

1996-97 Catalog



166
CATALOG
1996-1997

Mississippi Gulf Coast
COMMUNITY COLLEGE

MISSISSIPPI GULF COAST COMMUNITY COLLEGE 1996-97 CATALOG



- ❑ **Jackson County Campus**
Post Office Box 100
Gautier, Mississippi 39553
Telephone: 497-9602
- ❑ **Jefferson Davis Campus**
2226 Switzer Road
Gulfport, Mississippi 39507
Telephone: 896-3355
- ❑ **Perkinson Campus**
Post Office Box 47
Perkinson, Mississippi 39573
Telephone: 928-5211
- ❑ **George County Occupational Training Center**
Post Office Box 77
Lucedale, Mississippi 39452
Telephone: 947-4201
- ❑ **Miss. Gulf Coast Applied Technology & Development Center**
10298 Express Drive
Gulfport, Mississippi 39505
Telephone: 897-4360
- ❑ **W. Harrison County Occupational Training Center**
21500 B Street
Long Beach, Mississippi 39560
Telephone: 868-6057
- ❑ **Keesler Center**
Post Office Box 5008
Keesler Air Force Base, Biloxi
Mississippi 39534
Telephone: 432-7198

MISSISSIPPI GULF COAST COMMUNITY COLLEGE

Mississippi's First Tri-Campus College

CENTRAL OFFICE

PO Box 67
Perkinston, MS 39573
Telephone: (601) 928-5211

JACKSON COUNTY CAMPUS

(Established 1965)
Highway 90 and Vancleave Road
PO Box 100
Gautier, MS 39553
Telephone: (601) 497-9602

JEFFERSON DAVIS CAMPUS

(Established 1965)
Switzer and DeBuys Road
2226 Switzer Road
Gulfport, MS 39507
Telephone: (601) 896-3355

PERKINSTON CAMPUS

(College Division Established 1925)
Highway 49 South
PO Box 47
Perkinston, MS 39573
Telephone: (601) 928-5211

GEORGE COUNTY OCCUPATIONAL TRAINING CENTER

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

MISSISSIPPI GULF COAST APPLIED TECHNOLOGY AND DEVELOPMENT CENTER

(Established 1964 — Relocated 1991)
Bernard Bayou Industrial District/Intraplex 10
10298 Express Drive
Gulfport, MS 39505
Telephone: (601) 897-4360

Calendar

Admissions

Expenses

Student
Services &
Financial Aid

Academic
Programs

Technical
Programs

Vocational
Programs

Course
Descriptions

Personnel

WEST HARRISON COUNTY OCCUPATIONAL TRAINING CENTER

*(Established 1985)
Long Beach Industrial Park
Espy and B Street
21500 B Street
Long Beach, MS 39560
Telephone: (601) 868-6057*

KEESLER CENTER

*(Established 1973)
PO Box 5008
Keesler Air Force Base, MS 39534
Telephone: (601) 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.

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FOREWORD

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

The material compiled here 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 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 accreditation:

ASSOCIATE DEGREE NURSING — Board of Trustees of State Institutions of Higher Learning, State of Mississippi. National League for Nursing.

PRACTICAL NURSING — Department of Education, State of Mississippi.

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

MEDICAL RADIOLOGIC TECHNOLOGY — The Joint Review Committee on Education in Radiological Technology of the American Medical Association.

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

RESPIRATORY CARE TECHNICIAN — American Medical Association, Joint Review Committee for Respiratory Therapy.

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, Zoula Huffman (alternate).

Jackson County Campus: Houshang Moradmand, Mary Graham (alternate).

Perkinston Campus: Johnnette Dees, Robert Rominger (alternate).

Jefferson Davis Campus: T.J. Smith, Edna Boone (alternate).

Keesler Center: Clara D'Aquila.

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

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

Applied Technology Center: Helen Dees, Laura Bragg (alternate).

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)

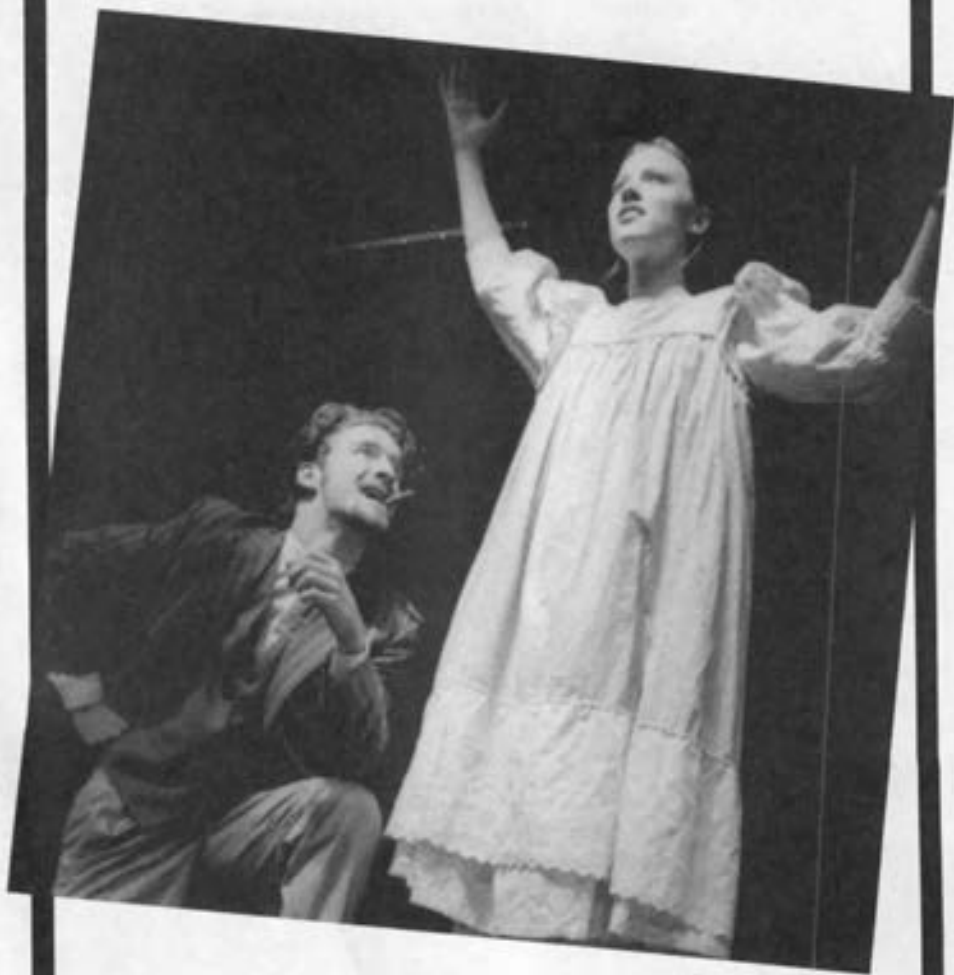
The Family Educational Rights and Privacy Act and its subsequent revisions deal with educational records of students. The purpose of the law is to define who may or may not have access to student records. The law allows students and parents of dependent students access to the individual student's educational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

MGCCC will release directory information on students to any interested member of the public unless the student requests on the Application of Admission 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



1996 - 1997 CATALOG

1996

JANUARY							MAY							SEPTEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
	1	2	3	4	5	6				1	2	3	4	1	2	3	4	5	6	7		
7	8	9	10	11	12	13	5	6	7	8	9	10	11	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	12	13	14	15	16	17	18	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	19	20	21	22	23	24	25	22	23	24	25	26	27	28		
28	29	30	31				26	27	28	29	30	31	29	30								
FEBRUARY							JUNE							OCTOBER								
			1	2	3								1				1	2	3	4	5	
4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12		
11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19		
18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26		
25	26	27	28	29			23	24	25	26	27	28	29	27	28	29	30	31				
							30						30									
MARCH							JULY							NOVEMBER								
					1	2				1	2	3	4	5	6						1	2
3	4	5	6	7	8	9	7	8	9	10	11	12	13	3	4	5	6	7	8	9		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	10	11	12	13	14	15	16		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	17	18	19	20	21	22	23		
24	25	26	27	28	29	30	28	29	30	31				24	25	26	27	28	29	30		
31																						
APRIL							AUGUST							DECEMBER								
			1	2	3	4	5	6				1	2	3	1	2	3	4	5	6	7	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	8	9	10	11	12	13	14		
14	15	16	17	18	19	20	11	12	13	14	15	16	17	15	16	17	18	19	20	21		
21	22	23	24	25	26	27	18	19	20	21	22	23	24	22	23	24	25	26	27	28		
28	29	30					25	26	27	28	29	30	31	29	30	31						

1997

JANUARY							MAY							SEPTEMBER								
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
			1	2	3	4				1	2	3	1	2	3	4	5	6				
5	6	7	8	9	10	11	4	5	6	7	8	9	10	7	8	9	10	11	12	13		
12	13	14	15	16	17	18	11	12	13	14	15	16	17	14	15	16	17	18	19	20		
19	20	21	22	23	24	25	18	19	20	21	22	23	24	21	22	23	24	25	26	27		
26	27	28	29	30	31		25	26	27	28	29	30	31	28	29	30						
FEBRUARY							JUNE							OCTOBER								
						1				1	2	3	4	5	6				1	2	3	4
2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
23	24	25	26	27	28		29	30					29	26	27	28	29	30	31			
MARCH							JULY							NOVEMBER								
						1				1	2	3	4	5							1	
2	3	4	5	6	7	8	6	7	8	9	10	11	12	2	3	4	5	6	7	8		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	9	10	11	12	13	14	15		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	16	17	18	19	20	21	22		
23	24	25	26	27	28	29	27	28	29	30	31			23	24	25	26	27	28	29		
30	31													30								
APRIL							AUGUST							DECEMBER								
			1	2	3	4	5				1	2	3	1	2	3	4	5	6			
6	7	8	9	10	11	12	3	4	5	6	7	8	9	7	8	9	10	11	12	13		
13	14	15	16	17	18	19	10	11	12	13	14	15	16	14	15	16	17	18	19	20		
20	21	22	23	24	25	26	17	18	19	20	21	22	23	21	22	23	24	25	26	27		
27	28	29	30				24	25	26	27	28	29	30	28	29	30	31					
							31															

COLLEGE CALENDAR 1996-97

August 14	Wednesday	New Personnel Orientation
August 15	Thursday	District Faculty Workshop
August 16	Friday	Campus Faculty Workshops

FALL SEMESTER, 1996

If pre-registration is complete, all fees have been paid and books have been picked up, the student will be free until classes begin.

Date	Day	Function
August 18	Sunday	Dormitories Open
August 19-20	Monday-Tuesday	Registration
August 21	Wednesday	Classes begin; Start of Late Registration; End of 100% refund period.
August 23	Friday	End of 90% refund period.
August 27	Tuesday	End of Late Registration; Last day to officially withdraw without a grade; Last day to change schedule.
September 2	Monday	Labor Day Holiday
September 4-5	Wednesday-Thursday	Advisor/Advisee meetings.
September 20	Friday	Second month's board due at Perkinson.
September 27	Friday	End of sixth week.
October 11	Friday	Balance of semester's board due; End of refund period.
October 14-15	Monday-Tuesday	Columbus Day Holidays (all offices closed).
October 18	Friday	End of ninth week; Mid term grades due.
October 25	Friday	Last day to officially withdraw with a "W" grade.
November 27	Wednesday	Thanksgiving Holidays begin at 12:00 noon; Administrative offices close at 2 p.m.
November 28-29	Thursday-Friday	Thanksgiving Holidays
December 12-13	Thursday-Friday	Final Examinations
December 16-18	Monday-Wednesday	Final Examinations
December 18	Wednesday	Begin Christmas Holidays after exams; Administrative offices close at 2 p.m.

SPRING SEMESTER, 1997

If pre-registration is complete and all fees have been paid, the student will be free until classes begin.

Date	Day	Function
January 2	Thursday	All administrative offices open.
January 5	Sunday	Dormitories open, Perkinson Campus.
January 6-7	Monday-Tuesday	Registration; Second semester fees due at assigned registration time; Semester room rent; First month's board due at Perkinson Campus.
January 8	Wednesday	Classes begin; Start of Late Registration; End of 100% refund period.
January 10	Friday	End of 90% refund period.
January 14	Tuesday	End of late registration; Last day to officially withdraw without a grade; Last day to change schedule.
January 20	Monday	Martin Luther King's Jr's Birthday Holiday
January 22-23	Wednesday-Thursday	Advisor/Advisee meetings.
January 31	Friday	Second month's board due at Perkinson.
February 14	Friday	End of sixth week.
February 10-11	Monday-Tuesday	Mardi Gras Holidays — Monday night classes will make-up on Friday, February 14 and Tuesday night classes will make-up on Friday, February 21; Administration offices open.
February 28	Friday	Balance of semester's board due at Perkinson; End of refund period.
March 7	Friday	End of ninth week; Mid-term grades due; Spring Holidays begin after classes.
March 10-14	Monday-Friday	Spring Holidays; Administrative offices open Monday, closed Tuesday through Friday.
March 17	Monday	Classes resume.
March 21	Friday	Last day to officially withdraw with a "W" grade.
March 28	Friday	Good Friday Holiday; Offices closed.
May 5-9	Monday-Friday	Final Examinations
May 12-14	Monday-Wednesday	Graduation

GRADUATION SCHEDULE

Date	Day	Function
May 12	Monday	Jefferson Davis Campus
May 13	Tuesday	Jackson County Campus
May 14	Wednesday	Perkinston Campus

ACADEMIC AND TECHNICAL

Five-Week Summer Term Day Class Schedule

First Session

Date	Day	Function
May 22-23	Thursday-Friday	Registration — Day classes.
May 26	Monday	Memorial Day Holiday.
May 27	Tuesday	Classes begin.
June 26-27	Thursday-Friday	Final Examinations; First session ends.

Second Session

June 27	Thursday	Registration — Day classes.
June 30	Monday	Classes begin.
July 4	Friday	Independence Day Holiday.
July 31-August 1	Thursday-Friday	Final Examinations; Second session ends.

VOCATIONAL

Ten-Week Summer Term Day Class Schedule

Date	Day	Function
May 22-23	Thursday-Friday	Registration — Day classes.
May 26	Monday	Memorial Day Holiday.
May 27	Tuesday	Classes begin.
July 4	Friday	Independence Day Holiday.
July 31-August 1	Thursday-Friday	Final Examinations.

NIGHT CLASS SCHEDULE

Eleven-Week Summer Term

Date	Day	Function
May 22-23	Thursday-Friday	Registration — Night classes.
May 26	Monday	Memorial Day Holiday; Night classes will meet.
July 4	Friday	Independence Day Holiday; Night classes do not meet.
July 28-August 1	Monday-Friday	Final Examinations; Summer session ends.

**KEESLER CENTER
OF THE JEFFERSON DAVIS CAMPUS
1996-97**

FALL TERM — September 3, 1996-November 15, 1996

Date	Day	Function
August 19	Monday	Begin Registration
August 30	Friday	End Registration
September 2	Monday	Labor Day Holiday
September 3	Tuesday	Classes Begin
November 11-14	Monday-Thursday	Final Examinations

WINTER TERM — December 2, 1996-February 28, 1997

November 18	Monday	Begin Registration
November 27	Wednesday	End Registration
November 28-29	Thursday-Friday	Thanksgiving Holiday
December 2	Monday	Classes Begin
December 20	Friday	Christmas Holidays Begin
January 6	Monday	Classes Resume
February 24-27	Monday-Thursday	Final Examinations

SPRING TERM — March 10, 1997-May 23, 1997

February 24	Monday	Begin Registration
March 7	Friday	End Registration
March 10	Monday	Classes Begin
March 28	Friday	Good Friday Holiday
May 19-22	Monday-Thursday	Final Examinations

SUMMER TERM — June 2, 1997-August 15, 1997

May 21	Wednesday	Begin Registration
May 28	Wednesday	End Registration
May 26	Monday	Memorial Day Holiday
June 2	Monday	Classes Begin
June 4	Friday	Independence Day Holiday
August 11-14	Monday-Thursday	Final Examinations

SEMESTER TESTING SCHEDULE

Fall Semester, 1996

Jackson County Campus

Date	Exam Time	Class Time
Thursday December 12	8:00 a.m.-10:00 a.m.	8:00 a.m.-8:53 a.m. MWF
	10:00 a.m.-12:00 Noon	10:00 a.m.-10:53 a.m. MWF
	1:00 p.m.-3:00 p.m.	12:00 Noon-12:53 p.m. MWF
Friday December 13	8:00 a.m.-10:00 a.m.	8:00 a.m.-9:20 a.m. and 8:00 a.m.-9:53 a.m. TT
	10:00 a.m.-12:00 Noon	9:30 a.m.-10:50 a.m. and 10:00 a.m.-11:53 a.m. TT
	4:00 p.m.-6:00 p.m.	4:00 p.m.-5:20 p.m. Tue
	8:00 a.m.-10:00 a.m.	9:00 a.m.-9:53 a.m. MWF
	10:00 a.m.-12:00 Noon	11:00 a.m.-11:53 a.m. MWF
Monday December 16	1:00 p.m.-3:00 p.m.	1:00 p.m.-1:53 p.m. MWF
	4:00 p.m.-6:00 p.m.	4:00 p.m.-5:20 p.m. MW
	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:20 p.m. TT
Tuesday December 17	10:00 a.m.-12:00 Noon	1:00 p.m.-2:20 p.m. and 1:00 p.m.-2:53 p.m. TT
	1:00 p.m.-3:00 p.m.	2:30 p.m.-3:50 p.m. and 3:00 p.m.-3:53 p.m. TT
	4:30 p.m.-6:30 p.m.	5:00 p.m.-6:20 p.m. TT
	8:00 a.m.-10:00 a.m.	2:00 p.m.-2:53 p.m. MWF
	10:00 a.m.-12:00 Noon	3:00 p.m.-3:53 p.m. MWF
Wednesday December 18	8:00 a.m.-10:00 a.m.	
	10:00 a.m.-12:00 Noon	

Evening class exams will be the last meeting of the semester during exam week.

Spring Semester, 1997

Jackson County Campus

Monday May 5	8:00 a.m.-10:00 a.m.	8:00 a.m.-8:53 a.m. MWF
	10:00 a.m.-12:00 Noon	10:00 a.m.-10:53 a.m. MWF
	1:00 p.m.-3:00 p.m.	12:00 Noon-12:53 p.m. MWF
Tuesday May 6	8:00 a.m.-10:00 a.m.	8:00 a.m.-9:20 a.m. and 8:00 a.m.-9:53 a.m. TT
	10:00 a.m.-12:00 Noon	9:30 a.m.-10:50 a.m. and 10:00 a.m.-11:53 a.m. TT
	4:00 p.m.-6:00 p.m.	4:00 p.m.-5:20 p.m. Tue
	8:00 a.m.-10:00 a.m.	9:00 a.m.-9:53 a.m. MWF
	10:00 a.m.-12:00 Noon	11:00 a.m.-11:53 a.m. MWF
Wednesday May 7	1:00 p.m.-3:00 p.m.	1:00 p.m.-1:53 p.m. MWF
	4:00 p.m.-6:00 p.m.	4:00 p.m.-5:20 p.m. MW
	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:20 p.m. TT
Thursday May 8	10:00 a.m.-12:00 Noon	1:00 p.m.-2:20 p.m. and 1:00 p.m.-2:53 p.m. TT
	1:00 p.m.-3:00 p.m.	2:30 p.m.-3:50 p.m. and 3:00 p.m.-3:53 p.m. TT
	4:30 p.m.-6:30 p.m.	5:00 p.m.-6:20 p.m. TT
	8:00 a.m.-10:00 a.m.	2:00 p.m.-2:53 p.m. MWF
	10:00 a.m.-12:00 Noon	3:00 p.m.-3:53 p.m. MWF
Friday May 9	8:00 a.m.-10:00 a.m.	
	10:00 a.m.-12:00 Noon	

Evening class exams will be the last meeting of the semester during exam week.

Fall Semester, 1996 Jefferson Davis Campus

Date	Exam Time	Class Time
Thursday December 12	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 3:00 p.m.-5:00 p.m.	1 MWF class 3 MWF classes 5 MWF classes 8 MWF classes
Friday December 13	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 4:00 p.m.-6:00 p.m.	1-2 TT classes 3 or 2-3 Tu and/or Th classes 7 MWF classes 9 or 9-10 Tu and/or Th classes
Saturday, Dec. 14	8:00 a.m.-10:00 p.m.	Sat. morning classes
Monday December 16	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 4:00 p.m.-6:00 p.m.	2 MWF classes 4 MWF classes 6 MWF classes 9-10 and/or 11 Mon and/or Wed and/or Fri classes
Tuesday December 17	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 3:00 p.m.-5:00 p.m.	5-6 or 6-7 TT classes 0 MWF classes 4 or 4-5 Tu and/or Th classes 8 or 7-8 Tu and/or Th classes
Wednesday December 18	8:00 a.m.-10:00 a.m.	Make-ups or other classes

Spring Semester, 1997 Jefferson Davis Campus

Saturday, May 3	8:00 a.m.-10:00 a.m.	Sat. morning classes
Monday May 5	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 3:00 p.m.-5:00 p.m.	1 MWF class 3 MWF classes 5 MWF classes 8 MWF classes
Tuesday May 6	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 4:00 p.m.-6:00 p.m.	1-2 TT classes 3 or 2-3 Tu and/or Th classes 7 MWF classes 9 or 9-10 Tu and/or Th classes
Wednesday May 7	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 4:00 p.m.-6:00 p.m.	2 MWF classes 4 MWF classes 6 MWF classes 9-10 and/or 11 Mon and/or Wed and/or Fri classes
Thursday May 8	8:00 a.m.-10:00 a.m. 10:00 a.m.-12:00 Noon 1:00 p.m.-3:00 p.m. 3:00 p.m.-5:00 p.m.	5-6 or 6-7 TT classes 0 MWF classes 4 or 4-5 Tu and/or Th classes 8 or 7-8 Tu and/or Th classes

Fall Semester, 1996 Perkinston Campus

Date	Exam Time	Class Time
Thursday December 12	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m. 1:00 p.m.-3:00 p.m.	8:00 a.m.-9:00 a.m. MWF 10:00 a.m.-11:00 a.m. MWF 11:00 a.m.-12:30 p.m. TT
Friday December 13	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m. 1:00 p.m.-3:00 p.m.	9:00 a.m.-10:00 a.m. MWF 9:30 a.m.-11:00 a.m. TT 2:00 p.m.-3:00 p.m. MWF
Monday December 16	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m. 1:00 p.m.-3:00 p.m.	8:00 a.m.-9:30 a.m. TT 11:00 a.m.-12:00 p.m. MWF 12:00 p.m.-1:00 p.m. MWF
Tuesday December 17	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m.	1:00 p.m.-2:00 p.m. MWF 1:30 p.m.-3:00 p.m. TT
Wednesday December 18	8:00 a.m.-10:00 a.m.	Make-ups or other classes

Spring Semester, 1997 Perkinston Campus

Monday May 5	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m. 1:00 p.m.-3:00 p.m.	8:00 a.m.-9:00 a.m. MWF 10:00 a.m.-11:00 a.m. MWF 11:00 a.m.-12:30 p.m. TT
Tuesday May 6	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m. 1:00 p.m.-3:00 p.m.	9:00 a.m.-10:00 a.m. MWF 9:30 a.m.-11:00 a.m. TT 2:00 p.m.-3:00 p.m. MWF
Wednesday May 7	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m. 1:00 p.m.-3:00 p.m.	8:00 a.m.-9:30 a.m. TT 11:00 a.m.-12:00 Noon MWF 12:00 Noon-1:00 p.m. MWF
Thursday May 8	8:00 a.m.-10:00 a.m. 10:10 a.m.-12:10 p.m.	1:00 p.m.-2:00 p.m. MWF 1:30 p.m.-3:00 p.m. TT
Friday May 9	8:00 a.m.-10:00 a.m.	Make-ups or other classes

BOARDS OF SUPERVISORS

HARRISON COUNTY

Bobby Eleuterius	Beat 1	Biloxi
Larry Benefield	Beat 2	Gulfport
David LaRosa	Beat 3	Gulfport
Robin Midcalf	Beat 4	Gulfport
C.T. Switzer, Jr.	Beat 5	Biloxi
John McAdams	Chancery Clerk	Gulfport

STONE COUNTY

Harold Ainsworth	Beat 1	Wiggins
Jerry J. Fairley	Beat 2	Wiggins
Bobby Parker	Beat 3	McHenry
Scott Strickland	Beat 4	Perkinston
Dale Bond	Beat 5	Perkinston
Gerald Bond	Chancery Clerk	Perkinston

JACKSON COUNTY

C.R. "Charles" Moseley	Beat 1	Pascagoula
Robert Norvel, Sr.	Beat 2	Moss Point
Larry O. Lee, Sr.	Beat 3	Pascagoula
Tommy Brodnax	Beat 4	Ocean Springs
Bert Patterson	Beat 5	Ocean Springs
Lynn Presley	Chancery Clerk	Pascagoula

GEORGE COUNTY

Clyde Eubanks	Beat 1	Lucedale
Wayne Christian	Beat 2	Lucedale
Orville H. Cochran	Beat 3	Lucedale
Larry Havard	Beat 4	Lucedale
E.C. "Clint" Williams	Beat 5	McLain
Jerry Harvey	Chancery Clerk	Lucedale

BOARD OF TRUSTEES

HARRISON COUNTY

Name	Term Expires	Address
Eula Switzer	December 1997	Biloxi
Frank Gruich	June 1998	Biloxi
Jean Peden	December 1998	Gulfport
Lillian C. Randall	June 1996	Gulfport
James V. Cerra	December 1999	Pass Christian
Billy Hewes, Jr.	December 1995	Gulfport
Gertrude Allen	June 2000	Biloxi
Jackie Weaver	December 1996	Biloxi
John C. Williams	June 1999	Gulfport

STONE COUNTY

James E. Bryan, Jr.	December 1997	Wiggins
John R. Dedcaux	December 1999	Perkinston
Thomas E. Hall	December 1996	Wiggins

JACKSON COUNTY

Sylvia Bradley	December 1997	Hurley
Geraldine Barnes	December 1998	Pascagoula
Ariel Taylor	December 1994	Pascagoula
Delores Sumrall	December 1995	Ocean Springs
Patricia Descher	December 1996	Ocean Springs
Warner Peterson	June 1997	Gautier
Donald Massengale, Jr.	June 1999	Pascagoula
Harry Roberts, Jr.	June 1999	Pascagoula

GEORGE COUNTY

Wilbur G. Ward	December 1997	Lucedale
John W. Cooley	December 1998	Lucedale
Arlie R. Howell	December 1996	Lucedale

PART I: STATEMENT OF PURPOSE AND GOALS

HISTORY

In the summer of 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 656 acres of land and 626 dollars. Their efforts were successful and, with three buildings, the institution began operation in 1912.

In 1916, Stone County was formed from the northern part of Harrison County, and the school continued under their dual support.

Realizing that a new educational concept, the junior college, was ideally suited to the needs of Mississippi, the Legislature 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 as an addition to the Harrison County Agricultural High School.

Under its new name, the Harrison and Stone County Junior College and Agricultural High School offered the freshman year of college in the 1925-26 session; the sophomore year was introduced, and the first class with one graduate finished in the 1926-27 session. In the summer of 1926, Jackson County joined the two original founders. In 1941 George County added its support.

The institution served the needs of its community through depressions and wars, 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 1962, exactly 50 years after its organization, the Agricultural High School division was discontinued since local high schools adequately 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 beyond the high school level. In this same year, after surveys pointed out an alarming growth rate for the entire area, a Master Plan for Expansion was drawn up, whereby the future needs of the growing community could be more fully met. By 1964, with an enrollment of 1,474 students, the Perkinston Campus was more than over crowded.

In May, 1962, The Governor of the State of Mississippi signed into law House Bill 597 which created the Gulf Coast Junior College District. This bill wiped out county lines as far as the college was concerned. The area became a District, a single unit in which each taxpayer shares 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, too; to bring cultural as well as academic enrichment to people of all ages, Perkinston Junior College and the District became a pilot program for the state (and one of the first in the nation) when two branches of the college were built on the Gulf Coast. Extensive surveys and population studies made by committees of business and civic leaders and education specialists determined locations and offerings for the two cam-

puses. In September of 1965, the Jefferson Davis and Jackson County Campuses opened. 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 more clearly reflect the comprehensive nature of the college, the name was changed in 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.

CHIEF EXECUTIVE OFFICERS

From its establishment in the Summer of 1911, the chief executive of the Mississippi Gulf Coast Community College has been designated as the President.

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

J.A. Huff	(1912-1916)
Claude Bennett	(1916-1919)
J.J. Dawsey	(1919-1921)
Thos. I. Cook	(1921-1922)
J.H. Forbis	(1922-1924)
J. Lee Denson	(1924-1929)
Cooper J. Darby	(1929-1941)
Albert L. May	(1941-1953)
J.J. Hayden, Jr.	(1953-1985)
Barry L. Mellinger	(1986-present)

STATEMENT OF PURPOSE

Mississippi Gulf Coast Community College is an integral part of the area it serves and genuinely recognizes its inherent responsibility to enhance the educational development of all persons able to benefit from its services. The programs and activities are designed to develop responsible citizenship and leadership in a constantly changing and highly complex society.

GOALS

The campuses and centers of this community college are dedicated to accomplishing the above purpose by:

A. Offering college-transfer programs consisting of courses leading to associate and baccalaureate degrees.

B. Providing technical programs, leading to associate degrees, and vocational programs, leading to diplomas, which will prepare students for immediate employment with emphasis on serving community needs.

C. Serving continuing education needs through varied programs, courses, and activities.

D. Promoting and encouraging educational, economic, and cultural development in the community through the facilities and resources of the college.

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 campus locations and four centers.

The relationships of personnel on each of the three 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.

There 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 and the marketing management and fashion merchandising programs. It is the oldest of the five vocational-technical education buildings. Also housed in this building is 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 activities center, drafting and design technology, environmental technology, and human services programs.

Building D. This is the largest of the five vocational-technical education buildings. Housed in this building are vocational-technical education offices, vocational counselor offices, electronics, welding, pipefitting, industrial electricity, 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, health unit coordinator, 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. The Library is located on the second floor south side of the building. Media Services, the Learning Lab and Literacy Programs are located on the first floor south side of the building. General purpose classrooms also are located on both the first and second floors of the building. Computer Science Labs are located on the first floor north side of the building.

Building M. Mathematics and developmental studies classrooms and instructor offices are located in this building.

Building T. A vocational/technical education building houses Automated Manufacturing Technology, and Business and Office programs. 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, two type-writing labs, and four computer labs.

Building C — Computer Center and Computer Technology: Houses the Computer Center, which services all campuses as well as two computer technology labs, two faculty offices, and two classrooms.

Building D — Fine Arts: Actually two buildings, the smaller building contains the Music Department with studio offices, practice rooms, rehearsal hall, work room and storage room. The large building contains a ceramics lab, art drawing

lab, drama rehearsal room, large multi-purpose room, reception room, six general classrooms, theatre with seating for 475 persons, two complete dressing rooms, drama workshop, and art gallery.

Building E — Math: Houses six offices for instructors, two lecture rooms, one computer lab and a biotechnology lab.

Building F — Science: Houses ten offices for instructors, four large lecture rooms, physics laboratory, inorganic chemistry laboratory, organic chemistry laboratory, general biology laboratory, zoology laboratory, vivarium and greenhouse, and a specialized biology laboratory to accommodate microbiology. Each laboratory adjoins spacious storerooms and preparation rooms.

Building G — Houses 39 offices for faculty, a secretarial pool, workroom, a learning laboratory, and a large meeting room.

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

Building I — Library, Media Center, and Student Services: The library contains a large reading area furnished with various sized tables and chairs, reading area for periodicals and reference materials, a number of carrels for individual study, and bookshelves. The librarian's and assistant librarians' office plus a large workroom are adjacent. Three special study or listening rooms provide privacy for small groups. Two photocopiers, six microfilm readers, and one microfilm reader/printer are available for use. An information access CD-ROM magazine index allows instant retrieval of article citations from over two hundred magazines and full-text retrieval from fifty titles. An Electronic Telesensory Image Enlarger provides magnification of printed materials for the visually impaired. The Media Services area includes an audiovisual aids production workroom with office areas for the secretary and graphic artist, the director's office, television transmission head-in room, television recording room and storage rooms. Adjacent to the media center is an open computer lab with classroom and three offices, one computer science lab, one language arts computer lab, and one chemistry lab. The student services section contains offices for all counselors, the Dean of Student Services, and the counseling/ career center.

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 bookstore, large commons area for student lounging, general circulation area, offices for the financial aid director and staff, offices for the coordinator and counselor of the New Horizons Program, and the central administration offices. 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 and Physical Education: Contains two classrooms, first aid room, faculty conference room, 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 doubles as a physical activities area. An Olympic-size heated swimming pool adjoins this building.

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

Building N — Carpentry, Operating Engineering, and Health Occupations: Contains a large laboratory for carpentry and a large health occupations complex. There are planning rooms, eleven instructor offices, storage and supply rooms, and dressing rooms for students.

Building O — Industrial Electricity and Electronic Technology: Contains two large laboratories, one for industrial electricity and the other for electronics. There are planning rooms, instructor offices, storage and supply rooms, and dressing rooms for students for both programs.

Building P — Vocational Administration: This building houses the offices of the director of vocational-technical programs, the assistant director and the vocational counselor office. In addition, it contains a large conference room, a vocational learning laboratory, technical laboratory for radio technology, and general classrooms, storage facilities and four other offices.

Building Q — Hotel, Motel and Restaurant Technology: 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: 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.

Building S — Drafting/Academic: Houses eight offices, two drafting labs, six classrooms, a storage area, and two student and two faculty restrooms.

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 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.

Keesler Center

This 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, and civilian workers on Keesler AFB. The Center offers a full range of noon-hour, afternoon, and evening academic courses leading to an Associate of Arts degree or the Community College of the Air Force Associate of Applied Science 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.

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 modern two-story brick dormitory constructed for women students in 1979 and will accommodate 200.

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

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

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

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.

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.

Heidelberg Hall, constructed in 1959, houses the cafeteria. The main floor of this building houses the cafeteria, and private dining room.

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

Weeks Hall, constructed in 1974, houses some of the vocational-technical programs for the Perkinston Campus.

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

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

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

Gregory Chapel was completed in 1947 and provides a place for all types of religious functions. It houses offices of the Wesley Foundation, and the Newman Club.

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.

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

Jackson Hall is a two-story brick building constructed in 1915 which houses the offices of institutional relations and the central vocational technical offices.

Stone Hall is a two-story brick dormitory constructed for male students in 1915, and is being renovated to house the Educational Services Center.

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.

Moran Hall is a two-story brick dormitory constructed for female students in 1970. This modern dormitory will house 96 female students.

Owen Hall is a two-story brick dormitory constructed in 1970 for male students. This modern building will house 96 male students.

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, and an athletic field house.

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

Faculty Residences include fifteen houses and three duplexes which are located on or adjacent to the campus.

Denson Hall is a modern two-story classroom building located on the quadrangle. It was built in 1971 and houses the business department, and Developmental Studies.

Malone Hall, constructed in 1972, is a fine arts center with the music, art, and drama departments. There is also a modern Little Theatre, which seats 463 persons.

The **Student Activities Building** was constructed in 1982, and an addition was completed in 1993. This building houses the bookstore, student housing offices, career center, 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.

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

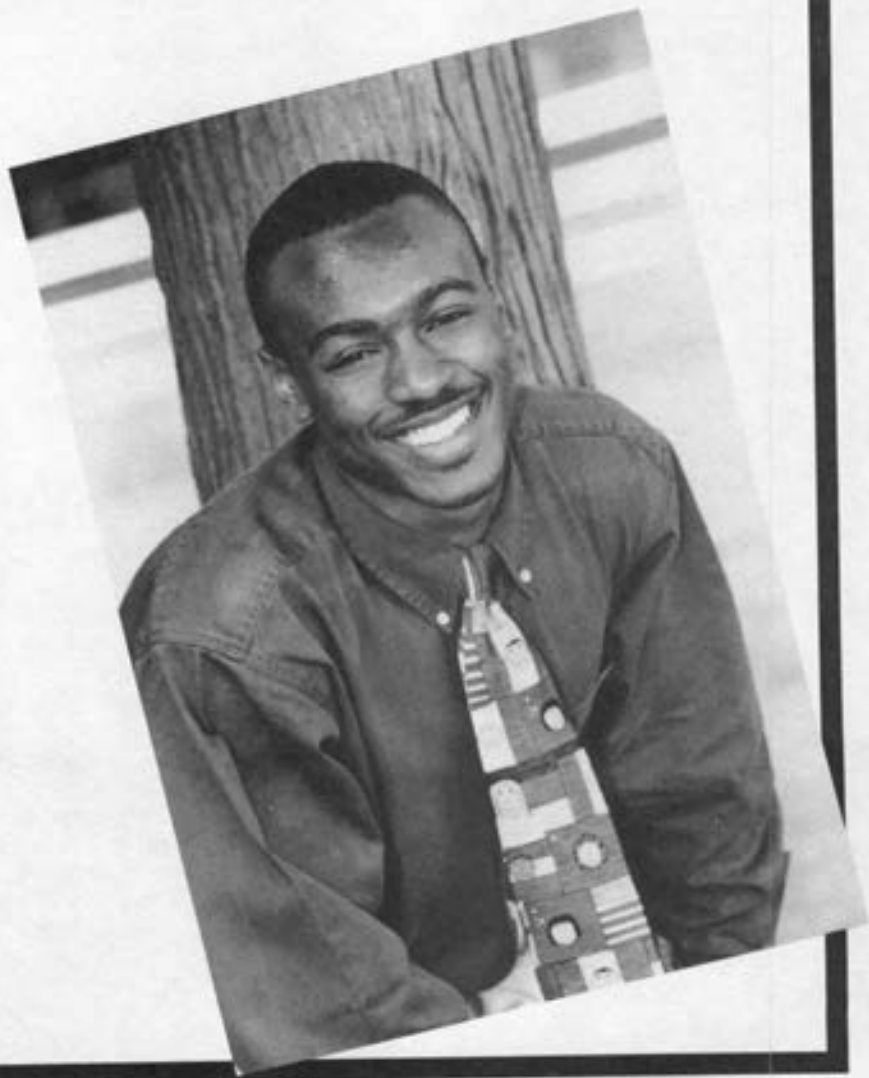
George County Occupational Training Center

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 offerings.

Post-secondary programs include Administrative Office Services, Practical Nursing, Welding, Cosmetology, and Surgical Technology. High School students are bused to and from the Center for instruction in business computer applications, intensive business training, carpentry, welding, occupational food service, and allied health cluster.



ADMISSIONS



1996 - 1997 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.

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 born after 1956 must submit documentation of immunization against measles and Rubella or proof of exemption.
5. 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 with less than 12 credit hours of course work must submit either an official copy of their high school transcript or GED scores as applicable.
4. Applicants who have attended non-accredited institutions may request credit by following the guidelines listed under "Credit by Non-Traditional Means."
5. 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.
6. Attend an appropriate orientation session as scheduled.
7. Applicants born after 1956 must submit documentation of immunization against measles and Rubella or proof of exemption.
8. 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. Transfer credit earned or attempted will be included in the grade point average (GPA) computed at Mississippi Gulf Coast Community College.

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 upon request by the student.

Vocational Programs

Vocational Program requirements are

1. The prospective students should submit an application for admission.
2. Students who hold a high school diploma or have completed a GED must provide an official copy of the high school transcript or GED along with the application for admission.
3. A student who has received a Certificate of Completion or Certificate of Attendance through a high school Individualized Education Program must pass an "ability to benefit" test (TABE) before enrolling in a vocational program.
4. An applicant under 18 years of age should be a high school graduate. A student must be 17½ years of age or older to enroll in a JTPA program. 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 must have achieved the 12th grade level on the General Educational Development (GED) Test. High school transcripts or GED certificates must be provided. Other entrance tests are required, and students are selected by a health occupations admissions committee.
7. Any new student born after 1956 who submits an application and attends classes on any campus or center must submit documentation of immunization against measles and Rubella or proof of exemption.
8. Students are not officially accepted until the above admission requirements are satisfactorily completed.
9. Most of the vocational programs at the campuses and centers of the College are open-entry and open-exit as far as admissions and completion are concerned. This means that students are accepted at times other than the beginning of semesters for training, a practice highly recommended by the majority of vocational educators nationally.

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. Identify your need for special accommodation(s) on the Application of Admission to the College, describing the disability.
2. 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.
3. Complete the "Request for Accommodation Form," available from the Campus Dean of Student Services or Center Administrative Dean.
4. In cases of physical disabilities, current medical diagnosis and needed remediation must be documented by the prospective student's physician.
5. In cases other than physical disabilities, prospective students must provide documentation verifying the diagnosed condition. Psychological Reports or Individualized Educational Program Reports must be current, that is, not older than three years.

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.

SPECIAL ADMISSIONS

High School Students

MGCCC encourages qualified high school students to apply for admission under the college's dual-enrollment 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. Submission of a letter of recommendation from their high school counselors or principals.
2. Submission of an official copy of transcript indicating grades through the last semester of attendance and any applicable standardized test scores.
3. Completion of the American College Test, if applicable.
4. Completion of the college's application for admission process.
5. Submission of documentation verifying immunization against measles and Rubella or proof of exemption.

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 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.

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 admissions 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:

International Education Research Foundation, Inc.

Credentials Evaluation Service

P.O. Box 66940

Los Angeles, CA 90066

International Consultants, Inc. of Delaware

914 Pickett Lane

Newark, DE 19711

World Educational Service, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10011

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, not including private or semi-private lessons, without tuition or fees (except book charges). 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 which 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 before or 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 for file in the student's permanent record.

EXPENSES



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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	\$395.00	\$395.00
Registration Fee	5.00	5.00
Book Service (Minimum Fee)	40.00	40.00
TOTAL FEES	\$440.00	\$440.00
ROOMS:		
Andrews, Harrison, Hayden, Moran, and Owen Halls	225.00	
BOARD:		
Five-Day Meal Plan	414.00	
Seven-Day Meal Plan	537.00	

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 Full-Time Student	\$220.00	-0-	\$220.00
Vocational Full-Time	\$200.00	-0-	\$200.00
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			
	\$372.83	\$150.36	\$555.81
Vocational Full-Time Student Andrews, Harrison, Hayden, Moran, and Owen Halls			
	\$352.83	\$150.36	\$535.81
7-Day Meal Plan			
Academic Full-Time Student Andrews, Harrison, Hayden, Moran, and Owen Halls			
	\$401.71	\$179.32	\$620.97
Vocational Full-Time Student Andrews, Harrison, Hayden, Moran, and Owen Halls			
	\$381.71	\$179.32	\$600.97

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 (regular) out-of-state residents and foreign students must pay an additional tuition fee of \$623.00 each semester at the time of registration which is non-refundable and non-deferrable. Part-time out-of-state resident students pay a prorata share of this fee which is \$52.00 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 \$395, except during summer session. The cost of courses during the summer is \$47 per semester hour. Exceptions: Health Occupations and truck driving 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 technical programs taking less than twelve (12) semester hours of work is charged a tuition fee of \$47 per semester hour in lieu of the regular matriculation fee. (See Registration, Book Service and Parking Fees on following page.)

If a full-time (regular) student reduces his or her work load to less than twelve (12) hours of classes during the first six weeks of a semester, 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 \$47.00 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 of \$5 per course. In addition, tuition and laboratory fees may be assessed for each course based upon the actual instructional cost for the course.

Registration Fee: All students pay a \$5 fee to cover cost of processing registration.

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 Monday through Friday. Students on the 5-day plan may utilize the cafeteria services on 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 — Part-time students may pay a book service fee of \$10.00 for each course on Book Service. Full-time students may pay a \$40.00 Book Service fee, which entitles them to the use of Book Service texts for a maximum of five courses. Students may pay an additional \$10.00 for each course in excess of five. 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 \$10.00 is to cover production cost of yearbook. Fee is nonrefundable.

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 nonrefundable.

Returned Check — A fee of \$10 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.

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.

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 four 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 funded. 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.

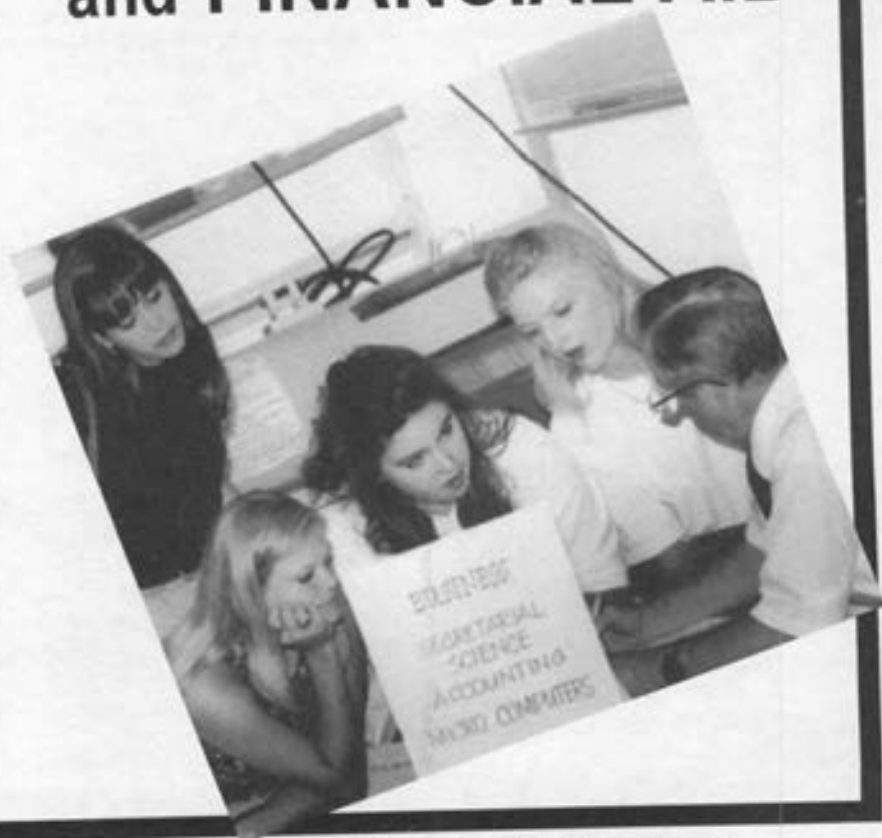
1. **Legal residence of a minor.** The residence of a person less than twenty-one (21) years of age is that of either parent. If both parents are dead, the residence of the minor is that of the last surviving parent at the time of that parent's death, unless the minor lives with a legal guardian of his/her 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 hereinabove, 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 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 and FINANCIAL AID



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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.

(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.

State Student Incentive Grant (SSIG): An undergraduate award program designed for Mississippi residents demonstrating substantial financial need. Eligible recipients must be full-time and need to apply by June 1 to receive priority consideration. Federal and State funding are utilized. The SAR from the FAFSA is used by the financial aid administrator to determine eligibility for this grant.

SCHOLARSHIP PROGRAMS

Academic Scholarships: Full-tuition scholarships awarded to full-time entering freshmen students with a composite score of 28 or higher on the ACT, who have a high school average of 90 or above (through the first semester of their senior year), who are legal residents of Mississippi and who are entering fall semester.

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.

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 with an overall high school average of B or above at a high school that has an articulated training agreement with MGCCC.

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.

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

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 Perkinson Campus.

LOAN PROGRAMS

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

How to Apply for Financial Aid

1. Submit an application for admission to the college.
2. File a Free Application for Federal Student Aid (FAFSA). These applications may be obtained from the high school counselor or from a College financial aid office. 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 SSIG.
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 June 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 evidence in his/her own behalf,

(c) to the extent possible, to be afforded the right of confrontation and cross examination, and (d) to have his/her case reviewed upon appeal.

B. Student Conduct Regulation

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

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

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

Right of Appeal

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

VETERANS ADMINISTRATION INFORMATION

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

Maintenance of Records

Permanent records pertaining to the enrollment of VA benefits recipients will be maintained in an identifiable fashion. The folders will be color coded and easily recognizable so that they might be expeditiously extracted for examination by authorized persons.

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 Dean of Student Services or the Dean's Secretary at the Jackson County Campus. At the Jefferson Davis Campus and its centers, certification is the responsibility of the Veterans' Counselor. Certification of students attending the Perkinson Campus or its center is the responsibility of the Records Clerk.

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.

Servicemen'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 Servicemen's Opportunity College and pledges itself to a continuous institutional effort toward helping active duty servicemen in obtaining their educational goals and to seek new approaches that will better meet the educational needs of servicemen.

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.

Beauty Pageant

An annual beauty pageant may be conducted on each campus to select students to represent the campus in the annual edition of the college yearbooks. Contestants are judged on the basis of beauty, poise and talent.

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.

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 on each campus:

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 junior college honorary fraternity stressing scholarship and leadership.

Phi Beta Lambda. A national fraternity 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.

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.

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.

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

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.

The following are active on only one campus. **Music Club, Home Economics, Delta Psi Omega, Perk Players, The Horticulture Club, The Art Club, JC Singers, New Horizons, PE Club, Minority Leadership Society, Amercian Welding Society, Human Services Club, JC Computing Association, Life Christian Support Group, Medical Laboratory Technology Club, the Country Club** and the **Health Occupations Students of America.**

There are also on each campus 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 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 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 coordinators. 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; and students who have difficulty with the English language.

New Horizons Services for Displaced Homemakers and Single Parents

New Horizons is a program which offers assistance to adults in transition who must gain marketable skills and self-confidence to become economically self-sufficient. Although the services are available to any adult seeking this kind of help, the program is designed to meet the special needs of displaced homemakers and single parents. (Displaced homemakers are those who have "lost their jobs" as

full-time homemakers because of divorce, separation, disability or death of the primary bread-winner. This displacement requires the homemaker to find work outside the home to meet the family's needs. Both displaced homemakers and single parents may have the same kinds of educational and job training needs, but single parents are more likely to be younger adults with paid-work experience primarily in minimum-wage jobs.)

A wide range of services includes the following: personal and career counseling; basic skills and GED preparation classes; life skills and career workshops; support group activities; referral services; access to financial aid for traditional or non-traditional education and training; job search skills and job placement.

There is a **New Horizons** program on each of the three main campuses. The services are free to all adults who qualify.

Sex Equity Program

The Sex Equity Program is a program designed to assist individuals who wish to enter into careers that are not traditionally associated with their sex. For example, a non-traditional student would be a female who desires to enter a program such as Electrical Technology, or a male who chooses to enter the Licensed Practical Nursing Program. The Sex Equity Coordinator offers support to the students who are enrolled in the non-traditional programs.

Program services offered by the Sex Equity Coordinator are career planning, career exploration, occupational preparation, non-traditional career counseling, educational and training assistance, career testing, referrals, workshops and seminars, group counseling, agency referrals, and support services. Sex Equity guarantees equal opportunity for both males and females in meeting the challenges of a changing work force.

Publications

Student Newspapers. The students at Perkinson 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 Perkinson Campus and is a collection of original poems, short stories, pros, and line drawings of the students.

College Yearbooks. Each campus has its own yearbook with a section in each on central administration. 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 free moments for socializing and relaxation. Here they may listen to music, watch television, and have snacks.

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

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 (Perkinson Campus)

Living accommodations are provided on the Perkinson 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. Cable TV is provided in all residence hall lobbies. 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 assistant. To reserve a room or for additional information, contact the Housing Department, P.O. Box 47, 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. The AD Nursing program will follow the 2:1 ratio for laboratory/clinical. 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 Academic and General Instruction or the Dean of Vocational 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 hour's 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.

Veterans, while complying with this absentee policy, must recognize that the Veterans Administration allows only 22.5 days out of class in a nine-month vocational program or 30 days in a 12-month vocational program including time between semesters but excluding legal holidays.

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 the length of the program. Only three (3) days may be missed during any one semester. Absences in excess of those permitted may be considered by the Appeals Committee.

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 may not take more than 19 hours without permission from the campus vice president, except where 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 the Student Services Department. 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, will 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 student's education and are arranged with the employers by Mississippi Gulf Coast Community College. Mississippi Gulf Coast Community College exercises supervision and control over the student's activities at the establishment to insure a comprehensive training experience.

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

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

The program is coordinated through the Office of Cooperative Education.

Credit by Non-Traditional Means

- I. The total of credit by non-traditional means may not exceed 32 semester hours.
- 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. Up to 30 hours of credit for the CLEP General Examinations will be awarded if a minimum score of 500 (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.
- 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 (any two)	MAT 1723, 1313, or 1513	6
Humanities		
Fine Arts	ART 1113, 1233, or MUS 1113 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 programs should consult department chairperson about acceptable credit.)

Subject Test	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 1113D	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. 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, a maximum of 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.

IV. 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.

V. Defense Activity for Non-Traditional Educational Support

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

VI. Credit for Military Service Experience

Upon presentation of Form DD-214 or Form DD-295 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.

VII. 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.

VIII. 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 Vocational 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 2343	3
Criminal Investigation II	CRJ 2333	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 traditional classroom instruction and individualized lab experiences 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 (end of the first term or nine-weeks) 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, means 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, means that, 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 rate 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, indicating that the student officially withdrew before the end of the first ten weeks of a semester 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 our 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 which 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, learning skills center, and literacy program on the three Mississippi Gulf Coast Community College campuses — is to provide primary and secondary materials, both informational and recreational, that support the aims and objectives of the college, the courses and teaching methods of the faculty, and the individual needs of the students.

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 to students in overcoming academic deficiencies or difficulties with their coursework. Students entering the lab find available a variety of instructional methods and media, such as tutoring, computer-assisted instruction, videos, filmstrip and slide presentations, models

and group study. Staffed by instructors who are committed to individualized instruction, the Learning Lab is a resource center, which provides students with every opportunity for success in their classes.

The literacy program serves as a catalyst for generating prospective vocational, technical, and academic students. The objective of all literacy efforts is to increase the basic skills and life skills of all participants as they work toward GED completion.

Quality Points

A student must earn 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.

A transfer student's quality points will be computed on the grades transferred to MGCCC.

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: Readmission

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 (GPA) in accordance with the following minimum requirements during any semester, he/she will be placed on scholastic probation.

Minimum Scholastic Standards of Progress*	
Cummulative Semester Hours Attempted	Cummulative 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.

A transfer student will be under the same scholastic probation; suspension; readmission policy as other students.

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

READMISSION

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

After a second and subsequent suspensions, the student will be eligible to apply for conditional readmission only after remaining out of the College for at least two (2) full semesters (Summer session excluded). No immediate readmission will be considered except in extraordinary circumstances.

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”.

Regular and Special Students

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

When a regular student drops below 12 semester hours, the student automatically becomes a special student. If this occurs during the first six weeks of the semester, a special student tuition fee is charged in lieu of the matriculation fee.

A dormitory student that becomes a special 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 Program

The University of Southern Mississippi-Gulf Coast, in cooperation with Mississippi Gulf Coast Community College, has designed bachelor's degree programs 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 DEGREE PROGRAMS

Business Administration

- Accounting Emphasis
- General Business Emphasis
 - Management Concentration
 - Real Estate Concentration
- Management Information Systems Emphasis

College of Education and Psychology

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

College of Health and Human Science

- Hotel, Restaurant and Tourism (Group A)
- Nursing
- Nursing (for currently licensed Registered Nurses)

College of Liberal Arts

- American Studies
- Criminal Justice
- English — Non-Teaching
- English — Secondary Teacher Certification
- History — Non-Teaching
- History — Secondary Teacher Certification
- Paralegal Studies
- Political Science — Non-Teaching
- Political Science — Pre-Law Option

College of Science and Technology

- Computer Engineering Technology
- Computer Science — Applied Computer Science Emphasis
- Electronics 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

Advantages of Graduation

The advantages of graduation from a community college are too numerous to list. However, it might be noted that attainment of an associate degree or diploma is excellent evidence of a student's individual worth, implying motivation, academic aptitude, and ability to set and reach a goal.

A survey of senior institutions of higher learning in the state shows the following advantages may be enjoyed by the community college graduate.

1. No additional physical education courses required at most senior institutions.
2. A "C" average is automatically accepted without imposing the senior school's method of grade averaging.
3. The community college graduate is automatically admitted in good standing.
4. Graduates seem to understand requirements better, are more stable, and adjust to the new environment.

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.

Transfer students must earn a minimum of 15 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 Serviceman's Opportunity College. In these cases the Vice-President may waive the 15 semester hours minimum).

All degree programs include a core of general education courses (15 semester hours) that is outlined in the three degree programs. The core includes at least one course from each of the following areas: Humanities or Fine Arts, Social or Behavioral Sciences, and Natural Sciences or Mathematics; English, 6 sem. hrs.; Mathematics, 3 sem. hrs.; Science and/or Social Studies, 6 sem. hrs.

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 graduation must apply by March 1, for summer graduation by June 1. Students are strongly encouraged to work closely with faculty advisors and Student Services counselors so that appropriate courses are taken to meet 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 programs designed as the first two years of a four-year college/university program (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 better.

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)

Speech, 3 semester hours

Total, 37 semester hours.

In instances where the 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 state university in Mississippi are required to take certain specific courses. The minimum core courses are listed under University Parallel Programs prior to individual program requirements. Each university may have additional specific require-

ments. 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 programs designed to meet the educational needs of students who are seeking preparation for employment in occupational fields not requiring baccalaureate degree.

This degree encompasses programs listed in Group VII in this catalog. It requires completion of all courses for any program listed in Group VII with an overall average of 2.0 or higher. Each program must have a minimum of 64 hours including the general core requirements as follows:

- 3 hours English Composition
- 3 hours Social or Behavioral Sciences
- 3 hours Math or 4 hours of Natural Science
- 3 hours Oral Communication
- 3 hours Humanities/Fine Arts

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.

- A. This degree requires the 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 science with laboratory
 - Humanities/Fine Arts — 3 semester hours
 - Oral Communication — 3 semester hours
 - Elective courses — consult advisor

Certificates of Completion

Certificates of Completion are granted 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 9-month administrative secretarial or vocational education or apprenticeship programs listed under Groups VIII and VIIIB of this catalog.

Numbering of Courses/Student Classification

Courses of study are identified by name and number. Those numbered from 1111 to 1999 are considered freshman courses and those from 2111 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 programs of study:

1. University parallel programs which 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 or two program areas: University parallel program 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 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 programs 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, a student should discuss the choice of program of study with a guidance counselor who will assist in determining the actual choice. 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, the students should discuss their occupational objectives with a vocational counselor who will offer guidance on appropriate choice of program of study to fulfill their objective; 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 programs (curricula) leading to a baccalaureate degree.

These programs encompass Groups I-IV listed below. University parallel programs lead to the MGCCC Associate of Arts degree.

	Location**	Page No.
Group I		
B.A. Preparatory Curriculum	JCC, JDC, PC	80
B.A. American Studies	JCC, JDC, PC	81
B.S. Preparatory Curriculum	JCC, JDC, PC	82
Developmental Studies*	JDC, PC, JCC	83
Group II		
Business B.S. Preparatory	PC, JDC, JCC	84
Business Education	JCC, PC, JDC	85
Group III		
Art	JDC, JCC, PC	89
Art Education	JDC, PC, JCC	90
Music	PC	86
Group IV		
Engineering	PC, JCC, JDC	91
Architectural Technology	PC, JDC, JCC	92
Construction Engineering Technology	PC, JDC, JCC	93
Industrial Engineering Technology	PC, JDC, JCC	94
Mechanical Engineering Technology	PC, JDC, JCC	95
Industrial Technology	PC	96
Computer Science	JCC, PC, JDC	97
Mathematics	JDC, JCC, PC	98
Group V		
Basic Agricultural Curriculum	PC	107
Basic Science	JCC, JDC, PC	99
Criminal Justice	JDC	113
Fire Protection Technology	CCN	109
Fishery Management	JCC	108
Forestry	PC	110
Interior Design	PC	112
Medical Record Administration	JCC, PC, JDC	105
Medical Technology	PC, JDC, JCC	100
Occupational Therapy	JDC, PC, JCC	102
Optometry	JCC, PC, JDC	103
Pharmacy	JDC, PC, JDC	101
Physical Therapy	PC, JCC, JDC	104
Science Education	JCC, PC, JDC	106
Veterinary Science	JCC, JDC, PC	111
Group VI		
Elementary Education	JDC, JCC, PC	114
Secondary Education	PC, JDC, JCC	115
Special Education	JCC, JDC, PC	116
Technical and Occupational Education	JCC, JDC, PC	117

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

**JCC-Jackson County Campus; JDC-Jefferson Davis Campus; PC-Perkinston Campus.

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 Program	JCC, JDC120
Automated Manufacturing Technology	JCC126
Automotive Technology	JCC127
Automotive Electronics Technology	JCC128
Banking and Finance Technology	JDC129
Biotechnology	JDC131
Business and Office and Related Technology	JCC, JDC, PC132
Accounting Technology	JCC, JDC, PC133
Medical Office Technology	JDC134
Office Systems Technology	JCC, JDC, PC135
Business Management Technology	JCC, JDC, PC136
Microcomputer Technology	JCC, JDC, PC137
Computer Programming Technology	JDC138
Court Reporting Technology	JDC, PC139
Paralegal Technology	JDC140
Child Development Technology	JCC, PC141
Commercial Art Technology	PC142
Computer Servicing Technology	PC143
Criminal Justice	JDC144
Drafting and Design Technology	JCC, JDC, PC145
Electronics Technology	JCC, JDC146
Emergency Medical Technician/ Paramedic	WHCOTC147
Environmental Technology	JCC149
Fashion Merchandising Technology	JCC, JDC150
Fire Protection Technology	CCN151
Horticulture Cluster	PC153
Horticulture Technology	PC154
Golf/Recreational Turf Management Technology	PC155
Hospitality and Tourism Management	JDC156
Human Services Associate Degree Program	JCC157
Marketing Management Technology	JCC, JDC158
Medical Laboratory Technology	JCC159
Medical Radiologic Technology	JCC161
Pharmacy Technician	JDC163
Respiratory Care Technology	JCC165

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. (See details on page 64)

	Location**	Page No.
Aquaculture Technology	WHCOTC	168
Auto Body Repair	WHCOTC	169
Automotive Technology	JDC, PC, WHCOTC	170
Automotive Parts and Accessories Marketing	PC	171
Business and Office Cluster	GCOTC, JC, JD, PC, WHOTC	172
Carpentry-Residential	JDC	174
Commercial Truck Driving	PC	175
Cosmetology	GCOTC	176
Electrical Technology	JCC, JDC, WHCOTC	177
Food Production and Management Technology	WHCOTC	178
Health Unit Coordinator	JCC, JDC	179
Heating and Air Conditioning	JDC	180
Industrial Drafting	WHCOTC	181
Industrial Maintenance Millwright	JCC	182
Industrial Maintenance Trades	JDC	183
Landscape Management Technology	WHCOTC	184
Machine Tool Operation/Machine Shop	JCC, WHCOTC	185
Marine Engine Mechanics	JCC	186
Plumber/Pipefitter	JCC	187
Practical Nursing	GCOTC, JCC, JDC	188
Surgical Technology	GCOTC	190
Teacher Assistant	JDC	191
Welding	ATDC, GCOTC, JCC, PC	192

Group VIII— Apprenticeship

Boilermaker	JCC	193
Carpenter/Joiner	JCC	193
Electrical	JCC	193
Hull Welder	JCC	194
Machinist	JCC	193
Painter	JCC	194
Pipefitter	JCC	194
Pipewelder	JCC	194
Sheetmetal	JCC	194

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 220

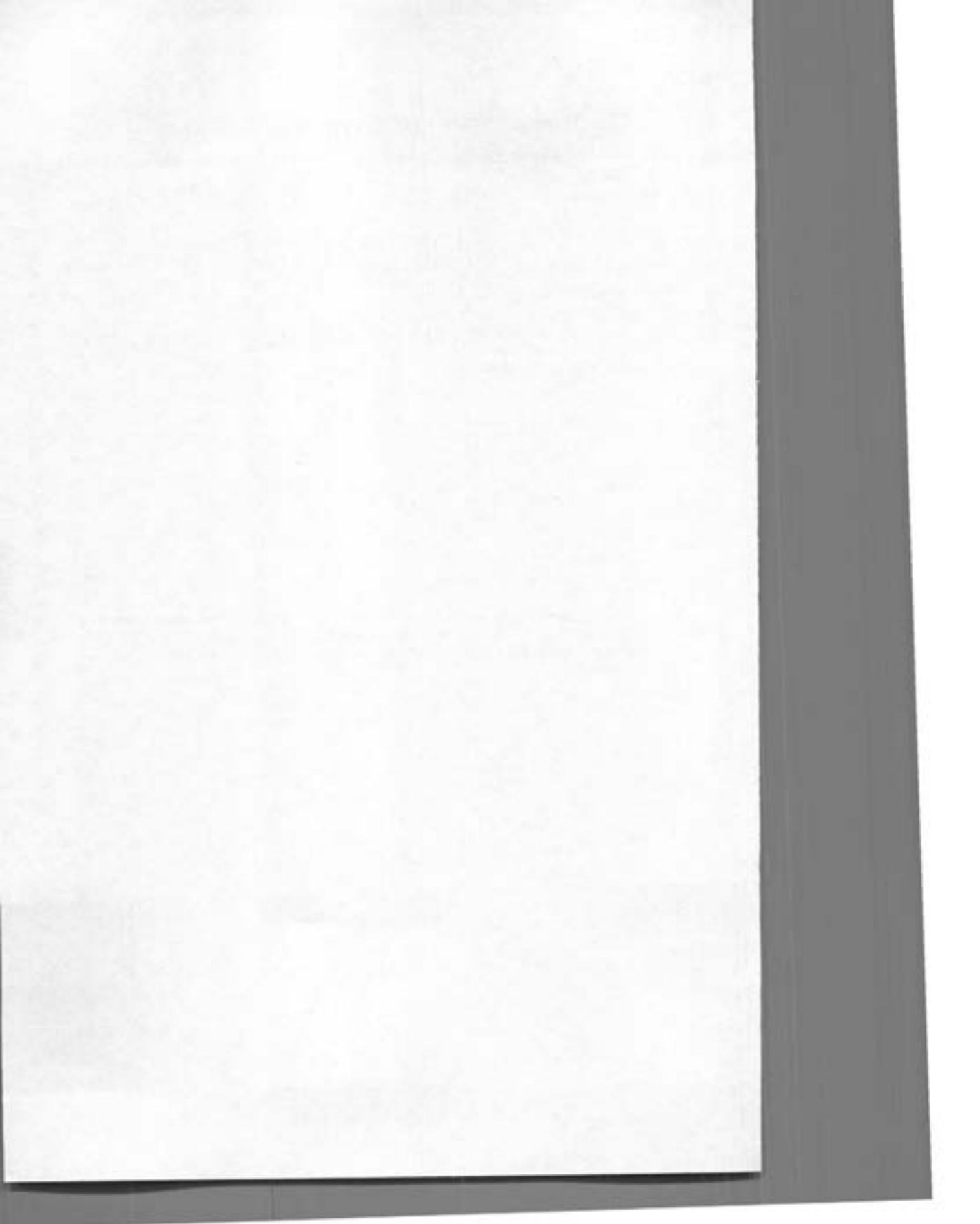
ADULT AND CONTINUING EDUCATION PROGRAMS

Description 195

SPECIAL PROGRAMS

Certified Nursing Assistant JCC, JDC 195

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





ACADEMIC PROGRAMS

1996 - 1997 CATALOG

UNIVERSITY PARALLEL PROGRAMS

University Parallel Programs are designed as the first two years of a four-year college/university program 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 or programs. Students undecided about which senior institution they will attend should consult the B.A. or B.S. Preparatory Curriculum found below.

Transfer students who have completed an applicable associate degree, a higher level degree, or the equivalent are exempt from the freshman admission requirements for the Mississippi University system institutions. All other transfer students are subject to the freshman admission requirements for the university system institutions.

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
FINEARTS 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 1213 or ELECTIVE	BASIC Computer Programming		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	American History I or II		3
SPT 1113	Oral Communication		3

Group I: B.S. Preparatory Curriculum 1010

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

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
BIO 1134, 1144 or PHY 2244, 2254	General Biology I & II or Physical Science I & II	4	4
MAT 1313*	College Algebra	3	
MAT ELECTIVE	Any Math above College Algebra		3
HIS 1163, 1173 or HIS 2213, 2223	World Civilization I & II or American History	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 1213 or ELECTIVE	BASIC Computer Programming	3	
ELECTIVES	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: DEVELOPMENTAL STUDIES* 1015

This program is provided for students who show academic deficiencies and/or a lack of readiness for a chosen curriculum. Students are directed to the Developmental Studies program in accordance with performance on standard tests given to freshmen prior to registration. Each student is advised of test results and counseled accordingly. The Developmental Studies program involves traditional class instruction and individualized lab experiences to assist students in achieving the specific course competencies.

Course Requirements

Depending 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 a degree-granting program and non-transferable. May count toward graduation from Mississippi Gulf Coast Community College.

**Students will begin their math study in the first course which they need and will continue until they have mastered the skills needed in their chosen program of study.

Programs are designed as guides for curriculum planning. 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; or 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, 1223	Accounting I & II	3	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	Bus. Management and Microcomputers ...	3	or 3
SPT 1113	Oral Communication	3	or 3
FINE ARTS	Any Appreciation Course	3	or 3

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

Business Education 2010

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
MAT 1313 or MAT 1753	College Algebra	3	
	Quantitative Reasoning		
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1134, 1144	General Biology I & II	4	4
BOT 1113	Document Formatting and Production	3	
PSY 1513	General Psychology		3
SPT 1113	Oral Communication		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II	3	3
ACC 1213, 1223	Accounting I & II	3	3
BOT 1613*			
BOT 2623	Shorthand	3	3
PHY 2244, 2254	Physical Science Survey I & II	4	4
ECO 2113, 2123	Economics I & II	3	3
FINE ARTS	Any Appreciation Course	3	or 3

*If a student has completed one year of high school shorthand, PSC 1113, HPR 1213, or GEO 1123 should be taken in lieu of BOT 1613.

Programs are designed as guides for curriculum planning. 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 1512, 1522	Piano	2	2
	*Social Science (elective)	3	or 3
MUA	Recital Class	0	0
TOTAL		<u>17 or 20</u>	<u>17 or 20</u>
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature	3	3
HIS 1163, 1173	World Civilization	3	3
PHY 2244, 2254	Physical Science (Biology or Chemistry may be substituted)	4	4
MUS 2214, 2224	Music Theory	4	4
MUS 2313, 2323	Music History	3	3
MUA	Private Lessons, Inst. or Vocal	1	1
MUA 2572, 2582	Piano	2	2
MUA	Recital Class	0	0
TOTAL		<u>20</u>	<u>20</u>

*Please see your advisor before scheduling these courses.

GROUP III: FINE ARTS

Music Education 3000 Vocal Emphasis or Church Music Emphasis

FRESHMAN YEAR		SEMESTER HOURS	
		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
SPT 1113	Oral Communication	3	
MAT 1313 or MAT 1753	College Algebra		3
PSY 1513	Quantitative Reasoning General Psychology		3
MUS 1214, 1224	Music Theory I & II	4	4
MUS 2413*	Music Literature	3	
HPR*	Physical Education	1	1
MUA 1772, 1782	Voice	2	2
MUA 1512, 1522	Piano	2	2
MUO 1211, 1221	Choir	1	1
MUA	*Social Science (elective)	3	or 3
MUA	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	4	4
MUS 2313, 2323	Music History	3	3
MUA 2772, 2782	Voice	2	2
MUA 2572, 2582	Piano	2	2
MUO 2211, 2221	Choir	1	1
MUA	Recital Class	0	0
TOTAL		<u>22</u>	<u>22</u>

*Please see your advisor before scheduling these courses.

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 General Psychology		3
MUS 1214, 1224	Music Theory I & II	4	4
MUS 2413*	Music Literature	3	
HPR*	Physical Education	1	1
MUA	Private Lessons, Major Inst.	2	2
MUA 1511, 1521	Piano	1	1
MUO 1111, 1121	Band**	1	1
	*Social Science (elective)	3	or 3
MUA	Recital Class	0	0
TOTAL		<u>18 or 21</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	4	4
MUS 2313, 2323	Music History	4	4
MUA	Private Lessons, Major Inst.	2	2
MUA 2571, 2581	Piano	1	1
MUO 2111, 2121	Band**	1	1
MUA	Recital Class	0	0
TOTAL		<u>22</u>	<u>22</u>

*Please see your advisor before scheduling these courses.

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

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 1733	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	3	3
	Elective	3	

Programs are designed as guides for curriculum planning. 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

*Refer to policy concerning admission to teacher education programs.

Programs are designed as guides for curriculum planning. 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
CHS 2323	Fortran Programming and Application		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.

**Humanities courses must be in sequence.

**Social Science courses must be in sequence.

Architectural Technology 4035

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
MAT 1313	College Algebra	3	
GRA 1143	Graphic Communication	3	
HPR	Physical Education	1	1
CHE 1214	General Chemistry		4
MAT 1323	Trigonometry		3
HIS 1163, 1173	World Civilization I & II	3	3
CSC 1613 or 2323	Computer Programming		3
FINE ARTS	Any Appreciation Course	3	
SOPHOMORE YEAR			
MAT 1613, 1623	Calculus I & II	3	3
DDT 1613	Architectural Design I	3	
PHY 2414, 2424	General Physics I & II	4	4
SPT 1113	Oral Communication	3	
PSY 1513	General Psychology		3
ECO 2113	Economics I		3
DDT 2243	Strength of Materials		3
ENG 2423	World Literature	3	

Programs are designed as guides for curriculum planning. Consult the University of Southern Mississippi.

Construction Engineering Technology 4036

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
MAT 1313	College Algebra	3	
GRA 1143	Graphic Communication	3	
HPR	Physical Education	1	1
HIS 1163, 1173	World History I & II	3	3
MAT 1323	Trigonometry		3
CSC 1613 or 2323	Computer Programming		3
PSY 1513	General Psychology	3	
CHE 1214	General Chemistry I		4
SOPHOMORE YEAR			
FINE ARTS	Any Appreciation Course	3	
SPT 1113	Oral Communication	3	
BAD 2413	Legal Environment of Business	3	
MAT 1613, 1623	Calculus I & II	3	3
PHY 2414, 2424	General Physics I & II	4	4
ACC 1213	Principles of Accounting I		3
ECO 2113	Economics I		3
ENG 2423	World Literature		3

Programs are designed as guides for curriculum planning. Consult the University of Southern Mississippi.

Industrial Engineering Technology 4000

The major in Industrial Engineering Technology offers a program designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing. In addition to the traditional program emphasizing productivity improvement, a special emphasis area in manufacturing is offered. Both programs provide a strong background in the technical sciences and applied mathematics and prepare him or her for a wide spectrum of jobs in the manufacturing, service, and government sectors. The following curriculum provides for graduation with the Associate Degree as well as maximum transfer credit to Industrial Engineering Technology at the University of Southern Mississippi.

		SEMESTER HOURS	
		Fall	Spring
FRESHMAN YEAR			
ENG 1113	English Composition I	3	
ENG 1123	English Composition II		3
GRA 1143	Graphic Communication	3	
CSC 2323 or CSC 1613	Computer Programming		3
MAT 1313	College Algebra	3	
CHE 1214	General Chemistry I with Lab		4
PSY 1513	Psychology		3
	(or other Social Science elective)		
HIS 1163	World Civilization I	3	
HIS 1173	World Civilization II		3
HPR 1751	Nutrition and Weight	1	
HPR 1591	Hlt Concepts of Phy Activity		1
MAT 1323	Trigonometry	<u>3</u>	
		16	<u>17</u>
SOPHOMORE YEAR			
SPT 1113	Oral Communication	3	
PCS 1113	American Government		3
	(or other Social Science elective)		
GRA 2253	Descriptive Geometry	3	
PHY 2414	General Physics I with Lab	4	
PHY 2424	General Physics II with Lab		4
DDT 2243	Strength of Materials		5
ENG 2423	World Literature	3	
FINE ARTS	Appreciation Course	3	
MAT 1613, 1623	Calculus	<u>3</u>	
		19	<u>16</u>
TOTAL			64

Mechanical Engineering Technology 4000

Mechanical Engineering Technology involves practical application of engineering principles to the design, operation, and testing of mechanical equipment and systems. Topics of study include robotics, solar energy, strength of materials, machine design, computer aided drawing, computer application programs, hydraulics, air conditioning & heating design, manufacturing processes and materials, quality control, and engineering finance. Although Engineering Technology is less theoretical than engineering, students develop competence in applied mathematics and technical problem solving. Because of the high demand for technically educated men and women, Mechanical Engineering Technology graduates can expect high salaries and rewarding job assignments in both industry and government. The following curriculum provides for graduation with the Associate Degree as well as maximum transfer credit toward the Baccalaureate Degree in Mechanical Engineering Technology at the University of Southern Mississippi.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition I	3	
ENG 1123	English Composition II		3
GRA 1143	Graphic Communication	3	
FINE ARTS	Appreciation Course		3
MAT 1313	College Algebra	3	
CHE 1214	General Chemistry I with Lab		4
PSY 1513	Psychology		3
(or other Social Science elective)			
HIS 1163	World Civilization I	3	
HIS 1173	World Civilization II		3
HPR 1751	Nutrition and Weight	1	
HPR 1591	Hlth Concepts of Phy Activity		1
MAT 1323	Trigonometry	<u>3</u>	
		16	17
SOPHOMORE YEAR			
SPT 1113	Oral Communication	3	
PCS 1113	American Government		3
(or other Social Science elective)			
GRA 2253	Descriptive Geometry	3	
PHY 2414	General Physics I with Lab	4	
PHY 2424	General Physics II with Lab		4
DDT 2243	Strength of Materials		3
CSC 2323 or 1613	Computer Programming		3
ENG 2423	World Literature	3	
MAT 1613, 1623	Calculus	<u>3</u>	<u>3</u>
TOTAL		16	16

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 course 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
IED* 1213, 1223	Woodwork	3	3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II	3	3
PHY 2414, 2424	General Physics	4	4
IED* 2313	General Metal Work	3	or 3
PSY 1513	General Psychology	3	or 3
SPT 1113	Oral Communication	3	or 3
GRA 2253	Descriptive Geometry	3	or 3
ECO 2113	Economics I	3	or 3
PSC 1113	American Government	3	or 3
FINE ARTS	Any Appreciation Course	3	3

*IED courses are not offered at this time.

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

Computer Science 4010

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
CSC 1213	BASIC Programming	3	
MAT 1613, 1623	Calculus I & II	3	3
CSC 1613 or CSC 2133	Computer Programming I		3
	Programming I with "C"		
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
CSC2623 or CSC 2143	Computer Programming II	3	
	Programming II with "C"		
SPT 1113	Oral Communication		3
	Lab Science*	4	4
CSC 2813	RPG 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.

Programs are designed as guides for curriculum planning. 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.

*Students who want to major in secondary teacher education follow the above curriculum.

GROUP V: SCIENCE

(Includes Agriculture and Home Economics)

The basic science course outlined below is recommended for four-year science majors, for pre-medical, pre-dental, biology, chemistry, and physics students. Biology majors may substitute botany and/or marine science for one or two semesters of French.

The recommended courses for medical technology, optometry, occupational therapy, physical therapy, pre-pharmacy, and chemistry education are listed following the basic science course.

Basic Science 5000

		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**	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	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.

***BIO 1134 prerequisite to all biology courses.

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

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	4
BIO 2924	Microbiology		4
FINE ARTS	Any Appreciation Course	3	
SPT 1113	Oral Communication	3	

*BIO 1134 is a prerequisite to all other biology courses.

**NOTE: Students are allowed to reduce class loads to 64 semester hours in above programs with assistance of faculty advisor.

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

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	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

*BIO 1134 is a prerequisite to all other Biology courses.

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.

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

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

*Prerequisite BIO 1134.

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

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

*BIO 1134 is a prerequisite to all other biology courses.

**American and/or World Literature may be substituted.

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

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

*Prerequisite BIO 1134.

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

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, Typewriting, and Computer Science.

*Prerequisite BIO 1134.

**American and/or World Literature may be substituted.

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

Science Education* 5060

Secondary Teachers Certificate

		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 2213 may be substituted for ENG 2323, 2333.

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

*Refer to policy concerning admission to teacher education program.

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

AGRICULTURE

(Perkinston Campus)

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.

Basic Agricultural Curriculum* 5070

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
CHE 1314, 1324	Principles of Chemistry	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	

*Refer to policy concerning admission to teacher education program.

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

Fishery Management 5085

(Aquaculture)

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition I & II	3	3
BIO 1134	General Biology I	4	
CHE 1214, 1224	General Chemistry	4	4
BIO 1314	Botany		4
BIO 2414	Zoology I		4
SPT 1113	Oral Communication	3	
MAT 1613	Calculus I		3
	Humanities Elective	3	
SOPHOMORE YEAR			
ACC 1213, 1223	Accounting I & II	3	3
CHE 2425	Organic Chemistry	5	
CSC 1213	BASIC Programming	3	
BIO 2424	Zoology II	4	
BIO 2234	Applied Aquatic and Terrestrial Ecology	4	
BIO 2924	Microbiology		4
	Social/Behavioral Science		3
FINE ARTS	Any Appreciation Course		3
	Humanities Elective		3

Fire Protection Technology 5125

University Transfer

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.

	SEMESTER HOURS
WRITTEN COMMUNICATIONS	6
ENG 1113-1123 English Composition I & II	
ORAL COMMUNICATIONS	3
SPT 1113 Speech	
SCIENCE	8
CHE 1214-1224 General College Chemistry I & II w/lab	
MATH	3
MAT 1313 College Algebra (or higher)	
HUMANITIES/FINE ARTS	9
Required	
HIS 1163-1173 World Civilization I & II	
Recommended	
ENG 2213 American Literature Survey	
ENG 2423-2433 World Literature I & II	
HIS 2213-2223 American History I & II	
BEHAVIORAL/SOCIAL SCIENCES	6
Recommended	
PSC 1113 American Federal Government	
PSC 1123 State and Local Government	
SOC 2113 Introduction to Sociology	
ECO 2113 Economics I	
PSY 1513 General Psychology	
GENERAL EDUCATION CREDITS	38
FIRE PROTECTION CORE PROGRAM	
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 Scene Safety	3
FFT 2413 Strategy & Tactics	3
FFT 2423 Incident Management Systems	3
CORE PROGRAM CREDITS	27

Forestry 5090

Preparatory for MSU

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
BIO 1314	Botany*	4	or 4
BIO 2424	Zoology*	4	or 4
MAT 1613	Calculus I	3	or 3
ENG 1113, 1123	English Composition I & II	3	3
CHE 1214, 1224	General Chemistry I & II	4	4
FINE ARTS	Any Appreciation Course	3	or 3
	Social Science Elective	3	3
SOPHOMORE YEAR			
SPT 1113	Oral Communication	3	or 3
AGR 2314	Soils	4	or 4
CSC 1113	Introduction to Computer Concepts	3	or 3
DDT 1413-2433	Plane Surveying	3	or 3
	Humanities Elective	3	or 3
ECO 2113	Principles of Economics I	3	or 3
PHY 2414	General Physics I	4	or 4
	Electives**	6	or 6

*BIO 1134 is a prerequisite to all other biology courses.

**Students planning to enter the Forestry-Wildlife Option should schedule CHE 2425 Organic Chemistry.

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

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
PSY 1113	Government		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
CHE 2425, 2435	Organic Chemistry	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

*BIO 1134 is a prerequisite to all other biology courses.

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

Interior Design 5111

(Perkinston Campus)

		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 1111	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.

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

Criminal Justice 5120

The Criminal Justice Program is balanced between basic general education courses, common to all college programs, and requirements in administrative and specialized, criminal justice courses. The program 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 program for those students intending to earn the Associate 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	
SOC 2113	Introduction to Sociology		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	
CRJ 2333	Criminal Investigations I	3	3
		<u>16</u>	<u>19</u>
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	
ECO 2113	Principles of Economics		3
ENG 2413	World Literature	3	
MFL 2243	Conversational Spanish Law Enforcement		3
CRJ 2323	Criminal Law-Evidence	3	
CRJ 1323	Police Organization I		3
Choose 1 of the following CRJ courses:	3	
CRJ 2343	Investigations II		
CRJ 2513	Juvenile Justice		
CRJ 2413	Administration of Justice		
FINE ARTS	Any Appreciation Course		3
HEALTH/PHYSICAL EDUCATION	<u>1</u>	<u>1</u>
		16	16

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

GROUP VI: EDUCATION

The curriculum given below is the recommended program 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 major.

Policy concerning admission to teacher education programs: Individuals who desire to be admitted to a professional teacher education program 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.

Programs are designed as guides for curriculum planning. 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	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		
	College Algebra	3	
MAT 1313	Principals of Geography	3	or 3
GEO 1123	Elective	3	or 3
	Philosophy, Foreign Language, History, Sociology, English, Mathematics, Biological Science, CSC 1113, BAD 2533		
	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

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	3	3
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 1113	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, 1323	College Algebra, Trigonometry	3	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	

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	3	3
MAT 1313	College Algebra	3	
PSY 1513	General Psychology		3
	The Arts		
	ART 1913, MUS 2513		
HPR 1591	Performing Arts Course/s	3	or 3
HPR 1751	Health Concepts Fitness	1	or 1
	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		

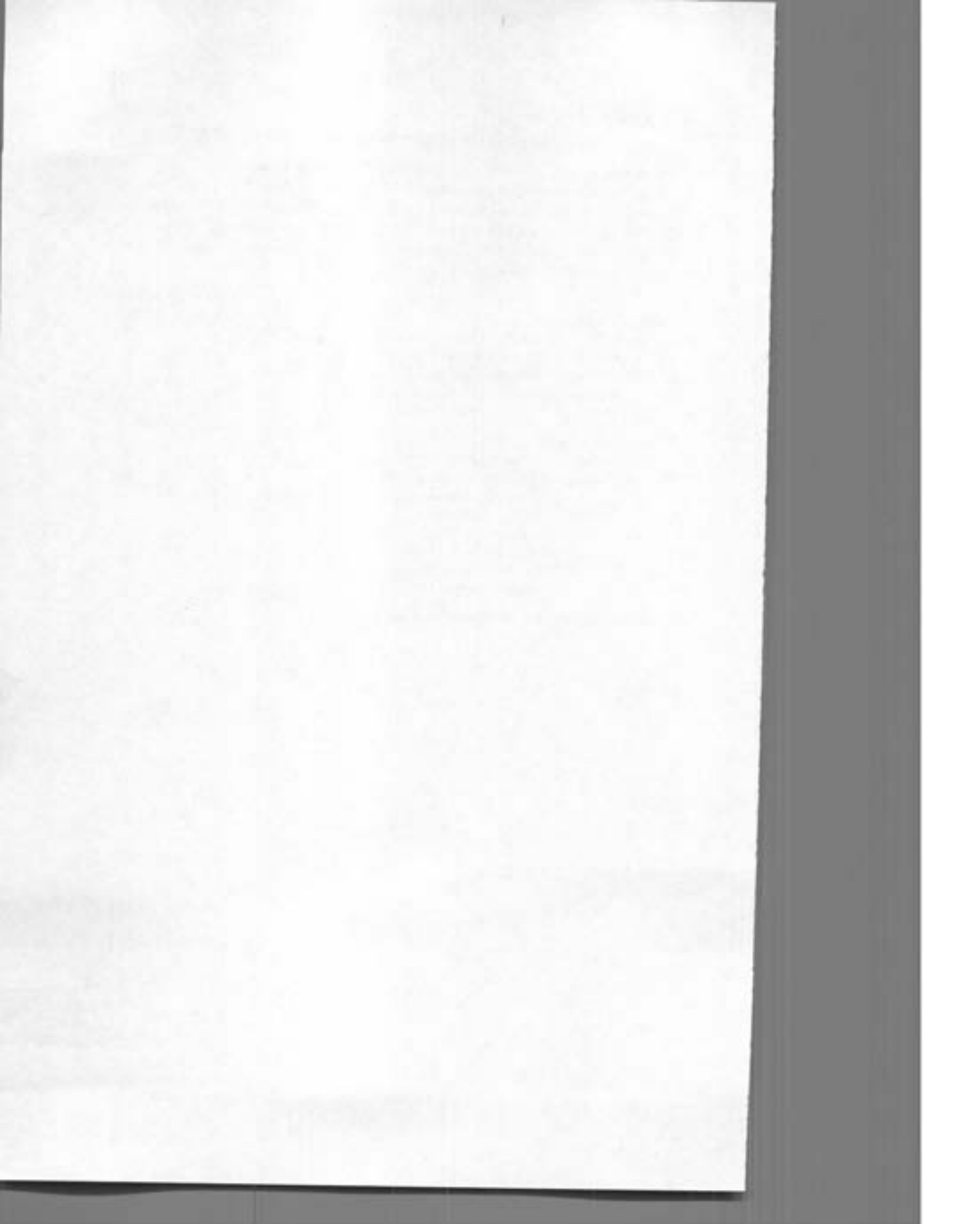
*Must be higher than College Algebra

Technical & Occupational Education 6020

The major in 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	3	3
MAT 1313	College Algebra	3	
*TOE Skill Courses	(Will vary with specialty)	6	6
SPT 1113	Oral Communication		3
SOPHOMORE YEAR			
PHY 2444, 2254	Phys. Science w/lab	4	4
*TOE Skill Courses	(Will vary with speciality)	6	6
PSY 1513	General Psychology	3	
ENG 2423	World Literature I	3	
ECO 2113	Prin. of Economics		3
HPR 1751	Nurition & 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.





TECHNICAL PROGRAMS

1996 - 1997 CATALOG

OCCUPATIONAL EDUCATION PROGRAMS

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

- A. To provide vocational, technical, and adult education programs 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 programs to students that are occupationally specific for job opportunities in skilled occupations. (Diploma programs)
 - C. To provide vocational, technical, and adult education programs to students for job opportunities in occupations that are technical and/or paraprofessional. (Associate Degree programs)
 - D. To provide vocational, technical, and adult education programs 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 educational programs leading to MGCCC Associate of Applied Science degree.

ASSOCIATE DEGREE NURSING PROGRAM 7000

(Jefferson Davis and Jackson County Campuses)

The Associate Degree Nursing (ADN) program exists to prepare 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 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.

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

In addition to regular college tuition and fees, ADN students have other expenses for such things as uniforms, workbooks, nursing achievement tests, professional liability insurance, and fees for licensing exam. Students in the program are responsible for their own transportation to and from clinical agencies. Students are obligated to abide by the policies and procedures of the clinical agencies to which they are assigned. Evening clinical rotations may be required. ADN students must be full-time students. ADN students should save six (6) credit hours of required academic courses to take along with NUR 1107. Should

students complete all academic courses prior to NUR 1107, they will be required to take an additional five (5) credit hours of their choice along with NUR 1107 to be full time. It is recommended that students work closely with their advisor to ensure they maintain full-time status. Students must follow the college catalog and ADN policies in effect at the time they enter/re-enter the nursing program. The college reserves the right to make program changes as necessary and 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 GPA 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) Successfully complete twenty-three (23) credit hours of the required academic courses with a 2.5 GPA to qualify for admission if **ACT composite is less than 18 on the enhanced version or less than 15 on the previous version**. 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. The remaining credit hours should be saved to take with NUR 1107.
- (7) Obtain a physical examination and provide proof of current immunizations against Tetanus upon notification or admission to the ADN program.

READMISSION/TRANSFER:

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

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 only if there are not enough in-state applicants to fill an associate degree nursing class. 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:

All students in the ADN Program must earn at least seventy-three (73) academic semester hours with a GPA of 2.0 on all academic hours in order to graduate. A grade of at least a "C" is required in all nursing courses and biological science courses in order to continue in nursing. 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 1107, NUR 1212, or NUR 2312 and one to NUR 2412. Students cannot repeat any nursing or science course more than once.

Associate Degree Nursing 7000

		SEMESTER HOURS
FRESHMAN YEAR		
1st Semester		
NUR 1107	Nursing Process I	7
BIO 2514*	Anatomy and Physiology I	4
ENG 1113	English Composition I	3
PSY 1513	General Psychology	3
		<u>17</u>
2nd Semester		
NUR 1212	Nursing Process II	12
BIO 2524*	Anatomy and Physiology II	4
		<u>16</u>
Summer Session		
BIO 2924*	Microbiology	4
EPY 2533	Human Growth and Development	3
SOC 2113	Introduction to Sociology	3
		<u>10</u>
SOPHOMORE YEAR		
1st Semester		
NUR 2312	Nursing Process III	12
ENG 1123	English Composition II	3
		<u>15</u>
2nd Semester		
NUR 2412	Nursing Process IV	12
SPT 1113	Oral Communication	3
		<u>15</u>
TOTAL: 73 Semester Hours		

- *1. BIO 1134 (General Biology I) is a science prerequisite to BIO 2514, 2524, and BIO 2924.
 2. BIO 2514, 2524, and 2924 will be accepted only if completed within the last five years.
 A grade of "C" or better in each is required.

ADVANCED PLACEMENT:

Advanced placement in the Associate Degree Nursing Program is available to Licensed Practical Nurses who qualify for the program. Enrollment is limited. Qualified LPNs accepted into the program will be allowed to by-pass NUR 1107 and NUR 2312 after successfully completing NUR 1116. Credit for the by-passed nursing courses is held in escrow until NUR 1212 is successfully completed. To graduate, advanced placement students must successfully complete the nine academic courses required for the ADN degree, NUR 1116, NUR 1212, and NUR 2412: credit for these courses plus the by-passed nursing courses will equal seventy-three (73) semester hours. All ADN policies and procedures apply to advanced placement students.

ADVANCED PLACEMENT ADMISSION REQUIREMENTS:

1. Meet the requirements for regular ADN students.
2. Be a graduate of an accredited Practical Nursing Program.
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).
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 7 additional hours of required coursework with a GPA of 2.5 or higher)

Required academic coursework not completed prior to admission to the Advanced Placement Program must be taken with the two remaining nursing courses according to the Advanced Placement Curriculum Plan.

SELECTION PROCESS:

Students are admitted to the Advanced Placement Program once a year in the Summer. Qualified applicants are selected based on academic merit.

LPN/ADN Advanced Placement Curriculum

		SEMESTER HOURS
SOPHOMORE YEAR		
Summer Session		
NUR 1116	LPN-ADN Transition	6
1st Semester		
NUR 1212	Nursing Process II	12
BIO 2924	Microbiology	4
SPT 1113	Oral Communication	<u>3</u>
		19
2nd Semester		
NUR 2412	Nursing Process IV	12
ENG 1123	English Composition II	3
SOC 2113	Introduction to Sociology	<u>3</u>
		18

AUTOMATED MANUFACTURING TECHNOLOGY 7182

(Jackson County Campus)

Automated Manufacturing Technology is an instructional program that provides the student with technical knowledge and skills necessary for gaining employment as an automated manufacturing systems technician in maintenance diagnostics, engineering, or production in an automated manufacturing environment. The focus of this program is on computer controlled manufacturing with particular emphasis in the integration of programmable controllers, electronics, fluid power, instrumentation, and process control in the manufacturing process. Included is the ability to interface and maintain systems in a manufacturing application that involves material handling, CNC machining, parts assembly, and robotics control.

This curriculum is designed as a two-year technical program. The Associate of Applied Science degree in Automated Manufacturing Technology will be awarded at the culmination of 65 semester hours of satisfactory study. At the conclusion of the program, the student will have an opportunity to apply for the Engineering Fundamentals exam and become a Certified Manufacturing Technologist (CMfgT) or an Associate Certified Manufacturing Technologist (Associate CMfgT) through the Society of Manufacturing Engineers (SME).

FRESHMAN YEAR		SEMESTER HOURS
EET 1102	Fundamentals of Electronics	2
ROT 1113	Fundamentals of Robotics	3
EET 1114*	DC Circuits	4
	Math/Science Elective	3/4
	Computer Related Elective	3
EET 1123*	AC Circuits	3
EET 1314*	Solid State Devices and Circuits	4
MFT 1123	Systems Programming I	3
MFT 1214	Principles of Automation I	4
INT 1214	Fluid Power	4
SOPHOMORE YEAR		
ENG 1113	English Composition I	3
	Social/Behavioral Science Elective	3
MFT 2224	Principles of Automation II	4
ELT 1413	Motor Control Systems	3
ROT 1313	Industrial Robotics	3
SPT 1113	Oral Communication	3
	Humanities/Fine Arts Elective	3
MFT 2614	Flexible Manufacturing Systems	4

Technical Electives - INT 2214, INT 2114, MFT 1613, MFT 2313, MFT 2413, MFT 2513, MFT 2013, MFT 2113, MFT 2913, MFT 2923, INT 2124

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.

AUTOMOTIVE TECHNOLOGY 7210 AUTOMOTIVE ELECTRONICS TECHNOLOGY

(Jackson County Campus)

Automotive Technology is an instructional program that prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction includes the diagnosis of malfunctions and repair of engines, fuel, electrical, cooling, brake systems, and drive train and suspension systems. Instruction is also provided in the adjustment and repair of individual components such as transmissions and fuel systems.

The Automotive Electronics Technology program provides classroom and laboratory instruction in automotive electronics operation and maintenance. Included is instruction in operation, diagnosis, and repair of electronics and computer controlled automotive systems.

Graduates of the first year program are awarded a Certificate of Automotive Technology and those who complete the second year program are awarded the Associate of Applied Science degree in either Automotive Technology or Automotive Electronics Technology. Employment opportunities for graduates of the certificate program may exist as semi-skilled Automotive Mechanics in the automotive industry. A graduate of either technical program may qualify as an Automotive Mechanic, Automotive Electronics Technician or Assistant Diagnostic Technician in the automotive industry.

Both curricula leads to an Associate in Applied Science degree and are preparatory for employment upon graduation from Mississippi Gulf Coast Community College.

MAJOR UNITS OF INSTRUCTION*	SEMESTER HOURS
FRESHMAN YEAR	
ATT 1013	Introduction to Automotive Technology I** 3
ATT 1114	Electrical Systems 4
ATT 1213	Brakes 3
ATT 1315	Manual Drive Trains/Transaxles 5
ENG 1113	English Composition 3
ATT 1023	Introduction to Automotive Technology II** 3
ATT 1513	Basic Fuel Systems 3
ATT 1414	Basic Engine Performance 4
	Math/Science Elective 3/4
SUMMER SESSION	
ATT 1715	Engine Repair 5
ATT 2614	Heating and Air Conditioning 4

AUTOMOTIVE TECHNOLOGY

SOPHOMORE YEAR		SEMESTER HOURS
ATT 2524	Computer Controlled Emission Systems ..	4
ATT 2325	Automatic Transmissions/Transaxles	5
	Humanities/Fine Arts Elective	3
ATT 2535	Computerized Engine Controls	5
ATT 2334	Steering and Suspension Systems	4
ATT 2343	Wheel Alignment	3
SPT 1113	Oral Communication	3
	Social/Behavioral Science Elective	3

AUTOMOTIVE ELECTRONICS TECHNOLOGY

SOPHOMORE YEAR		SEMESTER HOURS
AET 2224	Electronic Concepts	4
AET 2314	Sensors and Computer Concepts	4
AET 2621	Passive Restraint Systems	1
	Humanities/Fine Arts Elective	3
SPT 1113	Oral Communication	3
ATT 2535	Computerized Engine Controls	5
AET 2633	Electronic Ignition Systems	3
AET 2722	Electronic Climate Control Systems	2
AET 2222	Power Train Control Systems	2
AET 2212	Electronic Brake Systems	2
	Social/Behavioral Science Elective	3

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

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

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.

		SEMESTER HOURS
FRESHMAN YEAR		
SPT 1113	Oral Communication	3
CPT 1113	Intro to Computers	3
BFT 1213	Principles of Banking	3
BOT 1313	Applied Business Math	3
BFT 1313	Consumer Lending	3
ACC 1213	Principles of Accounting I	3
ENG 1113	English Composition	3
BOT 2714	Advanced Microcomputer Applications ..	4
BFT 1223	Banking Practices	3
BFT 1323	Commercial Lending	3
		31
SOPHOMORE YEAR		
ACC 1223	Principles of Accounting II	3
	Approved Elective	3
BFT 2333	Installment Credit	3
	Math/Natural Science Elective	3
	Social/Behavioral Science Elective	3
BFT 2113	Business Policy	3
BFT 2813	Business Communications	3
	Humanities/Fine Arts Elective	3
BFT 2523	Business Finance	3
BFT 2414	Professional Development in Financial Institutions	4
BFT 2916	Internship	6
		37

APPROVED ELECTIVES - Banking and Finance Technology

BOT 2723	Administrative Office Procedures	3
ECO 2113	Principles of Economics (Macroeconomics)	3
BAD 2413	Legal Environment of Business	3
BOT 2433	Income Tax Accounting	3
CPT 1224	BASIC Programming Language	4
CPT 1234	Introduction to RPG Programming Language	4
CPT 1244	Introduction to COBOL Programming Language	4
CPT 1254	FORTTRAN Programming Language	4
CPT 2264	Advanced RPG Programming Language ..	4
CPT 2274	Advanced COBOL Programming Language	4
CPT 2284	C Programming Language	4

BIOTECHNOLOGY 7055

(Jefferson Davis Campus)

Biotechnology will provide an individual with the training needed to succeed in laboratories specializing in DNA technology. A biotechnology laboratory technician will perform duties such as isolation of DNA, DNA fingerprinting, separation of RNA and DNA, genetic engineering, gene mapping and gene sequencing, as well as other duties in DNA technology. The biotechnologist works in an atmosphere that is at the forefront of the biological sciences.

SEMESTER HOURS

FRESHMAN YEAR

BIT 1115	Basics of Molecular Biology	5
BIO 1134	General Biology I	4
CHE 1214	General Chemistry I	4
ENG 1113	English Composition I	3
MAT 1313	College Algebra	3
BIT 1225	Genetic Engineering	5
BIO 1144	General Biology II	4
CHE 1234	General Chemistry II	4
HIS 1163	World Civilization I	3

FINE ARTS ELECTIVE

(Music, Art, or Theatre Appreciation)	3
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SUMMER SESSION

BIT 1335	Immunobiotech. and Plant Biotech.	5
BIO 2514	Human Anatomy and Physiology I	4
CSC 1113	Introduction to Computers	3

SOPHOMORE YEAR

BIT 2115	Separations and Protein Technology	5
BIO 2024	Microbiology	4
BIO 2524	Human Anatomy and Physiology II	4
CHE 2425	Organic Chemistry I	4
BIT 2224	Biotechnology Internship	4
BIT 2514	Biochemistry for Biotechnology	4
SPT 1113	Oral Communications	3
PSY 1513	General Psychology	3

BUSINESS AND OFFICE AND RELATED TECHNOLOGY

Comprised of

I. (Eight) 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 PROGRAMMING CLUSTER (1 Concentration) | |
| 6. | Computer Programming Technology Concentration | 7032 |
| C. | LEGAL CLUSTER (2 Concentrations) | |
| 7. | Court Reporting Technology Concentration | 7176 |
| 8. | 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 | 7166 |

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, 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 Perkinston Campuses)

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

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

		SEMESTER HOURS
FRESHMAN YEAR		
BOT 1433	Business Accounting	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 1102	Keyboard Speed Building	2
	Accounting Elective**	3
BOT 2813	Business Communication	3
BOT 1123	Word Processing Applications	3
BOT 1413	Records Management	3
	Written Communication Elective***	3
BOT 1813	Electronic Spreadsheet	3
SOPHOMORE YEAR		
BOT 1213	Professional Development	3
BOT 2413	Computerized Accounting	3
	Oral Communication Elective****	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 2433), Supervised Work experience (BOT 2913), Principles of Accounting I (ACC 1213), Principles of Accounting II (ACC 1223), or Advanced Business Accounting II (BOT 2443).

*** ENG 1113 recommended.

**** SPT 1113 recommended.

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

***** 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		
BOT 1613	Medical Office Terminology I	3
BOT 1102	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 1123	Word Processing Applications	3
BOT 1433	Business Accounting or	
ACC 1213	Principles of Accounting I	3
BOT 2813	Business Communications	3
	Written Communication Elective**	3
BOT 1413	Records Management	3
SOPHOMORE YEAR		
	Transcription Elective***	3
BOT 2413	Computerized Accounting	3
BOT 2743	Medical Office Concepts	3
	Math Elective/Natural Science Elective****	3
	Oral Communication Elective*****	3
BOT 2142	Operating Systems	2
	Transcription Elective***	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.

** ENG 1113 recommended.

*** The Transcription elective will be chosen from Machine Transcription (BOT 1513), Medical Machine Transcription I (BOT 2523), and Medical Machine Transcription II (BOT 2533).

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

***** SPT 1113 recommended.

***** 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		
BOT 1102	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 1123	Word Processing Applications	3
BOT 1413	Records Management	3
BOT 1433	Business Accounting or	
ACC 1213	Accounting I	3
	Written Communication Elective**	3
BOT 1813	Electronic Spreadsheet	3
SOPHOMORE YEAR		
	Math/Natural Science Elective***	3/4
BOT 2413	Computerized Accounting	3
	Oral Communication Elective	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.

** ENG 1113 recommended.

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

**** 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		
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
	Written Communications Elective*	3
BOT 1133	Microcomputer Applications	3
MMT 2233	Human Resource Management	3
BOT 2613	Principles of Business Finance	3
SOPHOMORE YEAR		
BOT 1123	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 2523	Entrepreneurial Problem Solving	3
SPT 1113	Oral Communication	3

* ENG 1113 recommended.

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

*** 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		
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 1123	Word Processing Applications	3
CPT 1224	BASIC Programming Language	3
BOT 1433	Business Accounting	3
	Written Communication Elective***	3
BOT 1813	Electronic Spreadsheet	3
SOPHOMORE YEAR		
	Math/Natural Science Elective****	3/4
BOT 2413	Computerized Accounting	3
	Oral Communication Elective*****	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.

*** ENG 1113 recommended.

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

***** SPT 1113 recommended.

COMPUTER PROGRAMMING CLUSTER COMPUTER PROGRAMMING TECHNOLOGY CONCENTRATION 7032

(Jefferson Davis Campus)

The Computer Programming Technology Concentration provides students with a knowledge of business information systems and a firm background in computer programming with its business/industry applications.

Twenty-one semester credit hours of programming electives are required in the Computer Programming Technology Concentration.

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. Successful completion of the first year of this concentration entitles a student to receive a Computer Operations Certificate.

FRESHMAN YEAR	SEMESTER HOURS
BOT 1213	Professional Development 3
CPT 1213	Computer Concepts/Programming Logic .. 3
CPT 1223	Introduction to BASIC Programming Language 3
ACC 1213	Principles of Accounting I 3
CPT 1313	Computer Operations 3
	Written Communications Elective* 3
ACC 1223	Principles of Accounting II 3
	Social/Behavioral Science Elective** 3
CPT 1233	Introduction to RPG Programming Language 3
	Math/Natural Science Elective*** 3/4
CPT 1263	Advanced BASIC Programming Language 3
SOPHOMORE YEAR	
BOT 2813	Business Communication 3
CPT 1243	Introduction to COBOL Programming Language 3
CPT 2263	Advanced RPG Programming Language .. 3
BOT 1123	Word Processing Applications 3
BOT 2413	Computerized Accounting 3
BOT 2713	Advanced Microcomputer Applications 3
CPT 2273	Advanced COBOL Programming Language 3
SPT 1113	Oral Communication 3
CPT 2323	Systems Analysis and Design 3
CPT 2283	C Programming Language 3
	Humanities/Fine Arts Elective 3

* ENG 1113 recommended.

** ECO 2113 recommended.

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

LEGAL CLUSTER COURT REPORTING TECHNOLOGY CONCENTRATION 7176

(Jefferson Davis and Perkinson Campuses)

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
BOT 1413	Records Management	3
LET 1413	Stenograph Machine Shorthand	3
BOT 1313	Applied Business Math	3
BOT 1713	Mechanics of Communication	3
BOT 1123	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
LET 1513	Family Law	3
SUMMER SESSION		
LET 1813	Speed Building I	3
LET 1823	Speed Building II	3
SOPHOMORE YEAR		
	Written Communication Elective**	3
LET 2433	Stenograph Machine Shorthand 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
	Oral Communication Elective***	3
	Humanities/Fine Arts Elective	3
	Math/Natural Science Elective****	3/4
LET 2911	Internship for Court Reporters	1

* ECO 2113 recommended.

** ENG 1113 recommended.

*** SPT 1113 recommended.

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

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	
	Written Communication Elective* 3
BOT 1313	Applied Business Math 3
LET 1113	Legal Systems and Terminology 3
	Humanities/Fine Arts Elective 3
	Elective** 3
BAD 2413	Legal Environment of Business 3
BOT 1123	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
	Oral Communication Elective**** 3
LET 2313	Civil Litigation 3
	Elective** 3
	Elective** 3
LET 2323	Torts 3
	Social/Behavioral Science Elective***** 3

* ENG 1113 recommended.

** Real Property II (LET 2463), Internship for Paralegal (LET 2923), or other approved related technical course or academic course.

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

**** SPT 1113 recommended.

***** ECO 2113 recommended.

CHILD DEVELOPMENT TECHNOLOGY 7015

(Jackson County and Perkinson Campuses)

This program provides preparation for employment in occupations in child care 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.)

COMMERCIAL ART TECHNOLOGY 7045

(Perkinston Campus)

The Commercial Art Technology curriculum is a two-year program of study designed to prepare the student for entry-level employment and advancement in the field of commercial art and advertising. Students receive instruction in the design and execution of illustrations, layouts, cartooning, mechanical color separations, camera ready layout, rendering with markers, photography, typesetting, logo design, and design principles necessary to complete ads for magazines, books, posters, billboards, storyboards, catalogs, brochures, and many other forms of printed matter. Specific instruction is provided in the preparation of copy; lettering; poster, package and product design; printing, air brushing; and inks and color dynamics.

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.

FRESHMAN YEAR		SEMESTER HOURS
GRA 1112	Engineering Drawing	2
CAT 1113, 1123	Graphic Design I, II	6
ENG 1113	English Composition	3
SPT 1113	Oral Communications	3
CPT 1113	Introduction to Computers	3
CAT 1212	Introduction to Graphic Interface Computers	2
ART 1313, 1323	Drawing I, II	6
MAT 1313	College Algebra*	3
ART 1413	Design I	3
MMT 1423	Advertising	3
SOPHOMORE YEAR		
MMT 1113	Applied Marketing	3
CAT 2134	Commercial Design and Advertising Studio	4
CAT 2213	Commercial Photography	3
CAT 2313, 2323	Basic Advertising Design I, II	6
CAT 2333	Practical Advertising Techniques	3
CAT 2413	Rendering Techniques	3
	Elective**	9

* A natural science and a mathematics course of the student's choice may be substituted.

** Three semester hours will be selected from each of the following: Psychology or social studies, humanities or fine arts and written communications.

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

CURRICULUM		SEMESTER HOURS
EET 1102	Fundamentals of Electronics	2
ENG 1113	English Composition	3
SPT 1113	Oral Communications	3
CPT 1114	Introductions to Computers	4
EET 1114	DC Circuits	4
EET 1123	AC Circuits	3
CST 1213	Failure Analysis	3
EET 1214	Digital Electronics	4
MAT 1313	College Algebra	3
EET 1314	Solid State Devices and Circuits	4
EET 1324	Microprocessors	4
CSC 1613	Computer Programming I	3
EET 1713	Drafting for Electronic Electrical Technology	3
CSR 2113	Computer Servicing Lab I	3
CST 2123	Computer Servicing Lab II	3
EET 2334	Linear Integrated Circuits	4
EET 2514	Interfacing Techniques	4
CST 2912	Special Project	2
	Electives*	6

* Three semester hours will be selected from each of the following: Humanities or Fine Arts and Psychology or 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*	<u>9</u>	
			33
SOPHOMORE YEAR			
SPT 1113	Oral Communication	3	
BIO 1133	General Biology or		
MAT 1313	College Algebra	3	
CRJ 2323	Criminal Law Evidence	3	
CRJ 1323	Police Organization and		
	Administration	3	
CRJ 2413	Administration of Criminal Justice	3	
CRJ 1353	Internship in Law Enforcement	3	
HIS 2223	History	3	
SOC 2113	Sociology	3	
MFL 2243	Conversational Spanish for		
	Law Enforcement	3	
	Electives*	<u>6</u>	
			33

*Electives can be taken from the following areas:

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 2243; 2253 Physical Science; BIO 1133, 1143 Biology; JOU 2312 Photography; ENG 2323, 2333 English Literature; or other subjects approved by the Department.

DRAFTING AND DESIGN TECHNOLOGY 7050

(Jackson County, Jefferson Davis, and Perkinston Campuses)

This 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 drafting and design technology curriculum will develop graduates with the following:

— a well-rounded educational experience whereby students may develop their capabilities and interests to a degree of maximum value to themselves and to society.

— essential knowledge and skills required for efficient and productive performance in the drafting and design phase of the industrial world.

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 1113	Fundamentals of Drafting	3
ENG 1113	English Composition	3
SPT 1113	Oral Communication	3
DDT 1123	Machine Drafting I	3
DDT 1213	Construction Materials	3
DDT 1313	Principles of CAD	3
MAT 1313	College Algebra	3
MAT 1323	Trigonometry	3
DDT 2323	Advanced CAD	3
	Electives*	6
SOPHOMORE YEAR		
DDT 1134	Descriptive Geometry	4
DDT 1413	Elementary Surveying	3
DDT 1613	Architectural Design I	3
DDT 2223	Structural Drafting	3
DDT 2233	Cost Estimating	3
DDT 2243	Statics and Strength of Materials	3
PHY 2414	General Physics I**	4
DDT 2423	Mapping and Topography	3
DDT 2533	Electrical and Piping Drafting	3
	Drafting Elective	3

* Three semester hours will be selected from each of the following: Psychology or social studies and humanities or fine arts.

** Students are encouraged to take PHY 2414 but may substitute PHY 2244.

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 1102	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 1314*	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	4
	Humanities/Fine Arts Elective	3
EET 2514	Interfacing Techniques	4
	Technical Electives	6
SPT 1113	Oral Communication	3
	Social/Behavioral Science Elective	3

Technical Electives, EET 1713, EET 1613, EET 2913, EET 2923, EET 2423.

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

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

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC 7065

(West Harrison County Occupational Training Center)

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, and 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 have two (2) letters of recommendation from physicians who have been directing, or will be directing the EMT-P performance in the field.
5. Must score at least a tenth grade level of reading and math skills on the California Achievement Test or have an ACT score of at least 16.
6. 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 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.

SEMESTER HOURS

FRESHMAN YEAR

EMT 1132	Body Systems	2
EMT 1131	Medical Terminology	1
EMT 1123	Prehospital Environment	3
EMT 1212	Patient Assessment & Airway Mgt.	2
EMT 1315	Trauma Management & Shock	5
EMT 1414	Medical Emergencies I	4
EMT 1421	Defibrillation Skills	1
EMT 1512	Internship for Clinical and Field Experience	2
EMT 1432	General Pharmacology	2
EMT 1222	Respiratory Emergencies	2
EMT 1445	Cardiovascular Emergencies	5
EMT 1454	Medical Emergencies II	4
EMT 1525	Internship for Clinical and Field Experience	5

SUMMER SESSION

EMT 1622	Pediatrics and Geriatrics	2
EMT 1622	Obstetrical, Gynecological, and Neonatal Emergencies	2
EMT 1631	Behavioral Emergencies	1
EMT 1535	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)

This program is designed to prepare individuals for employment in the diverse field of environmental protection and hazardous materials management. Students will be instructed in Federal and State environmental regulations and be prepared for a career in handling, storing, monitoring and disposal of hazardous materials, by-products and waste. Individuals currently employed as environmental professionals and technicians will enhance their ability to perform their duties in business, industry and emergency services.

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 Technology I	4
MAT 1313	College Algebra	3
ENG 1113	English Composition I	3
CPT 1113	Introduction to Computers	3
	Social/Behavioral Science Elective	3
EVT 1124	Environmental Technology II	4
EVT 1225	Hazardous Materials Technology I	5
CHE 1314	Principles of Chemistry	4
SPT 1113	Oral Communication	3
SOPHOMORE YEAR		
EVT 2114	Water Treatment Operations	4
EVT 2134	Air Quality	4
EVT 2224	Hazardous Materials Technology II	4
CHE 1214	General Chemistry I	4
EVT 2414	Solid Waste Technology	4
EVT 2124	Wastewater Treatment Operations	4
EVT 2513	Environmental Safety	3
EVT 2613	Hazardous Materials Emergency Response	3
	Humanities/Fine Arts Elective	3

FASHION MERCHANDISING TECHNOLOGY 7041

(Jeff Davis and Jackson County Campuses)

The Fashion Merchandising Technology program of study is designed to provide specialized occupational instruction in all phases of fashion merchandising in order to prepare students for careers as managers/supervisors in the fashion merchandising field. A combination of class work and practical experience is stressed.

	SEMESTER HOURS
FRESHMAN YEAR	
ENG 1113	English Composition 3
MMT 1113	Applied Marketing 3
FMT 1113	Fashion Design Fundamentals 3
FMT 1213	Introduction to Fashion 3
FMT 2513	Image and Wardrobe Consulting 3
FMT 2414	Visual Merchandising 4
BAD 2533	Microcomputers and Business
or	Management 4
CPT 1114	Introduction to Computers 4
MMT 1413	Merchandising 3
MMT 1313	Salesmanship 3
SPT 1113	Oral Communication 3
FMT 1313	Textiles 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	Fashion Product Knowledge 3
ACC 1213	Principles of Accounting 3
FMT 1233	Fashion Buying 3
MMT 2513	Entrepreneurship 3
FMT 2915	Internship 5
MMT 1423	Advertising 3

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.

	SEMESTER HOURS
WRITTEN COMMUNICATIONS	6
ENG 1113-1123 English Composition I & II	
ORAL COMMUNICATIONS	3
SPT 1113 Speech	
SCIENCE/MATH	3
Recommended	
CHE 1113 Introduction to Chemistry	
CHE 1214 General College Chemistry I	
BIO 1113 General Biology I	
MAT 1313 College Algebra (or higher)	
MAT 1613 Calculus I	
HUMANITIES/FINE ARTS	3
Recommended	
ENG 2213 American Literature Survey	
ENG 2423 World Literature I	
HIS 2213 American History I	
HIS 1163 World Civilization I	
BEHAVIORAL/SOCIAL SCIENCES	3
Recommended	
PSC 1113 American Federal Government	
PSC 1123 State and Local Government	
SOC 2113 Introduction to Sociology	
ECO 2113 Economics I	
PSY 1513 General Psychology	
GENERAL EDUCATION CREDITS	18

GENERAL EDUCATION FREE ELECTIVES	9
Recommended	
GBT 1113 Introduction to Computers	
Two Additional Elective Courses	
GENERAL EDUCATION	
ELECTIVE CREDIT	9
FIRE PROTECTION CORE PROGRAM	
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
CORE PROGRAM CREDITS	27
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 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
CONCENTRATION CREDITS	12

HORTICULTURE CLUSTER

(Perkinston Campus)

These instructional programs consisting of Horticulture Technology and Golf/Recreational Turf Management Technology prepare 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.

The Golf/Recreational Turf Management Technology Curriculum places emphasis through theory and laboratory educational experiences on the establishment, management, and maintenance of grassed areas (turf) for recreational and other purposes.

Both curricula include instruction in the machinery and equipment necessary for horticulture enterprises.

These curricula lead to an Associate in Applied Science degree and are 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.

HORTICULTURE TECHNOLOGY 7150

(Perkinston Campus)

		SEMESTER HOURS
FRESHMAN YEAR		
GRA 1112	Engineering Drawing	2
ENG 1113	English Composition I	3
CPT 1113	Introduction to Computers	3
HLT 1114	Plant Materials I	4
HLT 1124	Plant Materials II	4
HLT 1213	Applied Principles of Plant Propagation	3
AGT 1313	Applied Principles of Plant Production	3
HLT 1313	Greenhouse and Nursery Production I	3
MAT 1313	College Algebra *	3
	Elective **	3
SOPHOMORE YEAR		
SPT 1113	Oral Communications	3
MMT 1113	Applied Marketing	3
MMT 1423	Advertising	3
HLT 1514	Landscape Design I	4
HLT 1713	Landscape Construction	3
HLT 2113	Ornamental and Turf Pest Management ..	3
HLT 2124	Landscape Maintenance and Weed Control	4
HLT 2324	Greenhouse and Nursery Production II	4
HLT 2513	Garden Center Management	3
	Elective **	3

* A natural science course and a mathematics course of the student's choice may be substituted.

** Three semester hours will be selected from each of the following: Psychology or social studies and humanities or fine arts.

GOLF/RECREATIONAL TURF MANAGEMENT TECHNOLOGY 7025

(Perkinston Campus)

			SEMESTER HOURS
FRESHMAN YEAR			
GRA 1112	Engineering Drawing	2	
ENG 1113	English Composition I	3	
CPT 1113	Introduction to Computers	3	
HLT 1114	Plant Materials I	4	
HLT 1124	Plant Materials II	4	
ACC 1213	Principles of Accounting I	3	
AGT 1313	Applied Principles of Plant Production	3	
MAT 1313	College Algebra *	3	
HPR 1531	Golf	1	
AGT 1714	Applied Soils - Conservation and Use	4	
	Elective **	3	
SUMMER SESSION			
COE 1013	Cooperative Education Work Experience***	3	
SOPHOMORE YEAR			
SPT 1113	Oral Communications	3	
HLT 1514	Landscape Design I	4	
HLT 1614	Landscape Equipment Operation and Maintenance	4	
HLT 1713	Landscape Construction	3	
HLT 1813	Turfgrass Management	3	
HLT 2113	Ornamental and Turf Pest Management ..	3	
HLT 2124	Landscape Maintenance and Weed Control	4	
HLT 2313	Landscape Business Management	3	
BOT 2813	Business Communications***	3	
BOT 2933	Spreadsheet Applications	3	
	Elective **	3	

* A natural science course and a mathematics course of the student's choice may be substituted.

** Three semester hours will be selected from each of the following: Psychology or social studies and humanities or fine arts.

*** Recommended but not required.

HOSPITALITY & TOURISM MANAGEMENT 7090

(Jefferson Davis Campus)

The Hospitality and Tourism 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. 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 Mathematics	3
HRT 1214	Sanitation and Safety	4
HRT 1313	Housekeeping Management	3
HRT 1113	Intro. to Hospitality Industry	3
CPT 1113	Introduction to Computers	3
BAD 2413	Legal Environment of Business	3
HRT 1413	Front Office Procedures	3
HRT 1514	Food Production and Service	4
	Elective (Restrictive)*	3
SOPHOMORE YEAR		
SPT 1113	Oral Communications	3
	Social/Behavioral Science	3
ACC 1213	Principles of Accounting I	3
HRT 2524	Restaurant and Catering Operations	4
HRT 2613	Hospitality Supervision	3
	Humanities/Fine Arts	3
	Math/Natural Science	3
HRT 2713	Marketing Hospitality Services	3
HRT 2813	Food and Beverage Control	3
HRT 2916	Hotel/Restaurant Internship	6

*Must be a business related course approved by advisor.

HUMAN SERVICES 7010 Associate Degree Program

(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 180 hours of field experience will enable the student to function in mental health, social service and education.

		SEMESTER HOURS
FRESHMAN YEAR		
HUS 1143	Seminar I	3
HUS 1113	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	Human Services II	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	Seminar II	3
HUS 2113	Human Services III	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	Human Services IV	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, MAT 1313).

MARKETING MANAGEMENT TECHNOLOGY 7040

(Jackson County and Jefferson Davis Campuses)

The Marketing Management Technology program of study is designed to provide specialized career-oriented instruction in all phases of marketing management in order to prepare students for careers as managers/supervisors in the marketing field. A combination of classwork and practical experience is stressed. Job opportunities available to graduates of the Marketing Management Program include Sales Representative, Retail Manager, Department Manager, Account Manager, Customer Service Manager and other managerial jobs in business management. This program grants the Associate of Applied Science Degree and is preparatory for employment. If transfer to a university is desired, a conference with a guidance counselor is recommended.

		SEMESTER HOURS
FRESHMAN YEAR		
ENG 1113	English Composition	3
MMT 1113	Applied Marketing	3
CPT 1114	Introduction to Computers	4
MMT 1213	Applied Management	3
BOT 1313	Applied Business Math	3
MMT 1122	Marketing Seminar I	2
MMT 1313	Salesmanship	3
MMT 1413	Merchandising	3
SPT 1113	Oral Communication	3
ACC 1213	Principles of Accounting	3
MMT 1423	Advertising	3
SOPHOMORE YEAR		
MMT 2223	Retail Management	3
MMT 2233	Human Resource Management	3
	Social/Behavioral Science Elective	3
	Humanities/Fine Arts Elective	3
	Elective**	3
MMT 2132	Marketing Seminar II	2
MMT 2513	Entrepreneurship	3
BAD 2413	Legal Environment of Business	3
MMT 2243	Marketing Management and Decision Making	3
	Math/Natural Science Elective*	3/4
	Elective**	3

* College Algebra, Physical Science or General Biology recommended.

** Principles of Economics (Macroeconomics) ECO 2113, Principles of Economics (Microeconomics) ECO 2123, Computerized Accounting BOT 2413, Internship in Marketing MMT 2916, Behavioral Science Elective.

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, serology, 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 certifying examinations. Upon passing the examinations 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 2612	Parasitology	2
CHE 1214	General Chemistry	4
BIO 2924	Microbiology	4
SUMMER SESSION		
MLT 1313	Hematology I	3
MLT 1413	Immunology/Serology	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). 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.

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 TECHNICIAN 7013

(Jefferson Davis Campus)

The Pharmacy Technician program combines classroom instruction with lab work and clinical experience to prepare students for technician jobs. The pharmacy technician works under the supervision of registered pharmacists in hospitals, health care agencies and retail outlets such as drug stores. The curriculum leads to an Associate in Applied Science degree but is not designed for transfer credit to a senior college.

ADMISSION REQUIREMENTS ARE:

Admission is granted to qualified applicants on a first come, first serve basis when all of the below requirements have been satisfactorily accomplished. All applicants must:

1. Meet the college admission requirements for technical programs.
2. Submit a completed Health Occupations Applications Form to the college counselor.
3. Be eligible to take MAT 1313 College Algebra and ENG 1113 English Composition I as determined by the Orientation Placement Tests in math and English;

OR

Achieve a composite score of 16 or higher on the enhanced version of American College Test (ACT) or a composite of 12 or higher on the ACT if taken prior to October, 1989;

OR

Complete twenty-four (24) hours of academic credit with a 2.0 GPA, to include ENG 1113, MAT 1313, BIO 1134, PSY 1513, and SOC 2113.

4. Submit a complete Health Occupations Education Medical Examination Form signed by a licensed physician or nurse practitioner upon acceptance to the program.

SEMESTER HOURS

FRESHMAN YEAR

ENG 1113	English Composition I	3
BIO 1134	General Biology	4
CPT 1113	Introduction to Microcomputers	3
PSY 1513	General Psychology	3
PHM 1113	Introduction to Pharmacology	3
PHM 1123	Medical Terminology & Drug Nomenclature	3
PHM 1133	Drug Distribution Systems & Drug Nomenclature	3
BIO 2514	Anatomy & Physiology I	4
SPT 1113	Oral Communication	3
MAT 1313	College Algebra	3

SOPHOMORE YEAR

PHM 2213	Intro to Hospital/Community Pharmacy I	3
PHM 2233	Pharmacy Math & Dosage Calculation	3
ENG 1123	English Composition II	3
SOC 2113	Introduction to Sociology	3
PHM 2214	Pharmacy Technician Practicum I	4
PHM 2243	Intro to Hospital/Community Pharmacy II	3
PHM 2244	Pharmacy Technician Practicum II	4
BIO 2524	Anatomy & Physiology II	4
ELECTIVE	Nutrition or Human Growth and Development	3
ELECTIVE	Principles of Chemistry or Personal Health	3 or 4

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 required courses for Entry Level Practitioners, candidates may take the National Board for Respiratory Care Entry Level Examination (CRTT). Upon completion of the required courses for Advanced Level Practitioners, candidates may take the NBRC Advanced Level Examination (RRT).

ADMISSION REQUIREMENTS FOR PRE-CLINICAL RESPIRATORY COURSES:

1. Complete all admissions requirements to Mississippi Gulf Coast Community College, Jackson County Campus.
2. Make application to the Respiratory Care Technology Program for admission into the Pre-Clinical Phase of the program by August 1.
3. Achieve an ACT composite score of 18 or above on the enhanced version (after 1989) and submit an official copy of scores with application.
4. Students must maintain a 2.5 GPA on the required courses and complete each course with a C or better.
5. A completed health form signed by a Medical Physician is required immediately prior to the first Clinical Assignment.
6. Separate application is required to enter the Clinical Phase of the Program, and is due on April 1.

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
RCT 1213	Patient Assessment & Planning 3
	Humanities/Fine Arts Elective 3

SUMMER SESSION

BIO 2924	Microbiology	4
RCT 1313	Cardiopulmonary Anatomy & Phys.	3
RCT 1114	Respiratory Care Science	4

CLINICAL COURSES

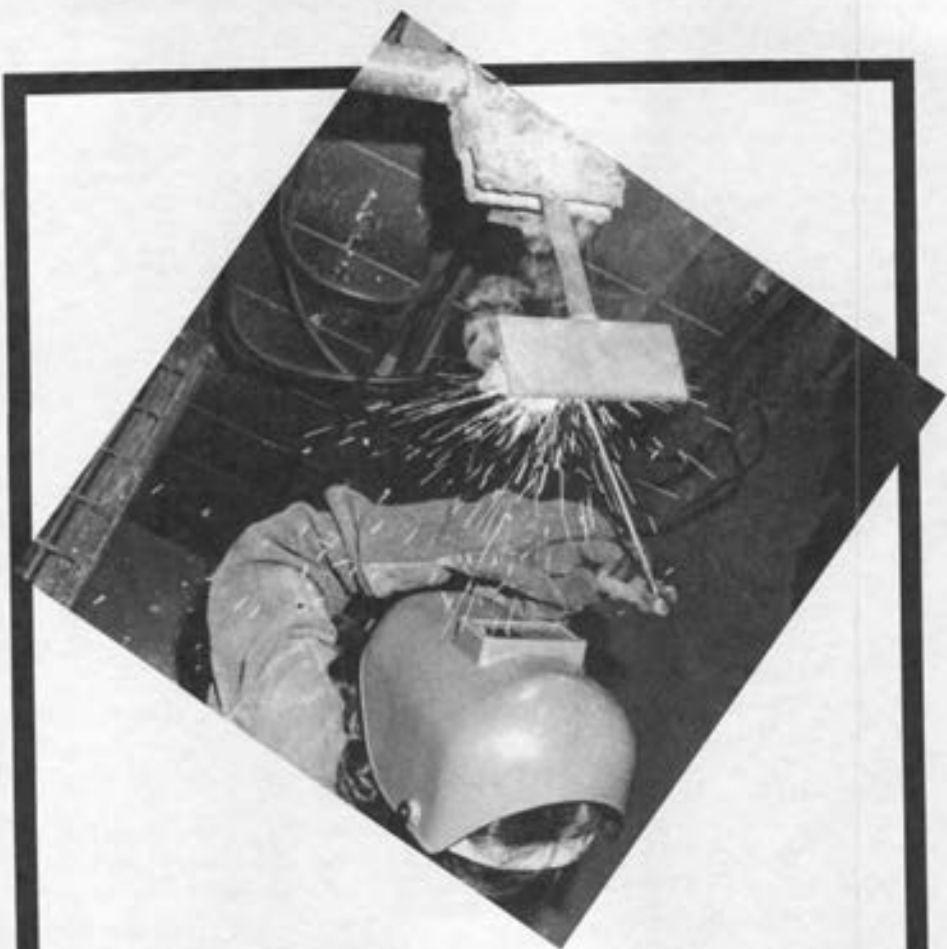
SOPHOMORE YEAR

RCT 1612	Res. Care Pharmacology	2
RCT 1416	Respiratory Care Technology I	6
RCT 1322	Pulmonary Function Testing	2
RCT 1516	Clinical Practice I	6
RCT 1424	Respiratory Care Technology II	4
RCT 1523	Clinical Practice II	3
RCT 2333	Cardiopulmonary Pathology	3
RCT 2712	Respiratory Care Seminar	2
RCT 2532	Clinical Practice III	2
RCT 2613	Neonatal Pediatrics Management	3

SUMMER SESSION

RCT 2434	Respiratory Care Technology III	4
RCT 2548	Clinical Practice IV	8

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



VOCATIONAL PROGRAMS

1996 - 1997 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
 - Elective courses — consult advisor for course work

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 on a limited basis.

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 Marketing ...	2
AQC 1626 Special Problems	6
TOTAL SEMESTER HOURS	40

AUTO BODY REPAIR TECHNOLOGY 8010

(West Harrison County Occupational Training Center)

Automotive Body 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
ABV 1113 Hardware, Glass and Trim	3
ABV 1123 Fasteners and Interior	3
ABV 1213 Wind Noise and Water Leak	3
ABV 1314 Auto Body Welding and Cutting	4
ABV 1324 Sheet Metal Repair	4
ABV 1413 Bumper and Grill Repair	4
ABV 1514 Refinishing	3
ABV 1334 Major Metal Repair	4
ABV 2624 Advanced Frame Repair	4
ABV 2614 Conventional Frame	4
ABV 2813 Collision Analysis and Estimation	3
ABV 2524 Advanced Refinishing	4
ABV 2713 Fiberglass Repair	3
TOTAL SEMESTER HOURS	46

AUTOMOTIVE TECHNOLOGY 8020

(Perkinston Campus, Jefferson Davis 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.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
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	49

AUTOMOTIVE PARTS AND ACCESSORIES MARKETING 8032

(Perkinston Campus)

Automotive Parts and Accessories Marketing includes theory, laboratory, shopwork, 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 1118	Orientation and Operational Procedures	8
AAV 1218	Automotive Assemblies and Systems	8
AAV 1318	Catalog and Merchandising	8
AAV 1418	Internal Operations and Sales	8
AAV 1518	Supervised Sales Experience	8
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	—
	TOTAL SEMESTER HOURS	40

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 7166 (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
BOT 1102	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 1123	Word Processing Applications	3
BOT 1413	Records Management	3
BOT 1433	Business Accounting or	
ACC 1213	Accounting I	
	Written Communication Elective**	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.

** ENG 1113 recommended

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 1123	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	<u>3</u>
(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 (see requirements on page 68).

CURRICULUM		SEMESTER HOURS
CAV 1115	Foundations I	5
CAV 1215	Framing I	5
CAV 1317	Interior Finishing & Cabinet Making	7
CAV 1125	Foundations II	5
CAV 1225	Framing II	5
DDT 1413	Elementary Surveying	3
CAV 1413	Roofing	3
CAV 1513	Exterior Finishing	3
CAV 2113	Principles of Construction	3
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
TOTAL SEMESTER HOURS		39

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 and accidents on the road, verifying loads against shipping records, and keeping necessary records.

This instructional program provides knowledge and skill in all areas of 18-wheeler operation and is preparatory for employment as a commercial truck driver.

Students who successfully complete this curriculum will be granted a certificate of completion in Commercial Truck Driving.

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.
4. Must have no DUI on record.

CURRICULUM		SEMESTER HOURS
DTV 1119	Commercial Truck Driving I	9
DTV 1201	Commercial Truck Driving Mathematics ..	1
DTV 1202	Commercial Truck Driving II	2
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 (see requirements for this degree on page 68).

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	<u>2</u>
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
ELT 1112	Fundamentals of Electricity	2
EET 1114	DC Circuits	4
EET 1123	AC Circuits	3
ELT 1113	Residential/Light Commercial Wiring	3
ELT 1123	Commercial and Industrial Wiring	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, & Industrial Applications ..	3
ELT 1213	Electrical Power	3
ELT 1413	Motor Control Systems	3
EET 1314	Solid State Devices and Circuits	4
ELT 2613	Programmable Logic Controllers	3
ELT 2424	Solid State Motor Control	4
ELT 1223	Motor Maintenance and Troubleshooting ..	3
ELT 2913	Special Project	3
ELT 1283	Estimating the Cost of a Residential Installation	3
VRE 1000	Employability Skills	
VRE 1010	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 (see requirements on page 68).

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	<u>49</u>

HEALTH UNIT COORDINATOR 8096

(Jackson County and Jefferson Davis Campuses)

The Health Unit Coordinator program is a two semester certificate program. The Health Unit Coordinator is a medical-clerical worker who may be employed by hospitals, nursing homes, home health agencies, physician's office or in other positions where a medical-clerical worker or receptionist is needed.

Admission to the Health Unit Coordinator Program is limited and by special application only. The student must be physically and emotionally able to meet the requirements of the program. An individual wishing to enroll in the program should complete the special Health Unit Coordinator application and pre-entrance testing provided by the vocational counselor.

This program leads to the MGCCC diploma. Graduates are eligible to write the National Association of Health Unit Coordinators examination for certification.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
HCV 1103	HUC Relations	3
HCV 1216	HUC Related Terminology	6
HCV 1315	HUC Skills I	5
BOT 1113	Document Formatting & Production	3
CPT 1114	Introduction to Computers	4
HCV 1325	HUC Skills II	5
HCV 1428	HUC Clinical Practicum	<u>8</u>
	TOTAL SEMESTER HOURS	34

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 (see requirements below).

CURRICULUM		SEMESTER HOURS
ACT 1114	Basic Compression Refrigeration	4
ACT 1213	Climatic Controls I	3
ACT 1214	Electrical Power	4
ACT 1223	Climate Controls II	3
ACT 1313	Residential Refrigeration	3
ACT 1913	Tubing and Pipe	3
ACT 1413	Air Conditioning I	3
ACT 1323	Commercial systems	3
ACT 1933	Special Projects	3
ACT 2421	Refrigerant Transition and Recovery	1
ACT 2423	Air Conditioning II	3
ACT 2513	Computerized Energy Management I	3
ACT 2623	Heat Load Calculation and Duct Sizing ...	3
ACT 2611	Psychrometrics	1
ACT 1946	Work Experience	6
ACT 2433	Air Conditioning III	3
ACT 2523	Computerized Energy Management II	3
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 1113	Fundamentals of Drafting	3
DDT 1213	Construction Materials	3
DDT 1123	Machine Drafting	3
DDT 1313	Principles of CAD	3
DDT 1613	Architectural Design I	3
DDT 1134	Descriptive Geometry	4
EET 1713	Electronic Drafting	3
DDT 2144	Machine Drafting II	4
DDT 2223	Structural Drafting	3
DDT 2233	Cost Estimating	3
DDT 1413	Elementary Surveying	3
DDT 2323	Advanced CAD	3
DDT 2623	Architectural Design II	3
DDT 2533	Electrical and Piping Drafting	3
DDT 1103	Mathematics	3
	TOTAL SEMESTER HOURS	47

* Students earning equivalent credit in a Drafting and Design Technology curriculum at one of the three campuses may be awarded a diploma in drafting.

INDUSTRIAL MAINTENANCE MILLWRIGHT 8238

(Jackson County Campus)

The Industrial Maintenance Millwright program prepares students for entry level positions as a multi-skilled maintenance mechanic. In this position an individual would assemble, install, and maintain numerous industrial systems and equipment.

Specific training in welding, piping systems, hydraulic and pneumatic equipment, benchwork, and equipment maintenance will give the student comprehensive knowledge and skill to work as a mechanic in an industrial environment.

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
IMV 1111	Industrial Safety	1
IMV 1132	Industrial Maintenance Math	2
IMV 1611	Measuring Tools	1
IMV 1143	Industrial Maintenance Blueprint Reading	3
IMV 1622	Industrial Hand Tools and Benchwork ...	2
IMV 1634	Power Tool Applications	4
IMV 1711	Industrial Maintenance Rigging	1
IMV 1723	Principles of Hydraulic and Pneumatic Equipment	3
IMV 1731	Equipment Hardware	1
IMV 1124	Pump and Valve Operations	4
IMV 1214	Maintenance Welding and Metals	4
IMV 1752	Machinery Balancing and Alignment	2
IMV 1741	Machinery Inspection and Installation ...	1
IMV 1763	Machinery Troubleshooting and Repair ..	3
IMV 1134	Principles of Piping and Hydro Testing ...	4
IMV 1141	Fab Tubing	1
IMV 1522	Structural Maintenance	2
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
	TOTAL SEMESTER HOURS	39

This program is compatible with work-based learning. Students must be either employed or placed in an industry related to this occupational area for a minimum of 15 hours per week.

INDUSTRIAL MAINTENANCE TRADES 8110

(Jefferson Davis Campus)

The Industrial Maintenance Mechanic 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 operating and maintenance practices connected with the building trades. Instruction includes plumbing, welding and metal trades, carpentry, masonry, and electrical inspection maintenance and repairs. This is a self-paced, individualized, open-entry/open-exit program.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education.

CURRICULUM		SEMESTER HOURS
IMV 1114	Industrial Maintenance Plumbing	4
IMV 1214	Maintenance Carpentry/Woodworking Repairs	4
IMV 1216	Maintenance Welding and Metal Trades ..	6
IMV 1316	Maintenance of Heating, Ventilation, and Air Conditioning (HVAC) Systems	6
IMV 1318	Maintenance Masonry	8
IMV 1416	Maintenance Electricity	6
IMV 1426	Advance Maintenance Electricity	6
IMV 1516	Advance Heating, Ventilation, and Air Conditioning (HVAC) Systems	6
IMV 1514	Structural Repair	4
IMV 1526	Advance Maintenance Plumbing	6
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	TOTAL SEMESTER HOURS	56

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 (see requirements on page 68).

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 & Management	4
HLT 1411	Survey of Landscape Management	1
HLT 1124	Plant Materials II	4
HLT 1713	Landscape Construction	3
HLT 1523	Landscape Design II	3
AGT 1714	Applied Soils - Conservation & Use	4
HLT 2113	Ornamental & Turf Pest Management ...	3
HLT 1813	Turfgrass Management	3
HLT 2124	Landscape Maintenance & Weed Control ..	4
HLT 2313	Landscape Business Management	3
HLT 1313	Greenhouse & Nursery Production I	3
DDT 1413	Elementary Surveying	3
	TOTAL SEMESTER HOURS	48

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 in 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.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
MST 1115	Power Machinery I	5
MST 1124	Power Machinery II	4
MST 1313	Advanced Shop Mathematics	3
MST 1413	Blue Print Reading	3
MST 1423	Advanced Blue Print Reading	3
MST 1513	Machine Tools I	3
MST 1523	Machine Tools II	3
MST 1613	Precision Layout	3
MST 2135	Advanced Power Machinery I	5
MST 2144	Advanced Power Machinery II	4
MST 2714	Computer Numerical Control Operations I	4
MST 2725	Computer Numerical Control Operations II	5
MST 2812	Metallurgy	2
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
TOTAL SEMESTER HOURS		47

Students who lack entry level skills in Math, English, Reading, etc., will be provided Related Studies.

MARINE ENGINE MECHANICS 8092

(Jackson County Campus)

Marine Engine Mechanics is an instructional program which prepares individuals to maintain and repair inboard and outboard gasoline engines; test, maintain, and repair steering devices and electrical systems; and perform minor repairs on wood, metal, and fiberglass components found on pleasure craft.

This program is designed to satisfy the fundamental needs of the beginner in the field of marine maintenance. In addition to the specific field of marine maintenance, the graduate of this program of study would also be qualified as an entry level mechanic in the field of small engine repair and automotive engine repair.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
MAV 1115	Advanced Skills for Outboard Engine Repair 5
MAV 1216	Inboard Gasoline Engines 6
MAV 1222	Inboard Marine Fuel Systems 2
MAV 1232	Inboard Marine Engine Lubrication Systems 2
MAV 1242	Inboard Marine Engine Cooling Systems .. 2
MAV 1253	Inboard Transmissions 3
MAV 1264	Outdrives 4
MAV 1312	Marine Accessories 2
MAV 1424	Boat Maintenance and Repair 4
MAV 1511	Trailers 1
MAV 1611	Electrical Systems 1
MAV 1718	Tune-up & Troubleshooting 8
VRE 1000	Employability Skills
VRE 1010	Related Education
VRE 1020	Related Education
	TOTAL SEMESTER HOURS 40

PLUMBER/PIPEFITTER 8120

(Jackson County Campus)

The Plumber/Pipefitter/Steamfitter, General program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration in the following areas:

Plumbing

Pipefitting

Upon successful completion of course work, the student will receive a certificate.

PLUMBING CONCENTRATION

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS	
PPV 1113	Introduction to Plumbing/Pipefitting	3
PPV 1213	Tacking & Burning	3
PPV 1313	Blueprint Reading for Pipe Trades	3
PPV 1323	Sketching	3
PPV 1411	Low Pressure Boilers	1
PPV 1611	Heating Devices	1
PPV 1712	Hot and Cold Water	2
PPV 1622	Gas Plumbing	2
PPV 1513	Drainage and Sewer Systems	3
PPV 1722	Plumbing Fixtures Lab	2
PPV 1732	Back Flow Cross Connection	3
PPV 1743	Advanced Plumbing Lab	3
PPV 1443	Piping Level/Transit	3
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
	TOTAL SEMESTER HOURS	32

PIPEFITTING CONCENTRATION

PPV 1113	Introduction to Plumbing/Pipefitting	3
PPV 1213	Tacking and Burning	3
PPV 1313	Blueprint Reading for Pipe Trades	3
PPV 1323	Sketching	3
PPV 1411	Low Pressure Boilers	1
PPV 1423	Basic Pipe Fabrication	3
PPV 1332	Pipe Sketching	2
PPV 1432	Pipe Specifications & Systems	2
PPV 1812	Rigging & Signaling	2
PPV 1913	Steel Ship Building & Marine Construction	3
PPV 1223	Welding, Burning, Brazing & Soldering	3
PPV 1443	Piping Level/Transit	3
PPV 1456	Advanced Pipefitting Lab	6
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
	TOTAL SEMESTER HOURS	37

SURGICAL TECHNOLOGY 8098

(George County Occupational Training Centers)

This nine-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.

This program leads to the MGCCC diploma.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
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 (see requirements on page 68).

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 1153	Directing Activities for the Elementary Child	3
TAV 1913	Practicum I for the Teacher Assistant	3
SECOND SEMESTER		
TAV 1613	Effective Use of Media and Resources for the Teacher Assistant	3
TAV 1623	Educational Planning for the Teacher Assistant	3
TAV 1634	Methods and Materials in Reading for the Teacher Assistant	4
TAV 1642	Methods and Materials in Handwriting for the Teacher Assistant	2
TAV 1653	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 and Perkinson Campuses and
George County Occupational Training Center
and MS Gulf Coast Applied Technology and Development Center)
(46 week course)

This is a preparatory program for entering the job market as a welder. Individuals already employed in the field as welders will find this program to be a means of increasing their knowledge and skill in the welding profession. This course includes both structural and pipe welding using the latest techniques and equipment. Welding processes included are: SMAW (Stick), GMAW (Short Arc), GTAW (Heli-Arc), and FCAW (Flux Cored Arc Welding or Innershield). Oxy-Acetylene Safety and cutting (Burning) are also included in the course work.

Individuals completing this training can expect to find employment in the following fields: shipbuilding, automotive, railway car, aircraft manufacturing, bridges, dams, power plants, oil rig construction, and maintenance.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 46 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education.

MAJOR UNITS OF INSTRUCTION	SEMESTER HOURS
WLV 1161 Industrial Safety	1
WLV 1313 Shielded Metal Arc Welding I	3
WLV 1216 Shielded Metal Arc Welding II	6
WLV 1117 Shielded Metal Arc Welding III	7
WLV 1123 Gas Metal Arc Welding	3
WLV 1136 Gas Tungsten Arc Welding	6
WLV 1143 Flux Cored Arc Welding	3
WLV 1155 Pipe Welding I	5
WLV 1264 Pipe Welding II	4
WLV 1363 Pipe Welding III	3
WLV 1243 Metal Cutting	3
WLV 1182 Blueprint Reading	2
VRE 1000 Employability Skills	
VRE 1010, 1020 Related Education*	
(1,380 Clock Hours) TOTAL SEMESTER HOURS	46

*See RELATED EDUCATION COURSES.

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.

ADULT AND CONTINUING EDUCATION PROGRAMS

Adult and Continuing Education courses are short-term and conducted to meet the educational needs of adults of the community who are not able to fulfill their educational objectives through either a university parallel or occupational (vocational and technical) education programs.

A clear delineation between supplementary and preparatory occupational courses is not always possible when considered from the prospective students standpoint; however, the intent of the instruction will be the determining factor.

Special Programs

CERTIFIED NURSING ASSISTANT (CNA)

(Jefferson Davis and Jackson County Campuses)

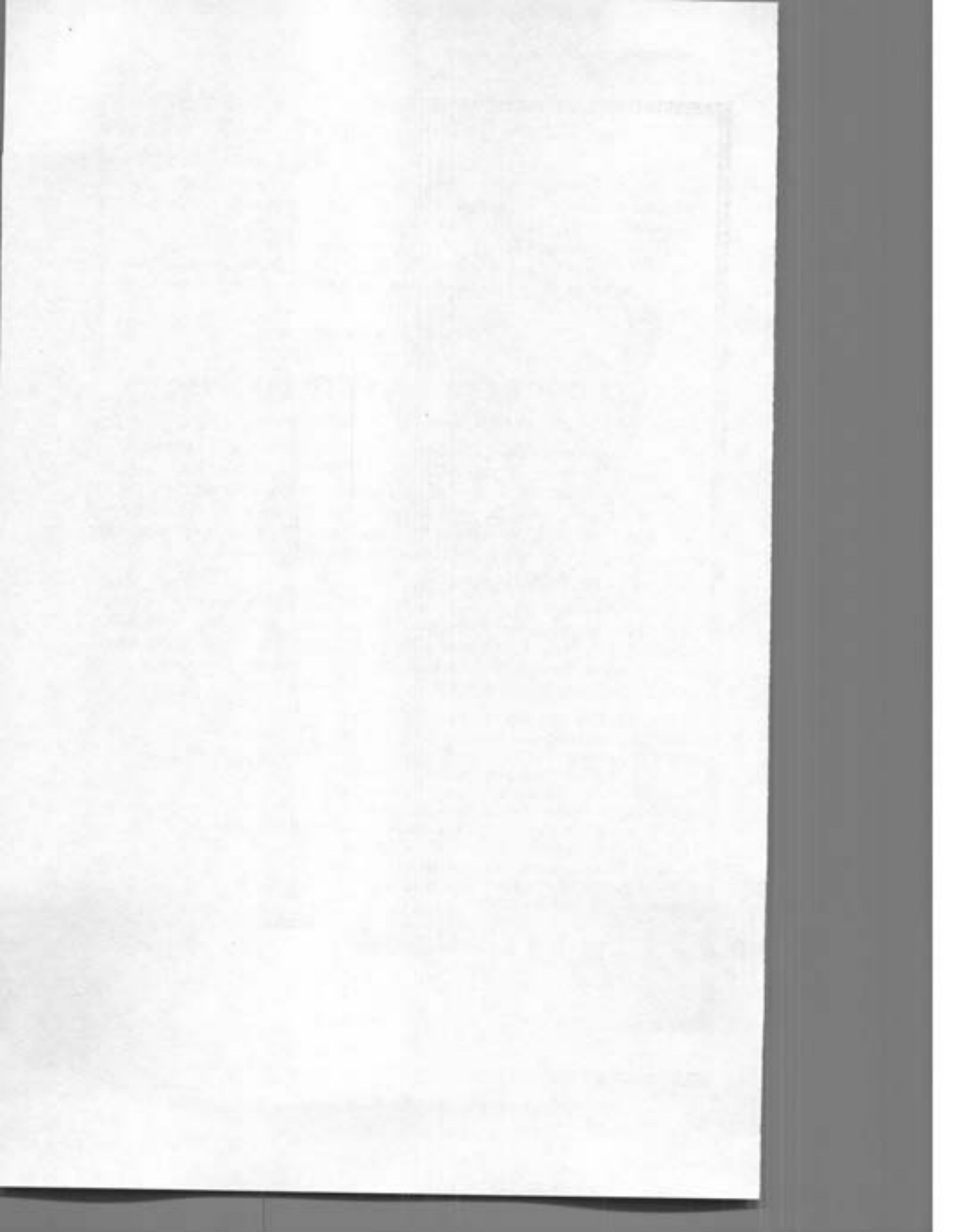
This program is designed to prepare individuals to work in acute care, long term, and home health settings as a Certified Nursing Assistant. Upon completion of a state mandated, 80 hour minimum curriculum, the learner is eligible to apply to the State Board of Health to take a national certification examination. Graduates of the program receive a Certificate from the college after completing the classroom, simulated lab, and clinical components of the program.

ADMISSION REQUIREMENTS:

The applicant will have an official high school transcript sent to the College verifying graduation date or supply Graduate Education Development test scores certifying high school graduation equivalency. Applicant must have evidence of recent TB screening (available at the State Health Department at no charge) prior to clinical experiences.

MAJOR UNITS OF INSTRUCTION

- Introduction to Health Care Assisting (lec & lab)
- Basic CNA Concepts & Skills (lec, lab, clinical)
- Basic Human Needs/Grow and Development Norms (lec)
- Nutrition and Hydration Needs of Patients (lec & lab)
- Special Care Procedures (lec, lab, clinical)
- Basic Elements of Body Structure, Function, & Common Disorders (lec)
- First Aid & Emergency Procedures (lec, lab, clinical)
- Home Health Aide Role & Activities (lec & lab)
- Geriatric Health Aide Role & Activities (lec & lab)
- Homemaker Services (lec & lab)





COURSE DESCRIPTIONS

1996 - 1997 CATALOG

COURSES OF INSTRUCTION

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COURSE DESCRIPTIONS

The three figures in parentheses after the description of each academic and technical course indicates 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 1118 — Orientation and Operational Procedures.** This course is an orientation to safety, job opportunities, physical structure, and history of accessories marketing. Also included are operational procedures for accessories marketing. Two hundred and forty instructional hours. Eight semester hours.
- AAV 1218 — Automotive Assemblies and Systems.** This course includes the function and identification of all automotive systems. Covered are engine, transmission, front suspension, brake system, electrical system, rear axle, drive line, and cooling and air conditioning system. Also included are tools and equipment used in the automotive industry. Two hundred and forty instructional hours. Eight semester hours.
- AAV 1318 — Catalog and Merchandising.** This course covers the use of catalogs, price sheets, display design and advertising methods. Included is the writing of invoices and figuring discounts. Two hundred and forty instructional hours. Eight semester hours.
- AAV 1418 — Internal Operations and Sales.** This course is the study of stock investment, stock turnover, developing sales attitude, shipping and receiving methods, and selling. Two hundred and forty instructional hours. Eight semester hours.
- AAV 1518 — Supervised Sales Experience.** Study of practical experience in dealing with the public regarding the parts industry, either by role playing in a school environment or by actual work experience under supervised conditions. Two hundred and forty instructional hours. Eight semester hours.

AUTO BODY REPAIR (ABV)

- ABV 1113 — Hardware, Glass and Trim.** A course in the removal and replacement of glass, the alignment of windows, the repair of trim, and the application of pinstriping. Ninety hours instruction. Three semester hours.
- ABV 1123 — Fasteners and Interior Trim.** A course which provides instruction and practice in removing and reinstalling interior trim items such as headliners, seats, and seat belts. Includes instruction in safety precautions to be used when working with vehicles equipped with air bags. Ninety hours instruction. Three semester hours.

- ABV 1213 — Wind Noise and Water Leak Repair.** A course devoted to the location and repair of wind noise and water leaks in automobiles. Ninety hours instruction. Three semester hours.
- ABV 1314 — 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 plasma arc torch and MIG welder in repairing the high strength steels used in unibody construction. One hundred twenty hours instruction. Four semester hours.
- ABV 1324 — 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 using various tools to remove dents and wrinkles in sheet metal and the repair of used panels. One hundred twenty hours instruction. Four semester hours.
- ABV 1334 — Major Metal Repair.** A course in the repair and replacement of panels and other major body components. Includes instruction in the use of power equipment. One hundred twenty hours instruction. Four semester hours.
- ABV 1413 — Bumper and Grill Repair.** A course in the repair and replacement of bumpers, grills, and related front-end body parts, charging and discharging AC systems. Ninety hours instruction. Three semester hours.
- ABV 1514 — Refinishing.** A course to provide advanced skills and knowledge in the application of paint and sealants to automobiles. Includes instruction and practice in the refinishing of aluminum and the application of special coatings. One hundred twenty hours instruction. Four semester hours.
- ABV 2524 — Advanced Refinishing.** A continuation of the refinishing course with emphasis on advanced techniques including detailing, pinstriping, airbrushing, lettering, and special techniques for fiberglass. One hundred twenty hours instruction. Four semester hours.
- ABV 2614 — Conventional Frame Repair.** An introduction to repair of conventional frame vehicles. Includes instruction in setting up alignment equipment and in analyzing frame damage. One hundred twenty hours instruction. Four semester hours.
- ABV 2624 — Advanced Frame Repair.** A course designed to provide instruction and practice in the repair and realignment of conventional and unibody automotive frames. One hundred twenty hours instruction. Four semester hours.
- ABV 2713 — Fiberglass Repair.** A course to provide instruction and practice in the repair of fiberglass body parts of automobiles. Ninety hours instruction. Three semester hours.
- ABV 2813 — Collision Analysis and Estimation.** This course covers how to determine replaceable parts, estimation of repair time, use of reference manuals, and legal aspects of automotive body repair. Ninety hours instruction. Three semester hours.

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)

HEATING AND AIR CONDITIONING (ACT)

- ACT 1114 — Basic Compression Refrigeration.** A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on advanced principles of safety, hand tools, heat and cold temperature measurement, pressures, vacuum, wiring diagrams, and the basic refrigeration cycle. One hundred twenty hours of instruction with four semester hours.
- ACT 1213 — Climatic Controls I.** Introduction to the fundamentals of electrical components and circuits. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. Ninety hours of instruction with three semester hours.
- ACT 1214 — Electrical Power.** A course to provide skills related to electrical motors and their installation. Includes instruction and practice in using the different types of motors, transformers, and alternators. One hundred twenty hours of instruction with four semester hours.
- ACT 1223 — Climatic Controls II.** A study of electronic and programmable controls for heating, ventilation, air conditioning, and refrigeration systems. Laboratory exercises are designed to develop systematic troubleshooting skills based on analytical concepts. Ninety hours of instruction with three semester hours.
- ACT 1313 — Residential Refrigeration.** This course includes the procedures for servicing residential refrigeration systems including refrigerators, freezers, and ice makers. Ninety hours of instruction with three semester hours.
- ACT 1323 — Commercial Systems.** This course covers commercial systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, air conditioning, and refrigeration units. Ninety hours of instruction with three semester hours.
- ACT 1413 — Air Conditioning I.** This course includes the procedures for servicing residential window air conditioning units. Ninety hours of instruction with three semester hours.
- ACT 1913 — Tubing and Pipe.** A course to provide the student with various tube and pipe connecting techniques required in heating, air conditioning, and refrigeration. Ninety hours of instruction with three semester hours.

- ACT 1933 — Special Project.** A course designed to provide the student with practical application of skills and knowledge gained in other 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 of instruction with three semester hours.
- ACT 1946 — 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 one semester hour per 45 contact hours. Two hundred seventy hours of instruction with six semester hours.
- ACT 2421 — Refrigerant Transition and Recovery Certification Program.** Stratospheric Ozone Protection EPA. Refrigerant recycling requirements of Section 608 of the Clean Air Act. This course uses an ACCA/FSU EPA approved certification program. Test will consist of a prescribed number of questions drawn from EPA's test bank. Individuals certified under this program will be considered properly certified in accordance with requirements promulgated under Section 608 of the Clean Air Act.
- ACT 2423 — Air Conditioning II.** A study of residential heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of residential heating, ventilation, and air conditioning systems. Ninety hours of instruction with three semester hours.
- ACT 2433 — Air Conditioning III.** A study of commercial heating, ventilation, air conditioning, and refrigeration systems. Included are theory, troubleshooting, and repair of commercial heating, ventilation, and air conditioning systems. Ninety hours of instruction with three semester hours.
- ACT 2513 — Computerized Energy Management I.** Introduction to computerized energy management, theory, and principles. Emphasized are input/output measurements, characteristics, tools, and applications. Ninety hours of instruction with three semester hours.
- ACT 2523 — Computerized Energy Management II.** This course includes development of analytical concepts in the application and software operation of computer energy management. Included are laboratory exercises designed to develop systems troubleshooting skills based on analytical concepts. Ninety hours of instruction with three semester hours.
- ACT 2611 — Psychrometrics.** A study of air and its properties, as used in heating, ventilation, air conditioning, and refrigeration. Included is the study of moisture and total heat content of the air. Thirty hours of instruction with one semester hour.
- ACT 2623 — Heat Load Calculation and Duct Sizing.** A study of 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 perfor-

mance. An introduction is provided to air testing instruments. Ninety hours instruction with three semester hours.

AUTOMOTIVE ELECTRONICS TECHNOLOGY (AET)

- AET 2212 — Electronic Brake Systems.** A course to provide technical skills and knowledge in the application and testing of the automotive anti-lock brake system which includes sensing devices, electronic speed control, digital display, and warning devices used in General Motors, Ford, Chrysler, and many import cars. Prerequisite: Sensors and Computer Concepts (AET 2314). (2,1,2)
- AET 2222 — Power Train Control Systems.** To provide skills in diagnosing interrelated problems with fuel injection, ignition, and power train controls. Prerequisites: Electronic Concepts (AET 2224) and Sensor and Computer Concepts (AET 2314). (2,0,4)
- AET 2224 — Electronic Concepts.** A course to provide technical skills and knowledge of basic automotive electronics concepts, theory, and testing system functions. Included is the operation of semiconductors and the use of multimeters for testing electronic components. Prerequisite: Electrical Systems (ATT 1114). (4,2,4)
- AET 2314 — Sensors and Computer Concepts.** A course to provide technical skills and knowledge in the study of automotive input sensors and output actuator devices. The study of typical automotive computer control concepts and circuits involving microprocessors (CPU) memory chips and diagnostics. Prerequisite: Electrical Systems (ATT 1114). (4,2,4)
- AET 2621 — Passive Restraint Systems.** A course to provide technical skills and knowledge in the advanced level of instruction on the passive restraint systems. Diagnosis and troubleshooting using manufacturers diagnostic charts. Procedures to check sensors, power, and all components dealing with the system. Prerequisites: Electrical Systems (ATT 1114), Corequisite with Electronic Concepts (AET 2224). (1,0,2)
- AET 2633 — Electronic Ignition Systems.** A course to provide technical skills and knowledge on the operation and diagnosis of the Electronic Ignition (EI), distributor-less systems. Includes instruction and practices in diagnosis, problem solving and corrections associated with the Electronic Ignition System. Prerequisite: Electrical Systems (ATT 1114). (3,2,2)
- AET 2722 — Electronic Climate Control Systems.** A course to provide technical skills and knowledge associated with Electronic Climate Controls found in many late model automobiles. Includes instruction in automatic and manual controls. Blower motor operation, power supply, system diagnosis, test procedures, and correction of faults in the system. Prerequisites: Electrical Systems (ATT 1114) and Heating and Air Conditioning (ATT 2614). (2,1,2)

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)
- 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. Ninety hours instruction. Three semester hours. (3,1,4)
- 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. One hundred twenty hours instruction. Four semester hours. (4,1,6)

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 defini-

tions, 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 Art.** A program 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. (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. (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. (3,0,6)
- 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. Study of aesthetic form in clay and plaster, including casting techniques. (3,0,6)

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. (3,2,2)

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 in the field. (3,2,2)

ATT 1114 — Electrical Systems. This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, instruments, and charging components. (4,2,4)

ATT 1213 — Brakes. This is a course designed to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. It includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. (3,2,2)

ATT 1315 — Manual Drive Trains/Transaxles. This is a course designed to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles, and drive train components. It includes instruction in the diagnosis of drive train problems, and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials, and other components. (5,2,6)

ATT 1414 — Basic Engine Performance. This is a course designed to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. It includes instruction and practice in the diagnosis and correction of problems associated with poor performance. (4,2,4)

ATT 1513 — Basic Fuel Systems. This is a course designed to provide advanced skills and knowledge related to the repair, maintenance, and adjustment of conventional carburetion systems and emission controls. It includes instruction in the diagnosis and repair/adjustment of carburetors and conventional emission control systems. (3,2,2)

- ATT 1715 — Engine Repair.** This is a course designed to provide advanced skills and knowledge related to the repair and rebuilding of automotive-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. (5,2,6)
- ATT 2325 — Automatic Transmissions/Transaxles.** This is a course designed to provide technical skills and knowledge related to the diagnosis and repair of automotive-type automatic transmissions and transaxles. It includes instruction and practice in testing and inspecting these devices and in disassembly, repair, and reassembly. (5,3,4)
- ATT 2334 — Steering and Suspension Systems.** This is a course designed to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. It includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. (4,2,4)
- ATT 2343 — Wheel Alignment.** This is a course designed to provide technical skills and knowledge related to the alignment of both front and rear wheels on automobiles. It includes instruction and practice in the inspection, detection, and correction of wheel alignment problems. Pre/Corequisite: Steering and Suspension Systems (ATT 2334). (3,1,4)
- ATT 2524 — Computer Controlled Emission Systems.** This is a course designed to provide technical skills and knowledge related to the inspection and repair/adjustment of automobile 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). (4,2,4)
- ATT 2535 — Computerized Engine Controls.** This is a course designed to provide technical skills and knowledge associated with computer controls found in newer cars. It includes instruction and practice in the diagnosis and correction of problems associated with computer controls of the ignition and fuel injection system. Prerequisite: Computer Controlled Emission Systems (ATT 2524). (5,2,6)
- ATT 2614 — Heating and Air Conditioning.** This course is designed to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. It includes instruction and practice in the diagnosis and repair of heating and air conditioning system components, and control systems. (4,2,4)

BUSINESS ADMINISTRATION (BAD)

- 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 transferral 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)

BANKING AND FINANCE (BFT)

- 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 — Banking Practices.** 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 bud-

getting and record keeping, consumer credit, banking, investments, insurance, income tax, social security, home ownership, and estate planning. (3,2,2)

BFT 1323 — Commercial Lending. Fundamentals of bank functions related to commercial lending. (3,2,2)

BFT 2113 — Business Policy. This course uses the learn-by-doing approach with activities drawn from the field of business administration and economics to illustrate how the spreadsheet can be used in the daily tasks performed by business professionals. (3,2,2)

BFT 2333 — Installment Credit. This course provides specific concepts as well as the role consumer plays in a commercial bank. Topics include the loan application, investigating the credit, evaluating credit risks, making credit decisions, documenting the credit and consumer compliance. (3,2,2)

BFT 2414 — Professional Development in Financial Institutions. This course provides practical exercises in both the technical and social skills necessary for employment in the finance and banking industry. Involvement in a program of leadership and personal development in self-confidence, occupational competencies, and high standards in personal and professional relationships is stressed. The Banking Chapter of Delta Epsilon Chi (Distributive Education Clubs of America) meets during this period. (4,2,4)

BFT 2523 — Business Finance. Fundamental processes of problem solving are emphasized. Application of these fundamental processes is applied toward the problem of businesses which are encountered in the various banking fields. (3,2,2)

BFT 2916 — Internship. 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. (6,18 hour externship)

BIOLOGY (BIO)

BIO 1134 — General Biology. A 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. 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. 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. (Open through invitation only.) (4,3,2)

BIO 1164 — Honors General Biology. A lecture/laboratory course of the basic principles listed but not covered in BIO 1154. (Open through 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. Prerequisites: BIO 1134 or satisfactory score on a challenge exam. (4,3,2)
- 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. Prerequisites: BIO 1134 or two years of high school biology. (4,2,4)
- BIO 2234 — Applied Aquatic and Terrestrial Ecology.** The application of ecological principles which serve as a basis for the management of wildlife and fisheries in terrestrial and aquatic habitats. (4,3,2)
- BIO 2414 — Zoology.** 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: BIO 1134 or satisfactory score on a challenge examination. (4,3,2)
- BIO 2424 — Zoology.** 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: BIO 1134. (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, muscular, and nervous systems. Prerequisite: BIO 1134 or satisfactory score on a challenge examination. (4,3,2)
- BIO 2524 — Human Anatomy and Physiology II.** A continuation of BIO 2514 in which the circulatory, respiratory, digestive, 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: BIO 1134 or satisfactory score on a challenge examination. (4,3,2)

BIOTECHNOLOGY (BIT)

- BIT 1115 — Basics of Molecular Biology.** An introduction to molecular biology and basic 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. Prerequisite: CHE 1214, BIO 1134 or to be taken concurrently. (5,3,4)

BIT 1225 — Genetic Engineering. An introduction to genetic engineering. The laboratory portion of the course will involve the student 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. The laboratory portion of the course will teach the students 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 2224 — Biotechnology Internship. This course is designed to give students hands-on experience in the work place. Students will be required to do an internship in business that specializes in biotechnology. Prerequisite: BIT 2115. (4,1,20)

BIT 2514 — Biochemistry for Biotechnology. A biochemistry course designed specifically for biotechnology majors. This course will introduce major biochemical pathways and allow the student to experience the pathways with laboratory demonstrations. (4,3,2)

BUSINESS AND OFFICE CLUSTER (BOT)

BOT 1003 — Beginning Typewriting. 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 1102 — 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 1123 — 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 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 gwpm. (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 1123. (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 applied 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 2433 — Payroll Accounting. This course provides an in-depth study of payroll accounting. Prerequisite: BOT 2413. (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 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 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 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 gwpm. (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)

COMMERCIAL ART (CAT)

- CAT 1113 — Graphic Design I.** A basic introduction to the skills of layout and the fundamentals needed of the graphic artist. The course will provide selected experiences involving layout, paste-up, simple renderings, the printing processes, camera ready layouts, mechanical, and layout formats. (3,0,6)
- CAT 1123 — Graphic Design II.** A continuation of Graphic Design I with concentration on logos, color printing, mechanical color separations, overlays, screens, cropping, and scaling photographs for halftone reproduction. Prerequisite: CAT 1113. (3,0,6)
- CAT 1212 — Introduction to Graphic Interface Computers.** An introduction to graphic interface computers with emphasis on word processing applications and operating system commands. (2,1,2)
- CAT 2134 — Commercial Design and Advertising Studio.** An individual or group study in an area of concentration in graphic arts specifically related to career goals and personal interest. (4,1,6)
- CAT 2213 — Commercial Photography.** An introductory course in photography with emphasis on camera techniques, exposure, composition, lighting, dark-room procedures, negative development and printmaking, and specialized assignments. (3,1,4)
- CAT 2313 — Basic Advertising Design I.** An introduction to basic Macintosh computer terminology to include tutorial software, basic desktop publishing software, basic word processing software, basic paint software, and basic drawing software. The student will learn to operate a scanner, a laser printer, and a color laser printer. (3,0,6)
- CAT 2323 — Basic Advertising Design II.** Continuation of Basic Advertising Design I working with the Macintosh computer to develop modern advertising material utilizing drawing, writing, painting, and desktop publishing software. Includes the use of illustration software that permits four color

separations using the scanner and a color laser printer. Prerequisite: CAT 2313. (3,0,6)

CAT 2333 — Practical Advertising Techniques. A course designed to demonstrate interpersonal, organizational, and performance skills needed for productive employment. The student will develop creative work from concept to mechanical, learn advanced skills, develop a professional resume' and compile a portfolio (book). (3,0,6)

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 art work. (3,0,6)

CARPENTRY (CAV)

CAV 1115 — Foundations I. This course includes site selection, site preparation, blueprint reading, building forms, floor and sill framing. One hundred and fifty hours instruction. Five semester hours.

CAV 1125 — Foundations II. This course is a study of the various types of foundations used in the building construction occupation. Applied laboratory techniques of constructing the foundations are included as an integral part of the course. One hundred and fifty hours of instruction. Five semester hours.

CAV 1215 — Framing I. This course is designed to give the student experience in framing including floor, wall, and roof. One hundred and fifty hours of instruction. Five semester hours.

CAV 1225 — Framing II. This course will apply the techniques of cutting and assembly of framing materials based on predetermined specifications. One hundred and fifty hours of instruction. Five semester hours.

CAV 1317 — Interior Finishing and Cabinet Making. This course includes experience in all types of interior wall covering and trim work with emphasis placed on cabinet construction. Two hundred and ten hours of instruction. Six semester hours.

CAV 1413 — Roofing. Types of roofs, truss systems, roof bracing, stress factors, roofing materials and their application. Basic roofing techniques, including material selection, roof styles, cost estimation and installation procedures. Ninety hours of instruction. Three semester hours.

CAV 1513 — Exterior Finishing. Types of trims (moldings, cornices, door and window trims, and wainscoting). Wall covering techniques, styles, installation and finishing. Ninety hours of instruction. Three semester hours.

CAV 2113 — Principles of Construction. A course designed to familiarize the student with the fundamentals of carpentry principles involved in a typical structure and their applications and solutions. Ninety hours of instruction with three semester hours.

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 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)

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 — Introduction to Cosmetology. This course provides lab practice in the basic manipulative skills involved in cosmetology practices and safety precautions associated with each. In accordance with State Cosmetology Board Regulations, this practice is provided on mannequins or classmates; no work is assigned upon patrons paying for services until this course is completed. Two hundred ten hours of instruction. Seven semester hours.

- COV 1213 — Cosmetology Theory I.** 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. Ninety hours of instruction. Three semester hours.
- COV 1225 — Cosmetology Theory II.** Theory of cosmetology as related to anatomy and physiology, dermatology, trichology, onychology, and chemistry. Care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening, and safety practices are covered. One hundred fifty hours of instruction. Five semester hours.
- COV 1236 — Cosmetology Theory III.** Advanced theory, facials and makeup, thermal techniques, safety precautions, state cosmetology laws, rules and regulations, salon management and operation. One hundred eighty hours of instruction. Six semester hours.
- COV 1313 — Scalp and Hair Treatment.** Practical application in shampooing, including preparation, procedures, completion, safety rules, brushing, selection and use of shampoo products; and practical application as treatments for different types of hair and scalps. Ninety hours of instruction. Forty-five clock hours lecturing and 45 hours lab. Three semester hours.
- COV 1324 — Hair Shaping and Styling.** Practical application in the art of shaping with scissors and razor. Practice in identification and use of implements for sectioning and hair thinning. Practical applications in styling and finger waving. Includes product selection, preparation, methods, pincurls, roller curls, techniques for combing and brushing, and artistry in hair styling. One hundred twenty hours of instruction. Four semester hours.
- COV 1333 — Permanent Waves.** Practical application in permanent waving, includes principles and product selection, requirements, processes, implements, and supplies. Ninety hours of instruction. Three semester hours.
- COV 1343 — Hair Coloring and Lightening.** Practical application in coloring and hair lightening. Includes instruction in classification, permanent hair color, retouch, highlighting, and shampoo tints. Ninety hours of instruction. Three semester hours.
- COV 1352 — Chemical Hair Relaxing.** Practical application in chemical hair relaxing techniques. Includes review of products available, basic steps and processes, and safety precautions. Sixty hours of instruction. Two semester hours.
- COV 1362 — Thermal Techniques.** Practical application in thermal hair styling, to include purpose, procedures, product selection, and safety precautions. Sixty hours of instruction. Two semester hours.
- COV 1412 — Care and Styling of Wigs.** Practical application in styling wigs and hairpieces; reasons for use of wigs, quality in wigs, types of wigs, taking wig measurements, and ordering. Sixty hours of instruction. Two semester hours.
- COV 1512 — Manicure and Pedicure.** Practical application in manicuring and pedicuring. Instruction includes nail structure, adjoining structure, nail growth

and disorders, massage and sanitary care, nail irregularities and diseases, and safety considerations. Sixty hours of instruction. Two semester hours.

COV 1612 — Facials and Makeup. Practical application in giving facial treatment. Includes physiological effects, facial treatment for different skin types, skin treatments, procedures for applying cosmetics and corrective makeup. Sixty hours of instruction. Two semester hours.

COV 1712 — Beauty Salon Management. Practical application in opening and operating a beauty salon in accordance with state regulations. Sixty hours of instruction. Two semester hours.

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 1213 Computer Concepts and Programming Logic. Introduction to the history, concepts, terminology, and theory of computers and programming logic. (3,2,2)

CPT 1223 — Introduction to BASIC Programming Language. Introduction to computer programming using BASIC language routines to include sort, controlled loops, multidimensional arrays and modular programming. Prerequisite: BOT 1113 or equivalent. (3,2,2)

CPT 1233 — Introduction to RPG Programming Language. Designed to introduce the student to the RPG language and to the use of the computer in business applications in an on-line environment. Prerequisite: BOT 1113 or equivalent. (3,2,2)

CPT 1243 — Introduction to COBOL Programming Language. 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. Prerequisite: BOT 1113 or equivalent. (3,2,2)

CPT 1263 — Advanced BASIC Programming Language. A continuation of Introduction to BASIC Programming Language with emphasis on file access techniques, program design, and computer generated screen design. Prerequisite: CPT 1223. (3,2,2)

CPT 1313 — Computer Operations. Study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. (3,2,2)

CPT 2273 — Advanced COBOL Programming Language. Study of control-breaks and interactive programming. Emphasis on software design techniques. Programming exercises and case studies are drawn from typical business applications. Prerequisite: CPT 1243. (3,2,2)

CPT 2283 — C Programming Language. Designed to introduce the student to the C Programming Language and its basic functions. Prerequisite: BOT 1113 or equivalent. (3,2,2)

CPT 2323 — Systems Analysis and Design. Use of computer technology, equipment, and management sciences meeting information needs of business. Development of systems analysis of present information flow, systems specifications, equipment selections, and implementation of systems. (3,2,2)

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 I. 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 1333 — Police Organization and Administration II. Study of the line activities of law enforcement agencies with emphasis on the patrol functions and the prevention of crime, includes traffic investigations, juvenile, vice and other specialized units. (3,3,0)

CRJ 1353 — 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: CRJ 1313, CRJ 1323. Must be a minimum of 18 years of age. (3,0,9)

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. CRJ 2333 prerequisite. (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 nonmajors.) (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, data bases, and operating systems. Applications place particular emphasis on business systems and operations.
- 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 (CST)

- CST 1213 — Failure Analysis.** This course is a study of general and specific methods for analyzing failure in electronics circuits. Prerequisites: EET 1114, EET 1123. (3,2,2)
- CST 2113 — Computer Servicing Lab I.** A course which provides training in the fundamentals of computer servicing. Includes configuration, test equipment usage, basic disassembly and assembly methods, preliminary tests and diagnostics, schematic interpretation, and building cables. Prerequisites: EET 1114, 1123, 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. Strong emphasis on laboratory experience with computer repair. Prerequisite: CST 2113. (3,0,6)
- CST 2912 — 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: Fourth Semester Classification. (2,0,4)

DRAFTING (DDT)

- DDT 1103 — Mathematics.** This course will include basic mathematics and indepth study of their applications to the industrial drafting occupation. Ninety hours of instruction. Three semester hours.
- DDT 1113 — Fundamentals of Drafting.** Course designed to give drafting major the background needed for all other drafting courses. Emphasis placed upon maintaining correct techniques while developing speed. (Ninety hours instruction. Three semester hours. (3,1,4)
- DDT 1123 — 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. Three semester hours (3,1,4)
- DDT 1134 — Descriptive Geometry.** Theory and problems designed to develop the ability to visualize points, lines, and surfaces of space. One hundred twenty hours instruction. Four semester hours. (4,3,2)
- 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 use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD systems to solve these problems. Ninety hours instruction. Three semester hours. (3,1,4)
- 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 1613 — Architectural Design I.** Presentation and application of architectural drafting room standards. Ninety hours instruction. Three semester hours. (3,0,6)
- DDT 2144 — 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 pipe drafting and the use of tolerancing and dimensioning techniques. One hundred twenty hours instruction. Four semester hours. (4,2,4)
- DDT 2223 — 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. Ninety hours instruction. Three semester hours. (3,0,6)

- DDT 2233 — 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 2243 — 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: DDT 1113. (3,3,0)
- DDT 2323 — Advanced CAD.** Advanced course in the use of CAD software with emphasis on producing drawings. Teaches application of computers to drafting, basic command structure, drafting and design menu, and associated acronyms. Ninety hours instruction. Prerequisite: DDT 1313. Three semester hours. (3,1,4)
- 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 other applicable standardized materials. Prerequisite: DDT 1113 and Pre- or Co-requisite: DDT 1413. (3,1,4)
- DDT 2433 — Land Surveying Lab.** This course is teaches legal aspects of boundary controls, principles for land surveying, methods of land boundary location, and land description in accordance with original surveys and resurveys. Prerequisite: DDT 1413. (3,0,6)
- DDT 2533 — Electrical and Piping Drafting.** An advanced course in drafting in which techniques and knowledge are employed in the planning of mechanical and electrical objects. Efficient use of all common types of applicable handbooks, code books, and other standard references is an integral part of this phase of drafting. Ninety hours instruction. Three semester hours. (3,1,4)
- 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. (3,1,4)
- DDT 2813 — 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 1113 & 1313. (3,2,2)
- 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: Successful Completion of Freshmen coursework. (3,0,6)

COMMERCIAL TRUCK DRIVING (DTV)

- DTV 1119 — Commercial Truck Driving I.** 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. Two hundred and seventy hours instruction. Nine semester hours.

DTV 1201 — Commercial Truck Driving Mathematics. This course provides the student an opportunity to review the application of practical mathematics which will enable him/her to maintain a proper log, handle expenses and credit cards, distribute load weights, figure distance, bills of lading, delivery slips, and receipts. Thirty hours of instruction. One semester hours.

DTV 1202 — Commercial Truck Driving II. A continuation of DTV 1119 and DTV 1201 which includes final preparation for taking the Mississippi Commercial Truck Driving written and driving tests to become licensed commercial truck drivers. Prerequisites: DTV 1119 and DTV 1201. Sixty hours of instruction. Two 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. (3,3,0)

EDUCATION (EDU)

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 speaking/listening techniques, career development and decision making, self-esteem, critical thinking, and time management strategies.

EDU 1812, 1822, 2812, 2822 — Leadership and Organizational 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. (2,1,2)

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 1102 — 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. Prerequisite: EET 1102. (4,2,4)

EET 1123 — AC Circuits. This course is designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, Boolean algebra, and a basic computer system. Prerequisites: EET 1114, EET 1102. (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 1102. (4,3,2)

EET 1314 — 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 1114]) (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 1314. (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 1314. (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. Prerequisite: EET 2414. (3,2,2)
- EET 2514 — Interfacing Techniques.** This course is a study of data acquisition devices and systems including their interface to microprocessors and other control systems. Prerequisite: EET 1324. (4,2,4)
- EET 2813 — Video Systems.** This course is a study of the circuits and systems used in the production, transmission, and reception of video information to include color systems and computer-video interfacing. Prerequisite: EET 1314. (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.** Prerequisite: Credit or enrollment in MAT 1623, Calculus II-A. Vector algebra, Newton's laws, equilibrium conditions for particles and rigid bodies; analysis of structures. (3,3,0)
- EGR 2433 — Engineering Mechanics II.** Prerequisite: EGR 2413 and credit or enrollment in MAT 2613, Calculus III-A. Vector calculus; Newton's laws; motion of particles and rigid bodies; work and energy. (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 1113 — Medical Emergencies III.** This course continues the teaching of treatment of various medical emergencies on the level of paramedic. (3,3,0)
- EMT 1123 — 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. The use of a medical dictionary and medical terminology will be covered. (4,3,2)
- EMT 1131 — EMT Medical Terminology.** This course provides definitions for the medical terms used by paramedics. (1,1,0)
- EMT 1132 — Body Systems.** This course provides information on the function, definition, and processes of body systems. (2,2,0)
- EMT 1212 — Patient Assessment and Airway Management.** This course will provide a systematic approach to patient assessment and body systems. It will include the pathophysiology and management of specific respiratory conditions including obstructed airway and the management of the apneic patient using the esophageal obturator airway. (2,2,0)
- EMT 1222 — Respiratory Emergencies.** This course provides an overview of the anatomy and physiology of the respiratory system and the pathophysiology and management of specific respiratory conditions. This course will train the student in the handling of the respiratory emergency using pharmacological agents and endotracheal intubation. (2,2,0)
- EMT 1315 — Trauma, Shock and Burns.** This course will provide an understanding of shock; its causes and treatment and the management of the trauma patient. Included are fluids, electrolytes, blood and its components and the related disorders involved in emergency care situations. The pathophysiology of burns and the management of the burned patient are included as well as the role of intravenous fluid administration and the technique for starting an intravenous line. (5,4,2)
- EMT 1414 — Medical Emergencies I.** This course will provide an understanding of disease and its processes. Specific medical emergencies will be dealt with on the intermediate level. (4,1,6)

- EMT 1421 — Defibrillation Skills.** This course will give a knowledge of basic ECG interpretation and the normal electrical activity of the heart. It will provide training in the use of a defibrillator and the recognition of certain life-threatening arrhythmias. (1,1,0)
- EMT 1432 — Pharmacology.** This course will provide an overview of pharmacology. It includes the packaging, measuring, and administration of drugs. It provides an understanding of the mechanism and actions of specific pharmacological agents used in pre-hospital emergency care. (2,2,0)
- EMT 1445 — Cardiovascular Emergencies.** This course will provide knowledge of the anatomy, physiology, and pathophysiology of the cardiovascular system and the management of specific cardiovascular problems and diseases. The course will teach ECG interpretation of a variety of cardiac dysrhythmias which accompany cardiac disease and the management of cardiac arrest. (5,5,0)
- EMT 1454 — Medical Emergencies II.** This course involves the treatment of various medical emergencies on the level of paramedic. (4,2,4)
- EMT 1512 — Internship for Field and Clinical Experience I.** This course will provide practical training on the skills and knowledge obtained in classroom. This will be a supervised activity carried out in the clinical and field setting at approved sites. (2,0,6)
- EMT 1525 — Internship for Clinical and Field Experience II.** This course provides practical training on the skills and knowledge obtained in classroom. This will be supervised activity carried out in the clinical and field setting at approved sites. (5,0,15)
- EMT 1535 — Internship for Clinical and Field Experience III.** This course will provide practical training in the skills and knowledge obtained in classroom. This will be supervised activity carried out in the clinical and field setting at approved sites. (5,0,15)
- EMT 1612 — Pediatrics and Geriatrics.** This course will give an understanding of the special problems and considerations in the management of pediatric and geriatric emergencies. (2,2,0)
- EMT 1622 — Obstetrical, Gynecological and Neonatal Emergencies.** This course will provide training in the handling of emergency childbirth and complications encountered with childbirth in the field. The course will also address the treatment and management of the newborn. (2,2,0)
- EMT 1631 — Behavioral Emergencies.** This course will give an overview of psychological emergencies encountered by the working paramedic and basic guidelines in the management of the psychotic and emotionally disturbed patient. It will also provide an understanding of stress and its effects and teach methods of dealing with stress in the paramedic and the patient. (1,1,0)

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. (3,3,0)
- 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, elementary research, literary genre, fiction, poetry, critical analysis, and drama. 1113 is a prerequisite to 1123. **NOTE:** ENG 1113 and 1123 or ENG 1213 and 1223 are prerequisite to sophomore level English courses. (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, to written analysis based upon the selections, to using the library, and to documented research writing. Enrollment by invitation. (3,3,0)
- ENG 2133 — Creative Writing I.** This course is designed for the student interested in writing fiction, poetry, or informal essay and consists of readings practical writing experiences in these genres. (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. (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 our American heritage. (3,3,0)
- ENG 2323 — English Literature I.** The study involves a comprehensive treatment of 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. (3,3,0)
- ENG 2333 — English Literature II.** The second semester continues with the Romantic Period, the Victorian Age and ends with the Modern Age. (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.) (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.) (3,3,0)

ENG 2423 — World Literature I. Selected writings of the Orient, Greece, Rome and Medieval Europe. (3,3,0)

ENG 2433 — World Literature II. A continuation of ENG 2423 selected European writings from the Renaissance to the present. (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 Orient, Greece, Rome and Medieval Europe. (Enrollment through invitation.) (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 European writings from the Renaissance to the present. (Enrollment through invitation.) (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 Technology I. This course is an introduction to air, water, and soil pollution, and how pollution affects the local and global environment. (4,2,4)

EVT 1123 — Environmental Technology II. This course is a continuation of Environmental Technology I. Emphasis will be placed on waste minimization, waste control, hazardous waste and pollution control, and introduction to operations of pollution control systems and waste treatment facilities. (4,2,4)

- EVT 1225 — Hazardous Materials Technology I.** This is the first of two courses about Federal And State regulations related to the hazardous materials industry. Students will learn the differences between laws and regulations, how regulations are developed, and the major agencies responsible for enforcement and regulation as they relate to the handling, storing, monitoring and disposal of hazardous materials. (5,5,0)
- EVT 2114 — 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. (4,1,6)
- EVT 2124 — Wastewater Treatment Operations.** This course is designed to train operators in the safe and effective operation and maintenance of commercial and industrial wastewater treatment plants. (4,1,6)
- EVT 2134 — Air Quality.** In this course students will study air pollution and its effects on society and the environment. Specific emphasis will be placed on sources of air pollution, control systems, pollution dynamics, air quality standards, and air quality analysis. (4,2,4)
- EVT 2224 — Hazardous Materials Technology II.** This course is a continuation of Hazardous Materials Technology I. Students learn about the laws and regulations that govern workplace safety, environmental protection and hazardous material management as they relate to the storing and handling of hazardous materials. Students apply regulations to simulated work conditions to gain a better understanding of the regulatory practice. (4,4,0)
- EVT 2414 — Solid Waste Technology.** This course examines the safe handling, storage and disposal of solid waste in the industrial environment. (4,2,4)
- EVT 2513 — Environmental Safety.** This course examines health and safety issues, risk assessment, control strategies and implementation with hazardous materials. Students will develop a site safety plan and learn to properly use personal protective equipment. (3,2,2)
- EVT 2613 — Hazardous Materials Emergency Response.** This course is designed to give the student training to manage an emergency. Topics covered include hazardous identification, notification procedures, area securement, protective clothing, monitoring devices, command procedures, medical assistance, and media procedures. This course includes a live exercise/drill with student participation. (3,2,2)
- EVT 2723 — Environmental Internship.** Students accomplish objectives established by their instructor and workplace manager while working in a position related to environmental technology. Students must work a minimum of fifteen hours per week.

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 MERCHANDISING (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 — Introduction to Fashion Merchandising.** An introduction to the fashion industry, including fashion terminology and activities involved in the fashion business. (3,2,2)
- FMT 1223 — Fashion Product Knowledge.** Study of buying function with emphasis on the origin and composition of products, methods of production, quality characteristics, the sale of merchandise, and the care of merchandise. (3,2,2)
- FMT 1233 — Fashion 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 Directing.** Principles and application of retail sales promotion with emphasis on display, advertising, publicity, fashion shows, and other special events. (3,1,4)
- FMT 2915 — Internship.** 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. (5sch: 15 hr. 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.

GEOGRAPHY (GEO)

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)

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)

GRA 2253 — Descriptive Geometry. This course deals with the proper representation of all elements and forms of geometrical and graphical problems and gives the methods of determining the true shapes, true size, and true relation of one element to another. (3,3,0)

HEALTH UNIT COORDINATOR (HCV)

HCV 1103 — HUC Relations. This course is designed to introduce the student to the organizational structure and departmental functions of common health care facilities, the history of health care and the types of medical specialties. Emphasis will be on the ethical, legal and safety responsibilities of the

Health Unit Coordinator and human relations skills. Sixty clock hours of lecture and laboratory instruction. Three semester hours.

HCV 1216 — HUC Related Terminology. This course is designed to teach body structure and function, including related medical terminology, introduction to disease processes and common diagnostic and therapeutic procedures for each body system. One hundred fifty clock hours of lecture and laboratory instruction. Six semester hours.

HCV 1315 — HUC Skills I. This course is designed to teach the student health unit coordinator procedures; time management; techniques for setting priorities; management of supplies and equipment; and the preparation and maintenance of medical records and documents. Transcription of doctor's orders and automation in the medical environment will be introduced. Clinical orientation and observation will be included. Forty-five lecture hours, thirty lab hours, forty-five clinical hours. Five semester hours.

HCV 1325 — HUC Skills II. This course is designed to prepare the student to transcribe all types of Doctor's orders with emphasis on body structure and function; signs, symbols and abbreviations; medications; diagnostic and therapeutic procedures, and the integration of Health Unit Coordinator procedures. Employment skills will also be taught. One hundred and twenty clock hours of lecture and laboratory instruction. Five semester hours.

HCV 1428 — HUC Clinical Practicum. This course is designed to give the student the opportunity to actually practice and perfect managerial, clerical and other skills in the performance of Health Unit Coordinator/Medical Office Receptionist duties under direct supervision of a qualified preceptor in the clinical setting. Three hundred sixty clock hours of clinical experience. Eight semester hours.

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 trees, shrubs, and vines. 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. (4,2,4) (One hundred twenty hours instruction vocational)
- HLT 1124 — Plant Materials II.** A continuation of Plant Materials I with an emphasis on foliage and flowering plants. Designed to be taught in the spring semester. Prerequisite: HLT 1114. (4,2,4) (One hundred twenty hours instruction vocational)
- 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. (3,2,2)
- HLT 1313 — Greenhouse and Nursery Production I.** A course which develops skills and expertise in the selection, equipping, and management of a green-

house facility. Emphasis is placed on different media, supplies, and chemicals used in greenhouses and on the scheduling and production of greenhouse crops. (3,2,2)

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 1514-3 — Landscape Design I. An introduction to the concepts of landscape design. Includes instruction and practice in the use of drawing instruments and supplies and in conducting a site analysis. Prerequisite: GRA 1112. (4,2,4) (Ninety hours instruction vocational)

HLT 1523 — Landscape Design II. A continuation of Landscape Design I with emphasis on preparation and presentation of site analysis and plot plans. Ninety hours instruction. Three semester hours.

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 hand tools, small engines, and tractors and tractor attachments. One hundred twenty hours instruction. Four semester hours. (4,0,8)

HLT 1713 — 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. Pre- or Co-requisite: HLT 1514. (3,2,2) (Ninety hours instruction vocational)

HLT 1813 — Turfgrass Management. A course to provide instruction and practice in the identification, selection, installation, and management/maintenance of turfgrasses. Ninety hours instruction. Three semester hours. (3,0,6)

HLT 2113 — Ornamental and Turf Pest Management. Provides instruction and practice in the identification and control of common lawn pests and diseases. Includes instruction in identification, pesticide use and safety, legal aspects of pest control. (3,2,2) (Ninety hours instruction vocational)

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. (4,2,4) (One hundred twenty hours instruction vocational)

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. Ninety hours instruction. Three semester hours. (3,1,4)

HLT 2324 — 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. (4,3,2)

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)

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 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 — Karate. Introductory course in the art and physical forms of Karate. For the beginning student of Karate, an overview of the history of the martial arts, philosophy and art forms of Karate. The course places emphasis on the principles of self discipline and self defense, as well as stressing the aspects of fitness and Karate training for its lifetime values. (1,0,2)

HPR 1111, 1121 — 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 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 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. A survey course 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. Lecture and activity. (1,0,2)

HOSPITALITY AND TOURISM (HRT)

HRT 1113 — Introduction to the Hospitality Industry. Class discussions and industry observations to discover the opportunities, trends, problems, and organizations in the hospitality field. (3 sch: 2 hr. lecture, 2 hr. lab)

HRT 1214 — Sanitation and Safety. The basic principles of microbiology, sanitation, and safety for a food service operation. A study of 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. (4,2,4)

HRT 1313 — Housekeeping Management. A study of the operation and planning of a hotel housekeeping/maintenance department. Emphasis placed on the planning and management of the labor force and staffing, in order to maintain a safe and sanitary environment. (3,2,2)

HRT 1413 — Front Office Procedures. A study of the front office operations. Instructions on the duties and responsibilities of the guest service representative, cashier, night auditor, reservations clerk, and the front office manager. (3,2,2)

HRT 1514 — Food Production and Service. Students learn the various types of dining service appropriate to food service operations; gain an appreciation of the relationship between "front" and "back" of the house food production; and the fundamentals of food preparation, service procedures, sanitation and safety practices in the food service business using proper tools and equipment and operating techniques. (4,2,4)

HRT 2524 — Restaurant and Catering Operations. Provides a basic understanding of the principles of food production and service management, reviewing sanitation, menu planning, purchasing, storage, and beverage management. (4,2,4)

HRT 2613 — Hospitality Supervision. This course will provide students with supervisory skills in leadership styles, communication skills, motivational techniques, employee training techniques, and evaluation methods. (3,2,2)

HRT 2713 — Marketing Hospitality Services. This course is designed to provide students with the basic knowledge and practical experience which will enable them to develop strategic marketing plans for hospitality properties. (3,2,2)

HRT 2813 — Food and Beverage Control. Cover the principles and procedures involved in an effective food and beverage control system, including standards determination, the operating budget, income and cost control, menu pricing, and computer applications. (3,2,2)

HRT 2916 — Hotel/Restaurant Internship. An advanced course dealing with concepts, terminology, and theory of Hotel and Restaurant Management with direct application. The student will be placed in a work environment where the student will have to solve problems as encountered in industry. (6,2,15)

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 1123 — Humanities II. A continuation of HUM 1113. (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 — Human Services I. 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 — Human Services II. 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 — Seminar I. 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 — Human Services III.** 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 — Seminar II.** 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 — Human Services IV.** 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)

INDUSTRIAL EDUCATION AND INDUSTRIAL ARTS (IED)

- IED 1113 — Introduction to Vocational Education.** A course designed to develop an overview of vocational education. Emphasis is placed on methods of teaching, grading, and coordinating laboratory training projects with related studies. (3,3,0)
- IED 1123 — General Shop.** A course designed to acquaint students with the organization and administration of general shop programs. Attention will be given to program planning, equipment selection and safety. (3,3,0)
- 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 1223 — Woodwork II.** This is a continuation of IED 1213 with an emphasis on the use of various power tools and the development of skill in planning, designing and finishing materials of wood. (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)

INDUSTRIAL MAINTENANCE TRADES (IMV)

IMV 1111 — Industrial Safety. This course emphasizes personal and plant safety as they relate to OSHA requirements. It also includes hazards, permits, and employer and employee responsibilities. Thirty hours instruction. One semester hour.

IMV 1114 — Industrial Maintenance Plumbing. This course is designed to prepare students in the field of plumbing as related to industrial maintenance. One hundred and twenty hours of instruction. Four semester hours.

IMV 1124 — Pump and Valve Operations. In this course the student will disassemble, repair, reassemble and test various pumps and valves. Students will also learn to correctly identify packing material and its correct use as well as cut, lubricate, install and remove gaskets. One hundred twenty hours instruction. Four semester hours.

IMV 1132 — Industrial Maintenance Math. This course is designed to provide the student with knowledge of mathematical concepts the millwright will encounter on the job. Sixty hours instruction. Two semester hours.

IMV 1134 — Principles of Piping and Hydro Testing. This course is designed to give the student skill in pipefitting operations. The student will learn different ways of calculating, cutting and fitting pipe. Students will also learn to perform hydro testing of a pipe system with the aid of hydraulic and pneumatic pressure generating devices, pressure relief devices and venting. One hundred twenty hours instruction. Four semester hours.

IMV 1141 — Fab Tubing. This course is designed to give the student skill in the use of tubing. Students will learn how to properly measure, cut and bend tubing. Students will also learn sweat piping and compression fitting installation. Thirty hours instruction. One semester hour.

IMV 1143 — Industrial Maintenance Blueprint Reading. This course is designed to give the student knowledge of how to read and interpret construction blueprints and isometric drawings. Major topical units are benchmark, welding, piping systems, structural components, conveyer systems, process equipment drawings. Ninety hours instruction. Three semester hours.

- IMV 1214 — Maintenance Carpentry/Woodworking Repair.** This course is designed to give the student experience in estimating and making repairs. One hundred and twenty hours of instruction. Four semester hours.
- IMV 1216 — Maintenance Welding and Metals.** This course is designed to give the student experience in various welding applications used in industrial maintenance. One hundred and eighty hours of instruction. Six semester hours.
- IMV 1316 — Maintenance of Heating, Ventilation, and Air Conditioning (HVAC) Systems.** This course is designed to give the student experience in maintaining heating, ventilation, and air conditioning systems. One hundred and eighty hours of instruction. Six semester hours.
- IMV 1318 — Maintenance Masonry.** This course is designed to give the student experience in estimating and making masonry repairs. Two hundred and forty hours instruction. Eight semester hours.
- IMV 1416 — Maintenance Electricity.** This course is designed to give the student experience in practical application in industrial wiring and repair. One hundred and eighty hours instruction. Six semester hours.
- IMV 1426 — Advanced Maintenance Electricity.** This course is designed to give the student advanced electrical knowledge in controls systems, schematics, electrical installation, and knowledge of NEC. One hundred and eighty hours instruction. Six semester hours.
- IMV 1514 — Structural Repairs.** This course is designed to give the student experience in estimating and making repairs of wood, metal, and masonry structures. One hundred and twenty hours of instruction. Four semester hours.
- IMV 1516 — Advanced Heating, Ventilation, and Air Conditioning (HVAC) Systems.** This course is designed to give the student advanced training in heating, ventilation, and air conditioning systems including motor repair, heat pump, and steps in recovery and reuse of refrigerants. One hundred and eighty hours instruction. Six semester hours.
- IMV 1522 — Structural Maintenance.** This course will give the student knowledge and skill in identifying and repairing corrosion to common metals in industry. Students will layout, fabricate, install, and coat replacement materials. Sixty hours instruction. Two semester hours.
- IMV 1526 — Advanced Maintenance Plumbing.** This course is designed to give the student advanced training in solar hot water systems, maintenance of pump pressure systems, and advanced plumbing theory and application. One hundred and eighty hours instruction. Six semester hours.
- IMV 1611 — Measuring Tools.** This course is designed to provide the student with skills in the use of steel rules, slide caliper rules, inside and outside calipers, vernier calipers, micrometers and dial indicators. Thirty hours instruction. One semester hour.

- IMV 1622 — Industrial Hand Tools and Benchwork.** This course emphasizes the identification, correct use and care of hand tools commonly used by industrial maintenance mechanics. Sixty hours instruction. Two semester hours.
- IMV 1634 — Power Tool Applications.** This course is designed to provide the student with skills in the correct use and care of various kinds of power tools such as drills, saws, grinders, wrenches, and hammers. The operation and care of engine lathes and milling machines as well as their adjustment and repair will be taught. One hundred twenty hours instruction. Four semester hours.
- IMV 1711 — Industrial Maintenance Rigging.** This course is designed to provide the student with knowledge in the correct identification and usage of industrial fasteners. The student will learn to use various types of rigging equipment such as lifting blocks, ropes, chains, cables, slings, scaffolds, jacks, rollers, and skids. Thirty hours instruction. One semester hour.
- IMV 1723 — Principles of Hydraulic and Pneumatic Equipment.** This course is designed to provide the student with a working knowledge of how hydraulic and pneumatic systems work by using various pumps, valves, cylinders and motors. Ninety hours instruction. Three semester hours.
- IMV 1731 — Equipment Hardware.** In this course the student will develop a working knowledge of equipment such as bearings, seals, packing couplings, gears and shafts, pulleys and belts, and chains and sprockets. Students will learn how to correctly use, care for, and determine size designations of this equipment. Thirty hours instruction. One semester hour.
- IMV 1741 — Machinery Inspection and Installation.** This course is designed to give the student skill in the pre-installation check of components, assembly, location, layout, and preparation of foundations of machinery found in an industrial setting. Thirty hours instruction. One semester hour.
- IMV 1752 — Machinery Balancing and Alignment.** In this course the student will learn how to properly balance and align various machines and components found in an industrial setting. Sixty hours instruction. Two semester hours.
- IMV 1763 — Machinery Troubleshooting and Repair.** In this course the student will learn how to find problems in equipment by performing inspection procedures using repair data, clean and use test equipment. The student will also be required to prepare a parts, tool and material list and repair equipment found in an industrial setting. Ninety hours instruction. Three semester hours.

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. (1,1,2)
- JOU 1121 — College Publications.** A continuation of JOU 1111.
- 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.
- JOU 2121 — College Publications.** A continuation of JOU 2111.
- 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 1423. (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 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. Prerequisite: LET 1113. (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 2433. (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 notereader 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. Additional lab work may be required. (3,3,0)

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. (3,3,0)

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. (3,3,0)

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 applications of sets, functions, matrices, sequences and linear programming oriented to 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 determinates; characteristic values and characteristic vectors.
- MAT 2613 — Calculus III-A.** Indeterminate forms, improper integrals, Taylor's formula, Polar coordinates, the conic sections, sequences and infinite series. Prerequisites: MAT 1623.
- 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 — Advanced Skills for Outboard Engine Repair.** This course is a continuation of Essential Skills for Postsecondary Marine Engine Mechanics (Gasoline) programs. Includes instruction in the rebuilding of two-stroke outboard engines and the inspection/repair of these engines. One hundred fifty clock hours. Five semester hours.
- MAV 1216 — Inboard Gasoline Engines.** This course introduces the student to the 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.
- MAV 1222 — Inboard Marine Fuel Systems.** This course provides instruction in the functions, maintenance, and service of fuel tanks, pumps, carburetor, intake manifolds, flame arresters, filters, and fuel injection systems used in inboard multi-cylinder marine engines. Sixty clock hours. Two semester hours.
- MAV 1232 — Inboard Marine Engine Lubrication Systems.** This course provides instruction and practice regarding lubrication systems used on four-stroke cycle inboard engines. Types of lubrication systems and lubricants and service and maintenance of the system are covered. Sixty clock hours. Two semester hours.

- MAV 1242 — Inboard Marine Engine Cooling Systems.** This course provides instruction and practice in the maintenance of cooling systems for inboard marine engines. Open-style and closed-style systems are covered. Sixty clock hours. Two semester hours.
- MAV 1253 — Inboard Transmissions.** This course covers the three major types of transmission commonly associated with inboard marine engines. Disassembly, maintenance and repair, and reassembly/installation are included in the course. Ninety clock hours. Three semester hours.
- MAV 1264 — Outdrives.** This course provides the student with instruction and practice on the operation and maintenance of outdrive units associated with inboard marine engines. Topics covered include components and functions, outdrive steering and shifting systems, alignment, and repair. One hundred twenty clock hours. Four semester hours.
- MAV 1312 — Marine Accessories.** This course provides instruction and practice in the installation and repair of accessories commonly found on pleasure craft. Bilge pumps and ventilation systems, horns, instruments, lights, and other accessories are covered. Sixty clock hours. Two semester hours.
- MAV 1424 — Boat Maintenance and Repair.** This course provides training in the rigging and repair of boats. Includes instruction in the rigging of new boats and the minor repair of hull and structure damage. One hundred twenty clock hours. Four semester hours.
- MAV 1511 — Trailers.** This course provides students with instruction and practice in the rigging and maintenance of trailers used to transport pleasure craft. The course covers topics such as rigging, wheel bearings, lighting, and positioning boats. Thirty clock hours. One semester hour.
- MAV 1611 — Electrical Systems.** This course provides instruction and practice related to the different electrical systems associated with marine engines. Topics covered include the charging circuit, starting circuit, and ignition circuit. Theory of operation and maintenance/repair are discussed. Thirty clock hours. One semester hour.
- MAV 1718 — Tune-up and Troubleshooting.** This course provides the student with practice in the tune-up and diagnosis of problems associated with the variety of marine engines. Operation of test equipment, system diagnosis, and tune-up procedures are stressed. Two hundred forty clock hours. Eight semester hours.

MODERN FOREIGN LANGUAGES (MFL)

- MFL 1113 — Elementary French I.** An oral-aural approach stressing conversation, pronunciation, comprehension, reading, writing and functional grammar, with emphasis on the practical aspects of the language. Language Laboratory is required. (3,3,0)

- MFL 1123 — Elementary French II.** Continuation of MFL 1113. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 1113. (3,3,0)
- MFL 1213 — Elementary Spanish I.** An oral-aural approach stressing conversation, pronunciation, comprehension, reading and functional grammar with emphasis on the practical aspects of the language. Language laboratory is required. (3,3,0)
- MFL 1223 — Elementary Spanish II.** Continuation of MFL 1213. One laboratory hour (optional) per week. Prerequisite: MFL 1213. (3,3,0)
- MFL 1313 — Elementary 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 — Elementary German II.** A continuation of MFL 1313. (3,3,0)
- MFL 2113 — Intermediate French I.** 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 — Intermediate French II.** Continuation of MFL 2113 with additional literary and cultural readings and compositions. Reviews of essential elements of grammar. One laboratory hour (optional) per week. Prerequisite: MFL 2113. (3,3,0)
- MFL 2213 — Intermediate Spanish I.** Continuation of MFL 1223. One laboratory hour (optional) per week. Prerequisite: MFL 1213 and 1223 or two years high school Spanish. (3,3,0)
- MFL 2223 — Intermediate Spanish II.** Continuation of 2213 with additional literary and cultural readings and compositions. Review of essential elements of grammar. One laboratory hour (optional) per week. 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 1123 — Systems Programming I.** This course is designed to teach the student advanced programming techniques. Students develop professional programming skills and implement software into automated manufacturing systems. (3,2,2)
- MFT 1214 — Principles of Automation I.** This course is the first of two which examine the mechanical, electrical, electronic, and fluid power components utilized in flexible automatic manufacturing systems. In this course, students are introduced to electric motors, mechanical drives, and digital logic circuits. Theory is reinforced with lab work using various components of the automated manufacturing laboratory. (4,2,4)

- 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)
- MFT 2013 — Automated Motion Control.** This course is designed to develop advanced skills in the set up of servo motion controller systems, troubleshooting and maintenance of servo motion control systems, and programming of servo motion control. Prerequisite: Consent of instructor. (3,2,2)
- MFT 2224 — Principles of Automation II.** This course will involve the student with hands-on experience in developing applications programs, performing diagnostic, and systems interfacing of process robots, CNC machining, and programmable logic controllers using the technology developed in preceding courses. The subject matter is treated on an individual machine basis in preparation for studies in system integration and computer control. Prerequisite: Consent of instructor. (4,2,4)
- MFT 2313 — Statistical Process Control.** This course provides a detailed study of the methods of implementing and using a computer-based statistical process control system and the associated gauging and automated data collection devices. (3,2,2)
- MFT 2413 — Computer Integrated Manufacturing.** This course is a study of how computers, robots, CAD/CAM, vision systems, and other automated systems can be used in computer integrated manufacturing (CIM). Prerequisite: Consent of instructor. (3,2,2)
- MFT 2513 — Data Acquisition and Communications.** This is a course in acquisition, and communication of systems data in automated applications. Prerequisite: Consent of instructor. (3,2,2)
- MFT 2614 — Flexible Manufacturing Systems.** This course is a production project which requires the student to apply technical skills acquired in previous courses. Project management is provided by the instructor with the students working as teams in each particular area of the manufacturing system. The students are required to plan the project and prepare the integrated system to manufacture a product. This includes all software, hardware, fixtures, clamping mechanisms, material handling requirements, sensors and interfacing, and external control devices. Prerequisites: Industrial Robotics (ROT 1313) and Principles of Automation II (MFT 2224). Instructor consent. (4,2,4)
- MFT 2913 — Special Project.** A course 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: Instructor consent. (3,0,6)
- MFT 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 hrs. externship)

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 for 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 2612 — 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 — Applied Marketing.** 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 are included. (3,2,2)
- MMT 1122 — Marketing Seminar I.** 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. (2,1,2)

- MMT 1213 — Applied Management.** Study of the basic principles and functions of management. Special emphasis on planning, organizing, directing, staffing and controlling. (3,3,0)
- MMT 1313 — Salesmanship.** Basic principles and techniques of salesmanship and their practical application. Topics include basic tenets of psychology as related to the selling field, motivating the customer to buy, closing a sale, how to lose a sale and still keep a good customer, producing good customer relations and a good selling environment. (3,2,2)
- MMT 1413 — Merchandising.** Study of the activities involved in the merchandising process. Included are the social, economic, technological, and competitive aspects and the changes in policies, methods and managerial strategy. (3,2,2)
- MMT 1423 — Advertising.** The role of advertising and its effectiveness. The consumer and product research, advertising media and strategic planning, and advertising construction. (3,2,2)
- MMT 2132 — Marketing Seminar II.** Further develops leadership skills and human relations skills necessary for success in the field of Marketing Management. A minimum of six outside speakers will address the class or topics directly related to Marketing careers. Emphasis will be placed on developing civic, social, and business responsibilities. (2,1,2)
- MMT 2223 — 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 2233 — Human Resource Management.** Objectives, 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.** Effective management of small marketing firms, including planning, organizing, and controlling business operations. Also included are initial problems of starting of business, legal and governmental controls, and operation of certain types of small businesses. (3,3,0)
- 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 — Internship in Marketing.** Advanced course in concepts, terminology, and theory of Marketing Management Technology with direct application. The student will be placed in a work environment and required to solve problems encountered there. (6 sch: 18 hr. externship)

MACHINE TOOL OPERATION (MST)

- MST 1115 — Power Machinery I.** A course in the operation of power machinery. Includes instruction and practice in the operation of lathes, drill presses, power saws, and vertical mills. One hundred fifty clock hours. Five semester hours.

- MST 1124 — Power Machinery II.** A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. One hundred twenty clock hours. Four 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 1513 — Machine Tools I.** A course in Machine Tool Technology designed for machinists. Topics covered include instruction and practice in hand tools and bench work, and operation of power saws and precision measurement instruments. Ninety clock hours. Three semester hours.
- MST 1523 — Machine Tools II.** A continuation of Machines Tools I. Emphasis is placed on the use of drilling machines and milling machines. 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 — Advanced Power Machinery I.** 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 — Advanced Power Machinery II.** A continuation of Advanced Power Machinery I 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.

MUSIC (MUA, MUO, MUS)

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 — Class Guitar I, II. Basic instruction in playing, ensemble work and accompanying. (1,1,0)

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.

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 — 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 the study of choral accompaniment, the art of accompanying, transposition, and training in ensemble. This plan may, upon arrangement with the instructor, be combined with one private lesson per week. (1,1,0)

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 — Class Strings I, II. Basic instruction in playing orchestral string instruments. Ensemble work. Open to all students. (1,1,0)

MUA 1672, 1682 — Strings for Music Education Majors I, II. Private instruction in orchestral strings and guitar. Courses designed for music education majors but enrollment is not limited to those majors. (1,1,0)

MUA 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. (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 — Class Guitar III & IV.** Continuation of Class Guitar I & II.
- 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 — Class Piano III, IV.** A continuation of MUA 1511-1521. (1,1,0)
- 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 — Class Strings III & IV.** Continuation of Class Strings II.
- MUA 2672-2682 — Strings for Music Education Majors III, IV.** Continuation of MUA 1682 using materials of a more advanced nature. (1,1,0)
- MUA 2771-2781 or 2772-2782 — Voice III, IV.** A continuation of MUA 2782 with materials including arias from standard operas and oratorios. (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.** This is primarily a music listening course designed to illustrate the functional aspects of music in education and everyday living. (3,3,0)
- MUS 1133 — Fundamentals of Music.** This course is designed for the non-music major. It provides the student with a basic knowledge of notation, scales and keys, rhythm, triads and their inversions, sight-reading and ear training. (3,3,0)
- MUS 1214-1224 — Music Theory I, II.** A study of elementary materials of music through part writings, aural dictation, sight-singing and keyboard work. (4,3,2) Prerequisite: MUA 1214
- 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. (4,3,2) Prerequisites: MUA 1224 and MUA 2214
- 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, including sight-reading and terminology. The second semester is devoted to 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)

- * **BIO 1134 (General Biology I)** is a science prerequisite to **BIO 2514, 2524, and BIO 2924.**
- NUR 1107 — Nursing Process I.** This course is designed to focus on the beginning study in the utilization of the nursing process. The student is provided with opportunities to develop the ability to interpret the needs of each person through observation and communication. The nursing process, the needs of the individual on the wellness-illness continuum, self care abilities, individual involvement in teaching-learning process, legal and ethical variables which influence the nursing process, and concepts of interpersonal and intrapersonal relationship are introduced and correlated throughout the program. The nursing skills emphasized are those which assist in meeting the basic biopsychosocial needs of the patient/client. Prerequisites: Admission to the program. Co-requisites: **BIO 2514 and PSY 1513.** (7,4,6)

NUR 1116 — LPN-ADN Transition Course. This course is designed to assist the Licensed Practical Nurse with transition into advanced placement in the Associate Degree Nursing Program. The course focuses on nursing care of women and developing families based on concepts and practices consistent with the role of the registered nurse. The nursing process is introduced as the foundation for provision of care. Clinical competencies are assessed, developed, and expanded throughout the course. Prerequisites: Admission to the Advanced Placement Program for LPNs - Eng 1113; PSY 1513; EPY 2533; BIO 2514; and BIO 2524. (6, 3, 6)

NUR 1212 — Nursing Process II. This course is designed to focus on the biopsychosocial needs of the adult. The nursing process is utilized with adults experiencing physical problems which interfere with the individual's attainment of basic human needs. Emphasis is placed on the care of patients/clients with commonly-occurring health problems in a variety of settings. Effective communication is emphasized as a therapeutic tool to assist in a better understanding of self. Prerequisites: NUP 1107. Co-requisites: BIO 2524. (12,6,12)

NUR 2312 — Nursing Process III. This course is designed to correlate a study of and care of the family during the child-bearing and child-rearing cycles. Emphasis is placed on the nursing process, wellness-illness continuum, concepts of communication, the development cycle, and self-care capabilities of the individual within the family and community. Prerequisites: NUP 1212; BIO 2924; and EPY 2533. (12,6,12)

NUR 2412 — Nursing Process IV. This course is designed to focus on the biopsychosocial needs of adults. It builds on previous concepts and increases the student's ability to utilize the nursing process with patients/clients experiencing physical and emotional problems which interfere with the individual's self-care capabilities. Emphasis is placed on therapeutic communication, caring for multiple patients/clients with complex, commonly occurring health problems, management skills, and the role of the registered nurse as a member of the health team. Prerequisite: NUR 2312. (12,6,12)

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.) (3,3,0)

PHARMACY TECHNICIAN (PHM)

- PHM 1113 — Introduction to Pharmacology.** This course will provide an overview of Pharmacology. Historical aspects, sources of drugs, drug nomenclature, legislation, drug design and manufacturing, FDA drug testing, drug classifications and common side effects, drug use and abuse, and the drug cycle and biotransformation of drug in the human body are introduced. Various practice settings are discussed. (3,3,0)
- PHM 1123 — Medical Terminology and Drug Nomenclature.** Common root words, suffixes and prefixes are studied. Therapeutic classification of drugs, generic and trade names, and transcription abbreviations are studied. The course is designed to ease the learner into the language of medicine that separates the lay person from the professional. (3,3,0)
- PHM 1133 — Drug Distribution Systems and Procedures.** Methods of drug preparation, drug forms, packaging and distribution in the hospital and community settings are presented. Medical and surgical asepsis are practiced in campus labs. Narcotic control policies and law, OSHA requirements, safety risks, and physician orders are studied. (3,3,0)
- PHM 2213 — Introduction of Hospital and Community Pharmacy.** In this course the learner becomes familiar with the functions and services provided by the hospital and retail pharmacy. Hospital organization is presented. The role of the pharmacist and pharmacist technician are compared. Discussion includes legal and ethical responsibilities. (3,2,2)

- PHM 2214 — Pharmacy Technician Practicum I.** This is the learner's first exposure to clinical practice settings. Experiential learning includes campus labs, role playing, simulations, critical thinking exercises, and clinical rotations in the community. Prerequisites: PHM 1113, PHM 1123, PHM 1133. (4,1,9)
- PHM 2233 — Pharmacy Math and Dosage Calculation.** Instruction includes the proper use of the metric, apothecary, and avoirdupois systems. Conversion between the systems is mastered. Application of formulas, calculations of fractional dosages, percentage preparation, and methods of calculating dosages from all drug forms are studied. (3,3,0)
- PHM 2243 — Introduction to Hospital and Community Pharmacy II.** A continuation of PHM 2213. Emphasis is placed on the pharmacy technician's professional role, image, and responsibilities. Chemotherapy and parenteral administration, regulatory standards, materials management, computer applications, and quality assurance are studied. Prerequisite: PHM 2213. (3,2,2)
- PHM 2244 — Pharmacist Technician Practicum II.** Principles of drug administration including intravenous admixture, safety, and infection control are applied to clinical practice in hospital and community settings. Work ethics, interpersonal relationships, record keeping, problem solving, and professionalism are emphasized. Prerequisite: PHM 2213 and PHM 2214. (4,1,9)

PHYSICAL SCIENCE AND PHYSICS (PHY)

- 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 geologic principles. Designed for non-science majors and will not generally be credited toward a major or minor in physical science. PHY 2243 is not a prerequisite of PHY 2253. (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: 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 course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Forty five lecture hours. Three 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. Thirty lecture hours and thirty lab hours. Three 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. Thirty lecture hours. Two semester hours.
- PNV 1412 — Geriatric Nursing.** This course uses the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. Fifteen lecture hours and forty five clinical hours. Two semester hours. Pre/Corequisites: Completion of Fundamentals of Nursing (PNV 1425) and Fundamentals of Nursing Lab (PNV 1434).
- PNV 1425 — Fundamentals of Nursing.** This course provides the student with knowledge and skills necessary to care for the individual. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. The course also includes personal health care, basic math, medical terms, metric and apothecary system. Included is preparation to assist the patient in meeting basic living needs. Seventy five lecture hours. Five semester hours. Prerequisite: This course requires concurrent registration in PNV 1434. It also requires a passing grade in PHV 1425 and PNV 1434 to receive credit for these courses.
- PNV 1434 — Fundamentals of Nursing Lab.** This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Prerequisites: Concurrent registration in PNV 1425 is required. It also requires a passing grade in PNV 1425 and PNV 1434 in order to receive credit for these courses. One hundred twenty lab hours. Four semester hours.
- 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. Thirty lecture hours and thirty lab hours. Three semester hours.
- PNV 1615 — Medical/Surgical Nursing I.** This course introduces nursing theory for selected medical-surgical disorders. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. 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. Seventy five lecture hours. Five semester hours.

PNV 1624 — Medical/Surgical Nursing Lab and Clinical I. This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. 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 1615 is required. It also requires a passing grade in PNV 1615 and PNV 1624 in order to receive credit for these courses. Thirty hours lab and one hundred thirty five clinical hours. Four semester hours.

PNV 1633 — Medical/Surgical Nursing II. In this course, the student utilizes the nursing process to assist in meeting daily needs of patients with selected medical-surgical problems. The course introduces nursing theory for selected medical-surgical disorders and nursing skills are introduced. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Prerequisites: Concurrent registration in PNV 1644 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses. Forty five lecture hours. Three semester hours.

PNV 1644 — Medical/Surgical Nursing Lab and Clinical II. This course includes supervised clinical experience for application of medical/surgical theory. Develop skill in the nursing process by applying principles and knowledge gained in preceding courses. Prerequisites: All first semester PNV courses. Concurrent registration in PNV 1633 is required. It also requires a passing grade in PNV 1633 and PNV 1644 in order to receive credit for these courses. Thirty lab hours and one hundred thirty five clinical hours. Four semester hours.

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 perinatal labor and delivery, postpartum, newborn, and pediatrics. Prerequisites: All first semester PNV courses. Sixty lecture hours and one hundred thirty five clinical hours. Seven semester hours.

PNV 1813 — Psychiatric Concepts. This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Prerequisites: First semester PNV courses. Thirty lecture hours and forty five clinical hours. Three semester hours.

PNV 1912 — Nursing Transition. This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. Prerequisites: All first semester PNV courses. Fifteen lecture hours and forty five clinical hours. Two semester hours.

PLUMBER/PIPEFITTER (PPV)

PPV 1113 — Introduction to 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 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. 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 for Pipe Trades. This course gives students an indepth understanding of marine and structural blueprint readings. 3 semester hours (90 hours of instruction)

PPV 1323 — Sketching. Covered in this course are symbols, abbreviations, types of lines, freehand sketching, drawing and lettering, sketching views of objects using the architect's scale, isometric drawings, and drawing sketches from blueprints. 3 semester hours (90 hours of instruction)

PPV 1332 — Pipe Sketching. This course is a continuation of Sketching. 2 semester hours (60 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 acquaints students with 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 1443 — Piping Level/Transit. This course is designed to give the student practical application of the leveling instrument and marking proper elevations and readings. 3 semester hours (90 hours of instruction)

PPV 1456 — Advanced Pipefitting Lab. This course is designed to develop competence in the area of advanced blueprint reading, layout, back flow cross connection, and fabrication of piping system. 6 semester hours (180 hours of instruction)

PPV 1513 — Drainage and Sewer Systems. This course is designed to each practical and theoretical aspects of drainage and disposal systems. Included are the installation of the drainage system in the house, and the health aspects and the disposal of poisonous gases arising from plumbing and sewage treatment. Instruction is provided in elements of disposal systems, including house 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 furnances. 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 — Hot and Cold Water 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 acquaints the student with potable water and sizing. 2 semester hours (60 hours of instruction)

PPV 1722 — Plumbing Fixtures Labs. This course is designed to give the student the knowledge and practical application of installing the rough-in and finish fixtures of all types of plumbing fixtures use in plumbing fixtures used in plumbing construction. 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 1743 — Advanced Plumbing Lab. This course is designed to develop competence in the area of advanced plumbing in the commercial area. 3 semester hours (90 hours of instruction)

PPV 1812 — Rigging and Signaling. This course acquaints the student with basic use of chains, ropes, pulleys, levers, chainfalls, and working with operations of cherry pickers, cranes, etc. 2 semester hours (60 hours of instruction)

PPV 1913 — Steel Ship Building and Marine Construction. This course acquaints students with 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)

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)

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 1612 — 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).
- 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 2532 — 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). (2,0,6)
- 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 1525). (2,1,2)

READING (REA)

REA 1103 — Developmental Reading. This course is designed to help students who demonstrate lack of proficiency in reading at the college level. Emphasis will be placed on developing basic reading skills, vocabulary, and comprehension of sentences, paragraphs and essays. Additional work may be required in the Learning Resource Center. (3,3,0)

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 imaging (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)

ROBOTICS (ROT)

- ROT 1113 — Introduction to Robotics.** This course is designed to introduce the student to industrial robots. Topics to be covered include robotics history, industrial robot configurations, operation, basic programming, and minor machine adjustments on hydraulically, pneumatically, and electrically driven robots. (3,2,2)
- ROT 1213 — Industrial Hydraulics.** This course introduces the students to basic hydraulics, hydraulic actuators, accumulators, valves, pumps, motors, fluids, coolers, and filters. Emphasis is placed on development of hydraulic control circuits and troubleshooting. (3,2,2)
- ROT 1223 — Industrial Pneumatics.** This course introduces the students to basic pneumatic principles, compression of air, work devices, control devices, and circuit diagrams. Emphasis is placed on development of pneumatic control circuits, electromechanical control of fluid power, and troubleshooting techniques. (2,2,2)
- ROT 1313 — Industrial Robotics.** This course teaches the operating systems and advanced programming methods of industrial robots. Actual industrial grade robots are used to train the student in the areas of operation, maintenance, troubleshooting, service procedures, and robotics applications. (3,2,2)

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 2213 — Introductory Anthropology.** A survey of major fields and basic principles in the comparative study of mankind. (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 and instruct, to convince and persuade, to stimulate and entertain, and speeches for social occasions are a part of the course. (3,3,0)
- SPT 1123 — Debate.** This course offers the basic principles in debate and argumentative speaking with practical application of these principles in both areas. Actual tournament experience is required. (3,3,0)
- SPT 1131 — Forensics I.** Forensics is an activity course in public speaking which includes: oratory, declamation, oral interpretation, extemporaneous speaking and debate. Students participate in intercollegiate forensic contest and debate tournaments. (1,1,0)
- SPT 1141 — Forensics II.** A continuation of SPT 1131. (1,1,0)
- SPT 1153 — Voice and Diction.** Extensive study in improving voice; pronunciation, and vocabulary in order to communicate more effectively in everyday situations. This course is designed to benefit any student and specifically those students majoring in education, law, religion and related areas. (3,3,0)
- SPT 1222 — Movement for the Actor.** Technique for stage movement for the actor. (2,2,0)
- SPT 1233 — Fundamentals of Acting.** General education approach to the art of acting, stressing basic techniques with emphasis on motivation for movement. 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 1413 — Television Communication.** The purpose of this course is two-fold: first, to give the student an understanding of the media so that he or she will become more appreciative and critical of television in the communication process; second, to give the student practical applications in commercial and educational television techniques. This course will be particularly valuable to education, language arts, speech and drama, art, social science, pre-law, philosophy, and radio/television students. (3,2,2)
- 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.
- 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 semester hours of instruction. Four semester hours.
- 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.
- 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.
- 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.
- 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.

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 1153 — 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 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 1613 — 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 1623 — 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 1634 — 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 1642 — 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 1653 — 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 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.

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 III. Butt joint design plate welding, using E-6010 and E-7018 electrodes in the vertical uphill and downhill positions and the overhead position. Restricted box welding 12" height from floor level.

Related Instruction: expansion and contraction, distortion control; metal identification; codes and specifications; welder qualifications; welding procedures; destructive testing; safety. Two hundred ten hours instruction. Seven semester hours.

WLV 1123 — Gas Metal Arc Welding. Short Arc: tee joint design fillet welding in the horizontal, vertical and overhead positions; horizontal, vertical and overhead open butt joints.

Spray Arc: tee joint design fillet welding in the horizontal vertical and overhead positions using aluminum alloys; vertical and overhead butt joints using aluminum alloys.

Related Instruction: introduction to gas metal arc welding; GMAW power sources; secondary accessories/shielding gases; practical application; procedures and techniques; metal weldability; changes during welding; troubleshooting; metallic structure; physical and mechanical properties; carbon and low alloy steels; aluminum alloys; safety. Ninety hours instruction. Three semester hours.

WLV 1136 — Gas Tungsten Arc Welding. Horizontal, vertical and overhead fillet tee joint design; horizontal, vertical and overhead open butt joints. Stainless Steel: horizontal, vertical and overhead fillet, tee joint design. Aluminum: tee joint design horizontal, vertical and overhead fillet; vertical and overhead butt joints.

Related Instruction: introduction to gas tungsten arc welding heli-arc; secondary accessories/shielding gases; applications; procedures and techniques; defects; thermal cracking; incomplete fusion; dilation; gas absorption; contamination and pick up; weldability of metals; non-ferrous alloys; troubleshooting; safety. One hundred eighty hours instruction. Six semester hours.

WLV 1143 — Flux Cored Arc Welding. Tee joint design fillet welding in the horizontal, vertical and overhead positions. Vertical and overhead butt joints. Ninety hours instruction. Three semester hours

WLV 1155 — Pipe Welding I. Using uphill and downhill techniques with E-6010 electrodes; pipe welding positions, 2 G (vertical fixed), 5G (horizontal fixed) and 6G (45 degree fixed) positions.

Related Instruction: joint preparations; pipe fit up and jiggling, welding procedures, pipe welder qualifications; safety.

Prerequisite: Completion of WLV 1117 or pass a pre-test. One hundred fifty hours instruction. Five semester hours.

WLV 1161 — Industrial Safety. Personal and team safety; hand and power tools; testing procedures; personal habits and dress; firefighting equipment; basic first aid. Thirty hours instruction. One semester hour.

WLV 1182 — Blueprint Reading and Sketching. Freehand sketching; welding symbols and application; scales and dimensions; interpretations of working drawings. Sixty hours instruction. Two semester hours.

WLV 1216 — Shielded Metal Arc Welding II. Tack welding techniques using E-6010 electrodes; surface welding build-up using stringer bead techniques in flat position; tee joint design fillet welding in the horizontal, vertical and over head position.

Related Instruction: joint design; welding positions and procedures; basic metallurgy; safety. One hundred eighty hours instruction. Six semester hours.

WLV 1243 — Metal Cutting. Safety; oxy-acetylene equipment and assembly; lighting and flame adjustment; manual cutting; automatic straight and bevel plate cutting; pipe beveling.

Arc Gouging and Plasma Arc Cutting; theory; equipment; assembly; application. Grinding. Ninety hours instruction. Three semester hours.

WLV 1264 — Pipe Welding II. Using uphill and downhill techniques with E-7018 electrodes in the 2G (vertical fixed), 5G (horizontal fixed), and 6G (45 degree fixed) positions.

Related Instruction: weld testing, field storage tanks, pressure vessels, pipe lines, ships, safety.

Prerequisite: Completion of WLV 1117 and WLV 1154 or pass a pre-test. One hundred twenty hours instruction. Four semester hours.

WLV 1313 — Shielded Metal Arc Welding I. Tack welding techniques using E-7018 electrodes; surface welding build-up using stringer bead technique in flat position; tee joint design fillet welding in the horizontal, vertical and overhead positions.

Related Instruction: introduction to arc welding; arc welding safety; arc welding terms, power sources, accessory equipment, machine maintenance and electrodes; safety. Ninety hours instruction. Three semester hours.

WLV 1363 — Pipe Welding III. Advanced pipe welding techniques using shielded metal arc and gas tungsten arc welding processes in the following restricted positions: 2G (vertical fixed), 5G (horizontal fixed) and 6G (45 degree fixed) positions.

Related Instruction: A. W. S. specifications; military specifications; electrode selection; effect of common elements.

Prerequisite: Completion of WLV 1154 and WLV 1164 or pass a pre-test. Ninety hours instruction. Three semester hours.



PERSONNEL

1996 - 1997 CATALOG

ADMINISTRATIVE OFFICERS

Central Office

Executive Officers

President	Dr. Barry L. Mellinger
Vice President for Administration and Finance	Everett Compston
Vice President for Instructional Affairs	Dr. Willis Lott
Executive Assistant for Development	Nell O. Murray

Administrative Assistant for Academic and General

Instruction and Student Services	Zoula Huffman
Administrative Assistant for Accounting	Jerry A. Bryan
Administrative Assistant for Data Processing	Robert T. Smith
Administrative Assistant for Vocational Instruction	Dr. Larry E. Crane
Administrative Assistant for Institutional Research	Dr. Joseph W. Cliburn
Instructional Technology Specialist	Christopher Ferguson
College Director of Literacy and Adult Basic Skills Instruction	Dr. Elizabeth Nelms
Cooperative Education Coordinator	Hilton Murray
Coordinator, Marketing/Recruitment	Brenda Donahoe
Coordinator, Health Programs	Dr. Judith Benvenutti
Coordinator, Skills Enhancement	Laura Bragg
Director of District Printing	Frank Spring
Director of Institutional Relations	Colleen Hartfield
Director of Personnel	Hal Higdon
Industrial Training Coordinator	Johnny Tynes
Skills Enhancement Coordinator	Laura Bragg
Tech-Prep Coordinator	Harold Dean Belton
President Emeritus	Dr. J.J. Hayden, Jr.

Jackson County Campus

Vice-President	Dr. Royce Luke
Dean of Academic and General Instruction	William F. Martin
Dean of Student Services	Linda Switzer
Dean of Business Services	Dr. Houshang Moradmand
Dean of Vocational Instruction	Jerold L. Shepherd
Assistant Dean of Vocational Instruction	Charlie Neumann
Assistant Dean Vocational Education	Bennie L. Vancourt
Library Director	Mary A. Palmer
Assistant Librarian	Cheryl J. Hinton
Assistant Librarian	Sandra K. Briggs
Director of Financial Aid	Kim Overstreet
Director of Project Adapt	Tom Beavers
Director of Learning Laboratory	Patricia Grady
Director of Admissions	Charles Koski
Assistant Dean for Learning Resources Center and Media Services Director	Dr. Alex Carter

Workforce Development Coordinator	Dr. Mary Graham
TV Technician, Publicity Photographer	Paul D. Mansfield
Coordinator of Program Services	Barbara J. McCool
Vocational Counselors	Lane Hoggard Linda Mizell Carl King
Academic Counselor	June Russum
Recruitment Officer	Terri Ormes
Student Activities Counselor	Terry Fountain
Single Parent/Homemaker Counselor	Lisa Bourette
Special Populations Coordinator	Gerry Partridge
Literacy Coordinator	Pat Black

**Jefferson Davis Campus
Keesler Center**

**Mississippi Gulf Coast Applied Technology
and Development Center**

West Harrison County Occupational Training Center

Jefferson Davis Campus

Campus Vice President	Dr. Clifton D. Taylor
Dean of Student Services	Dr. David Drye
Dean of Academic and General Instruction	Ouida White
Dean of Business Services	T.J. Smith
Dean of Vocational and Technical Instruction	M.W. Thornton
Associate Dean of Continuing Education	Dr. Howard Geiselman
Assistant Dean of Vocational Instruction	Alton McDaniel
Assistant Dean, Learning Resources Center and Director of Media Services	Foster Flint
Director of the Learning Laboratory	Elaine McDermott
Director of Admissions	Patricia Holloway
Director of Financial Aid	Searcy Taylor
Director, Workforce Development	Mason Gordon
Director, Library	Charles Clark
Director, Campus Literacy	Frank Koch
Assistant Librarian	Margaret Evans
Assistant Librarian	Dianne Hurlbert
Coordinator, New Horizons Program	Edna Boone
Counselor, New Horizons Program	Elaine Dees
Counselor	Veta Griffith
Counselor/Veterans Affairs Certifying Official	Vicki Berry
Counselor	Jim Lancaster
Counselor, Recruitment	Denise Daniel
Counselor, Vocational/Technical	Pamela Skinner
Counselor, Vocational/Technical	Sandra Johnson
Coordinator, Special Populations	Diane Holleman
Recruitment Officer	Dick Henderson

Keesler Center

Administrative Dean	S.J. D'Aquila
Counselor	Jerry White

West Harrison County Occupational Training Center

Administrative Dean	Don Christensen
Counselor	Tommye Skinner

Mississippi Gulf Coast Applied Technology and Development Center

Director	Helen Dees
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Perkinston Campus George County Occupational Training Center

Perkinston Campus

Vice President (acting)	Dr. Willis H. Lott
Dean of Student Services	Jeff Donahoe
Dean of Business Services	Johnnette Dees
Dean of Academic and General Instruction	Robert Rominger
Dean of Vocational Instruction	Dr. R. Travis Ferguson
Assistant Dean for Learning Resource Center and Library Director	Elizabeth Mixon
Assistant Librarian	Dr. Brenda Rivero
Media Services Director	Richard Marlowe
Learning Lab Director	Tom Taylor
Director of Admissions	Ann Provis
Director of Financial Aid	Sheree Bond
Workforce Development Director	Richard Williams
Recruitment Officer	Susan Lamey
Counselor	Carole Pearce
Vocational Counselor	James Ray Smith
Supervisor of Student Discipline and Housing	Rick Hartfield
Coordinator of Discipline and Housing for Women	Tracy Carter
Supervisor of Student Center/Activities	Russell Hatten
Career Placement Manager	Diane Roberts
Director of Athletics	J.C. Arban
Literacy Manager	Ray Burdick
Coordinator, Special Populations	Roxie Hatten
Coordinator, Single Parent/Homemaker Services	Suzan Bounds

George County Occupational Training Center

Administrative Dean	Anna Faye Kelley
Counselor	Ronnie C. Mizell

STAFF

Central Office

Secretary, President's Office	Gloria Breland
Secretary, President's Office	Sue Dean
Secretary, Vice President for Administration	Nancy Lee
Secretary, Vice President for Instructional Affairs	Karen McQueen
Secretary, Administrative Assistant of Academic and General Instruction and Student Services	Carolyn Brooks
Senior Bookkeeper	Helen Vernon
Purchasing Clerk	Vonda Ford
Personnel Analyst	Millie Taft
Finance Clerk	Jeanette Wells
Accounts Payable Clerk	Marleen Moore
Accounting/Special Projects	Louise Brown
Accountant	Marcia Lyon
Personnel Clerk	Annette Anderson
Personnel/Purchasing Clerk	Margaret Bounds
Finance Clerk	Debbie Rogers
Finance Clerk	Chris Pierce
Office Machine Technician	Raymond Hatten
Office Machine Technician	Randall Cornell
Office Machine Technician	Wilfred G. Broussard
Telephone/Office Machine Technician	Charles B. Blakeney
Secretary, Institutional Relations	Shirlee Arkwright
Secretary, Vocational Instruction	Marilyn Beckham
Secretary, Special Vocational Programs	Dot Lyons
Staff Writer/Institutional Relations	Kimberly Jones
Manager of Publications	Gertie Brown
Staff Specialist/Publicity	
Alumni/Foundation Officer	April Grace
Photographer	Paul Breland
Computer Programmer/Operator	Alan Saucier
Senior Programmer/Operator	Louis Boudreaux
Computer Programmer/Operator	Joe Furr
Key Punch Operator	Betty Bennett
Courier/Clerk	Nettye Alexander
Duplicating Clerk	Arnold Givens
Supervisor of Central Store	Joyce Galloway
Mechanic/Operator	Gary Moore
Mechanic/Operator	Ronnie Sims
Driver/Mechanic	David Newbill
District Printing Clerk	Pat Graham
Secretary, Administrative Assistant for Planning/Institutional Research	Judy Cater
Printer	Michael Anderson
Superintendent of Transportation	James Willis

Jackson County Campus

Secretary, Vice-President	Kathleen Lott
Secretary, Dean of Academic and General Instruction	Jan Yarber
Secretary, Dean of Student Services	Becky Rogers
Records Clerk	Shirley Mullins
Secretary, Dean of Business Services	Julie Mansfield
Business Services Secretaries	Barbara Blakely Barbara Richerson
Admissions Secretary	June Robertson
Bookkeeper	Barbara McDonald
Secretary, Dean of Vocational Instruction	Violet Lett
Secretary, Assistant Dean of Vocational Instruction	Barbara Perry
Secretary, Vocational Counselor	Shirley Holliday
Secretary, Library Director	Johanna Martin
Secretary, Assistant Dean of Vocational Instruction	Jane Boone
Audio Visual Clerks	Angie Bridges Paula Thorp
Secretaries, Academic Faculty	Susan McGuff Janice Davis
Secretary, Learning Laboratory Director	Annie Harris
Receptionist/Switchboard Operator	Laura Davis
Secretary, Financial Aid	Pat Read
Secretary, Associate Degree Nursing	Jo Ann Tisbury
Secretary, Maintenance Department	Phyllis Bond
Career Placement Manager	Rebecca Williams
Media Technician and Graphic Artist	Mary Dyle
Computer Lab Assistant	Mary Schaub
Computer Lab Assistant	Nancy Crawford
Superintendent of Buildings and Grounds	Mark Thornton
Buildings and Grounds	Lincoln Wise
Supervisor, Janitorial Services	Alvin Carter
Chief of Security	Milton Smith
Bookstore Manager	Maria Baumann
Bookstore Clerk	Sandra Shannon
Bookstore Clerk	
Secretary, Apprentice Coordinator	Thea Pope
Secretary, Project Adapt	Vickie Gante
General Office Clerk, Student Services	Laura Belew
Clerk, Library	Wendi Nettles
Computer Lab Assistant	Chad Brown
Child Care Aids	Daryon Coleman, Jacinda Maria Long Geraldine Swilley
Secretary, New Horizons	Marilyn Landrum

STAFF

**Jefferson Davis Campus
Keesler Center**
**West Harrison County Occupational Training Center
Mississippi Gulf Coast Applied Technology and
Development Center**
Jefferson Davis Campus

Secretary, Vice President	Nancy Sneed
Secretary, Dean of Student Services	Maria McNally
Secretary, Dean of Academic and General Instruction	June Bounds
Secretary, Dean of Business Services	Gina Sessum
Secretary, Dean of Vocational Instruction	Pat Lanning
Secretary, Associate Dean, Evening College	Betty Towles
Secretary, Learning Lab	Joy Smith
Secretary, Library	Joyce Hart
Secretary, Director of Media Services	Brenda Endris
Secretary, Director of Financial Aid	Mary Ann Krivanec
Secretary, Director of Admissions	Tammy Uchello
Records Clerk	Angela Higginbotham
Graphics Artist/Media Technician	Linda Burns
Superintendent of Building/Grounds	R. L. Stafford
Assistant Superintendent of Building/Grounds	Mike Gentile
Day Janitorial Supervisor	Donnie Reeves
Night Janitorial Supervisor	Alto Alexis
Bookstore Manager	John Dempsey
Bookstore Clerk	Dorothy Miller
Secretary/Receptionist, Vice President's Office	Melanie Nelson
Finance Clerk, Business Services	Virginia Benefield
Finance Clerk, Business Services	Marcile Schruff
Finance Clerk, Business Services	Barbara Glass
Secretary, Office of Dean of Academic and General Instruction	Libby Richmond
Secretary, Office of Dean of Vocational/ Technical Instruction	Kimberly Peterman
Secretary, Faculty	Kim Morgan
Secretary, Veterans Affairs	Barbara Krysti
Secretary, Financial Aid	Jean White
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Secretary, Career Center	Elaine Eveland
Secretary, Workforce Development	Jackie Gartman
Clerk, Records Office	Linda Otis
Switchboard Operator/Secretary	Robin Weise
Career/Placement Center Manager	Roxanne Towles
Computer Laboratory Assistant	Billy Barnes
Computer Laboratory Assistant	Jenny Barnes

Shipping and Receiving Clerk Joe Gorman
Secretary, Building/Maintenance Mary Bailey

Keesler Center

Secretary, Administrative Dean Melissa Morgan
Secretary, Office of Administrative Dean Tammi D'Antoni

West Harrison County Occupational Training Center

Secretary, Administrative Dean Nancy Gaskill
Secretary, Administrative Dean's Office Barbara Himes
Maintenance Supervisor Fred Kately

Mississippi Gulf Coast Applied Technology and Development Center

Secretary, Administrative Dean Barbara French
Secretary, Administrative Dean's Office Jan Seals
Maintenance Supervisor Michael Martin

Perkinston Campus George County Occupational Training Center

Perkinston Campus

Superintendent, Building and Grounds	Allen Money
Supervisor, Janitorial Services	Cathy Garner
Supervisor, Grounds	Billy J. Willis
Records Clerk/Veterans Affairs	Tommie Weathers
Bookkeeper	Sandra Goble
Assistant Bookkeeper	Edna Bond
Secretary, Vice President	Elaine Stephens
Receptionist/Secretary, Admissions	Sherri Morrison
Secretary, Director of Admissions	Trudy Lee
Secretary, Dean of Academic and General Instruction	Gay Lot
Secretary, Dean of Student Services	Sylvia Davis
Secretary, Dean of Business Services	Marie Baggett
Secretary, Library Director	Pam Ladner
Secretary, Financial Aid Director	Tammy Hall
Secretary, Media Services Director	Trudy Byran
Secretary, Learning Laboratory Director	Angela James
Secretary, Dean of Vocational Instruction	Faye Cooley
Secretary, Social Science, Language Arts, Physical Education	Jane Sullivan
Secretary, Science and Fine Arts	Kathy Thrash
Secretary, Business Education, Developmental Studies and Math	Pam Farmer
Secretary, Financial Aid	Terri Puckett
Secretary, Housing	Toni Naramore
Switchboard Operators	Joyce Henderson Karen Hayes Toni Naramore
Housemothers	Georgia Bond Opal Ainsworth Aurelia Walker
Student Center Clerks	Nettie Lyons Mercedes Jordan Shirley Finnan
Computer Lab Instruction Assistant	Dana Price
Computer Laboratory Assistant	Glenda Redmond
Supervisors of Dormitories and Student Activities	Ed Wilson Tammie Weathers Kirk Ladner Chris Calcose
Bookstore Manager	Charlene O'Neal
Sports Injury Manager	Jeff Davis

George County Occupational Training Center

Secretary, Administrative Dean	Brenda Roberts
Maintenance/Security	Frank Goff
Secretary, Administrative Dean	Jannie Smith
Janitorial Services	Carrie Jackson

COLLEGE EXECUTIVE COUNCIL

President Barry L. Mellinger; Vice Presidents Everett Compston, Clifton D. Taylor, Royce Luke, Willis Lott, Richard Miller; and Executive Assistant Nell Murray.

College Council

The President of the College and Vice Presidents of the campuses are ex-officio members of all committees and councils.

President Barry L. Mellinger; Vice Presidents Everett Compston, Willis Lott, Richard Miller, Clifton D. Taylor, Royce Luke; standing members Nell Murray, Larry Crane, Anna F. Kelley, Jerry Bryan, Robert Smith, Sal D'Aquila, Don Christensen, Joe Cliburn, Colleen Hartfield, and Zoula Huffman.

JACKSON COUNTY CAMPUS**Committees**

Administrative Committee: Luke, Moradmand, Martin, Shepherd, Switzer.

Admissions Committee: Koski, King, Switzer, Hoggard. (Admissions committees for Health Programs are appointed annually by the appropriate deans.)

Judicial: Whitmore, Chair; Melton; E. Clark; two students.

Faculty Publicity: Fountain, Mansfield.

Graduation: Switzer, H. Moradmand, Bevill, Stewart, Koski.

Guidance: Switzer, Russum, Pugh, Koski, Mizell.

Instructional Affairs: Martin, Shepherd, and appropriate department members.

Learning Resources: Carter, Chair; Palmer, Grady, C. Broome, Martin, R. Miller.

Scholarship: Cluff, Moreton, Overstreet, Baggett, Switzer.

Student Activities: Presidents of the Student Council, VICA, and PTK, Treasurer of Student Council, Fountain, Ormes, Switzer.

Student Publications: Fountain, Ormes, Switzer, Editors of Student Newspaper and Yearbook.

Department Chairpersons

Associate Degree Nursing	Nica Cason
Business and Office Administration	Jeanette Thomas
Fine Arts	Martha Richardson
Health and Physical Education	Dr. Charles Keith
Language Arts	Cindy Broome
Mathematics	Ronald Ainsworth
Social Studies	Dean Shaw
Science	Dr. Jim Dunn
Developmental Studies	Barbara Haygood
Vocational Education	Robert Hudson
Technical Education	Charlie Ormon
Health Occupations	Sherry Whitmore

Vice President's Committee

Mr. William Harris	Elected	1993-96
Mrs. Patricia West	Appointed	1993-96
Dr. Lena Melton	Elected	1995-96
Mr. Bernard Brooks	Appointed	1995-96
Dr. James Dunn	Elected	1994-97
Mr. Ronald Ainsworth	Appointed	1994-97

JEFFERSON DAVIS CAMPUS

Committees

- Administrative Committee:** Taylor, Chair; D'Aquila; Thornton; T.J. Smith; Dees; Drye; Christensen; Ouida White.
- Admissions:** Drye, Chair; Holloway; B. Stafford; Pham; Larsen; B. Ladner; Bourgeois; T. Skinner.
- Judicial:** Roberts, Chair; Fayard; B. Parker; Rutter; Johnson; Pigott; Scafide; President of the Student Council and student appointed by the Student Council.
- Reception and Courtesy:** Holleman, Chair; Bankston; Weinberg; Flint; Sneed; Knowles; Jefferson.
- Food Service:** R. Smith; E. Boone; Van Court; Cook; Weinberg; Holleman; J. White.
- Graduation:** Drye, Chair; Catlett; Therrell; Andresen; Roberts; White; Geiselman; two students appointed by the Student Council.
- Guidance:** Daniel, Chair; Holloway; T. Skinner; P. Skinner; Griffith; J. Lancaster; Drye (Ex-Officio).
- Instructional Affairs:** Taylor, Chair; O. White; Thornton; appropriate Deans or Department Chairpersons.
- Learning Resources:** Flint Chair; Burns; Roper; Black, Hurlbert; Mitchell; D. Waldorf; Davidson; Richards; Clark; McDermott; Evans; R. Marcy.
- Physical Education and Health Services:** Beacham, Chair; Ferrill; Dedeaux; Benefield; Miller; Cuevas; McKay.

Publications: D. Hurlbert, Chair; J. Bailey; Ferrill; Mead; Mitchell; Dedeaux.

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

Scholarships: S. Taylor, Chair; Anastasio; Thompson; Therrell; Kibler; Stever; Dees; McDaniel; two students appointed by the Student Council.

Department Chairpersons

Associate Degree Nursing	Wanda Brignac
Business and Office Administration	Beverly Parker
Fine Arts	Wayne Catlett
Developmental Studies	Debra Watson
Health, Physical Education and Recreation	Winston Beacham
Language Arts	Carol Holley
Mathematics	Larry Miller
Science	Shelia Brown
Social Studies	L.A. Drago
Technical Programs	Anna Cuevas
Vocational Health Occupations	Martha Marion
Vocational Trade Programs	Sidney Sellers

Vice President's Committee

Jerry White	Appointed	1993-1996
R.L. Stafford	Appointed	1993-1996
David Drye	Appointed	1993-1996
Barbara Glass	Elected	1993-1996
Larry Miller	Appointed	1994-1997
Billy Towles	Appointed	1994-1997
Sandra Weinberg	Elected	1994-1997
Kay Cook	Elected	1995-1998
Shelia Brown	Appointed	1995-1998
Gerald Bourgeois	Elected	1995-1998
Long Van Pham	Appointed	1995-1998

PERKINSTON CAMPUS

Committees

Academic and Honors Scholarship: B. Rominger, Chair; Department Chairpersons.

Admissions: J. Donahoe, Chair; C. Pearce; Tracy Carter; Ann Provis; James R. Smith.

Campus Athletic: J.C. Arban, Chair; G. Holmes; B. Weathers; C. Farris; S. Nagy; Ann Provis.

Christian Council: Dr. N. Mann, Chair; B.S.U. Director; Dr. T. Ferguson; Presidents of Christian Organizations.

Faculty Housing: Dr. R. Miller, Chair; Dr. B. Mellinger; E. Compston; Susan Bounds.

Graduation: L. Taylor, Chair; J. Donahoe; E. McCoy; David Dueitt; S. Bond; J. Dees; M. Paslay; C. Pearce; Tammie Wenthers.

- Instructional Affairs:** B. Rominger, T. Ferguson, Department Chairs.
Judicial: Richard Whiteside, Chair; L. Hill; J. Moody; A. Sullivan; R. Williams; T. Taylor (Alternate); Two Student Council Members.
Learning Resources: L. Mixon, Chair; R. Burdick, R. Marlowe; Dr. M. Heim; T. Taylor; S. McMahon; S. Harris; Student.
Scholarship: J. Donahoe, Chair; J. Dees; B. Rominger, S. Bond.
Student Activities: J. Donahoe, Chair; T. Weathers, R. Hatten, T. Carter, D. Burney; R. Hartfield.
Salvage: J. Green, Chair; T. Carter; S. Nagy.
Student Housing: J. Donahoe, Chair; A. Provis; R. Hartfield; Tracy Carter: Dormitory Supervisors.
Student Publications: J. Donahoe, Chair; T. Naramore, K. Thrash.

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	Dr. Brenda Nalepa
Social Studies	Charles Sullivan
Vocational-Technical	Dr. Travis Ferguson

Vice President's Committee

Brenda Batey	Elected	1993-96
Dr. Brenda Rivero	Appointed	1993-96
Johnnette Dees	Appointed	1993-96
Brian Hall	Appointed	1993-96
Marie Baggett	Appointed	1993-96
Ben Johnson (GCOTC)	Appointed	1993-96
Charles Acres	Elected	1994-97
Joyce Calcote	Appointed	1994-97
Cheryl Catalano	Elected	1995-98
Greg Holmes	Appointed	1995-98

ADMINISTRATION AND FACULTY

Central Office

- Barry L. Mellinger**, President (1979). A. S., Mississippi Gulf Coast Community College, Perkinston Campus. B.S. and M.S., Mississippi State University. Ph.D., Purdue University.
- Dean Belton**, Tech Prep Coordinator (1987). B. S., M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Judith Benvenuti**, Coordinator of Health Programs (1979). ADN Greenfield Community College. B.S., University of Massachusetts.
- Laura Bragg**, Skills Enhancement Coordinator (1991). B.S., Additional study at University of Southern Mississippi.
- Jerry Bryan**, Administrative Assistant for Accounting (1977). B.S., University of Southern Mississippi.
- Joseph W. Cliburn**, Administrative Assistant for Institutional Research (1994). B.S., M.S., Ph.D., University of Southern Mississippi.
- Everett Compston**, 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.
- Larry E. Crane**, Administrative Assistant for Vocational Instruction (1970). B.S., M.S., Ed.S., Ed.D., University of Southern Mississippi.
- Brenda Donahoe**, Marketing/Recruiting Coordinator (1982). M.Ed., University of Southern Mississippi.
- Christopher A. Ferguson**, Instructional Technology Specialist (1995). B.E., University of Mississippi.
- Colleen Hartfield**, Director of Institutional Relations (1992). M.A., South East Missouri University.
- Hal L. Higdon**, Director of Personnel (1993). B.S., University of Alabama.
- Zoula Huffman**, Administrative Assistant for Academic and General Instruction and Student Services (1992). M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Willis H. Lott**, Vice President for Instructional Affairs (1992). Ed.D., University of Southern Mississippi.
- Hilton Murray**, 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.
- Nell O. Murray**, Executive Assistant for Development (1981). B.S. and M.B.A., University of Southern Mississippi. Additional study, Spring Hill College.
- Elizabeth Nelms**, College Director of Literacy and Adult Basic Skills Instruction (1975). B.A., M.S., Ph.D., University of Southern Mississippi.
- Robert T. Smith**, Administrative Assistant for Data Processing (1965). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. Additional study, Mississippi State University.
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Jackson County Campus

- Ronald B. Ainsworth**, Mathematics (1970). B.S., McNeese State University. M.E., University of Southwestern Louisiana. Additional study at McNeese State, University of Southwestern Louisiana, University of Southern Mississippi.
- Stephanie Allison**, Study Skills (1991). B.S., M.Ed., Mississippi State University.
- James Baggett**, Science (1990). B.A., University of Mississippi. M.S., Ph.D., University of Southern Mississippi.
- Tom Beavers**, Community College Liaison (1984). B.S., Troy State University. M.Ed., Stetson University, Additional study at the University of Southern Mississippi.
- Julie Overby Besancon**, English (1992). B.A., M.A., University of Southern Mississippi.
- Frances Kay Bevill**, Physical Education (1991). B.S., M.S., University of Southern Mississippi.
- Linda Bond**, Sex Equity Coordinator (1990). B.S., William Carey College.
- Thomas Boone**, Human Services (1980). B.A., Millsaps. M.A., Perkins School of Theology, Southern Methodist University.
- Lisa Boovette**, Counselor (1995). B.A., M.Ed., Southeastern Louisiana University.
- Jane A. Brenden**, Nursing (1991). B.S.N., M.S.N., University of South Alabama.
- Sandra Briggs**, Assistant Librarian (1978). B.S., Delta State University. M.L.S., University of Mississippi.
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- Cynthia Broome**, English (1989). B.S., M.A., University of Southern Mississippi.
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- Amanda Buxton**, Drafting (1993). A.S. Mississippi Gulf Coast Community College, Jackson County.
- William Alex Carter**, Assistant Dean of Learning Resources Center and Media Services Director (1993). B.S., M.S., University of Southern Mississippi, Ph.D., University of Oklahoma.
- Nica Cason**, Nursing (1981). B.S.N., University of Texas. M.S., Nursing, University of Southern Mississippi.
- James Christine**, Electronics (1979). B.S., Industrial Vocational Education, University of Southern Mississippi.
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- Lee Deavours**, Economics (1992). B.A., University of Montevallo Alabama, M.S., Western Kentucky University.
- Jenny Decuir**, Practical Nursing (1993). A.S., Mississippi Gulf Coast Community College.
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- Carl Duncan**, Social Studies (1975). A.S., Mississippi Gulf Coast Junior College. B.S., M.A., University of Southern Mississippi.
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- David P. Greenwell**, Psychology (1975). B.S., M.S., University of Southern Mississippi.
- Pat Hancock**, Reading (1988). B.S., Mississippi State University. M.S., University of Southern Mississippi.
- V. Michele Harris**, Nursing (1995). B.S.N., University of Southern Mississippi. M.S.N., Mississippi University for Women.
- William Harris**, Welding (1977). Studies being done at University of Southern Mississippi toward B.S.
- Angel C. Hawkins**, Clinical Instructor, OSH (1989), A.S., Mississippi Gulf Coast Community College, R.T., American Registry of Radiologic Technologists.

- Barbara Haygood**, Mathematics (1985). B.S., Mississippi University for Women. M.Ed., William Carey College.
- Brenda Helms**, Mathematics (1984). B.S., Delta State University. M.Ed., William Carey College.
- Emily Helveston**, Nursing (1981). B.S., University of South Alabama. M.S., University of Mississippi.
- Deborah Hill**, Nursing (1983). B.S., Mississippi University for Women. M.N., University of Mississippi.
- Patricia Hill**, Nursing (1977). B.S., University of Southern Mississippi. M.N., University of Mississippi Medical Center.
- Cheryl Hinton**, Assistant Librarian (1974). B.S., M.S., University of Southern Mississippi.
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- David Holloway**, Automotive Technology (1995). B.S., University of Southern Mississippi.
- Robert Hudson**, Machine Shop (1976). B.S., M.S., University of Southern Mississippi.
- Jane D. Irwin**, Business and Office Technology (1965). B.S., M.S., University of Southern Mississippi.
- Kevan Jenner**, English (1989). B.S., M.A., University of Southern Mississippi.
- R. Deleah Johnson**, Business and Office Technology (1970). Graduate, Henderson Business College. B.S., Rust College. M.Ed., University of Southern Mississippi.
- Faye Jones**, Social Studies (1989). B.S., Mississippi College. M.A., Mississippi State University. Additional study, University of South Alabama.
- Ralph Jones**, Mathematics (1966). B.S., University of Southern Mississippi. M.S., Mississippi State University.
- Charles Keith**, Physical Education (1965). B.S., M.A., Ed.D., University of Southern Mississippi.
- Carl King**, Counselor (1984). B.S., Mississippi State University. M.S., University of South Alabama.
- Darlene Morgan King**, Child Care (1987). B.S., M.S., University of Southern Mississippi.
- Charles Koski**, Director of Admissions (1980). B.S., University of Southern Mississippi. M.S., University of South Alabama.
- Edward C. Kreckler**, M.D., Chief Laboratory Service, Veterans Administration Medical Center, Biloxi Division, Medical Director for the Medical Laboratory Technician Program (1977).
- Lee Lambert**, M.D. (1968). Medical Director for the Respiratory Therapy Program. Singing River Hospital System at Ocean Springs Hospital.
- Tara Langston**, English (1991). B.A., M.S., University of Southern Mississippi.
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- Lynne Lohmeier**, Science (1989). B.S., Miami University. Ph.D., Mississippi State University.
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- Kathleen Malone**, Language (1965). B.A., Agnes Scott College. Graduate study at University of Guadalajara, Mexico and University of Southern Mississippi. M.A., Louisiana State University.
- Douglas Mansfield**, T.V. Technician, Publicity Photographer (1971). Study at Mississippi Gulf Coast Junior College and University of Southern Mississippi.
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- William F. Martin**, Dean of Academic and General Instruction (1966). B.S., Technical Education, M.S., Industrial Education, Mississippi State University. Ed.S., Industrial Education, University of Southern Mississippi.
- Debra Matthews**, Electrical Technology (1986). Certificate in Industrial Electricity, MGCCC. Additional study at University of Southern Mississippi.
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- William McDonald**, Automotive Technology (1994). B.S., University of Southern Mississippi.
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- Joy Mitchell**, Marketing Management (1992). B.S., Mississippi University for Women.
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- Rebecca Moreton**, Speech (1991). B.A., M.A., University of Mississippi.
- Paul Morgan**, Business (1984). B.S., University of Southern Mississippi. M.B.A., University of South Alabama.
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- Marilyn Moss**, English (1991). B.S., M.S., University of Southern Mississippi.
- Mohammed Mulkana**, Science (1970). B.S., D.J., Government. M.S., University of Rhode Island. M.Sc., University of Karchi Pakistan. Ph.D., Mississippi State University.
- Janet M. Muncie**, Nursing (1990). B.S., M.S., University of California.
- Carl Nehlig**, Automated Manufacturing Technology (1994). B.S., Southern Illinois University.
- Charles Neumann**, Assistant Dean Vocational Education (1977). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.
- Richard Nolen**, Industrial Maintenance Millwright (1994). Mississippi Gulf Coast Community College.
- Patricia Odom**, Art (1980). B.A., M.A., University of Southern Mississippi.
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- Charles E. Ormon**, Electronics (1967). B.S., M.Ed., Mississippi State University.
- Kim Overstreet**, Director of Financial Aid (1988). B.A., University of Oregon. M.A., University of New Orleans.
- Mary A. Palmer**, Library Director (1968). B.A., University of Mississippi. M.L.S., George Peabody College.
- Carol Pierce**, Learning Laboratory - Mathematics (1989). B.S., M.Ed., William Carey College.
- Donna S. Pierce**, 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.
- Becky Posey**, Psychology (1995). B.S., M.Ed., University of Southern Mississippi.
- Jason Pugh**, Physics (1994). B.S., University of Southern Mississippi, M.S., Georgia Institute of Technology.
- Martha Reed**, Social Studies (1979). B.A., M.A., University of South Alabama, M.A., Mississippi College, Additional Studies, University of Southern Mississippi.
- Martha Richardson**, Music (1969). B.A., Vassar College. M.A., University of South Alabama. Additional study, University of Southern Mississippi.
- Amy Richmond**, Business (1991). B.S., University of South Alabama. M.B.A., University of Southern Mississippi.
- June Russum**, Academic Counselor (1992). B.S., M.Ed., Ed.S., University of Southern Mississippi.

- Rebecca Rutz**, Business (1983). B.S., Wright State University. M.B.A., University of Southern Mississippi.
- Judie Scott**, Respiratory Care Program Director (1993). A.S., Northwest Mississippi Junior College. Additional Study at Memphis State University.
- L.J. Scriptor**, M.D., (1978). Pathologist at Ocean Springs Hospital. Member of Advisory Committee for Medical Laboratory Technician program.
- Edna Ruth Shaw**, English (1969). B.S., Blue Mountain College. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Harmon Dean Shaw**, Social Studies (1965). B.A., Millsaps College. M.A., Mississippi State University. Completed course work for doctorate at Mississippi State University.
- Jerold Shepherd**, Dean of Vocational Instruction (1968). B.S., Mississippi State University. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Angela Sims**, Mathematics (1992). B.S., University of Southern Mississippi, M.S., William Carey College.
- Kay Sims**, English (1989). B.A., M.S., University of Southern Mississippi. Additional study at Temple University.
- William Snell**, Sociology (1995). B.S., M.S., University of Southern Mississippi.
- Joanne Stewart**, Learning Laboratory – English/Reading (1992). B.S., University of South Alabama. M.Ed., University of Southern Mississippi.
- Wanda Stewart**, Drama and Speech (1990). B.S., University of Southern Mississippi. M.S., University of Montevallo.
- Martin Van Stringfellow**, Chemistry (1994). B.S., Mississippi State University. M.S., University of Alabama at Birmingham.
- Linda Switzer**, Dean of Student Services (1979). B.S., M.Ed., University of Southern Mississippi. Additional study at University of Mississippi and University of Southern Mississippi.
- Raymond Tanner**, Mathematics (1983). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Jeanette B. Thomas**, Business and Office Technology (1961). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Mary Trichell**, 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.
- Sarah Tringle**, Learning Laboratory – Science (1992). B.S., M.S., University of Southern Mississippi.
- Andrew Tucker**, Marine Engine Mechanics (1988). Diploma, MGCCC. Additional study at University of Southern Mississippi.
- Bennie L. VanCourt**, Assistant Dean Vocational Education (1971). A.S., Mississippi Gulf Coast Junior College. B.S., M.S., University of Southern Mississippi.
- Patricia West**, Speech (1992). B.A., M.S., University of Southern Mississippi.
- Charles Whitmore**, Computer Science (1971). A.S., Mississippi Gulf Coast Community College. B.S., Mississippi State University. M.S., University of Southern Mississippi.

- Sherry Ann Whitmore**, Medical Laboratory Technology (1971). A.S., Mississippi Gulf Coast Community College. B.S., MT(ASCP), M.Ed., University of Southern Mississippi.
- David Hopkins Witty**, M.D., Singing River Hospital, Medical Director for the Respiratory Therapy Education Program.
- Gerry A. Woodward**, Vocational Resource Educator (1990). B.S., M.S., University of Southern Mississippi.
- Melissa Wooten**, A.D. Nursing (1993). B.S.N., University of Mississippi.
- Eleanor M. Wright-Douglas**, Practical Nursing (1988). R.N., A.S., Mississippi Gulf Coast Community College. B.S., M.S., University of Southern Mississippi. Additional studies at William Carey College and University of Southern Mississippi.
- Thomas R. Zito**, Computer Science (1991). B.F.A., Chicago Institute, M.S.C.I.S., University of South Alabama.
- Daniel Zwerg**, Environmental Technology (1994). B.S., Mississippi State University.

Jefferson Davis Campus

- Christine Anastasio**, Social Studies (1978). B.A., Mississippi State University. M.S.W. and additional study at University of Southern Mississippi.
- Margaret Andresen**, Foreign Languages (1967). B.A. and M.A., University of Southern Mississippi. Additional studies at University of Florida, University Puget Sound, and University of Southern Mississippi.
- Betty Ashe**, A.D. Nursing (1988). A.D.S., Northwest Mississippi Community College, B.S.N. and M.S., University of Mississippi Medical Center.
- June J. Bailey**, English (1969). A.A., East Central Junior College. B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Judith Ball**, Licensed Practical Nursing (1993). Diploma, New England Baptist School of Nursing. Additional study at University of Southern Mississippi.
- Kay R. Bankston**, English (1984). A.S., Mississippi Gulf Coast Community College, B.S. and M.S., University of Southern Mississippi.
- R. Winston Beacham**, Health and Physical Education (1965). B.S., Mississippi State College for Women. M.E., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Harry Bennett**, Social Studies (1992). B.A., Virginia Military Institute. M.S., University of Northern Colorado. Additional studies at University of Colorado, William Carey College and University of Southern Mississippi.
- Vicki Berry**, Counselor/Veterans Affairs Certifying Official (1992). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Kay Bethea**, Learning Lab Assistant (1991). B.A., University of Mississippi. M.Ed., Southeastern Louisiana University. Additional study at University of Houston, University of Southern Mississippi.
- Ross W. Bickford**, Industrial Maintenance Mechanic Instructor (1994). Additional study at William Carey College. Fifteen years work experience.

- Henry W. Black**, Social Studies (1969). B.G.E., The Municipal University of Omaha. M.A. and Ph.D., University of Southern Mississippi.
- Robert Blakely**, Industrial Electricity (1987). Electronics. USAF. Additional studies at Mississippi State University and University of Southern Mississippi.
- Susan Boettcher**, 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.
- Edna K. Boone**, Coordinator, New Horizons Program, (1985). B.A., Millsaps College. M.Ed., University of Southern Mississippi.
- Robert Bourdin**, Air Conditioning/Refrigeration (1991). B.S., University of Southern Mississippi.
- Gerald Bourgeois**, 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.
- Leslie Bruce-Breland**, Science (1991). B.S., Oklahoma Christian College. M.S., Southwest Missouri State University.
- Wanda Brignac**, A.D. Nursing (1972). B.S., University of Southwest Louisiana. M.S., University of Southern Mississippi.
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- Sister Susan Carr**, A.D. Nursing (1990). B.S.N., St. Louis University, M.S.N., University of Alabama.
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- Lorie Kay Cook**, 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.
- Anna C. Cuevas**, Hotel, Motel, Restaurant (1979). B.S., Mississippi University for Women. M.S., University of Southern Mississippi.
- Denise Daniel**, Recruitment Counselor (1988). B.S., Millsaps College. M.S., University of Southern Mississippi.
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- David L. Dedeaux**, 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.
- Laurie A. Drago**, Social Studies (1970). B.A., Northwestern Louisiana College. M.A., Louisiana State University. Course work complete for doctorate, University of Southern Mississippi.
- Kirk R. Drennen**, 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.
- David R. Drye**, Dean of Student Services (1979). B.S. and M.Ed., University of Southern Mississippi. E.Ed., University of Southern Mississippi.
- Susan DuBois**, 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.
- Helen Effinger**, Developmental Mathematics (1990). B.S., University of Southern Mississippi. M.S., William Carey College. Additional study at University of Southern Mississippi.
- Deborah Lee Emery**, Reading Laboratory Assistant (1989). B.S., University of Montevallo. M.Ed., University of Alabama.
- Margaret Evans**, Assistant Librarian (1993). B.S., University of South Alabama. M.L.S., University of Southern Mississippi.
- Karen Fayard**, Mathematics (1991). B.S., M.E., and Ed. Specialist, University of Southern Mississippi. Additional studies at University of Southern Mississippi and Millsaps College.
- Barbara Ferrill**, Health and Physical Education (1988). B.S., University of Southern Mississippi. M.E., William Carey College.
- David Fitch**, Engineering/Mathematics (1970). B.S. and M.S., Mississippi State University. M.E., Rice University. Course work completed for doctorate, Rice University.
- Joan E. Fitch**, Language Arts (1972). B.A., in German and English, University of Southern Mississippi. M.A., University of Arkansas. Ph.D., in English, University of Southern Mississippi. Additional studies at Princeton University, University of Virginia and the Academy in Rome.
- Foster Flint**, Assistant Dean, Learning Resource Center and Director of Media Services (1992). A.B., Princeton University. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Lisa Fournier**, Pharmacist Technician Instructor (1995). B.S., University of Kentucky College of Pharmacy.
- Howard Geiselman**, Associate Dean of Evening College (1990). B.S. and M.S., Mississippi State University. Additional study at University of Southern Mississippi.
- Debra Gentile**, Developmental Studies (1990). B.S. and M.S., University of Southern Mississippi. Additional Study at Indiana University and University of Southern Mississippi.

- Angie Goodwin**, Mathematics Laboratory Assistant (1985). B.S., Delta State University. Additional studies at University of Southern Mississippi, Vanderbilt University and Delta State University.
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- Troy Guider**, 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.
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- Howard Malone**, Computer Technology (1963). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional studies at Mississippi State University and IBM Corporation.
- Ronald M. Marcy**, Chemistry (1976). B.S. and M.S., Loyola University.
- Martha B. Marion**, Practical Nursing (1976). R.N., Diploma, Methodist Hospital School of Nursing. Additional studies at University of Southern Mississippi. Mississippi State and Hinds Community College.
- Barbara Martin**, 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.
- Betty Martin**, Developmental Reading and Study Skills (1995). B.S., University of Southern Mississippi. M.Ed., William Carey College. Additional study, Auburn University.
- Kathleen McCall**, Language Arts (1980). B.A. and M.A., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Karla McCary**, Criminal Justice (1994). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

- Alton McDaniel**, Assistant Dean of Vocational Instruction (1974). A.A., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.
- Elaine M. McDermott**, Director, Learning Laboratory (1972). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. M.Ed., William Carey College. Additional study at William Carey College.
- Paul G. McKay**, Mathematics (1967). A.A., East Central Junior College. B.S. and M.Ed., Mississippi State University. A.B.D., University of Mississippi.
- Ann F. Mead**, A.D. Nursing (1984). B.S., Medical College of Georgia. M.N., Louisiana State University.
- Janet H. Michelena**, Learning Lab Assistant (Writing) (1989). B.A., University of Akron. M.A., Kent State University. Ph.D. candidate, University of Michigan-Ann Arbor. Additional study at University of Southern Mississippi.
- C. Hamilton Miley**, Residential Carpentry (1994). I.V.E., University of Southern Mississippi. Thirty-four years work experience, ten years teaching experience.
- Larry L. Miller**, Mathematics (1978). B.S.E., Delta State University. M.S., Mississippi State University.
- Elvira Anne Mitchell**, 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.
- Lina Mohseni**, Associate Degree Nursing (1994). B.S., University of the State of New York. B.S., M.S.N., George Mason University.
- Donald Moran**, Drafting (1976). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Jerry M. Morgan**, Accounting (1991). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. M.S., George Washington University. Additional study at Mississippi State University.
- Charlotte Nabors**, Developmental Mathematics (1992). B.S., University of Southern Mississippi. M.S., William Carey College.
- Betty O'Brian**, Language Arts (1988). B.S. and M.S., University of Southern Mississippi.
- Judith A. Ownbey**, Business Education, (1985). B.S., Florida State University. M.Ed., University of Western North Carolina. Additional study at Mississippi State University.
- Susan S. Pagano**, Mathematics (1972). B.S. and M.S., University of Mississippi.
- Beverly Parker**, Business Education (1993). B.S., University of Mississippi. M.S., William Carey College. Additional study, Mississippi State University.
- Donna Parker**, Business and Office Administration (1994). B.S., University of Southern Mississippi. M.S., Mississippi State University.
- Long Van Pham**, Computer Science (1988). A.A., Mississippi Gulf Coast Community College. B.S., M.S., Computer Science, University of Southern Mississippi.
- H. Walton Pigott**, Biology (1966). B.S., University of Southern Mississippi. M.N.S., Louisiana State University. Additional study at University of Mississippi.
- Norma Jane Richards**, Associate Degree Nursing (1972). B.S.N., Louisiana State University School of Nursing. M.S., Texas Woman's University.

- Stephen Roberts**, Science (1978). A.A., Jones Junior College. B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Denise Roper**, Biology (1984). B.S., University of Mary Hardin-Baylor. M.S., Baylor University.
- Beverly Rowe**, Associate Degree Nursing (1992). B.S.N., Medical College of Georgia. Additional study at University of South Alabama.
- Lynn R. Rutter**, A.D. Nursing (1979). B.S., University of South Carolina. M.N., Emory University.
- Roy Sane**, Air Conditioning/Refrigeration (1993). A.S., Mississippi Gulf Coast Community College. Additional study at University of Southern Mississippi.
- Jean Scafide**, Mathematics and Computer Science (1988). B.A.E. and M.S., University of Mississippi. Additional study at University of Southern Mississippi.
- R. Elaine Schmidling**, A.D. Nursing (1978). Diploma, John Peter Smith School of Nursing. B.S.N., William Carey College. M.S.N., University of Southern Mississippi.
- Sidney Sellers**, Auto Mechanics (1972). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi.
- Jeannine Shaner**, A.D. Nursing (1993). A.D.N., University of South Carolina. B.S.N. and M.N., University of South Alabama.
- Deborah Shows**, Social Studies (1992). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Paula Sinopoli**, Paralegal Technology (1990). B.S., Paralegal Studies, University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Pamela M. Skinner**, Counselor (1982). B.S. and M.Ed., University of Southern Mississippi. Additional studies at William Carey College and University of Southern Mississippi.
- T.J. Smith**, Dean of Business Services (1975). B.S., Delta State University. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Charles Spence**, Science (1992). B.S. and M.S.E., Arkansas State University. A.B.D., University of Southern Mississippi.
- Betty Stafford**, A.D. Nursing (1972). Diploma, Crawford W. Long Hospital School of Nursing. B.S.N., University of Mississippi. M.S., University of Southern Mississippi.
- Clifton D. Taylor**, Campus Vice President (1965). B.M.E. and M.M.E., University of Southern Mississippi. Ph.D., University of Mississippi.
- Searcy Taylor**, Director of Financial Aid (1994). B.S., Millsaps College. M.S., University of North Texas. Additional study at University of Southern Mississippi.
- William E. Therrell**, Social Studies (1963). B.S. and M.A., Mississippi State University.
- Terry D. Thompson**, Business and Office Administration (1983). B.S., Athens College, Alabama. M.B.A., University of Southern Mississippi.

- Max W. Thornton**, Dean of Vocational Instruction (1969). B.S. and M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.
- Roxanne Towles**, Career Placement Manager, Workforce Development (1991). B.S., University of Southern Mississippi. Work completed toward Master's degree, University of Southern Mississippi.
- Marilyn S. VanCourt**, Fashion Merchandising (1976). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi and M.S., University of Southern Mississippi.
- David Waldorf**, Physics (1985). B.S., Montana State University. M.S., Purdue University. Ph.D., Ohio State University.
- Elizabeth S. Waldorf**, Biology (1984). B.A., University of Mississippi. M.A., Indiana University. Ph.D., Ohio State University. Additional study at Northeastern University.
- Howard Walters**, Developmental English (1995). B.A. and M.Ed., University of West Florida. A.B.D., University of Southern Mississippi.
- Janie Walters**, Speech/Theatre (1990). B.S. and M.S., University of Southern Mississippi.
- Denise Weatherly-Green**, Fine Arts (1994). B.S., M.A., Arkansas State University.
- Sandra Weinberg**, Related Education (1988). B.S., University of Southern Mississippi.
- Margaret West**, Computer Science/Mathematics (1992). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of California.
- Ouida White**, Dean, Academic and General Instruction (1966). B.S. and M.S., University of Mississippi. Additional study at University of Southern Mississippi.
- Mary Ann Wiginton**, A.D. Nursing (1993). A.A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.
- Sarah Williams**, Business Education (1975). B.S., Alcorn State University. M.B.E., Jackson State University. Additional study at University of Southern Mississippi.
- Dewey Wise**, Social Studies (1989). B.A., William Carey College. M.R.E., New Orleans Baptist Theological Seminary. Ed.D., New Orleans Baptist Theological Seminary.
- Janet Young**, Chemistry (1995). B.S., Radford College. M.Ed., University of Southern Mississippi. Additional study, Wesleyan University.

Keesler Center

- Clara D'Aquila**, Social Studies and English (1976). B.A. and M.A., University of Southern Mississippi. Ph.D., Tulane University.
- Sylvester J. D'Aquila**, Administrative Dean of Keesler Center (1973). B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Jerry White**, Counselor (1994). B.S., University of North Alabama. M.A., University of Alabama. M.Ed., Wright State University. Additional study, University of Nevada and the University of Kansas.

West Harrison County Occupational Training Center

- Eugene Anderson**, Secondary Auto/Body Frame Repair (1986). Twelve years experience. Undergraduate study at University of Southern Mississippi.
- William Bradford**, M.D., Medical Director for the EMT/Paramedic Program (1993).
- Kerry Brann**, Diversified Technology, Secondary (1993). B.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Donald Christensen**, Administrative Dean (1992). B.S. and M.S., Mississippi State University. Specialist, Vocational/Agricultural Administration, Mississippi State University.
- Ron Cole**, Post-secondary Food Production Management and Service (1992). Twenty-five years work experience. Study at Purdue University, Michigan State University, and Ferris State College.
- John E. Conley**, Secondary Auto Mechanics (1987). Eleven years experience. Undergraduate study at University of Southern Mississippi.
- Gregory J. Crochet**, Aquaculture, Post-Secondary (1994). B.S., University of Southwestern Louisiana.
- Marla Eason**, Secondary Health Occupations (1985). A.S., Dekalb Community College. Additional study at University of Southern Mississippi.
- Larry Joiner**, Post-secondary Automotive Mechanics (1992). Twenty-eight years work experience. Certificates from Volkswagen of America, Mazda Motors, Audi, and Chrysler/Jeep Eagle Corporation.
- Hal Kibler**, Secondary Metal Trades (1985). Twenty-two years experience. Undergraduate study at University of Southern Mississippi.
- Bryan T. Ladner**, Post-secondary Landscape Construction and Design (1991). Three years experience. B.S., Mississippi State University.
- John H. McCaffrey**, Post-secondary Auto Body and Frame Repair (1991). Fifteen years experience. A.A., Phillips College.
- Sarah Mulvaney**, Post-secondary Secretarial Training (1986). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern, Mississippi.
- Michael J. Murphy**, Secondary Aquaculture (1995). B.S. and M.S., Colorado State University. Thirteen years experience.
- Charles Serpente**, Special Populations Coordinator (1990). B.A., St. Bernard College. M.Ed., University of Florida. Additional study at University of Southern Mississippi.
- Gary Shirley**, EMT-Paramedic (1988). Twelve years experience. Undergraduate study at University of Southern Mississippi.
- Tommye Skinner**, Vocational Counselor (1985). B.S., M.S., Ed.S., University of Southern Mississippi.
- Stanley Smith**, Machine Tool Operation/Machine Shop, Post-secondary (1994). Thirteen years work experience.
- Wendell Smith**, Post-Secondary Cook/Baking (1986). A.A.S., Mississippi Gulf Coast Community College. Twenty-two years experience. Additional study at University of Southern Mississippi.
- Jessie Stever**, 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.

- Thomas Stopson**, Post-Secondary Electricity/Electronics (1985). A.A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.
- Vaughn Thacker**, Industrial Drafting Technology, Post-secondary (1994). Eighteen years work experience. Additional study at Mississippi Gulf Coast Community College and University of Southern Mississippi.
- Bill Towles**, 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.
- John Wenzel**, Secondary Electricity/Electronics (1995). B.A., Pepperdine University. M.B.A., William Carey College. M.S., University of Southern Mississippi.

Mississippi Gulf Coast Applied Technology and Development Center

- Larry Burdeshaw**, Industrial Maintenance (1986). A.A.S., Community College of the Air Force. Additional study at William Carey College.
- Bruce Carver**, Food Preparation (1985). Harrison County Sheriff's Department Work Center. Five years experience.
- Norman R. Cyr**, Power Plant Electronics/Instrumentation and Control Associates (1992). A.A.S., Community College of the Air Force. A.A.S., Mississippi Gulf Coast Community College. A.A., University of Maryland. B.S., University of Southern Mississippi.
- Helen Dees**, Administrative Dean (1993). B.S., and M.S., University of Southern Mississippi. A.B.D., Mississippi State University.
- Leroy East**, Industrial Maintenance (1987). Six years experience.
- Ray Gardiner**, Power Plant Electronics/Instrumentation and Control Associates (1990). A.A.S., Community College of the Air Force.
- Norman A. Gerlach**, Dupont Controls (1980). A.S., Mississippi Gulf Coast Community College.
- Patrick Gray**, Remedial Studies/GED. Harrison County Jails (1969). B.S., Alcorn State University. Additional study at William Carey College and University of Southern Mississippi.
- Raymond Harmon, Jr.**, Agriculture Production (1986). Harrison County Sheriff's Department. Three years experience.
- Edmund J. Huguet**, Auto Body/Auto Mechanic (1989). Harrison County Sheriff's work center.
- Michael A. McCaleb**, Remedial Related/GED (1987). Sheriff's Department Program. B.S., M.S., Ed. Specialist, and Ed. D., University of Southern Mississippi.
- Jimmy W. McKay**, Welding (1987). Harrison County Sheriff's Work Center. Two years experience.
- Larry Porter**, Welding (1995). Fifteen years experience.
- Charles Serpente**, Special Populations Coordinator (1990). B.A., St. Bernard College. M.Ed., University of Florida. Additional study at University of Southern Mississippi.
- Cecil V. Sessum**, DuPont Mechanical Controls (1980). Nine years experience.

Kiahnell Smith, Agriculture Production (1990). Harrison County Sheriff's Department Program. A.A., Pearl River Community College. Additional study at Mississippi State University.

Perkinston Campus

Charles M. Acres, Art (1976). B.A., Jacksonville State University. M.A., M.F.A., University of Alabama.

Sandra T. Acres, English (1977). B.A. and M.A., University of Alabama. Additional study at University of Alabama.

David Allen, Assistant Band Director, (1993). B.S., Mississippi State University.

Brenda Anderson, Learning Lab Assistant (Science) (1990). B.S., Mississippi State University.

J.C. Arban, Head Football Coach and Athletic Director (1991). B.S., University of Southern Mississippi.

Brenda A. Batey, French, Spanish, Director of Honors Program (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.

Sheree J. Bond, Director of Financial Aid (1976). A.A., Mississippi Gulf Coast Community College. B.S. and M.B.A., William Carey College.

Suzan Bounds, Coordinator of Single Parent/Homemaker Services (1991). B.S., William Carey College.

Kathleen Braun, Choreographer/Dance (1987). B.F.A. and M.F.A., University of Southern Mississippi.

John B. Brown, Welding (1974). A.S., Pearl River Junior College. B.S. and M.S., University of Southern Mississippi.

Judge Brown, Secondary Building Trades (1988). Coursework from University of Southern Mississippi.

Darlene Burney, Assistant Women's Basketball Coach/Head Women's Softball Coach (1995). B.A., William Carey College.

Ode Burrell, Assistant Football Coach (1992). B.S. and M.S., Mississippi State University.

Chris Calcote, Assistant Football Coach (1992). B.S. and M.S., Delta State University.

Joyce Calcote, Business Education, (1993). M.S., University of Southern Mississippi.

Cheryl Catalano, English (1979). B.S., M.Ed., and further study at University of Southern Mississippi.

Michael Cudd, History and Assistant Baseball Coach (1995). B.S. and M.S., Delta State University.

Jeff Davis, Sports Injury Manager (1992). B.S., University of Southern Mississippi.

Johnette D. Dees, Dean of Business Services (1987). B.S., Mississippi College. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Jeff Donahoe, Dean of Student Services (1982). B.S., University of Southern Mississippi. M.Ed., William Carey College. Additional study at University of Southern Mississippi.

David Dueitt, Director of Bands (1988). B.S. and M.M., University of Alabama.

- Cooper Farris**, Coach (1989). A.S., Mississippi Gulf Coast Community College, B.S.E. and M.S., Delta State University.
- R. Travis Ferguson**, 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.
- Jimmy Green**, Commercial Truck Driving (1983). Attended Hinds Community College and University of Southern Mississippi.
- Rick Hartfield**, Supervisor of Student Discipline and Housing (1991). B.S., M.Ed., Mississippi State University.
- Roxie Hatten**, Related Education (1991). B.S., University of Southern Mississippi. Additional study at William Carey College, University of Southern Mississippi.
- Russell Hatten**, Supervisor of Student Center/Activities (1985). B.S. and M.S., University of Southern Mississippi.
- Marie Heim**, Reading (1979). B.S., University of Southern Mississippi. M.Ed., William Carey College. Ed.D., University of Southern Mississippi.
- Kathy Hendry**, Business Education (1993). B.S., University of Southern Mississippi. M.Ed., William Carey College.
- Linda Hill**, Developmental Mathematics (1992). B.S., University of South Alabama. M.Ed., William Carey College.
- Walter Himel**, Automotive Parts Sales and Management (1990). B.A., Southeastern Louisiana University.
- Donald L. Holman**, Auto Mechanic (1980). B.S., University of Southern Mississippi.
- Greg Holmes**, Women's Basketball Coach (1992). B.S., University of Southern Mississippi. M.S., Jackson State University.
- Jesse Jacobs**, Mathematics (1979). A.A., Meridian Junior College. B.A.E., University of Mississippi. M.S. and M.Ed., University of Southern Mississippi.
- Eva Jenkins**, Learning Lab Assistant (Math) (1989). B.S. and M.S., University of Southern Mississippi.
- John E. Jenkins**, Music (1978). B.S., Louisiana Tech. M.S. and Ph.D., University of Southern Mississippi.
- Rodger Johnson**, Secondary Auto Mechanics, (1994). Twenty years work experience.
- Jeff Jones**, Commercial Art (1992). A.A., Hinds Community College.
- Pamela Jones**, Child Development Technology, (1994). A.A., Mississippi Gulf Coast Community College. Additional Study at University of Southern Mississippi.
- Susan Lamey**, Recruitment Officer (1988). B.S. and M.S., University of Southern Mississippi.
- Bruce Layton**, Physics and Mathematics (1988). B.S. and M.S., Ouachita Baptist University. Additional study at University of Mississippi.
- Earl Lee**, English (1991). B.S., M.S., University of Southern Mississippi.
- Jon Richard Lewis**, History (1977). B.S. and M.A., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Kathryn Ann Lewis**, Speech/Theatre (1969). B.S. and M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Angelyn Kaye Mann**, Chemistry (1975). B.S., Mississippi State University. M.S., Delta State University. Additional study at University of Southern Mississippi and University of Mississippi.

- Noel R. Mann, Chemistry (1974). B.S. and M.S., Delta State University. Ph.D., University of Southern Mississippi.
- Richard Marlowe, Media Services Director (1979). M.F.A., University of Alabama.
- X. Earl McCoy, Ornamental Horticulture (1991). B.S., Louisiana State University.
- Sharon McMahon, Learning Laboratory English Instructor, (1992). B.S., Glassboro State College.
- Richard Miller, Campus Vice President (1970). B.S., Southeastern Louisiana College. M.Ed., Auburn University. M.S., Oklahoma State. Additional study at University of Southern Mississippi and University of Alabama. Ph.D., University of Alabama.
- Elizabeth A. Mixon, Library Director and Assistant Dean for Learning Resource Center (1988). B.S. and M.L.S., University of Southern Mississippi.
- Jan Moody, Biology (1995). B.S., Mississippi Baptist Medical Center. M.S., University of Southern Mississippi. Ph.D., University of Southern Mississippi.
- Steve Nagy, Assistant Football Coach (1991). B.S., William Carey College. M.Ed., Mississippi State University.
- Brenda Nalepa, Biology (1987). A.A., Hinds Junior College. B.S., Mississippi University for Women. M.Ed., Mississippi State University. Ph.D., University of Southern Mississippi.
- Drennan Nichols, Psychology (1983). B.S. and M.S., University of Southern Mississippi.
- Barbara O'Neal, Computer Science (1979). B.S., Arkansas State University. M.Ed., William Carey College.
- Larry O'Neal, Mathematics (1967). B.S. and M.Ed., Mississippi State University. Ph.D., University of Mississippi.
- Marie Paslay, Political Science (1988). B.S. and M.S., University of Southern Mississippi.
- Carole Pearce, Academic Counselor (1985). B.M., William Carey College. M.Ed., University of Southern Mississippi.
- Ann Provis, Director of Admissions (1994). B.A., M.Ed., Nicholls State University. Additional study at Nova University.
- Wesley Riels, Secondary Welding (1988). Coursework from University of Southern Mississippi.
- Brenda Rivero, Assistant Librarian (1982). B.A., M.Ed., Ph.D., University of Southern Mississippi.
- Diane Roberts, Career Placement Manager (1993). B.A.E., University of Mississippi. M.Ed., University of Southern Mississippi.
- Robert Rominger, Dean of Academic Instruction (1970). B.A. and M.A., University of West Florida. Additional study at University of Southern Mississippi.
- Otto Sisson, Computer Service Technology (1994). B.S., Mississippi State University.
- James Ray Smith, Vocational Counselor (1974). B.S. and M.Ed., Mississippi College.
- Marilyn Smith, Music (1990). B.M.E., and M.M.E., University of Southern Mississippi.
- Alan Sullivan, Golf/Turf Management Technology (1994). Mississippi State University.
- Charles L. Sullivan, Social Studies (1967). B.S. and M.S., University of Southern Mississippi. Additional study at University of Mississippi.
- Duke Sutherland, English (1993). B.A., M.A., University of Southern Mississippi.

- David Taylor**, Commercial Truck Driving (1988). Coursework from University of Southern Mississippi.
- Lisa Taylor**, Business Education (1985). B.S., M.Ed., University of Southern Mississippi.
- Thomas G. Taylor**, Learning Laboratory Director (1976). B.S.E., University of Arkansas. M.E.D., University of Southern Mississippi.
- Bary Thrash**, Drafting and Design Technology (1987). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.
- Daisha Walker**, Speech (1994). M.S., University of Southern Mississippi.
- Robert Wayne Weathers**, Coach and Health and Physical Education (1960). B.S. and M.S., University of Southern Mississippi.
- Wendell Weathers**, Chemistry and Assistant Basketball Coach (1988). B.S., M.S., Delta State University.
- Richard Whiteside**, Accounting and Economics (1989). B.S., William Carey College. M.B.A., Troy State University. Additional study at William Carey College.
- Richard Williams**, Workforce Development Director (1994). A.A., Mississippi Gulf Coast Community College. B.B.A., Mississippi State University.
- Harper Wilson**, Industrial Arts (1976). B.S., Alcorn State University. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- James David Wittman**, Music (1969). B.M. and M.M., University of Southern Mississippi.

George County Occupational Training Center

- Audry Barth**, Practical Nursing (1994). A.D.N., Mississippi Gulf Coast Community College, Jackson County Campus.
- Larry Burney**, Office Systems Technology (1976). B.S., Albany State College. M.B.Ed., Jackson State University. Additional study at Alabama State University.
- Harry Cochran**, Metal Trades Instructor (Welding) (1983). Four years work experience.
- Shirley R. Cossey**, Cosmetology Instructor (1985). Eight years experience.
- Linda Craft**, Foods Production Instructor (1994). B.S., University of Southern Mississippi, HED Ed.
- Shirley (Tinker) Harris**, Special Populations Coordinator (1993). M.Ed., William Carey College, B.S., University of Southern Mississippi.
- Gloria Havard**, Practical Nursing Instructor (1994). A.D.N., Mississippi Gulf Coast Community College, Jackson County Campus.
- Michael Havard**, Carpentry Instructor (1979). B.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Karen Howell**, Surgical Technology Instructor (1992). B.S.N., University of Southern Mississippi.
- Benjamin Johnston**, Welding Instructor (1978). Two years Assistant Instructor. Additional study.
- Anna Faye Kelley**, Administrative Dean (1969). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Joan McLain, Allied Health Occupations (1995). R.N., Associate Degree Nursing, MGCCC-Jackson County Campus.

Ronnie Mizell, Counselor (1972). A.S., Perkinston Campus. B.S., University of Southern Mississippi. M.A., University of South Alabama.

Kimberly Tucker, IBT/BCA (1993). B.S., University of Southern Mississippi.

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