mississippi Gulf Coast Community College.

AAV - Automotive Parts and Accessories Marketing.....	208
ABT - Auto Collision Repair	209
ACC - Accounting	210
ACT - Heating and Air Conditioning	211
AGR/AGT - Agriculture.....	213
AQC - Aquaculture Technology	213
ART - Art.....	215
ATE - Advanced Technology Education	216
ATT - Automotive Technology	216
AVM - Aviation Management	218
BAD - Business Administration	219
BFT - Banking and Finance	220
BIO - Biology.....	221
BIT - Biotechnology.....	222
BOT - Business and Office Cluster.....	223
CAT - Graphic Design Technology	227
CAV - Carpentry.....	228
CDT - Child Development Technology.....	229
CHE - Chemistry	230
CNT - Computer Networking Technology	231
COE - Cooperative Education Programs.....	232
COV - Cosmetology	232
CPT - Computer Programming	234
CRJ - Criminal Justice	235
CSC - Computer Science	236
CST - Computer Servicing Technology.....	237
DDT - Drafting.....	238
DTV - Commercial Truck Driving	241
ECO - Economics.....	241
EDU - Education	242
EET - Electronics Technology	242
EGR - Engineering.....	244
ELT - Electrical Technology	244
EMT - Emergency Medical Technician/Paramedic	246
ENG - English	248
EPY - Educational Psychology	249
EVT - Environmental Technology	250
FFT - Fire Protection Technology.....	252
FMT - Fashion Marketing.....	254
FPV - Food Production and Management.....	254
FPW - Forest Products and Wildlife	256
FST - Funeral Services Technology	256
GEO - Geography.....	258
GIT - Geographic Information Systems	258

GRA - Graphics and Drawing	259
GTT - Golf/Recreational Turf Management	259
HEC - Home Economics	259
HIS - History	260
HLT - Horticulture/Landscaping	260
HPR - Health, Physical Education, and Recreation	262
HRT - Hotel Restaurant Mgmt./Travel and Tourism	264
HUM - Humanities	266
HUS - Human Services	266
IDT - Interpreter Training	267
IED - Industrial Education and Industrial Arts	269
INT - Instrumentation Technology	269
JOU - Journalism	270
LET - Paralegal	271
MAT - Mathematics	273
MAV - Marine Engine Mechanics	274
MFL - Modern Foreign Languages	275
MFT - Automated Manufacturing	276
MLT - Medical Laboratory Technology	276
MMT - Marketing Management	278
MST - Machine Tool Operation	279
MUA - Music	280
MUO - Music	282
MUS - Music	282
NUR - Associate Degree Nursing	283
PHI - Philosophy and Bible	285
PHM - Pharmacy Technician	285
PHY - Physical Science and Physics	287
PNV - Practical Nursing	288
PPV - Plumber/Pipefitter	290
PSC - Political Science	292
PSY - Psychology	292
RCM - Residential Commercial Maintenance	292
RCT - Respiratory Care Technology	293
REA - Reading	295
RGT - Radiograph (Medical) Technology	295
SOC - Sociology	297
SPT - Speech and Theatre	297
SUT - Surgical Technology	299
TAV - Teacher Assistant	300
TCT - Telecommunications Technology	301
VRE - Vocational Related Courses	302
WLV - Welding	303

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 vocational courses.

AUTOMOTIVE PARTS AND ACCESSORIES MARKETING (AAV)

- AAV 1112 — Orientation and Safety Procedures.** This course is an orientation to the history of the auto parts industry, job opportunities, and the physical structure of the industry. Safety procedures include OSHA and EPA regulations, proper use of hand and power tools, shop hazards, and legal responsibilities are discussed and implemented throughout this course. Sixty instructional hours. Two semester hours.
- AAV 1126 — Operational Procedures.** This course includes everyday operations in the auto parts business, including proper business procedures, customer service, and sales procedures. One hundred eighty instructional hours. Six semester hours.
- AAV 1214 — Power Train.** This course includes the function and identification of the power train, including engine, transmission, drive line, and axles. One hundred twenty instructional hours. Four semester hours.
- AAV 1224 — Automotive Systems.** This course includes the function and identification of automotive systems, including brake systems, cooling systems, electrical systems, heating and air conditioning systems, and suspension systems. One hundred twenty instructional hours. Four semester hours.
- AAV 1316 — Catalog Information Systems.** This course includes the use of hard copy, microfiche, and computerized catalogs. Also included are the writing of invoices, interpreting, price sheets, and calculating discounts. One hundred eighty instructional hours. Six semester hours.
- AAV 1322 — Merchandising.** This course includes general parts store layout to include merchandise displays and parts bin layout. Sixty instructional hours. Two semester hours.
- AAV 1414 — Internal Operations.** This course includes daily operations of a parts store including shipping and receiving, stocking and storing merchandise, counter operations, and physical inventory. One hundred twenty instructional hours. Four semester hours.
- AAV 1424 — Internal Sales.** This course includes sales skills using hardcopy and computerized cataloging and pricing. One hundred twenty instructional hours. Four semester hours.
- AAV 1926 — Supervised Work Experience.** This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with technical experience, either by role playing in a school en-

vironment or by actual work experience under supervised conditions. One hundred eighty instructional hours. Six semester hours.

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 is 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 AND AIR CONDITIONING (ACT & WBL)

- ACT 1124 — Basic Compression Refrigeration.** An introduction to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. (4,2,4)
- 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 1812 — Professional Service Procedures.** Business ethics necessary to work with both the employer and customer. Includes resume', record keeping, and service contracts. (2,1,2)
- 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)
- WBL 1911 — Work-Based Learning I.** A structured worksite learning experience in which the student, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). (1,0,15)
- WBL 1921 — Work-Based Learning II.** A structured worksite learning experience in which the student, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). (1,0,15)
- WBL 1931 — Work-Based Learning III.** A structured worksite learning experience in which the student, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). (1,0,15)
- WBL 2911 — Work-Based Learning IV.** A structured worksite learning experience in which the student, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). (1,0,15)
- WBL 2921 — Work-Based Learning V.** A structured worksite learning experience in which the student, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Designed to integrate the student's academic and technical skills into a

work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). (1,0,15)

WBL 2931 — Work-Based Learning VI. A structured worksite learning experience in which the student, work-based learning coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Designed to integrate the student's academic and technical skills into a work environment. Includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). (1,0,15)

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, basic surveying, pond layout, construction, future growth, estimating cost, and funding. Ninety hours instruction. Three semester hours.
- AQC 1323 — Facilities Management.** 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 theory and operation of gasoline and diesel engines; basic carpentry, and fiberglass construction and repair. Ninety hours instruction. Three semester hours.
- AQC 1413 — Biological Principles of Aquatic Species.** A study of fish, crustaceans, mollusks, and reptiles 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 is 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.** This course is designed to provide management skills in planning and operating an aquabusiness. This course includes computerized personnel management, supervision, budgeting, scheduling, future planning, record keeping, and financing and purchasing. Ninety hours instruction. 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.

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 student's 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 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 design. 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.
- ATT 1023 — Introduction to Automotive Technology II.** 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

rience in the field. Diploma curriculum ninety hours instruction. Three semester hours.

- 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. Diploma curriculum one hundred twenty hours instruction. Four semester hours.
- 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. Diploma curriculum ninety hours instruction. Three semester hours.
- 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. Diploma curriculum one hundred fifty hours instruction. Five semester hours.
- 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. Diploma curriculum one hundred twenty hours instruction. Four semester hours.
- ATT 1513 — Basic Fuel Systems.** This is a course designed to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and emission controls. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. Diploma curriculum ninety hours instruction. Three semester hours.
- ATT 1715 — Engine Repair.** This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type 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. Diploma curriculum one hundred fifty hours instruction. Five semester hours.
- ATT 2325 — Automatic Transmissions/Transaxles.** This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. Diploma curriculum one hundred eighty hours instruction. Five semester hours.
- 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 steer-

ing systems components. Diploma curriculum one hundred twenty hours instruction. Four semester hours.

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). Diploma curriculum ninety hours instruction. Three semester hours.

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 carburetors and emission systems. It includes instruction and practice in the diagnosis and correction of problems associated with computerized carburetors, emission control systems, and spark timing controls found on newer model fuel systems. Prerequisites: Electrical Systems (ATT 1114) and Basic Fuel Systems (ATT 1513). Diploma curriculum one hundred twenty hours instruction. Four semester hours.

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). Diploma curriculum one hundred fifty hours instruction. Five semester hours.

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. Diploma curriculum one hundred twenty hours instruction. Four semester hours.

AVIATION MANAGEMENT (AVM)

AVM 1113 — Introduction to Aviation. The development of aviation from early attempts of flight to space travel, including career opportunities in the aviation industry. (3,3,0)

AVM 1213 — Private Pilot Ground I. Principles of flight; the flight environment; aircraft systems and performance.

AVM 1223 — Private Pilot Ground II. Basic and radio navigation; flight planning; physiology; Federal Aviation Regulations. (3,3,0)

AVM 2113 — Applied Meteorology. Basic weather theory and information services available including how to interpret various reports and forecasts provided by the National Weather Service and Federal Aviation Administration. (3,3,0)

AVM 2213 — Human Factors. Examination of the importance of interpersonal skills and human interaction in relation to safety and effectiveness in the cockpit. Includes the concepts of processes, role issues, and practice of implementing three concepts. (3,3,0)

AVM 2313 — Aircraft Engine Operation. The study of Aircraft engine types, their design, construction, and operation. Review auxiliary engine systems as part of the aircraft power plant. (3,3,0)

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.

BAD 1131 — Business Seminar II. A continuation of BAD 1121.

BAD 1141 — Business Seminar III. A continuation of BAD 1131.

BAD 1151 — Business Seminar IV. A continuation of BAD 1141.

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 illus-

trate 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 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 1154 — 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 1164 — Honors General Biology II.** A lecture/laboratory course of the basic principles listed but not covered in BIO 1154. (By invitation only.) (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 introductory course to marine biology places emphasis on measurement of physical, chemical, and biological parameters of ecological significance. Special sections of the course are directly related to local commercial fisheries and processing. The laboratory activities include functional morphology as well as taxonomy of local biota. In addition, emphasis is placed on the actual techniques employed in the measurement of biological data 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 pathogenicity. 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 Corequisites: 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 extracellular 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 1122 — Keyboard Speed Building.** This course develops speed and accuracy on the keyboard. Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm. (2,1,2)
- BOT 1113 — Document Formatting and Production.** Continues the development of keyboarding speed and accuracy. This course emphasizes formatting and production of mailable letters, forms, reports, and tabulations from rough drafts and straight copy. Prerequisite: Ability to key straight copy material at a minimum of 40 gwpm. (3,2,2)

- BOT 1133 — Microcomputer Applications.** This course will introduce an operating system and word processing, spreadsheet, and database management software applications. Prerequisite: Ability to key straight copy material at a minimum of 40 wpm. (3,2,2)
- BOT 1143 — Word Processing Applications.** This course focuses on production of complex documents using advanced word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Prerequisite: BOT 1133, BOT 1113. (3,2,2)
- BOT 1213 — Professional Development.** This course develops an awareness of interpersonal skills essential for job success. Topics include positive self-image, professional image, work ethics, time and stress management, and human relations skills. (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 calculators 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. Decision-making, judgment, and other management skills will be applied to case studies. Basic application of filing classification skills will also be taught. (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 1513 — Machine Transcription.** This course is designed to teach transcription of a wide variety of business communications from machine dictation. Prerequisite: BOT 1113 or equivalent, BOT 1713. (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. In addition to term definitions, 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. (3,3,0)
- 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 advanced applications of the electronic spreadsheet as an aid to management decision making. Prerequisite: BOT 1313, BOT 1133. (3,2,2)

- BOT 2133 — Desktop Publishing.** This course presents 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 using industry standard desktop publishing software, graphics, and effective design conventions. Prerequisite: BOT 1143. (3,2,2)
- BOT 2142 — Operating Systems.** This course will provide training in using the computer to work with disk operating systems and a multi-tasking environment. Prerequisite: BOT 1133. (2,1,2)
- 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: BOT 1133. (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 1133. (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 2443 — Advanced Business Accounting.** This course is designed as a continuation of Business Accounting. Prerequisite: BOT 1433. (3,3,0)
- 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 1113, BOT 1613. (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 and 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 2713 — Advanced Microcomputer Applications.** This course develops the ability to use an operating system to integrate activities using applications software which includes word processing, database, spreadsheet, graphics, and telecommunications. Prerequisite: BOT 1133. (3,2,2)
- 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 1102, BOT 1133. (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. (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 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, and ability to key straight copy material at a minimum of 40 wpm. (3,3,0)
- 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 Vocational 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.** 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: CAT 1113. (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.** An introduction to graphic interface computers related to the graphic design/commercial art industry, utilizing current software and related hardware. (3,1,4)
- 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. (3,0,6)
- CAT 2313 — Basic Advertising Design.** 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.** 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. 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. (3,1,4)

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 student's 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 1114 — Child Care Profession.** This course provides activities in types of child care, and observing and recording child behavior. Room arrangements, software, play, and safety are evaluated. (4,3,2)
- CDT 1214 — Infant and Toddler Development.** This course provides knowledge concerning the care of infants and toddlers in group care. Practice is given in infant and toddler care giving in group care through classroom laboratory or collaborative centers. (4,3,2)
- CDT 1224 — Child Growth and Development.** The cognitive, physical, emotional, and social developmental characteristics of children ages three through five. Concentration is placed on all children including the exceptional child. (4,3,2)
- CDT 1313 — Art for Preschool Children.** Planning and developing art experiences beneficial to the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3,3,0)
- CDT 1323 — Music/Movement for Preschool Children.** Development of the preschool child in the areas of listening, singing, and movement. Planning musical/movement experiences for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3,3,0)
- CDT 1333 — Language Arts for Preschool Children.** Planning, developing, and presenting language arts activities for preschool children. Lab activities with the children are implemented during Technical Practicum I and II. (3,3,0)
- CDT 1514 — Child Nutrition and Health Care.** Nutrition and health care for preschool children. Planning and implementing health, safety, and nutritional experiences are an important part of the course. Lab activities with the children are implemented during Technical Practicum I and II. (4,4,0)
- CDT 2233 — Guiding Social and Emotional Behavior.** Identifying and practicing effective techniques in guiding preschool children's behavior. Lab activities with the children are implemented during Technical Practicum I and II. (3,3,0)
- CDT 2413 — Atypical Child Development.** This course provides information concerning growth and development, intervention strategies, and working with families having an atypical child. Prerequisites: Infant/Toddler (CDT 1214) and Child Growth and Development (CDT 1224). (3,2,2)
- CDT 2613 — Methods and Materials.** Appropriate methods and materials for preschool children in a learning environment. Lab activities with the children are implemented during Technical Practicum I and II. (3,3,0)

CDT 2713 — Social Studies, Math, and Science for the Preschool Children. Planning developmentally appropriate activities in social studies, math, and science for the preschool child. Lab activities with the children are implemented during Technical Practicum I and II. (3,3,0)

CDT 2813 — Administration of Preschool Programs. Concepts in the administration of quality preschool programs. Prerequisites: Three semesters of core courses. (3,3,0)

CDT 2915 — Technical Practicum I. This course allows advance child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth — 5 year olds). Completion of the competencies provides opportunities for students to implement experiences planned in the corequisites 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 child care settings used for student experiences. Other competencies will be achieved and documented by the end of the two-year program of study. Corequisites: Art for Preschool Children (CDT 1313), Child Nutrition and Health Care (CDT 1514), Language Arts for Preschool Children (CDT 1333), and Music/Movement for Preschool Children (CDT 1323). (5,0,10)

CDT 2925 — Technical Practicum II. This course is a continuation of Technical Practicum I allowing advanced child care students to implement knowledge and experience in preparing and implementing positive experiences for children (birth — 5 year olds). Completion of the competencies provides opportunities for students to implement experiences planned in the corequisites and ensures a balance of all curriculum areas. All competencies will be achieved and documented by the completion of the two practicum courses. Corequisites: Guiding Social and Emotional Behavior (CDT 2233), Methods and Materials (CDT 2613), Social Studies, Math, and Science for Preschool Children (CDT 2713), 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 1264 — 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. Prerequisite: Algebra. (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)

COMPUTER NETWORKING TECHNOLOGY (CNT)

- CNT 1414 — Fundamentals of Data Communications.** This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. (4,3,2)
- 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, gophers, list servers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and a FTP program, and send e-mail messages. Pre- or Co-requisite: CPT 1324; Prerequisite: CNT 1414. (3,2,2)
- CNT 1523 — Network Components.** This course presents local and area network and wide area network connectivity. It focuses on architectures, topologies, protocols, and transport methods of a network. Prerequisite: CNT 1414. (3,2,2)
- 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. Prerequisite: CPT 1333 and CNT 1414. (4,2,4)
- CNT 1624 — Network Administration Using Microsoft Windows NT Server.** This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Pre- or Co-requisites: CPT 1333 and CPT 1414. (4,2,4)
- CNT 2333 — 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 solution. Prerequisite: CNT 1614 or CNT 1624 and CNT 1523. (3,2,2)
- 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 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 2333. (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 NT Server.** This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Prerequisite: CNT 1624. (4,2,4)

COOPERATIVE EDUCATION PROGRAMS (COE)

The Cooperative Education Option is available to students enrolled in academic, technical, or vocational programs. The following courses provide credit for a 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 1133 — 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 1214 — BASIC Programming Language.** Introduction to the BASIC programming language to include sort, controlled loops, multi-dimensional arrays, and modular programming. (4,2,4)
- CPT 1224 — RPG Programming Language.** This course is designed to introduce the student to the RPG language and to use the computer in business applications. Prerequisite: CPT 1124. (4,2,4)
- CPT 1234 — COBOL Programming Language.** This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. (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 1324 — Survey of Microcomputer Applications.** This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Prerequisite: CPT 1124. (3,2,4)
- 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 1343 — System Administration and Control.** A study of the system administration of a mid-range computer including control language, utilities, and control commands. Prerequisite: CPT 1124. (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 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 2254 — Control Language Programming.** This course develops the ability to code, debug, and execute control language (CL) programs utilizing the basic features of the language. Topics include the role of control language in relation to other languages, input and output in CL, and testing and debugging CL programs. Prerequisite: CPT 1343. (4,2,4)
- CPT 2264 — Advanced RPG Programming Language.** This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Prerequisite: CPT 1224. (4,2,4)
- CPT 2274 — Advanced COBOL Programming Language.** This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Prerequisite: CPT 1234. (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 2354 — 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. (4,2,4)
- 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 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 2444 — Client/Server Systems.** This course introduces client/server systems to include components, connectivity, development, and user training. Prerequisite: CPT 2423, CPT 2433. (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 — Law Enforcement and the Juvenile.** 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)

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. Prerequisite: Instructor approval. (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 or EET 1324. (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 2912 — 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. (2,0,4)

DRAFTING (DDT)

DDT 1114 — Fundamentals of Drafting. Course designed to give drafting major the background needed for all other drafting courses. One hundred twenty hours instruction. Four semester hours. (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. Ninety hours instruction. Prerequisite: DDT 1114. Three semester hours (3,1,4)

DDT 1143 — Geometric Dimensioning and Tolerancing. A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Ninety hours in instruction. Three semester hours. Prerequisite: DDT 1133. (3,2,2)

- DDT 1153 — Descriptive Geometry.** Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. Ninety hours instruction. Three semester hours. Prerequisite: DDT 1114. (3,1,4)
- DDT 1213 — Construction Materials.** A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Ninety hours instruction. Three semester hours. (3,2,2)
- DDT 1313 — Principles of CAD.** This course will introduce the student to the operating system and how to perform basic drafting skills on CAD. Ninety hours instruction. Three semester hours. (3,2,2)
- DDT 1323 — Intermediate CAD.** This course is designed as a continuation of Principles of CAD. Subject areas will include dimensioning, sectional views, and symbols. Ninety hours of instruction. Three semester hours. Prerequisite: DDT 1313. (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. Ninety hours instruction. Three semester hours. (3,1,4)
- DDT 1513 — Blueprint Reading I.** This course is designed to provide the student with terms and definitions used in reading blueprints. (Enrollment in this course is limited to vocational certificate students in other disciplines). Ninety hours of instruction. Prerequisite: DDT 1114. Three semester hours. (3,2,2)
- DDT 1523 — Blueprint Reading II.** This course is a continuation of Blueprint Reading I with emphasis placed on reading and interpreting blueprints for different types of structures. (Enrollment in this course is limited to vocational certificate students in other disciplines). Ninety hours of instruction. Three semester hours. Prerequisite: DDT 1513. (3,2,2)
- DDT 1613 — Architectural Design I.** Presentation and application of architectural drafting room standards. Ninety hours instruction. Three semester hours. Prerequisite: DDT 1114. (3,1,4)
- DDT 1713 — Fundamentals of Machining Processes.** An introduction to basic machining equipment and safety procedures. Emphasis is placed on measurement techniques, machine technology, machine tools, and applications. (A course for drafting students with no previous machining experience). Ninety hours of instruction. Three semester hours. (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 tolerancing and dimensioning techniques. Ninety hours instruction. Three semester hours. Prerequisite: DDT 1133. (3,2,2)
- DDT 2233 — Structural Drafting.** Structural section, terms and conventional abbreviations, and symbols used by structural fabricator and erectors are studied. Knowledge is gained in the use of 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. Ninety hours instruction. Three semester hours. Prerequisite: DDT 1114. (3,1,4)

DDT 2243 — Cost Estimating. Preparation of material and labor quantity surveys from actual working drawings and specifications. Ninety hours instruction. Three semester hours. (3,2,2)

DDT 2253 — Statics and Strength of Materials. Study of forces acting on bodies; movement of forces; stress of materials; basic machine design; beams, columns, and connections. Prerequisite: MAT 1313. (3,2,2)

DDT 2263 — Quality Assurance. The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Ninety hours of instruction. Three semester hours. (3,2,2)

DDT 2343 — Advanced CAD. This course is designed as a continuation of DDT 1313. Emphasis is placed on attributes, slide shows, the user coordinate system. 3-D faces, and solid modeling. Ninety hours instruction. Prerequisite: DDT 1313. Three semester hours. (3,1,4)

DDT 2363 — Computer Numerical Control (CNC) Drafting. A course to introduce students to the basics of numerical control machines. Sixty hours of instruction. Two semester hours. (3,2,2)

DDT 2423 — Mapping and Topography Lab. Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs, and related references, and materials including symbols, notations, and other applicable standardized materials. Co- or Prerequisites: DDT 1323 and DDT 1413. (3,2,2)

DDT 2513 — Electronic Drafting. This course will introduce students to basic drafting skills necessary to produce block diagrams and schematics of electronic circuits. Ninety hours of instruction. Three semester hours. (3,2,2)

DDT 2523 — Pipe Drafting. Pipe Drafting is designed to provide the student with the basic knowledge needed to create process piping drawings using individual piping components. Ninety hours of instruction. Three semester hours. Prerequisite: DDT 1114 and DDT 1313. (3,2,2)

DDT 2533 — Highway Drafting. A study of basic information to 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. Ninety hours of instruction. Three semester hours. Prerequisite: DDT 1114 and DDT 1323. (3,2,2)

DDT 2543 — Steel Ship Building and Design. This course is designed to provide the student with an understanding of the ship as a whole and the process of ship design and planning. Prerequisite: DDT 1114. (3,2,2)

DDT 2623 — Architectural Design II. This course 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. Ninety hours instruction. Three semester hours. Prerequisite: DDT 1613. (3,1,4)

DDT 2913 — Special Projects. A course designed to provide the student with 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. This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Prerequisites: Consent of instructor and the completion of at least one semester of advanced course work 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. One 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 macro-economics 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 2123 — Principles of Economics II. This course places emphasis on micro-economics 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)

ECO 2153 — 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 eco-

conomic 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)

EDUCATION (EDU)

- EDU 1223 — Human Development.** This course is designed to increase students' success in college and in life through a crystallization of the priorities of life.
- EDU 1311 — Orientation.** This course is designed to help the freshman adjust to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, and report writing, and gives the student guidance in collegiate life. (1,1,0)
- 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 1911, 1921, 2911, 2921 — Leadership and Communication Skills I, II, III, IV.** This course is primarily designed for Student Council 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 1813 — Leadership Development I.** This course is designed for all students, especially officers of campus and community organizations. The primary purpose of the course is to identify and develop effective leadership skills. (3,3,0)
- EDU 1823 — Leadership Development II.** Role functions in groups, time management, stress management, planning and goal setting, and other skills. (3,3,0)

ELECTRONICS TECHNOLOGY (EET)

- 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 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. Corequisite: EET 1102. (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. Prerequisites: EET 1192 and EET 1114. (3,2,2)
- 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 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. Prerequisite: EET 1123, EET 1114. (4,2,4)
- 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 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. Corequisite: EET 2334. (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 hour 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 1102 — 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. Sixty clock hours. Two semester hours.

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 1102). Ninety clock hours. Three semester hours.

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 1102). Ninety clock hours. Three semester hours.

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 1102). Ninety clock hours. Three semester hours.

- 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 1102). Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.
- 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). Ninety clock hours. Three semester hours.
- 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). One hundred twenty hours. Four semester hours.
- 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). Ninety clock hours. Three semester hours.
- 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). Ninety clock hours. Three semester hours.

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. Ninety clock hours. Three semester hours.

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. Eighteen hours of externship. Three semester hours.

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC (EMT)

EMT-1124 — Introduction to EMS Systems and the Pre-Hospital Environment.

This course introduces the student to the pre-hospital environment and teaches the roles and responsibilities of the EMT-I and EMT-P as well as the laws which govern the practice of emergency treatment in the field. The student will learn about radio systems and communications and also be familiarized with rescue and various rescue equipment. (4,3,2)

EMT-1133 — Body Systems. This course provides the student with a systematic study of the anatomical hierarchy of the human body and provides information about the structure and function at various levels, including chemical, cellular, tissues and membranes, organs and organs systems. Included is an understanding of acid-base balance and other important homeostatic processes as well as medical terminology used by the paramedic. (3,3,0)

EMT-1213 — Patient Assessment and Airway Management. This course will teach a systematic approach to patient assessment and management. It will include the pathophysiology and management of problems affecting the patient's airway, including the skills of EOA placement and endotracheal intubation. (3,2,2)

EMT-1222 — Defibrillation Skills. This course will provide instruction on basic ECG interpretation, the normal electrical activity of the heart, defibrillation and the recognition of certain life-threatening arrhythmia's. The student will be taught to recognize and manage cardiac arrest using manual defibrillation. (2,1,2)

EMT-1315 — Shock, Trauma, and Burn Management. This course will provide instruction in the pathophysiology and management of shock and trauma, including multi-system injuries and major burns. (5,3,4)

- EMT-1412 — Respiratory Emergencies.** This course will instruct the student in the handling of the respiratory emergency using pharmacological agents and manual mechanical techniques. The course will instruct the student on the pathophysiology as well as the assessment and management principles of major infectious and non-infectious respiratory disorders. (2,1,2)
- EMT-1425 — Cardiovascular Emergencies.** This course provides instruction in the integration of medical history, pathophysiology, signs and symptoms, assessment, and management of cardiovascular conditions, including sudden cardiac death. (5,3,4)
- EMT-1436 — Medical Emergencies.** This course involves instruction of the assessment and management of various medical emergencies on the paramedic level, including diabetic emergencies, central nervous systems disorders, acute abdomen and genitourinary problems, toxicology emergencies, alcoholism and drug abuse, environmental emergencies, and anaphylaxis. (6,4,4)
- EMT-1512 — General Pharmacology.** This course provides instruction in calculation, administration, conversion of specific pharmacological agents used in pre-hospital care and an understanding of their actions and use. (2,2,0)
- EMT-1612 — Obstetrical, Gynecological, and Neonatal Emergencies.** This course will provide instruction on the handling of emergency childbirth, complications and neonatal management as well as other common gynecological emergencies. (2,2,0)
- EMT-1622 — Pediatric Emergencies.** This course will provide instruction on the special problems and considerations in the management of pediatric patients, including assessment and management techniques for respiratory failure and shock. (2,2,0)
- EMT-1632 — Geriatric Emergencies.** This course will provide instruction on the special problems and considerations in the management of geriatric patients. (2,2,0)
- EMT-1641 —** This course will provide instruction on psychological/behavioral emergencies. (1,1,0)
- EMT-1713 — Internship for Clinical and Field Experience I.** This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. (3,0,9)
- EMT-1725 — Internship for Clinical and Field Experience.** This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. (5,0,15)
- EMT-1735 — Internship for Clinical and Field Experience III.** This course will provide clinical training on the skills and knowledge obtained in the classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. (3,0,9)

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 1213 — 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 1223 — 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 1223. (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 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 2453 — 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 2463 — 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 2453. 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 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)

FIRE PROTECTION TECHNOLOGY (FFT)

FFT 1113 — Introduction to Fire Science. This course provides an orientation to the fire service. This class explores department structure and organization, operations, and responsibilities, and the history of the fire services and changes that currently are remodeling traditional fire services. (3,3,0)

FFT 1123 — Introduction to Fire Protection. This course introduces students to modern approaches of fire prevention. An overview is provided of methods currently used in preventing fires including Codes and Standards, Company Based Inspections, Public Fire Education, Interdiction Programs, and legislation affecting fire prevention activities. (3,3,0)

FFT 1213 — Firefighting Principles and Practices. This course is designed as a basic firefighting tactical course that provides information on the major principles and practices conducted at fire and emergency scenes. Concentrating on activities of rescue, ventilation, salvage, overhaul, offensive and operations that must be conducted in a coordinated manner. (3,3,0)

FFT 1223 — Fire Apparatus & Equipment. Engines, pumps, operation procedures, maintenance techniques, and equipment specifications are discussed while providing the student with a working knowledge and understanding of various types of apparatus and equipment used by the fire service. (3,3,0)

FFT 2313 — Fire Service Hydraulics. A study in the use of water to combat fires, this course provides information on theories associated with the use of water, actual fire ground application practices, and the use of water additives. Study is made of various delivery and usage methods. (3,3,0)

FFT 2323 — Building Construction. This course investigates building construction from the standpoint of the fire service. Why do buildings burn and what are the danger areas of various types of construction? A basic overview of building codes and construction methods is used to familiarize students with building components and construction types. (3,3,0)

FFT 2333 — Fire Fighter Safety. This course provides an overview of safety practices for the emergency service worker. Covering the individual and team from "in the station" through the emergency scene and return back to service, this course is essential for those who participate in emergency service activities. (3,3,0)

FFT 2413 — Strategy & Tactics. This course provides a study of strategy and tactics used in a variety of situations faced by the fire service. Covering different situations from small everyday occurrences to massive conflagrations this course makes use of simulations and case histories in exploring necessary strategy and tactical endeavors. (3,3,0)

FFT 2423 — Incident Management Systems. This course is a study of incident management systems used for handling situations from the smallest incidents to the largest. A variety of methods are discussed with emphasis placed on the National Consortium for Incident Management Systems' Incident Command/Management System. (3,3,0)

FIRE PREVENTION CONCENTRATION

FFT 1513 — Building & Fire Codes. This course emphasizes the importance of building and fire codes by studying the "Southern Building Code Congress Building and Fire Codes." The most commonly used building code in the state. A review of hazards and how they relate to standard chapters is explored. Requirements for various types of construction are discussed. (3,3,0)

FFT 2513 — Fire Protection Systems. An exploration of various types of fixed and portable fire protection systems forms the basis for this class. Design, testing, maintenance, and inspection of a variety of common fire protection systems is stressed in this course. (3,3,0)

FFT 2523 — Fire Inspection. An effective inspection technique is the goal of this course by providing a review of pertinent codes and standards, methods of inspection, hazard studies, and legal documentation requirements. (3,3,0)

FFT 2533 — Public Fire Education. This course provides an overview of public education activities in regard to fire protection and prevention. Drawing from effective national model programs this class focuses the students attention on identification of target audiences, identifying hazards, and methods for addressing individuals and groups. (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)

ARSON INVESTIGATION

FFT 1713 — Fire Investigation. This course focuses on building construction, chemistry, physics, electricity, motivation, and human reaction as related to the arson fire. Basic investigation techniques, arson law, and the psychology of the arsonist are covered. (3,3,0)

FFT 2713 — Law of Evidence. Evidence procedures primarily for arson related crimes, types of evidence, criminal court procedures and collections methods are studied in this course. Other topics include search and seizure, arrest, and discretion. (3,3,0)

FFT 2723 — Evidence Analysis. The collection, analysis, and use of physical evidence from the crime scene to evaluation and on to the courtroom is covered. Crime laboratory methods, procedures, and test as it relates to arson cases is explored in depth. (3,3,0)

FFT 2733 — Criminal Law. Local, state, and federal law is covered with emphasis on development, application, and enforcement. Specific attention is paid to the state and federal laws related to arson, mail fraud, and insurance fraud. (3,3,0)

FIRE ADMINISTRATION

FFT 1813 — Fire Law. An analysis of public law that affects the fire service. From laws related to codes and standards, administrative and management practices, to those related to the fireground, this course forms the basis for fire department operations and management. (3,3,0)

FFT 2813 — Fire Department Management. This course introduces the student to management. Particular attention is paid to the management process as it relates to non-emergency and emergency aspects of the fire officers' role. (3,3,0)

FFT 2823 — Fire Service Supervision. Focusing specifically on supervising and managing people involved with providing fire protection, this course provides the student with information on developing effective supervisory techniques, the role of the supervisor, dealing with problem people, and other areas relating with people in the fire service and individual work groups. (3,3,0)

FFT 2833 — Financial Management. Budgeting and financial management are the primary concerns of this course. Various methods of budgeting are discussed as well as budgetary tracking methods and evaluation procedures. An applied project requires the development of a model budget for the student's fire service organization. (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, including fashion terminology nature of fashion, and the creating, manufacturing, and marketing of fashion. (3,2,2)
- FMT 1223 — Product Knowledge.** Study of the buying 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. Includes logical sequences for activities and information necessary for buying fashion. (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 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 display, 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 merchandising technology. Students are placed in a work environment where they will have to solve problems as encountered in industry. (6,0,18 externship)

FOOD PRODUCTION AND MANAGEMENT (FPV)

- FPV 1113 — Math Principles Related to Food Service.** This is an applied math course devoted to operational procedures for food service personnel. Emphasis is on using math skills for converting recipes, costing, portion control, markup, interest on loans, taxes food service reports, and financial statements. Ninety hours instruction. Three semester hours.
- FPV 1213 — Menu Planning and Cost Control.** Planning menus for nutritional adequacy and profit will be emphasized in this course. Cost analysis, cyclic menus, and menu design will be emphasized in the accompanying lab. Ninety hours instruction. Three semester hours.

- FPV 1314 — Fast Foods with Lab.** This course will emphasize the food preparation techniques and use of equipment and service techniques commonly utilized by fast food establishments. Salad bars, sandwiches, fried foods, and beverage items will be prepared in a foods lab that accompanies this course. Instruction in counter service and cashiering will also be included. One hundred twenty hours instruction. Four semester hours.
- FPV 1325 — Quantity Foods with Lab.** Emphasis is placed on principles and techniques of quantity food preparation. Laboratory includes proper use of equipment, sanitation and safety methods, and quality controls in preparing and serving meals. One hundred fifty hours instruction. Five semester hours.
- FPV 1413 — Purchasing and Storage.** This course is designed to introduce the student to food purchasing and storage terminology and practice. Effective receiving and inventory procedures will be emphasized to control food costs and waste in a food service operation. Computer software will be used to assist in this procedure. Ninety hours instruction. Three semester hours.
- FPV 1513 — Catering Services.** This course introduces the student to catering services. Emphasis is on planning, operation and care of equipment, and quality of food. Ninety hours instruction. Three semester hours.
- FPV 1613 — Front of the House Operations.** This course introduces the student to the fundamentals of dining and beverage service. Emphasis is placed on the types of dining service, beverage use, service, laws, dining service positions and duties, cashier functions, merchandising, and international dining service. Laboratory practice parallels class work. Ninety hours instruction. Three semester hours.
- FPV 1912 — Internship I.** Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. Sixty hours instruction. Two semester hours.
- FPV 2123 — Math for Management.** A continuation of Math Principles Related to Food Service. This course will be devoted to operational procedures for the management staff as well as the metric system and related tax laws and regulations. Ninety hours instruction. Three semester hours.
- FPV 2523 — Catering Management.** This course is designed to introduce the student to managing and operating a catering business. It will take the student from obtaining the necessary permits and license to implementing and maintaining a catering business. Ninety hours instruction. Three semester hours.
- FPV 2713 — Applied Nutrition.** Food and eating habits in relationship to adequate nutrition, application of nutrition to menu planning, the life cycle, digestive system, metabolism, and body functions will be emphasized in this course. Ninety hours instruction. Three semester hours.
- FPV 2813 — Food Service Management.** This course is designed to give food service operators an insight into the management of personnel. Students will be prepared to perform management duties such as scheduling, job evaluations, employee orientation and training, payrolls, and rating employee performance. This course will explore the process by which the manager can enable his/her

employees to function efficiently and effectively. These processes will include organization and planning, communication, motivation, and training. Ninety hours instruction. Three semester hours.

FPV 2824 — Bakery Production and Management. This course is designed to give each student skills in managing a bake shop operation. Emphasis is on preparation, advertising, marketing, and costing of bakery products. One hundred twenty hours instruction. Four semester hours.

FPV 2913 — Internship II. Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. Ninety hours instruction. Three semester hours.

FPV 2924 — Internship III. Internship in an approved food service establishment under the supervision of the agency involved and the instructor. Weekly reports are required of the student. One hundred twenty hours instruction. Four semester hours.

FOREST PRODUCTS (FPW)

FPW 1111 — Forest Resources Survey. Survey of the professional resource manager's role and career opportunities in providing forest-based goods and services. (1,1,0)

FPW 1213 — Wood Technology and Products. A survey of wood structures, properties and products, including reconstituted wood products, chemicals from wood and wood preservation. (3,3,0)

FPW 1313 — Wildlife and Forest Conservation and Management. A survey of wildlife and forest conservation, stressing biological foundations and management practices for renewable resources. (3,3,0)

FPW 2314 — Soils. A general lecture/laboratory course in soils designed to give the student a basic understanding of all important phases of the subject, including soil genetics, morphology, classification, and the physical, chemical and biological aspects of soils, as applied to soil fertility. Soil management is included—fertilization and liming of soils. (4,3,2)

FPW 2324 — Dendrology. A lecture/laboratory course concerning taxonomy, morphology and identification of woody plants. Prerequisite: BIO 1314. (4,3,2)

FPW 2344 — Forest Measurements. This course is designed to introduce the student to the techniques, instruments and practices of measuring forest products. (3,3,0)

FUNERAL SERVICES TECHNOLOGY (FST)

FST 1113 — Mortuary Anatomy I. A study of human anatomical structure with orientation to the embalming process. (3,2,2) Corequisite: FST 1214.

FST 1123 — Mortuary Anatomy II. Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system. (3,2,2) Prerequisites: FST 1113 and FST 1214. Corequisite: FST 1225.

- 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) Corequisite: FST 1113.
- FST 1225 — Embalming II.** Emphasis on special problems. Practice in the art of embalming. (5,3,4 hr. Clinical) Prerequisite: FST 1113 and FST 1214. Corequisite: FST 1123.
- 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 participate in and document eight (8) embalming clinicals at approved, affiliating funeral homes. Corequisites: FST 1123 and FST 1242. (2, 6 hrs. clinical)
- FST 1242 — Clinical Embalming II.** A continuation of the application of the theoretical principles taught in the Funeral Services Technology curriculum in the funeral establishment/commercial mortuary. During enrollment in this course, students are required to participate in and document eight (8) embalming clinicals at approved, affiliating funeral homes. Prerequisites: FST 1113, FST 1214, and FST 1232. Corequisites: FST 1123 and FST 1242. (2, 6 hrs. clinical)
- FST 1313 — Funeral Directing.** The total funeral service education environment. Includes history, duties, responsibilities, ethical obligations, and communication skills. (3,1,4)
- FST 1413 — Funeral Service Ethics and Law.** Comprehensive review of the ethical and legal aspects involved in funeral services. (3,2,2)
- FST 1513 — Restorative Art.** An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features. (3,1,4)
- FST 2273 — Thanatochemistry.** A survey of the principles of General Organic, BIO, and Embalming Chemistry, as they relate to the embalming process. Corequisites: FST 1123 and FST 1225. (3,2,2)
- FST 2323 — Funeral Merchandising and Management.** Study of merchandising and management procedures necessary to operate a successful funeral practice. (3,2,2)
- 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. (3,2,2)
- 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. (3,1,4) Prerequisite: FST 1513.
- 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. (3,2,2)

FST 2911 — Comprehensive Review. Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. (1,0,2) 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 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 2113 — Database Construction and Maintenance. A course designed to introduce database concepts and goals of databased management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods for organizing and accessing data. (3,2,2)

GIT 2123 — Fundamentals of Geographical Information Systems (GIS). This course includes the use of computer mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database systems techniques, approaches, and applications. (3,2,2)

GIT 2133 — Aerial Photography Interpretation. This course includes fundamentals of map and air photo characteristics including scale, feature identification, and symbolization. Utilized are interpretation techniques of various productions, including topographic and thematic maps, aerial photographs, and satellite images. (3,2,2)

GIT 2273 — Remote Sensing. This course includes remote sensing, interpretation, and application of air photos and other remote sensing images. This course also includes the global positioning system and other remote sensing devices. (3,1,4)

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)

HOME ECONOMICS (HEC)

- HEC 1131 — Introduction to Modeling.** One hour per week, first semester. A course designed to teach students, who are members of the Gulf Coast Models, all the fundamentals of visual poise together with modeling techniques. Through this course, a student will not only learn basic rules for a model, but will also study the various fields of modeling and gain experience modeling and writing commentaries. (1,1,0)

HEC 1141 — Modeling. One hour per week, either semester, plus fashion shows and rehearsals. A course designed to practice modeling and to learn to be professional models. The students will perform in style shows and for various other audiences. Prerequisite: Introduction to Modeling. (1,1,0)

HEC 1253 — 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 & BIO 2524 recommended. (3,3,0)

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 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 1183 — 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 1193 — 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 2223 — American History II. This course is a survey of U.S. history from Reconstruction to the present. (3,3,0)

HIS 2243 — 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 2253 — 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 turf-grasses. 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. This course is the standard first aid 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 life-guarding 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)
- HRP 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 1212 — 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. (2,1,2)
- HRT 1224 — Restaurant and Catering Operations.** Principles of organizing and managing a food and beverage operation. (4,2,4)
- HRT 1414 — Rooms Division Management.** A systematic approach to rooms division management in the hospitality industry including front office management and housekeeping operations. (4,3,2)
- 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 theoretical preventive measures to alleviate 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. (3,3,0)

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, video tapes 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, word endings, and use of temporary signs are discussed. The student skill 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. (3,3,0)

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. (3,3,0)

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 skill 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. (3,3,0)

IDT 2323 — Artistic Interpreting. Study the principles and techniques of artistic interpreting including literary and musical works. Prerequisite: Approval of Instructor. (3,3,0)

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 Arts and Crafts. A study of the development of vocational 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. (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.** 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 2413 — 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. (3,3,0)
- 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. (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. Prerequisite: LET 2453. (3,2,2)
- LET 2523 — Administrative Law and Bankruptcy.** This course is an introduction to the field of administrative and public law with emphasis on powers and procedure and governmental agencies and the introduction to federal bankruptcy status and various types of bankruptcy 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 2622 — 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. (2,1,2)
- LET 2633 — Paralegal Skills and Applications.** This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. (3,3,0)
- 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 taken no 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 expression, 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 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 1653 — 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 1663 — 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.** Calculus II. Vector spaces, matrices, linear transformations; systems of linear equations determinants; characteristic values and characteristic vectors. (3,3,0)
- MAT 2323 — Statistics.** Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data in a variety of fields. (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. One hundred fifty clock hours. Five semester hours.
- 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. One hundred eighty clock hours. Six semester hours. Pre/corequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115).
- 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. One hundred eighty clock hours. Six semester hours. Pre/corequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115).
- 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. Sixty clock hours. Two semester hours. Prerequisite: Inboard Gasoline Engines (MAV 1216).

- 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. Sixty clock hours. Two semester hours. Prerequisite: Inboard Gasoline Engines (MAV 1216).
- MAV 1242 — Marine Engine Cooling Systems.** Maintenance of cooling systems for marine engines including open-style and closed-style systems. Sixty clock hours. Two semester hours. Prerequisite: Inboard Gasoline Engines (MAV 1216).
- MAV 1253 — Inboard Transmissions.** Disassembly, maintenance, repair, and re-assembly/installation of the three major types of transmissions commonly associated with inboard marine engines. Ninety clock hours. Three semester hours. Prerequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115).
- MAV 1264 — Outdrives.** Operation and maintenance of outdrive units associated with inboard marine engines including components, functions, outdrive steering, shifting systems, alignment, and repair. One hundred twenty clock hours. Four semester hours. Prerequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115).
- 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. Sixty clock hours. Two semester hours.
- MAV 1424 — Boat Maintenance and Repair.** Instruction in the repair of boats including instruction in the minor repair of hull and structure damage. One hundred twenty clock hours. Four semester hours.
- MAV 1511 — Trailers.** Rigging and maintenance of trailers used to transport a pleasure craft including rigging, wheel bearings, lighting, and positioning boats. Thirty clock hours. One semester hour.
- 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. Sixty clock hours. Two semester hours. Prerequisite: Fundamentals of Outboard Marine Engine Repair (MAV 1115).
- 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. Two hundred Forty clock hours. Eight semester hours. Pre/corequisites: Fundamentals of Outboard Marine Engine Repair (MAV 1115), Inboard Gasoline Engines (MAV 1216), and Electrical Systems (MAV 1612).

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. One laboratory hour (optional) per week. 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. Reviews 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: 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: MLT 1013 and MLT 1111. (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, 1212, 2612, BIO 2514, CHE 1214. (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, 1413; simultaneous enrollment in MLT 1023. (4,2,4)
- MLT 1413 — Immunology/Serology.** Basic principles of serology/immunology; theory and performance of routine serology tests. Prerequisites: MLT 1013, MLT 1111, 1212, 2612, BIO 2514, CHE 1214. (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, 1413; simultaneous enrollment in MLT 1023. (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, MLT 1413; simultaneous enrollment in MLT 1023. (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 micro-organisms 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, 1413; simultaneous enrollment in MLT 1023, BIO 2924. (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, 2614. (6,0,24)

MLT 2926 — Clinical Practice II. A continuation of MLT 2916. Prerequisite: Simultaneous enrollment in MLT 2916. (6,0,24)

MLT 2936 — Clinical Practice III. A continuation of MLT 2926. Prerequisite: MLT 2926. (6,0,24)

MARKETING MANAGEMENT (MMT)

MMT 1113 — Marketing I. Study of principles and problems of marketing goods and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers in the American marketing system 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 1711, 1721, 1731, 1741 — Marketing Seminar I, II, III, IV. Develops leadership skills and human relation 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. (1,0,2)

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, or organization, and functions of personnel programs. Emphasis is placed on selection and placement, job evaluation, training, education 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. Prerequisite: MMT 1123. (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. (3,2,2)
- MMT 2513 — Entrepreneurship.** Study of the development of a product or services idea and the creation of an organization to further its growth. (3,2,2)
- MMT 2916 — Supervised Work Experience in Marketing.** Direct application of concepts and theory of marketing management technology. Students will work in a marketing related environment. Prerequisite: Permission of instructor. (6 sch: 18 hr. externship)

MACHINE TOOL OPERATION (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. Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.
- MST 1117 — 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. Two hundred ten clock hours. Seven semester hours.
- MST 1127 — Power Machinery II.** A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two hundred ten clock hours. Seven semester hours.
- MST 1313 — Advanced Shop Mathematics.** An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Ninety clock hours. Three semester hours.
- MST 1413 — Blueprint Reading.** A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.
- 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. Ninety clock hours. Three semester hours.

- 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. One hundred fifty clock hours. Five semester hours.
- 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. One hundred twenty clock hours. Four semester hours.
- 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. One hundred twenty clock hours. Four semester hours.
- 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. One hundred fifty clock hours. Five semester hours.
- MST 2812 — Metallurgy.** An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Sixty clock hours. Two semester hours.
- 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. Ninety hours instruction. Three semester hours.
- 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 Externship)

MUSIC (MUA, MUO, MUS)

- MUA 1000, 2000, 3000, 4000 — 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. (1,½,0) (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. (1,½,0) (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. (1,½,0) (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. (1,½,0) (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. (1,½,0) (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. (1,½,0) (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. (1,½,0) (2,1,0)
- MUA 2171-2181 or 2172-2182 — Brass III, IV.** A continuation of MUA 1182 using materials of a more advanced nature. (1,½,0) (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. (1,½,0) (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. (1,½,0) (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. (1,½,0) (2,1,0)
- MUA 2871-2881 or 2872-2882 — Woodwinds III, IV.** A continuation of MUA 1882 using materials of a more advanced nature. (1,½,0) (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 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 1153 — 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 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 to be successful in all levels of nursing when it is necessary to compute medication dosage prior to administering medications to assigned patients. (1,1,0)
- NUR 1021 — Medical Terminology (Nursing Elective).** This course employs a systems approach to learning medical terminology. Anatomy and physiology, diagnostic, symptomatic and related terms, special procedures, pharmacology, abbreviations, and case studies are included for each body system. (1,1,0)
- NUR 1110 — Nursing-Promotion of Health.** This course is designed to focus on promotion of health and well-being of individuals, and families across the life span. Clinical opportunities are provided in a variety of community settings aimed at promotion of health. Nursing concepts and skills emphasized are those which assist those which assist in meeting the biopsychosocial needs of clients. Pre-requisites: Admission to the program, BIO 2514*, ENG 1113, PSY 1513. Co-requisites: NUR 1100. (10,6,12)
- NUR 1116 — LPN RN Career Mobility Tract.** 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. Pre-requisites: Admission to the LPN-RN Career Mobility Track; ENG 1113; PSY 1513; EPY 2533; BIO 2514*; and BIO 2524. (6,3,6) Co-requisite: BIO 2924.

NUR 1210 — Nursing-Prevention of Illness. This course is designed to focus on prevention of illness in individuals and families across the life span. Clinical opportunities are provided in a variety of community settings aimed at prevention. Nursing concepts and skills emphasized are those which continue to assist in meeting the biopsychosocial needs of clients. Pre-requisites: NUR 1110, NUR 1100, BIO 2524*, EPY 2533. Co-requisites: NUR 1200, (10,6,12).

NUR 2310 — Nursing-Provision of Care I. This course is designed to focus on the care of individuals, families, and community. 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. Co-requisites: NUR 2300. (10,5,15)

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 NUR 1100, NUR 1200, NUR 2300 and NUR 2401. Co-requisite: NUR 2410. (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 community. 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. Co-requisite: NUR 2401. (10,5,15)

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. (1,10)

NUR 1100, NUR 1200, NUR 2300 — Nursing-Professional Development I, II, III. These courses are designed to facilitate participation of both first and second year 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. Co-requisites: Corresponding NUR numbered courses. (0,0,1)

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 2153 — 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).

PHARMACY TECHNOLOGY (PHM)

- PHM 1113 — Pharmacy Technology Fundamentals.** This course is designed to introduce the student to the pharmacy technician career field. It gives an oversight of pharmacy practice and the opportunities open to certified pharmacy technicians. Prerequisite: Admission to the Program. (3,3,0)
- PHM 1123 — Pharmacy Law.** This course is designed to give the student a working knowledge of all federal and state laws pertaining to the practice of pharmacy. Prerequisite: Admission to the Program. (3,3,0)
- PHM 1213 — Computer Applications in Pharmacy.** This course offers a comprehensive understanding of pharmacy computer systems in addition to hands-on operation. (3,2,2)
- PHM 1314 — Pharmacy Math and Dosage Calculations.** This course includes the proper use of the metric, apothecary, and avoirdupois systems. Conversion be-

tween the systems is mastered. Application of formulas, calculations of fractional dosages, and methods of calculating dosages from all drug forms are studied. Review of calculations dealing with ratio and proportion, percentages, ratio strength, reducing and enlarging formulas, and dilution and concentration problems are presented. Prerequisites: Eligible to take Algebra or have completed MAT 1103 with a "C" or better. (4,3,2)

PHM 1413 — Pharmacy Anatomy and Physiology. This course is a study of body structure essential to safe and effective pharmaceutical care. Each body system is covered with applications to pharmacy. (3,3,0)

PHM 1424 — Pharmacology I. A study of human disease processes and rational pharmacotherapeutics relating to fluids and nutrients, the following body systems: nervous, endocrine, skeletal, muscular, gastrointestinal, reproductive, and immune. Emphasis is placed on the indications, contraindications, mechanism of action, side effects, dosages and methods of administration. Discussion includes how these principles can be utilized in pharmacy practice. Prerequisite: PHM 1413. (4,4,0)

PHM 1513 — Pharmaceutical Compounding. Concepts of design, use, and evaluation of solid, and semi-solid dosage forms. Specific topics include powders, tablets, capsules, coated dosage forms, suspensions, emulsions, magmas, gels, lotions, ointments, creams, pastes, suppositories, transdermal systems, sustained release products, and novel drug delivery systems. Exercises in computer application, prescription and physician order interpretation and the introduction of extemporaneous compounding are performed in the laboratory. (3,1,4)

PHM 1525 — Pharmacy Practice. This course is intended to acquaint the student with medication distribution systems utilized in retail and hospital pharmacy, including processing of individual prescriptions, floor stock distribution, unit dose systems, and I.V. admixture. Topics discussed include hazardous waste handling, infection control, principles of quality assurance, and equipment use and maintenance. Prerequisites: PHM 1513 and PHM 1314. (5,3,4)

PHM 1532 — Pharmacy Practice Lab. Designed to provide a working knowledge of pharmacy practice within an institutional setting with emphasis on drug distribution system and I.V. admixture series. Exercises in packaging, unit dose functions, aseptic compounding, parenteral admixture, and use of computer database systems will be performed in the laboratory. Prerequisite: Must be taken concurrently with PHM 1513. (2,0,4)

PHM 2434 — Pharmacology II. A study of human disease processes and rational pharmacotherapeutics relating to the cardiovascular, respiratory, renal, hematologic, dermatologic systems as well as eyes, ears, nose, and throat. Emphasis is placed on the indications, contraindications, mechanism of action, side effects, dosages, and methods of administration. Discussion includes how these principles can be utilized in pharmacy practice. Prerequisite: PHM 1413. (4,0,0)

PHM 2443 — Non-Prescription Drugs and Devices. This course reviews the categories of the over-the-counter medications, explains the types and procedures of home monitoring equipment, and provides guidelines for patient counseling.

Durable and surgical/non-durable medical products are explained. The concept of vitamins, herbs, and nutritional supplements, and the non-traditional treatment options are highlighted. Prerequisite: PHM 1413. (3,2,2)

PHM 2543 — Drug Information Research. This course is designed to introduce the concepts of obtaining pertinent patient information and data collection. Major topics include: patient medical record, patient interviews, drug use reviews, literature resources, and problem solving. (3,2,2)

PHM 2614 — Practicum I. Application of the basic pharmacist technician concepts in a community pharmacy setting. Prerequisites: PHM 1113, PHM 1314, PHM 1525, PHM 1123, and PHM 1513. (4,1,135 clock hours)

PHM 2624 — Practicum II. This is an application of the pharmacist technician concepts in the hospital pharmacy. Prerequisite: PHAM 2614. (4,1,135 clock hours)

PHM 2715 — Pharmacy Management. This course includes discussion of pharmacy functions relating to policies and procedures, drug purchasing, inventory control, drug recall and returns, and maintaining transaction records. The class will explore several retail functions such as payments, billing, oral and written communications, computer data collection and drug merchandising. Prerequisite: PHM 1123. (5,3,2,3)

PHM 2813 — Pharmacy Transition. This course further develops decision-making skills and promotes an interest in continued professional development. Employment opportunities and responsibilities as well as preparation for the National Certification Exam are emphasized. Prerequisite: All PHM coursework. (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 infancy to adulthood, 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 1435) 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 (PNV 1615).
- 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/135 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.

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 semester hours (120 hours of instruction)
- 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 semester hours (90 hours of instruction)
- 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 semester hours (90 hours of instruction)
- PPV 1223 — Welding, Burning, Brazing, and Soldering.** This course give students an indepth study of welding, burning, brazing, and soldering in the pipefitting field. 3 semester hours (90 hours of instruction)
- PPV 1313 — Blueprint Reading for Piping Trades.** This course gives students an indepth understanding of blueprint readings. 3 semester hours (90 hours of instruction)
- 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 semester hours (90 hours of instruction)
- 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 semester hour (30 hours of instruction)
- 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 semester hours (90 hours of instruction)
- 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 semester hours (60 hours of instruction)

- 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 semester hours (180 hours of instruction)
- 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 semester hours (90 hours of instruction)
- 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. 1 semester hour (30 hours of instruction)
- 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 semester hours (60 hours of instruction)
- 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 semester hours (60 hours of instruction)
- 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 semester hours (60 hours of instruction)
- 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 semester hours (60 hours of instruction)
- PPV 1812 — Rigging and Signaling.** This course is designed to provide the student with basic use of hand signals, rigging, and equipment. 2 semester hours (60 hours of instruction)
- 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 semester hours (90 hours of instruction)
- 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 semester hours (90 hours of instruction)

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. 3 semester hours (135 hours of externship) Prerequisite: Consent of instructor.

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 1153 — 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)

RESIDENTIAL/COMMERCIAL MAINTENANCE

RCM 1111 — Maintenance Safety. General safety practices, personal safety, electrical safety practices, and power equipment safety. (1,1,0)

RCM 1122 — Maintenance Math and Measurement. Mathematical and measurement procedures and instruments related to residential/commercial maintenance. (2,1,2)

RCM 1132 — Maintenance Blueprint Reading. Blueprints, schematics, and plans used in residential/commercial maintenance including instruction in nomenclature, different views, symbols and notations. (2,1,2)

RCM 1213 — Industrial Hand Tools and Mechanical Components. Safe and proper use of hand tools and mechanical components commonly used by maintenance mechanics and technicians. Includes instruction in the selection, use, and care of common hand tools and in the identification and maintenance of mechanical components such as belts and pulleys, chains and sprockets, and bearings and seals used to transmit mechanical power. (3,1,4)

RCM 1224 — Power Tool Applications. Safe and proper use of various hand and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cut-off saws, and drill presses. (4,1,6)

RCM 1415 — Basic Air Conditioning. Study of basic air conditioning components and component functions. (5,2,6)

RCM 1534 — Preventive Maintenance and Service of Air Conditioning Equipment. Instruction in basic maintenance and troubleshooting techniques, use of

technical manuals and test equipment, and inspection/evaluation/repair of equipment. (4,2,6)

- RCM 1615 — Principles of Piping and Plumbing.** Instruction in basic principles of piping and pipe fitting, basic pipe fitting procedures, basic plumbing systems, and system components. (5,2,6)
- RCM 1723 — Structural Repair.** Estimating and making repairs on wood, metal, and masonry structures. (3,0,6)
- RCM 1734 — Maintenance Welding and Metals.** Instruction in different metals and their properties and in basic arc welding and oxy-fuel cutting, welding, and brazing. (4,1,6)
- RCM 1813 — Electricity for Maintenance Trades.** Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. (3,1,4)
- RCM 1823 — Advanced Electricity for Maintenance Trades.** Advanced skills and knowledge associated with electrical systems in residential and commercial settings. content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for given project. Prerequisite: RCM 1813. (3,0,6)

RESPIRATORY CARE TECHNOLOGY (RCT)

- RCT 1013 — Introduction to Respiratory Care Technology.** This course contains the baseline competencies and suggested objectives from the high school Allied Health curriculum which directly relate to the community college Respiratory Care 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)
- RCT 1114 — 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 and II (BIO 1514, BIO 1524). (4,3,2)
- RCT 1213 — 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 and renal physiology in relation to the practice of respiratory care. Prerequisites: Anatomy and Physiology I and II (BIO 1514, BIO 1524). (3,3,0)
- RCT 1322 — Pulmonary Function Testing (PFT).** This course is an introduction to pulmonary function technique and testing equipment. Prerequisite: Cardiopulmonary Anatomy and Physiology (RCT 1313), or instructor approval. (2,1,2)

- RCT 1416 — Respiratory Care Technology I.** This course is a study of respiratory treatments and equipment design and operation related to the clinical objectives incorporating airway management, suctioning, and basic life support. (6,2,8)
- RCT 1424 — Respiratory Care Technology II.** This course is a continuation of Respiratory Care Technology I. It is a study of respiratory failure, mechanical ventilation, pulmonary rehabilitation, and home care. Prerequisite: Respiratory Technology 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 and II (BIO 1514, BIO 1524), Respiratory Care Science (RCT 1114), Patient Assessment and Planning (RCT 1213), and Cardiopulmonary Anatomy (RCT 1313). Respiratory Care Technology I (RCT 1416) is a corequisite. (6,0,18)
- RCT 1523 — 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. It is a review of all aspects of respiratory care. Prerequisite: Clinical Practice I (RCT 1516). (3,0,9)
- 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 1114), Cardiopulmonary Anatomy (RCT 1313), and Patient Assessment and Planning (RCT 1213). (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. Prerequisite: Cardiopulmonary Anatomy and Physiology (RCT 1313). (3,3,0)
- RCT 2434 — Respiratory Care Technology 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. Prerequisite: Clinical Practice II (RCT 1523). (4,2,4)
- RCT 2534 — Clinical Practice III.** In this course, students rotate through various clinical areas for evaluation of competency and performance of respiratory care procedures. Prerequisite: Clinical Practice I (RCT 1516) and Clinical Practice II (RCT 1523). (4,0,12)
- RCT 2548 — 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 1523), Clinical Practice III (RCT 2532). (8,0,24)
- 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 birth defects, neonatal and pediatric disease process,

and the mode of treatment. Prerequisite: Respiratory Care Technology III (RCT 2434). Corequisite: Clinical Practice IV (RCT 2548). (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. Prerequisite: Clinical Practice II (RCT 1523). (2,1,2)

READING (REA)

REA 1103 — Developmental Reading. This course is designed to help to read 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. (3,2,2)

RADIOLOGIC (MEDICAL) TECHNOLOGY (RGT)

RGT 1013 — Introduction to Radiography. This course is designed to provide the skills found in secondary allied health programs to students who cannot demonstrate mastery. Included is an introduction to the health careers field, the basic health sciences, and basic and advanced skills used in laboratory and clinical settings. (3,2,2)

RGT 1112 — 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. (2,3,0)

RGT 1123 — 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. (3,0,9)

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 legal concerns. Included are patient care procedures related to radiographic exams, body mechanics, emergency procedures for drug reactions and injured and critical care patients, and basic CPR techniques. (3,3,0)

RGT 1312 — Principles of Radiation Protection. A study of the effects of ionizing radiation, principles of patient and personnel protection, and personnel monitoring. (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 factors controlling detail and distortion and geometric formation of the image. Basic technical conversions and problem solving procedures, and the nature of x-rays are addressed. (3,2,2)

- RGT 1424 — 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. (4,3,2)
- 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, and urinary 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, pelvic girdle, lower extremities, bony thorax, and the routine skull, including mobile and trauma radiography procedures. Included is a review of radiographic anatomy on each procedure. (3,2,2)
- RGT 1612 — Radiation Physics.** This course consists of a study of energy and matter, units of measurement, and basic principles of electronics and x-ray production. (2,2,0)
- RGT 1712 — Film Processing.** This course is an introduction to film processing including darkroom design and equipment. Included are chemistry of developing solution, procedures of general maintenance, quality control, and silver recovery methods. (2,1,2)
- 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. (7,0,24)
- RGT 2165 — Clinical Education VI.** Clinical practice and instruction in a clinical affiliate. Areas included are patient care and management, radiation protection, operation of equipment, and radiologic procedures. (5,0,15)
- RGT 2533 — Radiographic Procedures III.** This course includes principles and procedures involved in radiographic positioning of the entire cranium and facial bones, reproductive systems, and special senses. Included is a review of radiographic anatomy on each procedure. Prerequisite: RGT 1523. (3,2,2)
- 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: RGT 2533. (2,2,0)
- RGT 2813 — Clinical Imaging.** This course consists of various imaging equipment and an introduction to special radiographic equipment, computers, quality improvement and advanced imaging modalities such as magnetic resonance imag-

ing (MRI), conventional tomography, computed tomography (CT), digital imaging, and electronic imaging. (3,3,0)

RGT 2912 — Radiation Biology. 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. (2,2,0)

RGT 2922 — Radiographic Pathology. This course is an introduction to the concepts of disease. Pathology and disease as it relates to various radiographic procedures will be discussed. (2,2,0)

RGT 2932 — Certification Fundamentals. This course is designed to correlate scientific components of radiography to entry level knowledge required by the profession. (2,2,0)

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 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 2173 — 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 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 archaeological 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 Corequisite: ENG 1113. (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 1163 — 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 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. One hundred eighty hours of instruction. Six semester hours. Prerequisite: SUT 1113

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. Prerequisite: SUT 1113

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.

SUT 1516 — 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. One hundred eighty hours of instruction. Six semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314.

SUT 1526 — Specialized Surgical Procedures. This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose, and throat; ophthalmology; plastics; pediatrics; burns, diagnostic procedures; and hemostasis. Clinical experience in area hospital surgical suite and related departments. One hundred eighty hours of instruction. Six semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314, SUT 1516.

SUT 1536 — 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. One hundred eighty hours of instruction. Six semester hours. Prerequisite: SUT 1113, SUT 1216, SUT 1314, SUT 1516, SUT 1526.

TEACHER ASSISTANT (TAV)

- TAV 1113 — 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. Ninety hours of instruction. Three semester hours.
- TAV 1213 — Assisting with the Special Child.** This course reviews the characteristics of the normal, exceptional, abused, and/or neglected child. Ninety hours of instruction. Three semester hours.
- TAV 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. Ninety hours of instruction. Three semester hours.
- TAV 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. Ninety hours of instruction. Three semester hours.
- TAV 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. Ninety hours of instruction. Three semester hours.
- TAV 1612 — 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. Sixty hours instruction. Two semester hours.
- TAV 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. One hundred-twenty hours instruction. Four semester hours.
- TAV 1633 — 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. Ninety hours instruction. Three semester hours.
- TAV 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. Ninety hours of instruction. Three semester hours.

TAV 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. Ninety hours of instruction. Three semester hours.

TAV 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. Ninety hours of instruction. Three semester hours.

TAV 1923 — 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. Ninety hours instruction. Three semester 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)

VOCATIONAL 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 vocational 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.

WELDING (WLV)

- WLV 1117 — Shielded Metal Arc Welding.** This course is designed to teach students welding techniques using electrodes. Two hundred ten hours instruction. Seven semester hours.
- 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. One hundred twenty hours instruction. Four semester hours.
- WLV 1136 — Gas Tungsten Arc Welding.** This course is designed to give the student experience in various welding applications with the GTAW welder. One hundred eighty hours instruction. Six semester hours.
- WLV 1143 — Flux Cored Arc Welding.** This course is designed to give the student experience in FCAW. Ninety hours instruction. Three semester hours.
- WLV 1155 — Pipe Welding.** This course is designed to give the student experience in pipe welding procedures. One hundred fifty hours instruction. Five semester hours.
- WLV 1162 — Gas Metal Arc Aluminum Welding.** This course is designed to give the student experience in Gas Metal Aluminum Welding. Sixty hours instruction. Two semester hours.
- WLV 1171 — Welding Inspection and Testing Principles.** This course is designed to give the student experience in inspection and testing of welds. Thirty hours instruction. One semester hour.
- WLV 1212 — Plasma ARC Cutting.** This course is designed to give the student experience in PAC. Sixty hours instruction. Two semester hours.
- WLV 1222 — Air Carbon Arc Cutting and Gouging.** This course is designed to give the student experience in Air Carbon cutting and gouging. Sixty hours instruction. Two semester hours.
- WLV 1232 — Drawing and Welding Symbol Interpretation.** This course is designed to give the student advanced experience in reading welding symbols. Sixty hours instruction. Two semester hours.
- WLV 1242 — Oxyfuel Gas Cutting Principles and Practices.** This course is designed to give the student experience in oxyfuel cutting principles and practices. Sixty hours instruction. Two semester hours.
- 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. Sixty hours instruction. Two semester hours.
- 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. Ninety clock hours. Three semester hours.

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. One hundred thirty-five clock hours externship. Three semester hours.



Dr. Willis Lott

MGCCC President

"At Mississippi Gulf Coast
Community College, our
goal is to make a positive
difference in people's lives
everyday."

PERSONNEL

2000- 2001 CATALOG

ADMINISTRATIVE OFFICERS

Central Office

Executive Officers

President	Dr. Willis H. Lott
Vice President for Administration and Finance	Everett Compston
Vice President for Instructional Affairs	Dr. Richard Christmas
College Dean for Academic and Student Affairs	Dr. Cheryl Thompson
Comptroller	Jerry A. Bryan
Special Assistant to the President	
for Information Technology	Robert T. Smith
Associate Vice President for Human Resources	Hal L. Higdon
Associate Vice President for Institutional Relations	Colleen Hartfield
Associate Vice President for Institutional Research	Dr. Joseph W. Cliburn
Dean for Vocational Instruction	Dr. Martha Heffner
College Engineer	Steve Bessette
Cooperative Education Coordinator	Hilton Murray
Coordinator, Marketing/Recruitment	Brenda Donahoe
Alumni/Foundation Officer	April Grace
Director of Development	Jon Lewis
Director of District Printing	Michael Anderson
Director of Purchasing and Property Control	Mike Herndon
Supervisor of Health Programs	Dr. Judith Benvenuti
Tech-Prep Coordinator	Dean Belton
President Emeritus	Dr. J.J. Hayden, Jr.
President Emeritus	Dr. Barry L. Mellinger

Community Campus

Vice President	J. Clifton Quinn
Dean of Adult Basic Skills and Distance Learning	Dr. Elizabeth Nelms
Dean of Industrial Services	Johnny Tynes
Director of Community Services	Shanna Murray
Workforce Development Director, Jackson County Campus	Stacy Carmichael
Workforce Development Director, Jefferson Davis Campus	Brock Clark
Workforce Development Director, Perkinston Campus	Deena Necaise
Workforce Training and Development Program Coordinator/ Instructor	Mark Smith
Mobile Unit Coordinator/Instructor	Joyce Calcote
Small Business Development Director	Janice Mabry
Community Services Coordinator, Perkinston	Dr. Althea Jackson

Jackson County Campus

Vice-President	Dr. Houshang Moradmand
Dean of Instruction	William F. Martin
Dean of Student Services	Linda Switzer
Dean of Business Services	Tom Eason
Assistant Deans of Vocational Instruction	Charlie Neumann Joe Tillson
Assistant Dean of Instruction (Evening College)	Joy Mitchell
Library Director	K.C. Williams
Assistant Librarian	Cheryl J. Hinton Sandra K. Briggs
Director of Financial Aid	Bill Yates
Director of Learning Laboratory	Patricia Grady
Director of Admissions	Teresa Ormes
Assistant Dean for Learning Resources Center and Media Services Director	Dr. Alex Carter
Workforce Development Coordinator	Stacy Carmichael
TV Technician, Publicity Photographer	Paul D. Mansfield
Coordinator of Program Services	Kay Martin
Counselor	Lane Hoggard Linda Mizell Jennifer Bell June Havens
Recruitment Officer	Virginia Benefield
Student Activities Counselor	Sheri Stanford
Special Populations Coordinator	Gerry Woodward

Jefferson Davis Campus Keesler Center

West Harrison County Occupational Training Center

Jefferson Davis Campus

Vice President	Dr. Clifton D. Taylor
Dean of Student Services	Dr. David Drye
Dean of Instruction	Ouida White
Dean of Business Services	Gina Sessum
Assistant Dean of Instruction	Howard Geiselman
Assistant Deans of Vocational Instruction	Glynn McDaniel Dr. Beverly Parker
Assistant Dean, Learning Resources Center and Director of Media Services	Foster Flint
Director of the Learning Laboratory	Thomas G. Taylor
Director of Admissions	Patricia Holloway
Director of Financial Aid	Searcy Taylor
Director, Workforce Services	Brock Clark
Director, Library	Charles Clark

Director, Campus Literacy	Frank Koch
Assistant Librarian	Nancy Wilcox
	Dianne Hurlbert
Counselor	Veta Griffith
	Jim Lancaster
	Denise Daniel
	Pamela Skinner
	Sandra Johnson
Coordinator, Special Populations	Diane Holleman
Recruitment Officer	Dick Henderson
Keesler Center	
Administrative Dean	Robert Rominger
Counselor	Vicki Taylor
West Harrison County Occupational Training Center	
Administrative Dean	Don Christensen
Assistant Dean	Tommye Skinner
Counselor	Charles Serpente
Coordinator, Special Populations	Shelia Lyon

Perkinston Campus George County Occupational Training Center

Perkinston Campus

Vice President	Dr. Mary Graham
Dean of Student Services	Jeff Donahoe
Dean of Business Services	Johnette Dees
Dean of Academic and General Instruction	Dr. Janet Moody
Dean of Vocational Instruction	Dr. R. Travis Ferguson
Assistant Dean for Learning Resource Center and Library Director	Elizabeth Mixon
Assistant Librarian	Dr. Brenda Rivero
	Glenda Redmond
Media Services Director	Richard Marlowe
Learning Lab Director	Dana Price
Director of Admissions	Ann Provis
Director of Financial Aid	Sheree Bond
Recruitment Officer	Michelle Sekul-Boutwell
Counselors	Carole Pearce
	James Ray Smith
Career Center Manager	Margaret Jane Gilbert
Supervisor of Student Discipline and Housing	Rick Hartfield
Coordinator of Discipline and Housing for Women	Tracy Carter
Supervisor of Student Center/Activities	Dr. Bill Thallemer
Director of Athletics	Chris Calcote
Community Services Coordinator	Dr. Althea Jackson
Special Populations	Roxie Hatten

George County Occupational Training Center

Administrative Dean	Anna Faye Kelley
Counselor	Ronnie C. Mizell
Special Populations/Academic Evening Coordinator	Shirley "Tinker" Harris

STAFF**Central Office**

Secretary, President's Office	Gloria Breland Sue Dean Vonda Ford
Secretary, Vice President for Administration	Nancy Lee
Secretary, Vice President for Instructional Affairs	Karen McQueen
Secretary, Vice President for Institutional Research	Sharon Parker
Secretary, College Dean for Academic and Student Affairs	Carolyn Brooks
Secretary, Alumni	Dee Dee Hatten
Secretary, Institutional Relations	Lisa Alexander
Secretary, Tech-Prep Coordinator	Karen Tanner
Secretary, Dean for Vocational Instruction	Marilyn Beckham
Technical Services Librarian	Pam Ladner
Accountant	Marcia Taylor
Accounts Payable Clerk	Marleen Moore
Accounting/Special Projects	Louise Brown
Finance Clerk	Chris Pierce Debbie Rogers Jeanette Wells
Human Resources Analyst	Millie Taft
Human Resources Clerk	Jan Seals
Personnel/Purchasing Clerk	Margaret Bounds
Purchasing Clerk	Dianne Johnston
Senior Bookkeeper	Helen Vernon
Coordinator, Information Services	Raymond Hatten
Computer Technician	Randall Cornell Wilfred G. Broussard Danny R. Lawson
Manager of Publications	Gertie Brown
Marketing Assistant	Melissa Ladner
Webmaster	Keith Lee
Photographer	VACANT
Publicity Staff Specialist	Kimberly Jones
Staff Writer/Reporter	Michael Rudd
Senior/Systems Analyst	Louis Boudreaux
Systems Analyst	David Besancon Joe Furr Jamie Gruich Alan Saucier Richard Blevens
Data Entry	Betty Bennett

Telecommunications Technician	Charles B. Blakeney
Telecommunications Technician	William McLoud
Central Store Clerk	Tonya Taylor
Duplicating Clerk	Elaine Baxter
Printer	Larry Falcon
Printing Assistant	Aldridge Free
Printing Clerk	Pat Griffin
Courier/Clerk	Sharon Miller
Superintendent of Transportation	James Willis
Mechanic/Operator	Gary Moore
	Ronnie Sims
Driver/Mechanic	David Newbill
Driver/Operator	Tommie Wells

Community Campus

Literacy Manager, Jackson County Campus	Patricia Black
Literacy Manager, Jefferson Davis Campus	Frank Koch
Literacy Manager, Perkinston Campus and George County, OTC	Ray Burdick
Career Center Manager, Jackson County Campus	Rebecca Gregory
Career Center Manager, Jefferson Davis Campus	Roxanne Towles
Career Center Manager, Perkinston Campus	Margaret Jane Gilbert
Community Services Manager, Jackson County Campus	Janae Brown
Community Services Manager, Jefferson Davis Campus	Michelle Cuevas
Secretary, Vice President of Community Campus	Melanie Nelson
Secretary, Director of Applied Technology and Development Center	Kim Peterman
Secretary, Dean of Industrial Services	VACANT
Secretary, Workforce Development Director Jackson County Campus	Denise Nettles
Secretary, Workforce Development Director Jefferson Davis Campus	Jackie Gartman
Secretary, Workforce Development Director Perkinston Campus	Dot Mansfield
Secretary, Dean of Adult Basic Skills and Distance Learning	Barbara French
Secretary, Director of Community Services	Angela Glenn
Secretary, Small Business Development Director	VACANT
Maintenance Supervisor Applied Technology and Development Center	Micheal Martin
Trainer, ABE/GED, Moss Point	Deborah Hardy
Trainer, ABE/GED, Jackson County Campus	Carroll Clifford, III
Basic Skills Specialist, Jefferson Davis Campus	Laura Bragg
Literacy Aide, George County Occupational Training Center	Betty Walley
Literacy Aide, Perkinston Campus	Debra Willis
Trainer, JTPA 8% Basic Skills, Perkinston Campus	Nora Newbill
Trainer, JTPA 8% Basic Skills, George County, OTC	Maureen Hooks-Moody
Coordinator, Institute for Learning in Retirement, Jefferson Davis Campus	Rachel Lowe

Coordinator, Institute for Learning in Retirement, Perkinson	Leslie Cudd
Assistant, Ingalls Program	John W. Clark
Curriculum Analyst	Randall Banks
	Tom Guerin
	Art Smith

Jackson County Campus

Secretary, Vice-President	Jan Yarber
Secretary, Dean of Instruction	Wendi Ray
Secretary, Dean of Student Services	Janice Davis
Records Clerk	Julie Mansfield
Bookkeeper, Business Services	Tammy Franks
Finance Clerk, Business Services	Jennifer Huffstatler
	Barbara Richerson
Purchasing Clerk, Business Services	Jane Boone
Secretary, Dean of Business Services	Ann Hinton
Secretary, Admissions Director	June Robertson
Secretary, Admissions/Records	April Bosarge
Secretary, Vocational Instruction	Violet Lett
	Barbara Perry
Secretary, Vocational Counselor	Shirley Holliday
Secretary, Library	VACANT
Secretary, Library Director	Johanna Martin
Secretary, Assistant Dean of Instruction (Evening College)	Annie Harris
Secretary, Audio Visual	Angie Bridges
Audio Visual Clerk	Paula Thorp
Secretaries, Academic Faculty	Susan McGuff
	Kerry Gambrell
Secretary, Learning Laboratory Director	Marina Causey
Receptionist/Switchboard Operator	Judy Deavours
Secretary, Financial Aid	Pat Read
	Tyia Brooks
	Carolyn Coleman
Data Entry, Financial Aid	VACANT
Secretary, Associate Degree Nursing	Jo Ann Tisbury
Secretary, Maintenance Department	Phyllis Bond
Navy Homeport Recruiter	Rebecca Williams
Media Technician and Graphic Artist	Mary Dyle
Computer Lab Assistants	Mary Noble
	Nancy Crawford
	Todd Stinnette
Superintendent of Buildings and Grounds	Mark Thornton
Maintenance Supervisor	Lincoln Wise
Supervisor, Janitorial Services	Alvin Carter
Chief of Security	Milton Smith
Bookstore Manager	Maria Baumann
Bookstore Clerk	Sandra Shannon
	Barbara Dickens

Secretary, Apprentice Coordinator	Thea Pope
Child Care Aids	Daryon Coleman, Jacinda Maria Long Geraldine Swilley

STAFF

Jefferson Davis Campus Keesler Center

West Harrison County Occupational Training Center

Jefferson Davis Campus

Secretary, Vice President	Nancy Sneed
Secretary, Dean of Student Services	Maria McNally
Secretary, Dean of Instruction	June Bounds
Secretary, Dean of Business Services	Kim Morgan
Secretary, Dean of Vocational Instruction	Pat Lanning
Secretary, Assistant Dean of Instruction	Linda Everett
Secretary, Learning Lab	Joy Smith
Secretary, Library	Kathy McCann
Secretary, Media Services	Brenda Endris
Secretary, Director of Financial Aid	Mary Ann DeLapp
Secretary, Director of Admissions	Tammy Uchello
Records Clerk	Angela Polovich
Graphics Artist/Media Technician	Linda Burns
Superintendent of Building/Grounds	Mike Gentile
Day Janitorial Supervisor	Daryoush Moradmand
Night Janitorial Supervisor	Martha Jones
Bookstore Manager	Tom Dempsey
Bookstore Clerk	Dorothy Miller
Bookstore Clerk	Janet Smith
Data Entry Clerk, Financial Aid	LaShonda Chamerlain
Finance Clerk, Business Services	Mindy Seyfarth Marcile Schruff Barbara Glass Julie Broussard Tiffany Alford
Secretary, Office of Dean of Instruction	Libby Richmond
Secretary, Department Chairpersons	Terresa Schlicht
Secretary, Veterans Affairs	Rhonda Maddox
Secretary, Financial Aid	Robin Weise
Secretary, A.D. Nursing	Debbie Storie
Secretary, Health Occupations	Dorothy Lewis
Secretary, Career Center	Elaine Eveland
Clerk, Records Office	Linda Otis
Console Operator	Kristie Hopkins
Computer Laboratory Monitor	Billy Barnes

Computer Laboratory Assistant	Jenny Barnes
Coordinator, Intramurals, Fitness Center Monitor	D'Shea Brown
Shipping and Receiving Clerk	Joe Gorman
Secretary, Building/Maintenance	Mary Bailey

Keesler Center

Secretary, Administrative Dean	Melissa Morgan
Secretary, Office of Administrative Dean	Barbara Kristi Rachel Rushing

West Harrison County Occupational Training Center

Secretary, Administrative Dean	Betty Towles
Secretary, Administrative Dean's Office	Barbara Himes
Maintenance Supervisor	Fred Kately

Perkinston Campus

George County Occupational Training Center

Perkinston Campus

Superintendent, Building and Grounds	Allen Money
Supervisor, Janitorial Services	Cathy Garner
Supervisor, Grounds	VACANT
Records Clerk/Veterans Affairs	Tommie Weathers
Bookkeeper	Sandra Goble
Assistant Bookkeeper	Belinda Grant
Secretary, Vice President	Elaine Brockmeyer
Receptionist/Secretary, Admissions	Debra Hatten
Secretary, Director of Admissions	Trudy Showles
Secretary, Dean of Academic and General Instruction	Marie Baggett
Secretary, Dean of Student Services	Sylvia Davis
Secretary, Dean of Business Services	Judy Cater
Secretary, Library Director	Monica Miller
Secretary, Financial Aid Director	Geraldine Terrell
Secretary, Financial Aid	April Bond
Data Entry, Financial Aid	Peggy Whittington
Secretary, Media Services Director	Trudy Byran
Secretary, Learning Laboratory Director	Edna Bond
Secretary, Dean of Vocational Instruction	Faye Cooley
Secretary, Social Science, Language Arts, Physical Education	Jane Sullivan
Secretary, Fine Arts	Stacy Fore
Secretary, Science	Hope Ladnier
Secretary, Business Education, Developmental Studies and Math	VACANT
Secretary, Housing	Toni Naramore
Console Operators	Joyce Henderson Karen Hayes Linda Goble

Housemothers	Georgia Bond Opal Ainsworth Aurelia Walker
Student Center Clerks	Nettie Lyons Mercedes Jordan
Computer Lab Instruction Assistant	Angela James
Computer Laboratory Assistant	Tammy Hall
Supervisors of Dormitories and Student Activities	Ed Wilson Leah Christian Leslie Cudd Bill Thallemer Kelvin Lyon
Bookstore Manager	Tammie Weathers
Bookstore Clerk	Pam Farmer
Athletic Trainer	Jerry Sharp
George County Occupational Training Center	
Secretary, Administrative Dean	Brenda Roberts
Maintenance/Security	John "Micky" James
Secretary, Administrative Dean	Jannie Smith
Janitorial Services	Desiree Bond

COLLEGE EXECUTIVE COUNCIL

President Willis H. Lott; Vice Presidents; Everett Compston, Clifton D. Taylor, Houshang Moradmand, Richard Christmas, and Mary Graham, J. Clifton Quinn.

JACKSON COUNTY CAMPUS

Committees

Administrative Committee: H. Moradmand, W. Martin, L. Switzer, T. Eason, C. Neumann, J. Mitchell, J. Tillson, A. Carter, S. Carmichael.

Admissions Committee: L. Switzer, Chair; C. Koski, W. Martin, C. Neumann, C. Broome, J. Havens, (Admissions committees for Health Programs are appointed annually by the appropriate deans.)

Judicial: R. Moak, Chair; L. Melton; E. Clark, two students.

Faculty Publicity: S. Stanford, D. Mansfield.

Graduation: L. Switzer, Chair; T. Eason, S. Stanford, B. Rogers.

Guidance: C. Koski, Chair; L. Switzer, J. Havens, J. Bell, L. Hoggard, L. Mizell.

Instructional Affairs: W. Martin and appropriate department members.

Learning Resources: B. Snell, Chair; P. West, Co-Chair; L. Deavores, P. Hancock, K. Beville, B. Lawson, A. Sims, G. Lott, R. Brown, M. Cluff, P. Caudwell, J. Thomas, D. Matthews, P. Grady, K. C. Williams, A. Carter.

Scholarship: B. Yates, Chair; M. Cluff, R. Moreton, B. Snell, V. Dedeaux, L. Switzer.

Student Activities: Presidents of the Student Council, VICA, and PTK, Treasurer of Student Council, T. Ormes, L. Switzer, S. Stanford.

Student Publications: S. Stanford, T. Ormes, L. Switzer, Editors of Student Newspaper and Yearbook.

Department Chairpersons

Associate Degree Nursing	Nica Cason
Business and Office Administration	Jeanette Thomas
Fine Arts	Rebecca Moreton
Health and Physical Education	Dr. Charles Keith
Language Arts	Edna Shaw
Mathematics	Raymond Tanner
Social Studies	Dean Shaw
Science	Jim Dunn
Developmental Studies	Barbara Haygood
Vocational Education	Debra Mathews
Technical Education	John Poelma
Health Occupations	Mary Trichell

Vice President's Committee

Ms. Alicer O'Neal	Appointed	1997-00
Mr. William Harris	Elected	1997-00
Mrs. Patricia West	Elected	1997-00
Mrs. Maria Baumann	Appointed	1999-00
Mr. Gopa Bhowmick	Appointed	1999-00
Mrs. Deborah Jackson	Elected	1998-01
Mr. Lee Deavors	Elected	1998-01
Mrs. Debra Matthews	Elected	1998-01

JEFFERSON DAVIS CAMPUS

Committees

Administrative Committee: C.D. Taylor, Chair; R. Rominger; Gina Sessum; D. Drye; D. Christensen; O. White.

Admissions: D. Drye, Chair; P. Holloway; B. Stafford; L. Pham; C. Larsen; G. Bourgeois; T. Skinner.

Judicial: S. Roberts, Chair; K. Fayard; B. Parker; L. Rutter; S. Johnson; W. Pigott; J. Scafide; President of the Student Council and student appointed by the Student Council.

Reception and Courtesy: S. Weinberg, Chair; F. Flint; N. Sneed; D. Knowles; J. Jefferson; L. Richmond; M. Holley; S. Brown.

Food Service: R. Smith; E. Boone; M. Van Court; K. Cook; S. Weinberg; D. Holleman.

Graduation: D. Drye, Chair; D. Knowles; S. Roberts; O. White; H. Geiselman; two students appointed by the Student Council.

Guidance: D. Daniel, Chair; P. Holloway; T. Skinner; P. Skinner; V. Griffith; J. Lancaster; D. Drye (Ex-Officio).

Instructional Affairs: C.D Taylor, Chair; O. White; appropriate Deans or Department Chairpersons.

Learning Resources: F. Flint, Chair; T. Taylor; L. Burns; D. Roper; D. Hurlbert; H. Walters; D. Waldorf; B. Parker; N. Richards; C. Clark; R. Marcy.

Physical Education and Health Services: A. Drye, Chair; D. Dedeaux; J. Ball; L. Miller; A. Cuevas; D. Brown.

Publications: D. Hurlbert, Chair; L. Lightsey; D. Wise; A. Mead; E. Mitchell; D. Dedeaux.

Registration: O. White, Chair; R. Smith; S. Sellers; H. Geiselman; R. Lee; S. Taylor; D. Wise; S. Johnson; Administrative Committee.

Scholarships: S. Taylor, Chair; C. Anastasio; T. Thompson; B. Therrell; H. Kibler; J. Stever; G. McDaniel; two students appointed by the Student Council.

Department Chairpersons

Associate Degree Nursing	Wanda Brignac
Business and Office Administration	Donna Parker
Fine Arts	Wayne Catlett
Developmental Studies	Debra Gentile
Health, Physical Education and Recreation	Pierce White
Language Arts	Carol Holley
Mathematics	Larry Miller
Science	Shelia Brown
Social Studies	L.A. Drago
Technical Programs	Kirk Drennen
Vocational Health Occupations	Wanda Brignac
Vocational Trade Programs	Sidney Sellers

Vice President's Committee

L.A. Drago	Appointed	1997-00
Charlie Hill	Appointed	1997-00
Diane Holleman-Kiser	Elected	1997-00
John Carter	Appointed	1998-01
Jennifer Leimer	Appointed	1998-01
Mike Gentile	Appointed	1999-02
James Lancaster	Appointed	1999-02

Perkinston Campus

Committees

Academic and Honors Scholarship: J. Moody, J. Lewis, Department Chairpersons.
Admissions: A. Provis, Chair; R. Hartfield, T. Ferguson, C. Pearce, J. R. Smith, J. Moody.

Awards: J. Donahoe, Chair; C. Calcote, T. Carter, T. Ferguson, B. Thallemer, E. Brockmeyer, Department Chairs.

Campus Athletic: C. Calcote, Chair; G. Holmes, B. Weathers, C. Farris, S. Wright.

Faculty Housing: Dr. Mary Graham, Chair; Dr. Willis Lott, E. Compston.

Graduation: L. Cooley, Chair; J. Donahoe, E. McCoy, D. Dueitt, S. Bond, J. Dees, M. Paslay, C. Pearce, T. Weathers, S. Bounds, J. Jones.

Instructional Affairs: J. Moody, T. Ferguson, Department Chairs.

Judicial: R. Kies; Co-Chair; L. Mixon, Co-Chair; B. Thrash, G. Greene-Aguirre, J. Burnside, B. Layton, Student Council Members.

Learning Resources: L. Mixon, Chair; L. Hill, R. Marlowe, M. Heim, D. Price; S. McMahon, Student.

Scholarship: J. Donahoe, Chair; J. Dees, S. Bond, T. Ferguson.

Student Activities: J. Donahoe, Chair; B. Thallemer, T. Carter, A. James, E. Wilson, R. Hartfield, L. Christian, L. Cudd.

Salvage: D. Sutherland, Chair; J. Corley, K. Dedeaux.

Student Housing: R. Hartfield, Chair; A. Provis, J. Donahoe, T. Carter, Dormitory Supervisors.

Student Publications: J. Donahoe, Chair; S. Davis.

Department Chairpersons

Business and Office Administration	Lisa Taylor
Developmental Studies	Dr. Marie Heim
Fine Arts	Kathryn Lewis
Health, Physical Education and Recreation	Cooper Farris
Language Arts	Sandra Acres
Learning Resource Center	Liz Mixon
Mathematics	Jesse Jacobs
Science	Wendell Weathers
Social Studies	Charles Sullivan
Vocational-Technical	Dr. Travis Ferguson

Vice President's Committee

Addie Lee	Appointed	1997-00
Wendell Weathers	Elected	1997-00
Jodi Price	Elected	1998-01
Cliff Taylor	Appointed	1998-01
Gayle Greene-Aguirre	Elected	1999-02
Mike Gavin	Appointed	1999-02
Tinker Harris	Appointed	1999-02
Faye Cooley	Appointed	1999-02
Arthur Whigham	Appointed	1999-02
Ann Provis	Appointed	1999-02

ADMINISTRATION AND FACULTY

Central Office

- Lott, Willis H.** - President (1992). Ed.D., University of Southern Mississippi.
- Belton, Dean** - Tech Prep Coordinator (1987). A.S., Mississippi Gulf Coast Community College, B.S., M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Benvenuti, Judith** - Coordinator 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.
- 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.
- Christmas, Richard** - Vice President for Instructional Affairs (1996). B.S., University of Southern Mississippi. M.A., Ed.S., Ph.D., University of Northern Colorado.
- Cliburn, Joseph W.** - Associate Vice President for Institutional Research (1994). B.S., M.S., Ph.D., University of Southern Mississippi.
- Compston, Everett** - Vice President for Administration and Finance (1965). B.S., Northeastern State College, Tahlequah, Oklahoma. M.Ed., University of Southern Mississippi. Additional study, University of Kentucky.
- 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.
- Heffner, Martha** - Dean of Vocational/Technical Instruction (1998). Ed.D., University of Mississippi. M.Ed., and B.A., Delta State University. Additional study, Mississippi State University.
- Herndon, Mike** - Director of Purchasing and Property Control (1998). B.S., Belhaven College.
- Higdon, Hal L.** - Associate Vice President for Human Resources (1993). B.S., University of Alabama. M.Ed., University of Southern Mississippi. Ph.D., University of Southern Mississippi.
- Ladner, Pam** - Technical Services Librarian (1993). A.S., Pearl River Community College. B.A., M.L.I.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Lewis, Jon** - Director of Development (1977). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- 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.
- 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, Cheryl - College Dean for Academic 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

Burdeshaw, Larry - Industrial Maintenance, Mississippi Power Company Project, (1986). A.A.S., Community College of the Air Force. Additional study, William Carey College.

Calcote, Joyce - Mobile Unit Coordinator/Instructor, (1993). M.S., University of Southern Mississippi, M.Ed., University of Southern Mississippi.

Carmichael, Stacy - Workforce Development Director (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.

Cummings, Marsha - Computer Applications Instructor (1998). B.S., M.S., Mississippi State.

Cyr, Norman R. - Power Plant Electronics/Instrumentation and Control Associates, Mississippi Power Company Project, (1992). A.A.S., Community College of the Air Force. A.A.S., MGCCC. A.A., University of Maryland. B.S., University of Southern Mississippi.

Elzey, Deeta - Professional Development and Interpersonal Skills, ORECK Manufacturing Project (1998). A.S., MGCCC. Additional study, University of Southern Mississippi.

Gardiner, Ray - Power Plant Electronics/Instrumentation and Control Associates (1990). A.A.S., Community College of the Air Force.

Jackson, Althea - Community Services Coordinator, (1999). Ph.D., University of Southern Mississippi, M.Ed., University of Arkansas, B.S., Southern University.

Ladner, Robin - Welding. Trinity Marine Project, (1995). Studies at MGCCC.

Mabry, Janice - Small Business Development Center Director (1998). B.S., Millsaps College, M.B.A., Mississippi State University.

McDaniel, Mitchell - Welding (1998). A.A.S. and A.A., Occupational Vocational Education, MGCCC, Additional study, William Carey College.

Murray, Shanna - Community Services Director (1997). B.S., M.Ed., University of Southern Mississippi.

Necaise, Deena - Workforce Development Director (1999). B.S., University of Southern Mississippi. Additional study, William Carey College.

Nelms, Elizabeth - Dean of Adult Basic Skills, and Distance Learning (1975). B.A., M.S., Ph.D., University of Southern Mississippi.

Porter, Larry - Welding (1995). Studies, University of Southern Mississippi.

Sessum, Cecil V. - Mechanical Controls. DuPont Project, (1980).

Smith, Mark - Workforce Training and Development Coordinator (1998). B.G.S., M.B.A., William Carey College.

Thallemer, Stacy - Hospitality Awareness Training Seminar Facilitator/Trainer (1999). B.B.A., M.B.A., University of Mississippi.

- Tynes, Johnny** - Dean, Industrial Training (1998). A.A., Southwest Junior College, B.S., Mississippi State University, M.S., Specialist, University of Southern Mississippi. Additional studies, University of Oklahoma.
- Useforge, David** - Mechanical Controls. DuPont Project (1998). A.A.S., Community College of the Air Force. B.S., University of Southern Mississippi.

Jackson County Campus

- Alexander, Stephanie** - Learning Lab (1999). B.S., University of Alabama at Birmingham.
- Ashland, Julie** - A.D.N. Skills Laboratory (1998). B.S.N., Valporaiso University.
- Baggett, James** - Science (1990). B.A., University of Mississippi. M.S., Ph.D., 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.
- Benefield, Virginia** - Recruiter, (1990). Associate Degree, MGCCC, BS, University of Southern Mississippi, M.Ed. University of Southern Mississippi.
- 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.
- Briggs, Sandra** - Assistant Librarian (1978). B.S., Delta State University. M.L.S., University of Mississippi.
- Broome, Cynthia** - English (1989). B.S., M.A., University of Southern Mississippi.
- 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.
- Caldwell, Peggy** - Medical Laboratory Technology (1997). B.S., University of Southern Mississippi, M.A., Central Michigan University.
- Calvert, Robert** - Electronics Technology (1998). B.E. University of Southern Mississippi.
- Carter, William Alex** - Assistant Dean of Learning Resources Center and Media Services Director (1993). B.S., M.S., University of Southern Mississippi, Ph.D., University of Oklahoma.
- Casey, JoAnn** - Environmental Technology (1996). B.S., The Union Institute.
- Cason, Nica** - Nursing (1981). B.S.N., University of Texas. M.S., Nursing, University of Southern Mississippi.
- Chatagner, Amy** - Business (1991). B.S., University of South Alabama. M.B.A., University of Southern Mississippi.
- Clark, Evelyn** - Learning Laboratory - English (1980). B.A., William Carey College.
- Clark, Kathy** - English (1979). B.A., Mississippi College. M.Ed., William Carey College.
- Cluff, Marsha J.** - Fashion Merchandising (1980). B.S., University of Southern Mississippi.

- Cunningham, Gretchen** - Medical Laboratory Technology (1979). B.S., M.S. M.T. (ASCP), University of Southern Mississippi.
- Davis, Brenda** - ADN Nursing (1996). B.S.N., University of Southern Mississippi. M.S.N., University of South Alabama.
- Davis, Sandra** - Learning Laboratory - English (1995). B.S., University of South Alabama.
- Deavours, Lee** - Economics (1992). B.A., University of Montevallo Alabama, M.S., Western Kentucky University.
- Dedeaux, Vanessa** - Business and Office Technology (1996). B.S., M.Ed., University of Southern Mississippi.
- Dedeaux, Wanda** - Nursing (1999). B.S.N., M.S.N., University of Southern Mississippi.
- 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.
- Escher, Gina** - Nursing (1999). B.S.N., M.S.N., University of South Alabama.
- Fernandes, Lactancio DeNievio** - M.D., Veterans Administration Medical Center, Biloxi Division, Associate 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, Cecilla** - Mathematics (1995). B.S., M.Ed., University of Southern Mississippi.
- Garriga, Tara** - English (1991). B.A., M.S., University of Southern Mississippi.
- 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.
- Greenwell, David P.** - Psychology (1975). B.S., M.S., University of Southern Mississippi.
- Hancock, Pat** - Reading (1988). B.S., Mississippi State University. M.S., University of Southern Mississippi.
- Hardy, Mary** - Art (1998). B.A., M.A., Ed., University of South Alabama.
- Harris, V. Michele** - Nursing (1995). B.S.N., University of Southern Mississippi. M.S.N., Mississippi University for Women.
- Harris, William** - Welding (1977). Studies being done at University of Southern Mississippi toward B.S.

- Harte, Denissa** - Nursing (1999). B.S.N., University of Southern Mississippi. M.S.N., University of South Alabama.
- Havens, June** - Academic Counselor (1992). B.S., M.Ed., Ed.S., 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.
- Helms, Brenda** - Mathematics (1984). B.S., Delta State University. M.Ed., William Carey College.
- Helveston, Emily** - Nursing (1981). B.S., University of South Alabama. M.S., University of Mississippi.
- Hill, Deborah** - Nursing (1983). B.S., Mississippi University for Women. M.N., University of Mississippi.
- Hill, Patricia** - Nursing (1977). B.S., University of Southern Mississippi. M.N., University of Mississippi Medical Center.
- Hinton, Cheryl** - Assistant Librarian (1974). B.S., M.S., University of Southern Mississippi.
- Hoggard, Lane** - Counselor (1993). B.S., M.Ed., Mississippi State University.
- 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.
- Johnson, R. Deleah** - Business and Office Technology (1970). Graduate, Henderson Business College. B.S., Rust College. M.Ed., University of Southern Mississippi.
- Jones, Faye** - Social Studies (1989). B.S., Mississippi College. M.A., Mississippi State University. Additional study, University of South Alabama.
- Jones, Ralph** - Mathematics (1966). B.S., University of Southern Mississippi. M.S., Mississippi State University.
- Keith, Charles** - Physical Education (1965). B.S., M.A., Ed.D., University of Southern Mississippi.
- King, Darlene Morgan** - Child Care (1987). B.S., M.S., University of Southern Mississippi.
- Krecker, Edward C.** - M.D., Chief Laboratory Service, Veterans Administration Medical Center, Biloxi Division, Medical Director for the Medical Laboratory Technician Program (1977).
- Lambert, Lee** - M.D. (1968). Medical Director for the Respiratory Therapy Program. Singing River Hospital System at Ocean Springs Hospital.
- Lawson, Barbara** - English (1998). B.S., M.S., University of Southern Mississippi.
- 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** - Special Populations (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.

- Mansfield, Douglas** - T.V. Technician, Publicity Photographer (1971). Study at Mississippi Gulf Coast Junior College and University of Southern Mississippi.
- Marks, Sharon** - Nursing (1985). B.S., University of Alabama, M.S.N., University of South Alabama.
- Martin, Kay** - Special Populations (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. Additional study at University of Southern Mississippi.
- Matthews, Rombulus** - Respiratory Care (1994). A.S., Respiratory Therapy, Wallace Community 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, 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 (1992). B.S., M.Ed., Mississippi University for Women.
- 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.
- Moffatt, Bess M.** - Science (1990). B.S., Mississippi University for Women. M.S., University of Southern Mississippi.
- 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.
- Moradmand, Houshang** - Vice President (1976). B.S., Mississippi College. M.B.A., Mississippi College, Ed.D., 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.
- Morrison, Carole** - AD Nursing (1993). B.S., University of Southern Mississippi. M.S.N., University of South Alabama.
- 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.
- Neumann, Charles** - Assistant Dean Vocational Education (1977). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.
- Onate, Martha** - Nursing (1994). B.A., University of Akron, M.S.N., University of South Alabama.
- O'Neal, Alice** - Nursing (1991). B.S.N., M.S.N., University of South Alabama.
- Ormes, Terri** - Recruitment Officer (1991). B.S., University of Southern Mississippi.
- Pierce, Carol** - 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.
- Posey, Becky** - Psychology (1995). B.S., M.Ed., University of Southern Mississippi.
- Pugh, Jason** - Physics (1994). B.S., University of Southern Mississippi, M.S., Georgia Institute of Technology.
- Reed, Martha** - Social Studies (1979). B.A., M.A., University of South Alabama, M.A., Mississippi College, Additional Studies, University of Southern Mississippi.
- Richardson, Martha** - Music (1969). B.A., Vassar College. M.A., University of South Alabama. Additional study, University of Southern Mississippi.
- Rutz, Rebecca** - Business (1983). B.S., Wright State University. M.B.A., University of Southern Mississippi.
- Scott, Judie** - Respiratory Care Program Director (1993). A.S., Northwest Mississippi Junior College. Additional Study at Memphis State University.
- Scripter, L.J.** - M.D., (1978). Pathologist at Ocean Springs Hospital. Member of Advisory Committee for Medical Laboratory Technician program.
- Shaw, Edna Ruth** - English (1969). B.S., Blue Mountain College. M.S. University of Southern Mississippi. Additional study at University of Southern Mississippi.
- 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 Grenoble.
- Snell, William** - Sociology (1995). B.S., M.S., University of Southern Mississippi.
- Stanford, Sheri B.** - Activities Counselor (1998). B.S., M.Ed., Mississippi State University.
- Stewart, Joanne** - Learning Laboratory - English/Reading (1992). B.S., University of South Alabama. M.Ed., University of Southern Mississippi.

- Stewart, Wanda** - Drama and Speech (1990). B.S., University of Southern Mississippi. M.S., University of Montevallo.
- Stringfellow, Martin Van** - Chemistry (1994). B.S., Mississippi State University. M.S., University of Alabama at Birmingham.
- Switzer, Linda** - Dean of Student Services (1979). B.S., M.Ed., University of Southern Mississippi. Additional study at University of Mississippi and University of Southern Mississippi.
- Taft, Laurie** - Psychology (1999). B.S., University of Southern Mississippi. M.S., Augusta University.
- Tanner, Raymond** - Mathematics (1983). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Thomas, Jeanette B.** - Business and Office Technology (1961). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Thompson, Rebecca** - Mathematics (1999). B.G.S., Delta State University. M.Ed., William Carey College.
- 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.
- Tucker, Andrew** - Marine Engine Mechanics (1988). Diploma, MGCCC. Additional study at University of Southern Mississippi.
- Turner, Kevin** - Art (1996). B.A., University of Mississippi. M.A., Southern Illinois.
- West, Patricia** - Speech (1992). B.A., M.S., University of Southern Mississippi.
- Williams, K. C.** - Library Director (1998). B.S., M.L.I.S., University of Southern Mississippi.
- Witty, David Hopkins** - M.D., Singing River Hospital, Medical Director for the Respiratory Therapy Education Program.
- Woodward, Gerry A.** - Special Populations (1990). B.S., M.S., University of Southern Mississippi.
- Yates, George W. "Bill"** - Financial Aid Director (1997). B.S., M.S., University of Southern Mississippi.
- Zito, Thomas R.** - Computer Science (1991). B.F.A., Chicago Institute, M.S.C.I.S., University of South Alabama.
- Zweg, Daniel** - Environmental Technology (1994). B.S., Mississippi State University.

Jefferson Davis Campus

- Anastasio, Christine** - Social Studies (1978). B.A., Mississippi State University. M.S.W. and additional study at University of Southern Mississippi.
- Applewhite, Julie** - Developmental Studies (1998). B.S. University of Southern Mississippi.
- Ashe, Betty** - A.D. Nursing (1988). A.D.S., Northwest Mississippi Community College. B.S.N. and M.S., University of Mississippi Medical Center.
- 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** - Learning Lab Assistant (1991). B.A., University of Mississippi. M.Ed., Southeastern Louisiana University. Additional study at University of Houston, University of Southern Mississippi.
- Bickford, Ross W.** - Industrial Maintenance Mechanic Instructor (1994). A.S., Occupational Education. Additional study at William Carey College. Fifteen years work experience.
- Blakely, Robert** - Industrial Electricity (1987). Electronics. USAF. Additional studies at Mississippi State University and University of Southern Mississippi.
- Boettcher, Susan** - A.D. Nursing (1989). A.D.N., 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.
- Bourgeois, Gerald** - Economics (1989). B.B.A., Tulane University. M.S.S.M., University of Southern California. Additional study at University of Southern Mississippi, Embry-Riddle University, and William Carey College.
- Bradford, William** - M.D., Medical Director for the EMT/Paramedic Program (1993).
- Breland, Leslie** - Science (1991). B.S., Oklahoma Christian College. M.S., Southwest Missouri State University.
- Brignac, Wanda** - A.D. Nursing (1972). B.S., University of Southwest Louisiana. M.S., University of Southern Mississippi.
- Brown, Shelia** - Science (1985). B.S., Louisiana State University. M.S., Loyola University. Ph.D., Biology, University of Southern Mississippi.
- Bruhne, Bernhard** - Electronics Technology (1989). A.A.S. Community College of the Air Force. B.S., University of Southern Mississippi. M.S., Troy State University.
- Carr, Sister Susan** - A.D. Nursing (1990). B.S.N., St. Louis University. M.S.N., University of Alabama.
- 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.
- Chapman, Elizabeth** - A.D. Nursing (1988). B.S. and M.S., University of Southern Mississippi.
- Clark, Charles** - Library Director (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.

- 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** - New Horizons Counselor (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, Timothy** - Speech/Theatre (1998). B.S., Middle Tennessee State University. M.F.A., University of Southern Mississippi.
- Dedeaux, David L.** - Social Studies (1975). B.A., Jackson State University. M.Ed., University of Southern Mississippi. Additional studies at University of Southern Mississippi and 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.
- Drye, David R.** - Dean of Student Services (1979). B.S. and M.Ed., University of Southern Mississippi. Ed.D., 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.
- Effinger, Helen** - Developmental Mathematics (1990). B.S., University of Southern Mississippi. M.S., William Carey College. Additional study at University of Southern Mississippi.
- Emery, Deborah Lee** - Reading Laboratory Assistant (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.
- Fitch, David** - Engineering/Mathematics (1970). B.S. and M.S., Mississippi State University. M.E., Rice University. Course work completed for doctorate, Rice University.
- Flint, Foster** - Assistant Dean, Learning Resource Center and Director of Media Services (1992). A.B., Princeton University. M.S., M.L.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Gatian, Becky** - Interpreter Training (1995). A.A., Mississippi Gulf Coast Community College. B.S., Deaf Education, University of Southern Mississippi.

- Geiselman, Howard** - Assistant Dean of Instruction. (1990). B.S. and M.S., Mississippi State University. Additional study at University of Southern Mississippi.
- Gentile, Debra** - Developmental Studies (1990). B.S. and M.S., University of Southern Mississippi. Additional study at Indiana University and University of Southern Mississippi.
- Goodwin, Angle** - Mathematics Laboratory Assistant (1985). B.S., Delta State University. Additional studies at University of Southern Mississippi, Vanderbilt University and Delta State University.
- Gordon, Sharon** - A.D. Nursing (1994). A.D.N., Mississippi Gulf Coast Community College. B.S., Nursing, University of Southern Mississippi. M.S.N., University of South Alabama.
- Greenleaf, Karlene** - A.D. Nursing (1998). B.A., Nazareth College. B.S.N., Wayne State University. M.S.N., University of Southern Mississippi.
- Griffith, Veta F.** - Counselor (1978). B.A., Jackson State University. M.Ed., Mississippi State University. Additional studies at University of Southern Mississippi.
- 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.
- Harris, Dianne B.** - A.D. Nursing. (1993). B.S.N., Valdosta State College. M.S.N., University of South Alabama. Additional study, University of Southern Mississippi.
- Henderson, John R.** - Recruitment Officer (1995). B.S., University of Southern Mississippi. M.B.A., Webster University. M.P.A., Pepperdine University. Additional study, University of Southern Mississippi.
- Hensley, Pat** - Mathematics Laboratory Assistant (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.
- Holleman-Kiser, Diane** - Special Populations (1982). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Holley, Carol D.** - Language Arts (1991). B.S., University of Southern Alabama. M.S., University of Southern Mississippi.
- Holley, Mary** - Language Arts (1992). B.S. and M.S., University of Southern Mississippi.
- Holloway, Patricia L.** - Director of Admissions (1981). B.S., M.Ed., and additional study at University of Southern Mississippi.
- Hoover, Diane** - Special Populations (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.
- Jefferson, June** - Teacher Assistant Program (1992). B.S., Our Lady of Holy Cross. M.A., University of Southern Mississippi.
- Johnson, Billy W.** - Industrial Maintenance Trades (1989). B.S., Mississippi State University. Additional study at University of Southern Mississippi, University of Florida, Purdue University, and Michigan State University.

- 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.
- Jones, Mark** - Drafting Design Technology (1998). B.S., and M.S., University of Southern Mississippi.
- 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.
- Kimbel, Tara** - Pharmacist Technician Instructor (1997). A.S., Miami-Dade Community College. Additional study, Florida International University and University of Southern Mississippi.
- Knight, Dorothy R.** - Language Arts and Developmental English (1978). B.S., Jackson State University. M.Ed., William Carey College.
- Knowles, David** - Music (1993). B.A., Mobile College. M.C.M., Southern Baptist Theological Seminary. Ph.D., University of Southern Mississippi.
- Krecker, Judith T.** - A.D. Nursing (1984). Diploma, Louisville General Hospital School of Nursing. B.S.N., William Carey College. M.S.N., University of Mississippi Medical Center.
- LaCour, Vernon** - French/Spanish (1998). B.A., Delta State University. M.A., M.A.T.L., University of Southern Mississippi.
- Ladner, Lynn** - Mathematics/Science Learning Lab Assistant (1993). B.S., M.S., University of Southern Mississippi. Additional study University of South Alabama.
- Lancaster, James** - Counselor (1995). B.S., Delta State University. M.S., University of Southern Mississippi. Additional study University of Southern Mississippi.
- Larsen, Cheryl W.** - Speech (1977). B.S., M.S., Communications, University of Southern Mississippi.
- Laubmeier, Archie** - A.D. Nursing (1990). B.S.N. and M.S.N., 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.
- Lee, Ronnie W.** - Distribution and Marketing Technology (1975). B.S., University of Southern Mississippi. M.S., Mississippi State University. Additional studies at Mississippi College and University of Southern Mississippi.
- Leimer, Jennifer** - Business and Office Administration (1995). B.S., Mississippi State University. M.S., Instructional Technology, Mississippi State University. Certified Novell Administrator.
- Lightsey, Linda** - Language Arts (1993). B.A., M.Ed., Ed.S., University of Southern Mississippi.
- 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.
- Martin, Betty** - Developmental Reading and Study Skills (1995). B.S., University of Southern Mississippi. M.Ed., William Carey College. Additional study, Auburn University.

- McCall, Kathleen** - Language Arts (1980). B.A. and M.A., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- McDaniel, Glynn A.** - Assistant Dean of Vocational 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.
- Mead, Ann F.** - A.D. Nursing (1984). B.S., Medical College of Georgia. M.N., Louisiana State University.
- 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.
- 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.
- Murphy, Sandra** - A.D. Nursing (1998). B.S.N., University of Southern Mississippi. M.S.N., University of South Alabama.
- Nabors, Charlotte** - Developmental Mathematics (1992). B.S., University of Southern Mississippi. M.S., William Carey College.
- Nuwer, Deanne** - Social Studies (1997). B.S., M.S., and Ph.D., University of Southern Mississippi.
- O'Brian, Betty** - Language Arts (1988). B.S. and M.S., University of Southern Mississippi.
- Ownbey, Judith A.** - Business Education, (1985). B.S., Florida State University. M.Ed., University of Western North Carolina. Additional study at Mississippi State University.
- Pagano, Susan S.** - Mathematics (1972). B.S. and M.S., University of Mississippi.
- Parker, Beverly** - Business Education (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.
- 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.
- 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.
- 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.
- Scaffide, Jean** - Mathematics and Computer Science (1988). B.A.E. and M.S., University of Mississippi. Additional study at University of Mississippi.
- Schmidtling, R. Elaine** - A.D. Nursing (1978). Diploma, John Peter Smith School of Nursing. B.S.N., William Carey College. M.S.N., University of Southern Mississippi.
- Sellers, Sidney** - Auto Mechanics (1972). A.S., Mississippi Gulf Coast Community College. B.S., 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.
- 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, John** - A.D. Nursing (1998). B.S.N., University of Southern Mississippi. M.S.N., University of Texas Health Center.
- Spence, Charles** - Science (1992). B.S. and M.S.E., Arkansas State University. A.B.D., University of Southern Mississippi.
- Taylor, Clifton D.** - Campus Vice President (1965). B.M.E. and M.M.E., University of Southern Mississippi. Ph.D., University of Mississippi.
- 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.
- Tibbs, Ashley** - Learning Lab Assistant (1997). B.A., University of Mississippi. Additional study, University of Mississippi.
- Towles, Roxanne** - Career 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, David** - Physics (1985). B.S., Montana State University. M.S., Purdue University. Ph.D., Ohio State University.

- Waldorf, Elizabeth S.** - Biology (1984). B.A., University of Mississippi. M.A., Indiana University. Ph.D., Ohio State University. Additional study at Northeastern University.
- Walters, Howard** - Developmental English (1995). B.A. and M.Ed., University of West Florida. A.B.D., University of Southern Mississippi.
- Walters, Janie** - Speech/Theatre (1990). B.S. and M.S., University of Southern Mississippi.
- Weinberg, Sandra** - Related Education (1988). B.S., University of Southern Mississippi.
- West, Margaret** - Computer Science/Mathematics (1992). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of California.
- 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, University of Southern Mississippi.
- Wilcox, Nancy** - Assistant Librarian (1996). B.A., Mississippi State College for Women. M.L.S., University of Southern Mississippi.
- Williams, Sarah** - Business Education (1975). B.S., Alcorn State University. M.B.E., Jackson State University. Additional study at University of Southern Mississippi.
- 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.
- Young, Janet** - Chemistry (1995). B.S., Radford College. M.Ed., University of Southern Mississippi. Additional study, Wesleyan University.

Keesler Center

- Rominger, Robert** - Administrative Dean for Keesler Center (1970). B.A. and M.A., University of West Florida. Additional study at University of Southern Mississippi.
- Taylor, Vicki** - Counselor (1992). B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

West Harrison County Occupational Training 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.
- Cole, Ron** - Post-secondary Food Production Management and Service (1992). Study at Purdue University, Michigan State University, and Ferris State College.

- 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.
- 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.
- Joiner, Larry** - Post-secondary Automotive Mechanics (1992). Certificates from Volkswagen of America, Mazda Motors, Audi, and Chrysler/Jeep Eagle Corporation.
- Kibler, Hal** - Secondary Metal Trades (1985). Undergraduate study at University of Southern Mississippi.
- Mantell, Wayne** - Secondary Technology (1998). A.A.S., Community College of the Air Force. B.S., University of Southern Mississippi.
- McCaffrey, John H.** - Post-secondary Auto Body and Frame Repair (1991). A.A., Phillips College.
- Murphy, Michael J.** - Secondary Aquaculture (1995). B.S. and M.S., Colorado State University.
- Serpente, Charles** - Vocational Counselor (1990). B.A., St. Bernard College. M.Ed., University of Florida. Additional study at 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, Wendell** - Post-Secondary Cook/Baking (1986). A.A.S., Mississippi Gulf Coast Community College. Additional study at University of Southern Mississippi.
- Stever, Jessie** - Business and Computer Technology (1985). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. M.Ed., William Carey College. Graduate 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.
- Wenzel, John** - Secondary Electricity/Electronics (1995). B.A., Pepperdine University. M.B.A., William Carey College. M.S., University of Southern Mississippi.

Perkinson 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. and 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.
- 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.
- Beagle, Michael** - Assistant Football Coach (1998). B.A., University of Richmond. M.Ed., Troy State University.
- Bond, Sheree J.** - Director of Financial Aid (1976). A.A., Mississippi Gulf Coast Community College. B.S. and M.B.A., William Carey College.
- 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.
- Burnside, Joanna** - Music/Keyboard Instructor (1997). B.M. and M.M., University of Southern Mississippi.
- Calcote, Chris** - Athletic Director (1992). B.S. and M.S., Delta State University.
- Carter, Tracy** - Coordinator/Housing and Discipline for Women (1992). B.A., M.Ed., Mississippi State University.
- Catalano, Cheryl** - English (1979). B.S., M.Ed., and further study at University of Southern Mississippi.
- Cleek, Suzanne** - Computer Science (1999). A.A., Okaloosa-Walton cc. B.A., University of West Florida. B.S. and M.Ed., 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.
- Cook, Robert** - Funeral Services Technology (1998). Diploma Gupton-Jones College of Funeral Services. B.S., The University of Tennessee at Chattanooga.
- 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, Perkinson 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.
- 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.
- Dueitt, David** - Director of Bands (1988). B.S. and M.M., University of Alabama.
- Farris, Cooper** - Coach (1989). A.S., Mississippi Gulf Coast Community College. B.S.E. and M.S., Delta State University.

- Ferguson, R. Travis** - Dean of Vocational Instruction (1965). A.A., East Central Junior College. B.S. and M.Ed., Mississippi State University. Graduate study at University of Southern Mississippi. Ed.D., Nova University.
- Gavin, Michael** - Assistant Football Coach (1997). B.S. and 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 and University of Southern Mississippi.
- Hartfield, Rick** - Supervisor of Student Discipline and Housing (1991). B.S., M.Ed., Mississippi State University.
- Hatten, Roxie** - Special Populations (1991). B.S., University of Southern Mississippi. Additional study at William Carey College, University of Southern Mississippi.
- Heim, Marie** - Reading (1979). B.S., University of Southern Mississippi. M.Ed., William Carey College. Ed.D., University of Southern Mississippi.
- Hendry, Kathy** - Business and Office Technology (1993). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Hill, Linda** - Developmental Mathematics (1992). B.S., University of South Alabama. M.Ed., William Carey College.
- Holman, Donald L.** - Auto Mechanic (1980). B.S., University of Southern Mississippi.
- Holmes, Greg** - Women's Basketball Coach (1992). B.S., University of Southern Mississippi. M.S., Jackson State University.
- Jackson, Althea** - Community Services Coordinator (1999). B.S., Southern University. M.Ed., University of Arkansas. Ph.D., University of Southern Mississippi.
- Jacobs, Jesse** - Mathematics (1979). A.A., Meridian Junior College. B.A.E., University of Mississippi. M.S. and M.Ed., University of Southern Mississippi.
- Jones, Jeff** - Commercial Art (1992). A.A., Hinds Community College. Additional studies at University of Southern Mississippi.
- Jones, Pamela** - Child Development Technology, (1994). A.A., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi.
- Keis, Robert C.** - Computer Servicing Technology (1997). AAS, Community College of the United States Air Force.
- Layton, Bruce** - Physics (1987). B.S., Ouachita Baptist University. M.S., University of Mississippi.
- Lee, Addie R.** - Business (1996). B.S., Mississippi State University. M.A., University of Alabama. Specialist, University of Alabama in Birmingham. P.H. D., University of Alabama.
- Lee, Allen** - Computer Networking Technology (1997). A.A.S., Community College for the Air Force. Additional study at University of Southern Mississippi.
- Lewis, Kathryn Ann** - Speech/Theatre (1969). B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Lott, Marilyn** - Music (1990). B.M.E., and M.M.E., University of Southern Mississippi.

- Lyon, Kelvin** - Assistant Football Coach (1996). B.S., Emporia State University. M.S., 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.
- McCoy, X. Earl** - Ornamental Horticulture (1991). B.S., Louisiana State University. M.S., University of Southern Mississippi.
- McMahon, Sharon** - Learning Laboratory English Instructor, (1992). B.S., Glassboro State College.
- Melton, Karen** - Accounting/Economics (1996). B.S., M.B.A., University of Southern Mississippi.
- Mixon, Elizabeth A.** - Library Director and Assistant Dean for Learning Resource Center (1988). B.S. and M.L.S., University of Southern Mississippi.
- Moody, Jan** - Dean of Academic 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** - Learning Lab Instructor, Science (1999). B.S., University of Southern Mississippi.
- Murray, William** - Automotive Parts and Accessories Marketing (1998). Coursework at Mississippi Gulf Coast Community College and University of Southern Mississippi.
- Nichols, Drennan** - Psychology (1983). B.S. and M.S., University of Southern Mississippi.
- Norman, Michael** - Funeral Services Technology (1999). A.A.S., Bishop State Community College, B.G.S., William Carey College.
- Paslay, Marie** - Political Science (1988). B.S. and M.S., University of Southern Mississippi.
- Patterson, Carolyn** - Assistant Women's Basketball Coach/Head Softball Coach (1996). M.S., University of Southern Mississippi. B.S., Anderson College.
- Pearce, Carole** - Academic Counselor (1985). B.M., William Carey College. M.Ed., University of Southern Mississippi.
- Price, Dana** - Learning Laboratory Director (1987). B.S., M.S., University of Southern Mississippi.
- Price, Jodi** - Language Arts (1995). B.S., M.S., University of Southern Mississippi.
- Provis, Ann** - Director of Admissions (1994). B.A., M.Ed., Nicholls State University. Additional study at Nova Southeastern University.
- Rawson, James** - Horticulture Technology (1999). B.S., Mississippi State University.
- Redmond, Glenda** - Assistant Librarian (1981). A.A., Mississippi Gulf Coast Community College. B.S. and M.L.I.S., University of Southern Mississippi.
- Rivero, Brenda** - Assistant Librarian (1982). B.A., M.Ed., Ph.D., University of Southern Mississippi.
- Robbins, James** - Secondary Automotive Mechanics (1995). A.A., Pearl River Community College. B.S., University of Southern Mississippi.
- Sekul-Boutwell, Michelle** - Recruitment Officer (1996). A.A., Mississippi Gulf Coast Community College. B.A., University of Southern Mississippi.
- Sharp, Jerry** - Athletic Trainer (1996). B.S., University of Southern Mississippi.

- Smith, James Ray** - Vocational Counselor (1974). B.S. and M.Ed., Mississippi College.
- Sullivan, Charles L.** - Social Studies (1967). B.S. and M.S., University of Southern Mississippi. Additional study at University of Mississippi.
- Sutherland, Duke** - English (1993). B.A., M.A., University of Southern Mississippi.
- Swearingen, Thomas** - Forestry (1998). B.S., University of New Orleans. M.S., University of South Alabama. Ph.D., University of Washington.
- Taylor, Cliff Jr.** - Assistant Band Director (1997). B.M.E. and M.M.E., University of Southern Mississippi.
- Taylor, David** - Commercial Truck Driving (1988). Coursework from University of Southern Mississippi.
- Taylor, Lisa** - Business and Office Technology (1985). A.A., Mississippi Gulf Coast Junior College B.S., M.Ed., University of Southern Mississippi.
- Thallemer, William** - Director of Student Activities (1997) B.A., University of Notre Dame, M.S., Slippery Rock University, Ph.D., University of Mississippi.
- Thrash, Bary** - Drafting and Design Technology (1987). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.
- Tringle, Sarah** - Biology (1992). B.S., M.S., University of Southern Mississippi.
- Turek, Sandra** - Learning Lab Instructor (Math) (1997). B.S. and M.S., Mississippi State University.
- Walker, Daisha** - Speech (1994). M.S., University of Southern Mississippi.
- Weathers, Robert Wayne** - Coach and Health and Physical Education (1960). B.S. and M.S., University of Southern Mississippi.
- Weathers, Wendell** - Chemistry and Assistant Basketball Coach (1988). B.S., M.S., Delta State University.
- Wilson, Harper** - Industrial Arts (1976). B.S., Alcorn State University. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Wright, Steve** - Head Football Coach and Athletic Director (1996). B.A., Maryville College. M.S., University of Tennessee.

George County Occupational Training Center

- Burney, Larry** - Office Systems Technology (1976). B.S., Albany State College. M.B.Ed., Jackson State University. Additional study at Alabama State University.
- Cochran, Harry** - Secondary Welding (1983). Four years work experience.
- Cossey, Shirley R.** - Cosmetology Instructor (1985). Eight years experience.
- Craft, Linda** - Secondary Foods Production Instructor (1994). B.S., University of Southern Mississippi, HED Ed.
- Goff, Cathy** - Practical Nursing (1998). B.S., Nursing Health, College of St. Francis, Joliet, Illinois. A.D.N. St. Vincent School of Nursing, Birmingham, Alabama.
- Harris, Shirley (Tinker)** - Special Populations Coordinator (1993). M.Ed., William Carey College, B.S., University of Southern Mississippi.
- Havard, Gloria** - Practical Nursing (1994). A.D.N., Mississippi Gulf Coast Community College, Jackson County Campus.
- Havard, Michael** - Secondary Carpentry (1979). B.S., M.S., University of Southern Mississippi.
- Howell, Karen** - Surgical Technology (1992). B.S.N., M.S., University of Southern Mississippi.

- Johnston, Benjamin** - Welding (1978). Two years Assistant Instructor. Additional study.
- Kelley, Anna Faye** - Administrative Dean (1969). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- McLain, Joan** - Allied Health Occupations (1995). R.N., Associate Degree Nursing, Mississippi Gulf Coast Community College, Jackson County Campus.
- Mizell, Ronnie** - Counselor (1972). A.S., Perkinson Campus. B.S., University of Southern Mississippi. M.A., University of South Alabama.
- Tucker, Kimberly** - Secondary Business Computer Applications IBT/BCA (1993). B.S., University of Southern Mississippi.

Index

A

Absences	
Academic.....	58
Vocational.....	58
Academic Bankruptcy.....	32
Academic Load.....	59
Academic Progress.....	47
Accounting.....	210
Accounting Technology.....	138, 210
Accreditation.....	4
Activities.....	50
Administration and Faculty.....	318
Administrative Officers.....	306
Admission Requirements.....	28
Advanced Placement.....	63
Agriculture.....	113, 213
Alumni Association.....	56
Americans with Disabilities Act.....	5
American Studies.....	81
Appeal, Right of.....	49
Apprenticeship.....	77, 202
Aquaculture Technology.....	178, 213
Architecture Technology.....	92
Art.....	215
Art Education.....	90
Associate Degree Nursing Program.....	133, 152
Athletics.....	50
Attendance Records.....	50
Auditing a Course.....	59
Auto Collision Repair Tech.....	179, 209
Automotive Technology.....	180, 216
Automotive Parts and Accessories Marketing.....	181, 208
Aviation Management.....	93, 218
Awards, Academic.....	59

B

B.A. Preparatory Curriculum.....	80
B.S. Preparatory Curriculum.....	82
Band and Choirs.....	52
Banking and Finance Technology.....	134, 220
Bible.....	285
Biology.....	221
Biotechnology.....	136, 222
Board (meals).....	36
Board of Trustees.....	15
Boilermaker.....	202
Book Service.....	36

Building and Grounds Equipment.....	19
Applied Technology & Development Center.....	23
Jackson County Campus.....	19
Jefferson Davis Campus.....	20
George County Occupational Training Center.....	25
Keesler Center.....	23
Perkinston Campus.....	23
West Harrison County Occupational Training Center.....	23
Business B.S. Preparatory.....	84
Business Education.....	85
Business Management Technology.....	141, 223
Business and Office Technology.....	137, 223

C

Calendars.....	8
Career Center.....	51
Carpentry/Joiner.....	202
Carpentry-Residential.....	184, 228
Certificates of Completion.....	73
Chemistry.....	230
Child Development Technology.....	147, 229
Class Attendance, V.A. Students.....	50
Classification.....	73
CLEP College Credit.....	61
Clubs.....	52
Commercial Truck Driving.....	185
Community Services.....	51
Compliance Policy.....	5
Computer Networking Tech.....	144, 231
Computer Programming Tech.....	143, 234
Computer Science.....	91, 236
Computer Servicing Technology.....	149, 237
Conduct and Discipline.....	47
Cooperative Education Program.....	46, 60
Cosmetology.....	186
Course Descriptions.....	208
Course of Instruction.....	206
Course Numbering.....	73
Court Reporting Technology.....	145
Credit by Departmental Examination.....	63

Credit by Non-Traditional	
Mean.....	61
Credit for Military	
Experience.....	64
Criminal Justice.....	119, 150, 235

D

Degrees, Requirements.....	71
Denial of Admission.....	33
Dental (Pre).....	105
Department Chairperson.....	315-317
Developmental Studies.....	65, 83
Diplomas.....	73
Discipline and Conduct.....	47
Dormitory Rent.....	36
Drafting and Design	
Technology.....	151, 238
Drama.....	297
Drug-Free Policy.....	5

E

Economics.....	241
Education.....	121, 242
Education and Psychology.....	121, 249
Elementary Education.....	121
Electrical.....	202
Electrical Technology.....	187, 244
Electronics Technology.....	242
Emergency Medical	
Technician/Paramedic.....	153, 246
Employment Opportunities,	
Students.....	46
Engineering.....	91, 244
Environmental Technology.....	155, 250
English.....	248
Executive Council.....	314
Expenses.....	36

F

Facilities.....	19
Faculty.....	318
Family Education Rights	
and Privacy Act.....	6
Fashion Marketing	
Technology.....	166, 254
Fees.....	36
Financial Aid.....	46
Financial Information.....	36
Fine Arts.....	86
Fire Protection	
Technology.....	120, 251
Flight Operations.....	94, 218
Food Production and Management	
Technology.....	188, 254

Foreign Languages.....	275
Foreign Students.....	31
Forestry.....	115
Forestry Products and Wildlife ...	116, 256
Foreword.....	4
Foundation.....	57
Funeral Services Technology.....	157, 256

G

Geography.....	258
Geographic Information Systems.....	258
George County Occupational	
Training Center.....	25
Golf/Recreational Turf	
Management.....	158
Government.....	292
Grades.....	65
Graduation Information.....	10, 70
Grant Programs.....	45
Graphics and Drawing.....	259
Graphic Design Technology.....	227
Gulf Coast Youth Leadership	
Program.....	52

H

Hall of Fame.....	52
Health.....	262
Heating and Air Conditioning.....	189, 211
High School Students.....	30
History.....	16, 260
Home Economics.....	259
Honors Program.....	66
Horticulture Technology.....	159, 260
Hospitality and Tourism	
Management.....	160, 264
Hull Welder.....	203
Human Services, Associate	
Degree Program.....	162, 266
Humanities.....	266

I

Industrial Arts.....	269
Industrial Drafting.....	190
Industrial Education.....	269
Industrial Engineering Technology.....	101
Industrial Technology.....	97
Institute for Learning in	
Retirement (ILR).....	51
Instructional Program.....	58
Instrumentation Technology.....	269
Interior Design.....	118
Interpreter Training.....	163, 267

J	
Jackson County Campus	
Committees.....	314
Jefferson Davis Campus	
Committees.....	315
Journalism.....	270
K	
Keesler Center.....	23
L	
Landscape Management	
Technology.....	192
Learning Resources Center.....	66
Legal Cluster.....	145, 271
Literature.....	248
Loan Programs.....	46
M	
Machine Tool Operation/ Machine Shop.....	193, 279
Machinist.....	202
Marine Engine Mechanic.....	194, 274
Marketing Management	
Technology.....	165, 278
Mathematics.....	96, 273
Mechanical Engineering Technology.....	101
Medical (Pre).....	104
Medical Laboratory	
Technology.....	167, 276
Medical Malpractice Insurance.....	39
Medical Office Technology.....	139
Medical Radiologic	
Technology.....	169, 295
Medical Records	
Administration (Pre).....	111
Medical Technology (Pre).....	103
Microcomputer Technology.....	143
Mission.....	16
Modern Foreign Languages.....	275
MS-CPAS.....	73
Music.....	52, 280
Music Education.....	86-88
N	
Non-degree Seeking Admission.....	29
Numbering of Courses.....	73
Nursing (Pre).....	109
Nursing, Associate Degree	
Program.....	133, 152
Nursing, Practical.....	196, 288

O	
Occupational Education	
Programs.....	76, 128
Occupational Therapy (Pre).....	107
Office Systems	
Technology.....	140, 183
Optometry (Pre).....	108
Organizations and Clubs.....	52
Out-of-State Students.....	31

P	
Painter.....	203
Paralegal Technology.....	146, 271
Perkinston Campus.....	23
Perkinston Campus Committees.....	316
Pharmacy (Pre).....	106
Pharmacy Technology.....	171, 285
Philosophy.....	285
Physical Education.....	262
Physical Facilities.....	19
Physical Science.....	287
Physical Therapy (Pre).....	110
Physics.....	287
Pipefitter.....	203
Pipewelder.....	203
Plumber/Pipefitter.....	195, 290
Political Science.....	292
Practical Nursing.....	196, 288
President's List.....	68
Probation, Suspension and Re-admission (Scholastic).....	67
Programs of Study.....	73
Psychology.....	292
Publications.....	55

Q	
Quality Points.....	67

R	
Reading.....	295
Recreation, Student Centers.....	55
Refund Policy.....	39
Regular and Special Students.....	68
Related Vocational Education	
Courses.....	302
Religious Activities,	
Organizations.....	52
Residency Information.....	40
Residential/Commercial	
Maintenance.....	191, 292
Respiratory Care Technology.....	173, 293

S	
Scholarships	45
Science	102
Science Education	112
Secondary Education	122
Senior Citizens	32
Servicemembers Opportunity College	50
Sheetmetal	203
Small Business Development Center (SBDC)	54
Sociology	297
Special Education	125
Speech and Theatre	297
Staff	309
Standards of Progress	49
Student Activities	50
Student Centers	55
Student Conduct and Discipline	47
Student Councils	55
Student Housing	56
Student Publications	55
Student Services	44
Student Right-To-Know and Campus Security Act	6
Student with Disabilities	30
Summer School Schedule	11
Supervisors, Board of	14
Surgical Technology	199, 299
T	
Teacher Assistant	200, 300
Technical and Occupational Education	128
Technical Programs	75, 127
Tech Prep	63
Telecommunications Technology	175, 301
Testing Schedules	13
Transcripts	39
Transfer Students	29
Travel and Tourism	160, 264
Trustees, Board of	15
Tuition (See Financial Information also)	36
Two Plus Two Program	69
U	
University Parallel Programs	75, 80
V	
Values	16
Veterans Administration	49, 50
Veterinary Science	117
Vice President's List	68
Vision	16
Vocational Programs	77, 178
Vocational Related Ed	302
Vocational-Technical Support Services	53
W	
Welding	201, 303
West Harrison County Occupational Training Center	23
Who's Who	56
Wildlife and Fisheries	114
Withdrawal Procedures	70
Workforce Trng. & Dev.	98
Z	
Zoology	221