Mississippi Gulf Coast Community College

Mississippi

GULF COAST

Community College

The Next Step

1992-93 Catalog

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
P.O. 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 67
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

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.

The 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 handicap.

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.

TABLE OF CONTENTS

FOREWORD

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

This bulletin covers general academic requirements and procedures, student activities, curriculum 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. 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 senior institutions 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.

RADIOLOGICAL 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 THERAPY TECHNICIAN - American Medical Association, Joint Review Committee for Respiratory Therapy.

Compliance Policy

The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, age or handicap. Federal law prohibits the college from making preadmission inquiry about handicaps. Information regarding handicaps, voluntarily given or inadvertently received, will not adversely affect any admission decision. If you require special services because of handicap, you may notify the Equal Opportunity Office 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. This information will be kept in strict confidence and has no effect on your admission to the college.

For further information on equal opportunity matters, see any one of the following Equal Opportunity Officers:

Central Office: Gerald Gartman, Anna Faye Kelley
Jackson County Campus: Houshang Moradmand, William Martin (alternate).
Perkinston Campus: Richard Miller, Robert Rominger (alternate).
Jefferson Davis Campus: Clifton D. Taylor, Quincy Long (alternate).
Keesler Center: Clara D'Aquilla, Tommy Adkins (alternate).
George County Occupational Training Center: John W. Cooley, Ronnie Mizell (alternate).
West Harrison County Occupational Training Center: Larry Garvin, Tommye Skinner (alternate).
Applied Technology Center: Johnny Tynes

Central Office:
Title IX (sex discrimination): Zoula Huffman
Section 504 of the Rehabilitation Act of 1973: Gerald Gartman

1992

JANUARY

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JANUARY

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NOVEMBER

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DECEMBER

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COLLEGE CALENDAR
1992-93

Monday, August 17, 1992 - New Personnel Orientation
Tuesday and Wednesday, August 18-19, 1992 - Faculty Workshops

Fall Semester, 1992

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 20-21, 24	Thursday, Friday, and Monday	Registration - all campuses.
August 20	Thursday	Dormitories open; Perkinston boarding students report; First semester fees due; Semester room rent; First month's board due at Perkinston.
August 25	Tuesday	Classes begin; Start of Late Registration.
August 31	Monday	End of Late Registration; Last day to officially withdraw without a grade.
September 7	Monday	Labor Day Holiday.
September 15-16	Tuesday-Wednesday	Advisor/Advisee meetings.
September 18	Friday	Second month's board due at Perkinston.
October 2	Friday	End of sixth week.
October 12-13	Monday-Tuesday	Columbus Day Holidays (all offices closed).
October 16	Friday	Balance of semester's board due at Perkinston. End of refund period.
October 23	Friday	End of ninth week. Mid-term grades due.
October 30	Friday	Last day to officially withdraw with "W" grade.
November 25	Wednesday	Thanksgiving Holidays begin after fourth period class; Administrative offices close at 2 p.m.
November 26-27	Thursday-Friday	Thanksgiving Holidays.
December 14-18	Monday-Friday	Final Examinations.
December 18	Friday	Semester ends; Christmas Holidays begin; Administrative offices close at 3 p.m.
December 21-23	Monday-Wednesday	Scheduled make-up days in case of emergency.

Spring Semester, 1993

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

Date	Day	Function
January 4	Monday	All administrative offices open.
January 5-7	Tuesday-Thursday	Registration; Second semester fees due at assigned registration time; Semester room rent; First month's board due at Perkinston Campus.
January 8	Friday	Classes begin. Start of Late Registration.
January 14	Thursday	End of Late Registration; Last day to officially withdraw without a grade.
January 18	Monday	Martin Luther King Jr.'s Birthday Holiday.
January 20-21	Wednesday-Thursday	Advisor/Advisee meetings.
January 22	Friday	Second month's board due at Perkinston.
February 12	Friday	End of sixth week.
February 19	Friday	Balance of semester's board due at Perkinston.
February 22	Monday	College-wide counterpart/ departmental meetings.
February 22-23	Monday-Tuesday	Mardi Gras Holidays - Night classes will be scheduled for the Friday, February 26 for Monday night classes and Friday, March 5 for Tuesday night classes as makeup classes. Administrative offices open.
February 26	Friday	End of refund period.
March 5	Friday	End of ninth week. Mid-term grades due. Spring Holidays begin after classes.
March 8-12	Monday-Friday	Spring Holidays. Administrative offices open Monday, closed Tuesday through Friday.
March 15	Monday	Classes resume.
March 19	Friday	Last day to officially withdraw with a "W" grade.
April 9	Friday	Good Friday Holiday. Offices closed.
May 3-7	Monday-Friday	Final examinations.
May 10-14	Monday-Friday	Schedules make-up days in case of emergency. Graduation will be rescheduled if make-up days are necessary.

GRADUATION SCHEDULE

May 10	Monday	Perkinston Campus
May 11	Tuesday	Jefferson Davis Campus
May 12	Wednesday	Jackson County Campus
		Session ends.

Summer Semester, 1993

First Session

Date	Day	Function
May 20-21	Thursday-Friday	Registration.
May 24	Monday	Memorial Day Holiday. Night classes will meet.
May 25	Tuesday	First session; Classes begin.
June 28	Monday	First session ends.

Second Session

June 29	Tuesday	Registration for second session of day classes.
June 30	Wednesday	Second session; Classes begin.
July 5	Monday	Independence Day Holiday.
Aug 3	Tuesday	Summer session ends.

KEESLER CENTER CALENDAR
1992-93

FALL TERM - September 7, 1992 - November 20, 1992

August 24	Monday	Begin Registration
September 4	Friday	End Registration
September 7	Monday	Labor Day Holiday
September 8	Tuesday	Classes Begin
November 16, 17, 18, 19	Mon-Thu	Final Examinations

WINTER TERM - November 30, 1992 - February 26, 1993

November 16	Monday	Begin Registration
November 25	Wednesday	End Registration
November 26, 27	Thu-Fri	Thanksgiving Holiday
November 30	Monday	Classes Begin
December 18	Friday	Christmas Holidays Begin
January 4	Monday	Classes Resume
February 22, 23, 24, 25	Mon-Thu	Final Examinations

SPRING TERM - March 8, 1993 - May 21, 1993

February 22	Monday	Begin Registration
March 5	Friday	End Registration
March 8	Monday	Classes Begin
April 9	Friday	Good Friday Holiday
May 17, 18, 19, 20	Mon-Thur	Final Examinations

SUMMER TERM - June 1, 1993 - August 13, 1993

May 24	Monday	Begin Registration
May 28	Friday	End Registration
May 31	Monday	Memorial Day Holiday
June 1	Tuesday	Classes Begin
August 9, 10, 11, 12	Mon-Thur	Final Examinations

SEMESTER TESTING SCHEDULE

Fall Semester, 1992
Jackson County Campus

Date	Exam Time	Class Time
Monday	8:00 a.m.-10:00 a.m.	8:00 a.m.- 8:53 a.m. MWF
December 14	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	8:00 a.m.-10:00 a.m.	8:00 a.m.- 9:20 a.m. and
December 15		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
Wednesday	8:00 a.m.-10:00 a.m.	9:00 a.m.- 9:53 a.m. MWF
December 16	10:00 a.m.-12:00 Noon	11:00 a.m.-11:53 a.m. MWF
	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
Thursday	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:20 p.m. TT
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
Friday	8:00 a.m.-10:00 a.m.	2:00 p.m.- 2:53 p.m. MWF
December 18	10:00 a.m.-12:00 Noon	3:00 p.m.- 3:53 p.m. MWF

Evening class exams will be the last meeting of the semester during exam week. Saturday morning class exams will be given the last regular meeting prior to exam week.

Spring Semester 1993
Jackson County Campus

Date	Exam Time	Class Time
Monday	8:00 a.m.-10:00 a.m.	8:00 a.m.- 8:53 a.m. MWF
May 3	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	8:00 a.m.-10:00 a.m.	8:00 a.m.- 9:20 a.m. and
May 4		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
Wednesday	8:00 a.m.-10:00 a.m.	9:00 a.m.- 9:53 a.m. MWF
May 5	10:00 a.m.-12:00 Noon	11:00 a.m.-11:53 a.m. MWF
	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
Thursday	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:20 p.m. TT
May 6	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
Friday	8:00 a.m.-10:00 a.m.	2:00 p.m.- 2:53 p.m. MWF
May 7	10:00 a.m.-12:00 Noon	3:00 p.m.- 3:53 p.m. MWF

Evening class exams will be the last meeting of the semester during exam week. Saturday morning class exams will be given the last regular meeting prior to exam week.

Fall Semester, 1992
Jefferson Davis Campus

Date	Exam Time	Class Time
Saturday, Dec. 12	8:00 a.m.-10:00 a.m.	Sat. morning classes
Monday	8:00 a.m.-10:00 a.m.	1 MWF classes
December 14	10:00 a.m.-12:00 Noon	3 MWF classes
	1:00 p.m.- 3:00 p.m.	5 MWF classes
	3:00 p.m.- 5:00 p.m.	8 MWF classes
Tuesday	8:00 a.m.-10:00 a.m.	1-2 TT classes
December 15	10:00 a.m.-12:00 Noon	3 or 2-3 Tu and/or Th classes
	1:00 p.m.- 3:00 p.m.	7 MWF classes
	4:00 p.m.- 6:00 p.m.	9 or 9-10 Tu and/or Th classes
Wednesday	8:00 a.m.-10:00 a.m.	2 MWF classes
December 16	10:00 a.m.-12:00 Noon	4 MWF classes
	1:00 p.m.- 3:00 p.m.	6 MWF classes
	4:00 p.m.- 6:30 p.m.	9-10 and/or 11 Mon
		and/or Wed and/or Fri classes
Thursday	8:00 a.m.-10:00 a.m.	5-6 or 6-7 TT classes
December 17	10:00 a.m.-12:00 Noon	0 MWF classes
		4 or 4-5 Tu and/or Th classes
	3:00 p.m.- 5:00 p.m.	8 or 7-8 Tu and/or Th classes.

Spring Semester, 1993
Jefferson Davis Campus

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

Fall Semester, 1992
Perkinston Campus

Date	Exam Time	Class Time
Monday	8:00 a.m.-10:00 a.m.	8:00 a.m.- 9:00 a.m. MWF
December 14	10:10 a.m.-12:10 p.m.	10:00 a.m.-11:00 a.m. MWF
	1:00 p.m.- 3:00 p.m.	1:00 p.m.- 2:00 p.m. MWF
Tuesday	8:00 a.m.-10:00 a.m.	8:00 a.m.- 9:30 a.m. TT
December 15	10:10 a.m.-12:10 p.m.	9:30 a.m.- 11:00 a.m. TT
	1:00 p.m.- 3:00 p.m.	2:00 p.m.- 3:00 p.m. MWF
Wednesday	8:00 a.m.-10:00 a.m.	9:00 a.m.-10:00 a.m. MWF
December 16	10:10 a.m.-12:10 p.m.	11:00 a.m.-12:00 Noon MWF
	1:00 p.m.- 3:00 p.m.	12:00 Noon- 1:00 p.m. MWF
Thursday	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:30 p.m. TT
December 17	10:10 a.m.-12:10 p.m.	12:30 p.m.- 2:00 p.m. TT
	1:10 p.m.- 3:00 p.m.	2:00 p.m.- 3:30 p.m. TT
Friday, Dec. 18	8:00 a.m.-10:00 a.m.	Make-ups or other classes

Spring Semester, 1993
Perkinston Campus

Date	Exam Time	Class Time
Monday	8:00 a.m.-10:00 a.m.	8:00 a.m.- 9:00 a.m. MWF
May 3	10:10 a.m.-12:10 p.m.	10:00 a.m.-11:00 a.m. MWF
	1:00 p.m.- 3:00 p.m.	1:00 p.m.- 2:00 p.m. MWF
Tuesday	8:00 a.m.-10:00 a.m.	8:00 a.m.- 9:30 a.m. TT
May 4	10:10 a.m.-12:10 p.m.	9:30 a.m.-11:00 a.m. TT
	1:00 p.m.- 3:00 p.m.	2:00 p.m.- 3:00 p.m. MWF
Wednesday	8:00 a.m.-10:00 a.m.	9:00 a.m.-10:00 a.m. MWF
May 5	10:10 a.m.-12:10 p.m.	11:00 a.m.-12:00 Noon MWF
	1:00 p.m.- 3:00 p.m.	12:00 Noon- 1:00 p.m. MWF
Thursday	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:30 p.m. TT
May 6	10:10 a.m.-12:10 p.m.	12:30 p.m.- 2:00 p.m. TT
	1:00 p.m.- 3:00 p.m.	2:00 p.m.- 3:30 p.m. TT
Friday, May 7	8:00 a.m.-10:00 a.m.	Make-ups or other classes

BOARDS OF SUPERVISORS

HARRISON COUNTY

Bobby Eleuterius	Beat 1	Biloxi
Bill Peden	Beat 2	Gulfport
David LaRosa	Beat 3	Gulfport
Larry Benefield	Beat 4	Gulfport
C. T. Switzer, Jr.	Beat 5	Gulfport
G. N. Creel	Chancery Clerk	Gulfport

STONE COUNTY

Danna R. Parsons	Beat 1	Wiggins
Jerry J. Fairley	Beat 2	Perkinston
Buster Dean Shaw	Beat 3	McHenry
Scott Strickland	Beat 4	Wiggins
Dale Bond	Beat 5	Perkinston
Jane C. O'Neal	Chancery Clerk	Wiggins

JACKSON COUNTY

Charles R. Moseley	Beat 1	Escatawpa
Robert Norvel	Beat 2	Moss Point
Michael L. Pol	Beat 3	Pascagoula
Sharon Landry	Beat 4	Ocean Springs
Carroll Clifford	Beat 5	Ocean Springs
Lynn Presley	Chancery Clerk	Pascagoula

GEORGE COUNTY

Clyde Eubanks	Beat 1	Lucedale
Wayne Christian	Beat 2	Lucedale
Ralph B. Fairley	Beat 3	Lucedale
Larry Havard	Beat 4	Lucedale
Sedrick Howell	Beat 5	Leaf
Jerry Harvey	Chancery Clerk	Lucedale

BOARDS OF TRUSTEES

HARRISON COUNTY

Name	Term Expires		Address
Mrs. Eula Switzer	December	1992	Biloxi
Frank Gruich	June	1993	Biloxi
Joseph H. D'Angelo	December	1993	Gulfport
Mrs. Jean Peden	June	1991	Gulfport
Murrell Hilton	December	1994	Pass Christian
Billy Hewes, Jr.	December	1995	Gulfport
James M. Taylor	June	1995	Biloxi
Jackie Weaver	December	1991	Biloxi

STONE COUNTY

James E. Bryan, Jr.	December	1992	Wiggins
John R. Dedeaux	December	1994	Perkinston
Gordon G. Bond	December	1991	Perkinston

JACKSON COUNTY

Frank Hamilton	December	1992	Hurley
Geraldine Barnes	December	1993	Pascagoula
R. H. Slaughter, Jr.	December	1994	Pascagoula
Delores P. Sumrall	December	1995	Ocean Springs
Patricia Descher	December	1991	Ocean Springs
Warner Peterson	June	1992	Pascagoula
J. B. George	June	1994	Pascagoula
Harry Roberts	June	1994	Ocean Springs
Donald Massengale, Jr.	June	1994	Pascagoula

GEORGE COUNTY

Wilbur G. Ward	December	1992	Lucedale
Joe B. Harwood, Jr.	December	1993	Lucedale
M. C. Murrah	December	1991	Lucedale

PART I: PURPOSE AND OBJECTIVES

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 fullfill 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, both 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 campuses. 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 changes 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)

PURPOSE

The 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.

OBJECTIVES

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 college degrees.

B. Providing technical and vocational programs designed to 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.

Students at Mississippi Gulf Coast Community College are able to further their educations at a comparatively low cost. Three campuses and four centers conveniently located enable many students to live at home while attending college full-time and other students to hold jobs in their home communities while earning college credits as part-time students.

Mississippi Gulf Coast Community College is part of a statewide system of community/junior colleges.

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 operation, 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 between 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. When courses differ, the campus on which the course is taught will be designated. 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 expansion of its physical facilities to provide for current and projected enrollment and program offerings. This plan includes efforts to assure access for handicapped students. If handicapped students experience problems due to physical facilities, they should contact a college dean 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 oldest of the three vocational-technical education buildings. The classrooms and laboratories in the building accommodate the drafting and design technology and distribution and marketing programs. Also housed in this building is the central power plant that furnishes heat, air-conditioning and water facilities for the campus complex.

Building C. Two-story structure, is a circular building, slightly smaller in area than Building A. It contains the campus bookstore, faculty dining room, student grill, dining area, lounge, student center, and classroom.

Building D. This is the largest of the four 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 departments. 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 Departments. It contains spacious laboratories for music and art classes. It also contains three classrooms for general use and three offices for instructors. A 472-seat auditorium with a fully equipped stage for all types of theatrical productions is also part of this building.

Building G. A vocational-technical education buildings provides office, classroom, and laboratory facilities for marine mechanical, 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 laborato-

ries for the associate degree nursing, practical nursing, medical laboratory technology, radiologic technology, and respiratory therapy programs.

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

Building L. This building is now called the Learning Resource Center. The Library, located on the second floor, contains 29,000 books and 300 periodical titles. The Library is a place for quiet study and research. Special services provided for patrons are as follows: a photocopy machine, electric typewriters, and interlibrary loan of materials from other libraries. The Library is open from 7:30 a.m. to 8:30 p.m., Monday through Thursday, and from 7:30 a.m. to 3:00 p.m. on Friday.

Building T. A vocational/technical education building which 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.

USM Building. 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 work 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 along the building not only provide sheltered passage but form a visual tie for the complex and carry utilities throughout the complex, including air-conditioning.

Building A - Maintenance and Classroom Building: Houses office for superintendent of building and grounds, maintenance shop, storage room for receiving of incoming supplies, classrooms, and three faculty offices.

Building B - Business: Houses six offices for instructors, accounting room, typing and secretarial procedures room, office machines room, a general classroom and a duplicating laboratory.

Building C - Computer Center and Data Processing: Houses the Computer Center, which services all campuses, as well as classrooms and offices for Computer Technology Processing Instruction.

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 multipurpose room, reception room, six general classrooms, theatre with seating for 475 persons, two complete dressing rooms and drama workshop.

Building E - Nursing: Houses nine offices for instructors, four lecture rooms, and a nursing laboratory.

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, reading classrooms, 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 interchangeable for the general education courses.

Building I - Library, Media Center and Student Services: 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. The Media Services area includes an audio-visual 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 are contiguous. The student services section contains offices for all counselors, financial aid officer and the Dean of Student Services, and a large student recreation area.

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 area, this building houses a bookstore, large commons area for student lounging, general circulation area, 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, and the assistant director. 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.

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 254C 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 and also provides instruction for the Individual Development & Educational Advancement (IDEA) Program for the military.

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, and Landscape Construction and Design.

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, 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. The college administrative offices are housed in this building.

Smith Hall is a two-story, brick-veneer building constructed in 1947, which contains central store and printing.

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. The lower floor houses a merchandise and bookstore, lounge, student offices, and student post office.

Megehee Building, originally occupied in the spring of 1962, as Home Economics Facility, now houses the Computer Repair Technology program.

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

Wentzell Center, constructed in 1957, houses the main gymnasium with a seating capacity of 1800, 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. Now used as visitors quarters.

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

Stone Hall is a two-story brick dormitory constructed for male students in 1915, and now houses campus security and housing offices.

Huff Hall is a two-story brick dormitory constructed in 1911 which houses the Learning Resources Laboratory on the bottom 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 a quarter-mile track.

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

Faculty Residences include seventeen 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. This building houses a student grill as well as many other student activities.

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

George County Occupational Training Center

Students beginning vocational education at the Mississippi Gulf Coast Community College, George County Occupational Training Center, will have a saleable skill when they leave.

The facility originally constructed in 1972 on the outskirts of Lucedale offers post-secondary courses and secondary programs made available at the request of area high schools.

High school seniors and juniors are bused to and from the center five days a week. They are permitted to take courses and earn credit in business computer applications, intensive business training, carpentry and welding.

Offered on the post-secondary level only are courses in vocational secretarial training (clerk-typist and secretary), practical nursing, auto-body repair, welding and cosmetology.

Built to accommodate as many as 350 students, the 32,000 square-foot center is ideally designed for future expansion.

The six shops and two classrooms constructed with flexibility in mind, are separate from the main building, which houses five classrooms, laboratories, administrative and faculty offices.

PART III: GENERAL ADMISSION REQUIREMENTS

Student awareness of procedures and policies is important to success in college. By enrolling at Mississippi Gulf Coast Community College, students agree to abide by the regulations as established. In addition to the following admission requirements, students who wish to enter certain programs will have to meet additional standards. Students should review the particular area of the Catalog which describes the program of their choice to determine whether they must meet additional requirements.

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, therefore, does not necessarily imply immediate admission to the curriculum desired by a student.

Should the campus admission 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, admission to the college may be denied.

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

a. Conviction of a felony.
b. Involvement in drugs and/or narcotic traffic.
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.

Academic and Technical Programs

Requests for application forms should be addressed to the Director of Admissions of the campus where the student wishes to enroll. The following procedures must be completed before admission to the college is granted.

1. The prospective student should submit an application for admission.
2. The campus Director of Admissions should receive by mail official transcripts showing all high school (or GED) and college work.
3. Students entering Mississippi Gulf Coast Community College for the first time will be required to participate in appropriate testing and orientation.

a. First-time college students must provide the college with ACT assessment scores or take the total ASSET Test Battery.
b. Students desiring to enroll in math and English classes for the first time will provide the college with ACT (Enhanced) scores or they will take the math and English sections of the ASSET Test Battery.
c. All first-time Mississippi Gulf Coast Community College students will be required to successfully participate in an activity providing an orientation to the college.
d. The college will accept either the ACT Assessment scores or the ACT ASSET scores for meeting admissions requirements and for determining course placement.
e. Those students who test for placement in *all* developmental courses may enroll in a maximum of 12 hours.

4. Any new student, born after 1956, submitting an application and attending classes on any campus or center must submit documentation of immunization against measles and Rubella or proof of exemption.
5. Students are not officially accepted until all admission requirements are met by providing proper documentation. Documentation must be provided before enrollment or by the Friday of the 4th week of attendance. Students failing to do so may be denied continued enrollment.
6. An applicant for admission to the freshman class on any campus must be a graduate of an accredited high school or may be admitted if scores on the General Education Development (GED) Test are acceptable to the college.
7. All students displaying overall weakness in high school grades or low scores on the ACT or unacceptable scores on the college administered placement exams will be encouraged to enroll in developmental studies courses.
8. Under certain conditions, students who have not graduated from an accredited high school may be admitted after having met minimum State requirements for a high school diploma and upon mutual agreement between college and high school officials.

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. 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.
4. An applicant may be required to take a vocational aptitude test to determine admission to a specific vocational program.

5. **Applicants to vocational health occupations programs must be high school graduates or must have achieved the 12th grade level on the General Education 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.**
6. **Any new student submitting an application and attending classes on any campus or center must submit documentation of immunization against red measles (Rubeola) and German measles or proof of exemption.**
7. **Students are not officially accepted until the above admission requirements are satisfactorily completed.**
8. **Most of the vocational programs at the campuses and centers of the College are open-entry and open-exit 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.**

Transfer Students

Transfer applicants must meet the following requirements in order to be accepted for admission.

1. File an application of admission with the Office of Admission on the campus of choice.
2. Request official copies of transcripts from **each** institution that has been previously attended. Transcript(s) must come directly from each institution by mail. Student copies are not acceptable.
3. Applicants with less than 12 credit hours of coursework must submit documentation of high school completion, either an official copy of the high school transcript or GED Certificate as applicable.
4. Applicants who have attended non-accredited institutions may request credit by following the guidelines listed under "Credit by Non-Traditional Means" found elsewhere in this catalog.
5. Attend appropriate orientation session(s) before registration for classes as directed by the individual campus.

Any student on suspension from another institution cannot be admitted by Mississippi Gulf Coast Community College as a regular student (taking 12 or more semester hours of work) until eligible to re-enter the previous school. If the former school has not established policies for readmission, then policies of Mississippi Gulf Coast Community College will apply.

Transfer credit earned from institutions who hold accreditation from one of the six regional accrediting commissions in the United States will be considered for acceptance.

Applicability of transfer work depends on the coincidence of transfer credit meeting requirements of MGCCC's degree programs or 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.

SPECIAL ADMISSIONS

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 the student's 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 of admission process.

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.

Out-of-State/Foreign Students

1. **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.**
2. **Foreign students and non speakers of English must meet the following admission requirements at least six weeks prior to enrollment.**
   a. **Satisfactorily complete English Language training at an accredited English Language Institute *or* provide a score of 500 or higher on the Test of English as a Foreign Language.**
   b. **Complete the application for admission.**
   c. **Provide the completed Certification of Immunization, if applicable.**
   d. **Provide high school and/or college transcripts with English translation.**
   e. **Participate in an orientation session.**
   f. **Have a personal interview with the admissions director and selected instructors for the purpose of determining the student's ability to perform in a chosen field of study.**
   g. **Complete the above admission requirements one month prior to the beginning of classes for the semester in question.**
3. **The institution reserves the right to determine the number of foreign students to be admitted. On commuter campuses, foreign students will be required to have a sponsor who is a legal resident of the College District. Foreign students pay the out-of-state tuition fee each semester.**
4. **Acceptance of foreign credit.**
   a. **Credit for foreign college work will be awarded on the basis of an evaluation performed by the National Credentials Evaluation project,**

a free service of the National Association of Foreign Student Advisors. Only courses in the Mississippi Gulf Coast Community College curricula will be counted.

Foreign students must have their school send an official transcript to the Director of Admissions who will complete a Request for Evaluation form and send it along with the required documentation to the appropriate evaluator. This applies only to students classified as F-1 or M-1 students.

b. Current resident students with course work from a foreign institution must obtain a course-by-course evaluation from one of the following:
International Education Research Foundation, Inc.
Credentials Evaluation Service
P.O. Box 24679
Los Angeles, CA 90024.

International Consultants, Inc. of Delaware
914 Pickett Lane
Newark, DE 19711

World Education Service, Inc.
P.O. Box 745
Old Chelsea Station
New York, NY 10011
For further information, write to the agency at the appropriate address. They will send the necessary forms for completing the evaluation. It will take about four to six weeks before you receive the evaluation.

c. Foreign students seeking admission after completing secondary school in their home country must have a credit evaluation prior to enrolling or must satisfactorily pass the G.E.D. test.

Senior Citizens

Persons above the age of 65 will 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 they are retired.

PART IV: FINANCIAL INFORMATION

Expenses

Tuition and fees are the same at the three college campuses. At Perkinston (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 also 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 Perkinston 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)	30.00	30.00
TOTAL FEES	$430.00	$430.00
ROOMS:		
Owen, Moran, and Harrison Halls	161.00	
Andrews Hall and Hayden Hall	175.00	
*BOARD:		
Five-Day Meal Plan	365.00	
Seven-Day Meal Plan	474.00	

Payments at Registration:
Day Student $190.00 (Minimum Fee)

	5-Day	7-Day
Harrison, Owen, and Moran	$356.39	$382.06
Andrews and Hayden	$363.39	$389.06

Second Payment (Dorm Students Only) September 18:

	5-Day	7-Day
Harrison, Owen, and Moran	$85.88	$111.52
Andrews and Hayden		

Third Payment (October 12):
Day Student $190.00

	5-Day	7-Day
Harrison, Owen, and Moran	$463.73	$521.42
Andrew and Hayden	$470.73	$528.42

*Total semester board fee is due at registration. However, a student may make payments for board according to the dates given in the college calendar.

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 must pay an additional tuition fee of $450.00 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 ($37.50 per semester hour). (Refer to residency information below.)

Dormitory Students should plan on bringing, or securing soon after arrival, the following items: 1 mattress cover, 2 pillow cases, 2 bedspreads, 4 sheets for single beds, 1 pillow, window curtains, 1 drinking glass, toilet articles, 1 laundry bag, towels, coat hangers and 2 blankets. Students should bring table lamps from home.

Regular 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 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.

Special 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 below.)

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 special student tuition.

A dormitory student who 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 guidance committee and approved by the Vice President.

Evening College Students: The cost of courses offered in the Evening College Division of the college is $47 per semester hour. (See Registration, Book Service and Parking Fees below.) This fee applies to military servicemen and/or their dependents.

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 & 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.

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 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. Twelve months of residence required. No student may be admitted to any institution of higher learning as a resident of Mississippi unless his/her residence, as defined hereinabove, has been in the State of Mississippi for a continuous period of at least twelve (12) months immediately 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 without regard to the residence requirement of twelve (12) months, for the purpose of attendance at the 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, without regard to the

residence requirement of twelve (12) months, for the purpose of attendance of state supported institutions of higher learning and junior colleges of the State of Mississippi. Resident status of such military personnel, who are not legal residents of Mississippi as defined under "Legal residence of an adult," subsection 2 of this act, shall terminate upon their reassignment for duty in the continental United States outside the State of Mississippi.

8. Children of military personnel. Resident status of children of members of the Armed Forces on extended active duty shall be that of the military parent for the purpose of attending state supported institutions of higher learning and junior colleges of the State of Mississippi during the time that their military parents are stationed within the State of Mississippi and shall be continued through the time that military parents are stationed in an overseas area with last duty assignment within the State of Mississippi, excepting temporary training assignments enroute from Mississippi. Resident status of minor children shall terminate upon reassignment under Permanent Change of Station Orders of their military parents for duty in the continental United States outside the State of Mississippi, excepting temporary training assignments enroute from Mississippi.

9. Certification of residency of military personnel. A military person on active duty station in Mississippi who wishes to avail himself/herself or his/her dependents of the provisions of subsection 7 of this act, must submit a certificate from his/her military organization showing the name of the military member; the name of the dependent if for a dependent; the name of the organization of assignment and its address (may be in the letterhead); that the military member will be on active duty station in Mississippi on the date of registration at the state supported institution of higher learning or junior college of the State of Mississippi; that the military member is not on transfer orders; the signature of the Commanding Officer, the Adjutant, or the Personnel Officer of the unit of assignment with signer's rank and title. A military certificate must be presented to the registrar of the State supported institution of higher learning or junior college of the State of Mississippi each semester or tri-semester at [or within ten (10) days prior to] registration each semester for the provisions of subsection 7 of this act to be effective.

10. Legal residence of a foreign student. Students with permanent immigrant status or refugee status can establish residence in the state by meeting the provisions of the Mississippi Statute.

11. 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).

12. Petitions for change of residency. Petitions for change of residency must be made on or before the last day a student may register at the particular institution without penalty.

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

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 their 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 $7.50 for each course on book service. Full time students may pay a $30.00 book service fee, which entitles them to the use of book service texts for a maximum of five courses. Students may pay an additional $7.50 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 that enroll in a health occupations program that requires clinical experiences must enroll in a medical malpractice insurance plan. A group plan is available through the college. The fee is non refundable.

Returned Check - A fee 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.

Testing Fee - Full-time students are required to take the American College Test before they apply for enrollment. If a student fails to take the test on one of the nationally scheduled testing dates, he or she may take the residual test

as scheduled by the campus. (Students 21 years of age or older are exempt unless enrolling in health occupations program. Additional testing fees may be assessed for tests required in specialized program.)

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 Key Deposit - This fee of $5 is refunded when a student gives up the room and turns in the key.

Private Music Lessons - When not required in a curriculum, these may be arranged for a student (if an instructor has time available) 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 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 provision.

Registration Fee	Refundable
Out-of-State Fee	Nonrefundable
Cost of meals (Perkinston Campus)	Refundable up to unused balance of cost if applied for during the first four months of the semester

Matriculation, tuition, and book service fees are refundable as follows:

Regular Session - 100% of total charges if official withdrawals and request for refund is received prior to start of classes, 50% of total refundable charges (not 50% of partial payment) through the first eight weeks of classes including the week in which classes begin, and no refund thereafter.

Summer Session - 100% if official withdrawal and request for refund is received prior to the start of class. For classes of 10 weeks duration, 50% if official withdrawal occurs during the first two weeks of the session. For classes of five weeks duration, 50% if official withdrawal occurs during the first week of the semester.

Exceptions to the above are as follows:

Veterans or students pursuing vocational programs under Chapters 32, 34, or 35, Title 38, United States Code, all fees are refundable on a pro-rata basis.

Non-credit courses - All fees will be refunded if a class is cancelled. If formal withdrawal occurs before the second class meeting, 100% of tuition will be refunded. No refunds will be made after the second class meeting.

Keesler Center - 100% if official withdrawal occurs prior to the start of classes, and 60% during the first three weeks of classes, including the week in which classes begin. No refund after the third week.

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.

ALL OTHER FEES ARE NONREFUNDABLE

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 & 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:

LOAN PROGRAMS

Guaranteed Student Loans: Long term 8% interest loans available only through particular lending institutions. Eligible students enrolled on at least half-time basis may borrow up to $2,625 per year. Repayment beings six months after termination of studies. You must apply for federal student aid prior to certification of GSL application.

Parent Loans: Non-need based loan program in which a parent can borrow up to $4,000 for each undergraduate student per year. Repayment of principal and interest must begin within 60 days of disbursement of the loan. Contact Financial Aid Office for information.

GRANT PROGRAMS

Pell Grant: Federal entitlement awards available to students pursuing a first undergraduate degree or certificate who demonstrate exceptional financial need. Applications are available from high school counselors or college Financial Aid Offices.

State Student Incentive Grant: An undergraduate gift aid award program designed for Mississippi residents demonstrating substantial financial need. Federal and State funding is utilized. The Student Aid Report from the Application for Federal Student Aid is used by the financial aid administrators to determine eligibility for this grant.

Supplemental Educational Opportunity Grant: A gift aid award program available to a limited number of undergraduates demonstrating substantial need. The Student Aid Report from the Application for Federal Student Aid is used by the financial aid administrator to determine eligibility for this grant.

EMPLOYMENT PROGRAMS

College Work-Study Program: Part-time on-campus employment available to needy students. Contact the Financial Aid Office for application. Student must complete the Application for Federal Student Aid and College Financial Aid Application.

Cooperative Education: A special program which provides students with the opportunity to apply their educational learning experience with 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 (Jackson County Campus, extension 238; Jefferson Davis Campus, extension 128; Perkinston Campus, extension 253).

SCHOLARSHIP PROGRAMS

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

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

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 planning to attend 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.

*Enhanced Scores

How to Apply for Financial Aid

1. Submit an application for admission to the college.
2. File an application for Federal student aid. These applications may be obtained from the high school counselor or from the Financial Aid Office at the college. When a student receives the Student Aid Report (SAR) from this application, it should be submitted to the campus Financial Aid Office as soon as possible.
3. Complete the college application for financial aid and return it to the Financial Aid Office at the college by June 1 for priority consideration for college work/study, SEOG and SSIG.
4. College transfer students must submit a financial aid transcript from all colleges previously attended before receiving any payments or deferments.
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, obtain any documentation required by the Federal government (e.g. income tax return).
8. Sign an Award Letter, Statement of Educational Purpose, Anti-Drug Abuse Act Certification (Pell Grant only), and Draft Registration Compliance Statement.
9. A new application for financial aid must be processed each year that financial aid is needed.

Students interested in additional information should schedule an appointment with the Financial Aid Director on the campus of their choice.

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 of 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, on campus or at a college-sponsored activity, of marijuana, alcohol, or any other 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 otehr 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, he/she 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 for a hearing concerning 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.

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 V.A. benefits recipients will be maintained in an identifiable fashion. The folders will be color coded and easily recognizable in order 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 Perkinston 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 is precisely the same subject matter is not repeated and counted toward an eligible person's credit load.

Standards of Progress for Students Receiving V.A. Benefits

Permanent semester grades will be awarded for all academic, technical, and vocational courses. A student must maintain an acceptable cumulative GPA to be in good standing. If the cumulative average falls below the acceptable level, the student will be placed on "first probation." During the probation semester, the student must improve his cumulative GPA or benefits will be suspended at the end of that semester. However, if the cumulative GPA improves but an acceptable level is still not achieved, a "second probation" semester will be allowed. Should the standards of progress not be achieved at the end of the second probation semester, benefits will be suspended.

ACCEPTABLE STANDARDS OF PROGRESS

Semester	Cumulative GPA
1	1.0
2	1.5
3	1.75
4	2.0

Students must maintain at least 2.0 cumulative GPA after the fourth semester or he/she will be placed on first probation and follow the order of procedure as outlined above.

Once a student has been reinstated through counseling and/or change of program following suspension, the student will be readmitted on "first probation", subject to V.A. approval.

The Progress Report utilized by the Mississippi Gulf Coast Community College is known as a Permanent Transcript Record. It contains the following information: full name of student; home address; Social Security number; date of birth; major field of study; ACT scores (if applicable); and campus. The bulk of the record is blank for computer information containing numbers, names, grades, semester hours credit, quality points, and quality point averages of courses taken.

Attendance Records

It is important to the student, the college, and the Veterans Administration that eligible persons adhere closely 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 involved 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 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..

ACTIVITIES AND OTHER SERVICES

Each campus offers its student body extracurricular activities designed to supplement and enrich academic pursuits. Campus organizations and activities are advised by members of the faculty or administrative staff appointed by the vice presidents and president.

Students are encouraged to participate in activities that will develop their own potentialities and help them become well-rounded individuals.

Athletics

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 and have won many honors in recent years.

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 female students to represent the campus in the annual edition of the college yearbooks. Contestants are judged on the basis of beauty, poise and talent.

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.

Hall of Fame

Each year a number of students equal to one percent of the full-time enrollment on each campus is 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.

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 $4.00 per person or $6.00 per couple. Five years dues are $12.00 per person and $18.00 per couple. Life membership is $40.00 single or couple and $60.00 if both are graduates. 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.

Organizations and Clubs

The following organizations exist on each campus:

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:

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 Club. 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.

DECA (Distributive Education Clubs of America). 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.

Collegiate Civitan (Perkinston campus only). An organization which promotes campus, state, national, and community service as well as good citizenship.

The following are active on only one campus. **Collegiate Civitan, Music Club, Home Economics, Delta Psi Omega, Perk Players, The Horticulture Club, The Art Guild, J.C. Singers, New Images, P.E. Club,** and the **Minority Leadership Society.**

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.

Program Services

The services offered through the Program Services Office are designed to provide special assistance to men and women who are experiencing difficulty in obtaining employment because they have limited marketable skills.

Services are available to any who are in need of assistance but are specifically tailored to meet the needs of persons in the following catagories:

A. Single Parent/Homemaker - marriage dissolved
   1) divorced
   2) widow or widower
   3) separated
B. Single heads of household
C. Part-time workers seeking full-time jobs.
D. Persons who wish to enter a non-traditional work field.

The persons most often assisted by the program are Single Parent/Homemakers. These are people who have worked in the home for a number of years and have been dependent upon the income of another family member. They have become "displaced" from this family role through widowhood, divorce, separation, disability of spouse or other loss of income. They may be any age, but are generally in their middle years. They are frequently left without financial security and unable to gain employment because of age, sex, lack of vocational training, or any recent paid work experience.

The Program Services Office attempts to meet the many needs of these individuals who are "caught in the middle" by providing referral service, counseling, career planing, assistance in locating support services, job placement, and an array of workshops, seminars, and other programs.

Program Services provides an innovative approach to college for the older adult who wishes to enter college but is reluctant to do so because of a fear of feeling out of place or having to complete with younger students. SAFETY IN NUMBERS enables older students to attend college classes as a group which helps them build confidence and to adjust to the classroom setting.

Publications

Student Newspapers:. The students at Perkinston Campus publish "The Bulldog Barks" on a bimonthly basis. Jackson County Campus publishes a biweekly newspaper, "Coastliner". "The Mississippi Sound" on the Jefferson Davis Campus is published by students once each semester.

Literary Magazine. Footprints is published each spring on the Perkinston Campus and is a collection of original poems, essays and writings 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.

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 which will better meet the educational needs of servicemen.

Further information about this program may be obtained from admissions offices on each of the campuses.

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 on the juke box, watch television, and have snacks.

The dormitory campus at Perkinston has other recreational facilities including a modern student center where pool, snooker, table tennis, card games, and a large 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.

Student Support Services

The purpose of the Student Support Service is to assist disadvantaged students attending Mississippi Gulf Coast Community College to complete their educational goals. Students qualify for program services if they are low-income, and/or first generation in their family to seek a 4-year college degree, and/or are physically handicapped. Services provided by the program are academic skills workshops, career testing and advisement, personal counseling, financial aid form completion assistance, newsletter, handicap services, and referral to community agencies.

The goal of the program is to increase retention and graduation rates of 250 selected at-risk stuents on the Jackson County Campus. The Student Support Services is funded through the Department of Education. Further information may be obtained at the Student Support Services office on the Jackson county Campus.

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.**

PART VI: INSTRUCTIONAL PROGRAM
General Information

ABSENTEE POLICY

Academic and Technical Programs

Students are allowed one absence per semester hour that the course carries. Labs are counted as two-for-one. 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 gruops, field trips, or conventions, etc. The instructor 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 hours'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 22½ days out of class in a 9-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 office of the Dean of Student Services. This form is to be completed at the time of registration.

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

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

1. A grade of "AU" will be recorded at the end of the semester for students who have filed a properly completed Auditing 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 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. 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 semester hours of credit for the CLEP General and Subject Examinations will be awarded if a minimum score of the 50th percentile

(except ENG 1113 & 1123, English Composition, where the 86 percentile is required) 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 hours 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 1333	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:		
Computers & Data Processing	CTY 1013	3
Elementary Computer Programming	CTY 1214	4
Introduction to Bus. Management	BAT 2513	3
Introductory Accounting	ACC 1213, & 1223	6
Legal Environment of Business	BAD 2413	3
Introductory Marketing	MMT 1113D	3
Education:		
Human Growth & Development	EPY 2513	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 1133	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 and 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 DANTES are acceptable for credit as awarded provided the minimum score of the 50th percentile is attained. Courses which are not specifically applicable to a particular program may be counted as elective credit.

VI. Credit for Military Service Experience

A. 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. Those with less than six months of active military service will receive no credit.

B. 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 baccalaureate/ associate degree category, the technical/associate degree category, or the vocational certificate category as determined by the evaluating officer.

VII. 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. & 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 & Adm. II	CRJ 1333	3
Physical Education	HPR	1

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.

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.

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 24, (25 enhanced), mandatory for 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 24, (25 enhanced). (2) a cumulative GPA of at least 3.5 with no grade lower than a C, on a minimum of 15 semester hours of academic transfer credit, 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, successfully completing 14 semester hours of honors credit during the first two semesters. 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 them to regain the 3.2 cumulative GPA. The students 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 of him/her. In addition, the honors scholars meet for one hour each week in a forum to discuss selected issues confronting the individual and society. Throughout the semester, lectures will be given by outstanding humanists, scientists, industrialists, and social leaders who will address specific issues from the perspective of their discipline.

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—made up of the library, media services and learning laboratories 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 a variety of instructional methods and media, such as tutoring, computer-assisted instruction, videos, filmstrip and slide presentations, models, and group study, available. 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.

Quality Points

A student must earn a minimum of two quality points for each semester hour of work taken 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 taken.

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, AND DISMISSAL

Mississippi Gulf Coast Community College is committed to ensuring that students achieve their educational objectives. Standards of progress are used to monitor this successful achievement. At the end of the first semester, each student's grade point average will be reviewed, and students whose average, in the judgment of College officials, is unsatisfactory, will be placed on one semester probation and referred to counseling. If the student's cumulative average is not at an acceptable level, in the judgment of the College officials, by the end of the probationary semester, the student will be suspended for the succeeding semester.

By the end of the fourth semester in attendance, students with unacceptable scholastic records will be referred to the Guidance Committee for reevaluation to determine whether a student would be given additional time to improve or be dismissed.

In all cases of probation, suspension, or dismissal, the students' due process rights will be honored.

President's and Vice President's Lists

At the close of every semester, a President's List and Vice President's List will be published. A certificate from the president of the college will be given to parents of students named to the President's List and a commendatory form letter from the Vice President of each campus will be sent to students named to the Vice President's List.

To be eligible for the President's List, a student must maintain an "A" average on a minimum of 15 semester hours with no grade less than a "B". To be eligible for the Vice President's List, a student must maintain a "B" average on a minimum of 15 semester hours with no grade less than "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 the USM-Gulf Coast.

TWO PLUS TWO DEGREE PROGRAMS

Business Administration - Accounting Option
Business Administration - Finance Option
Business Administration - General Option
Business Administration - Management Option
Business Administration - Management Information Systems Option
Business Administration - Marketing
Business Administration - Real Estate Option
Computer Science - Applied Computer Science
Computer Science - Data Processing
Criminal Justice - B.S.
Electronics Engineering Technology

Elementary Education - Comprehensive K-8
English - Non-Teaching
English - Secondary Teacher Certification
History - Non-Teaching
History - Secondary Teacher Certification
Industrial Engineering Technology
Industrial and Vocational Education - Post Secondary
Industrial and Vocational Education - Technical
Industrial and Vocational Education - Trade and Technical
Mathematics - Non-Teaching
Mathematics - Secondary Teacher Certification
Nursing
Nursing (Registered Nurse)
Paralegal Studies -
Political Science - Non-Teaching
Political Science - Pre-Law
Psychology (B.A. or B.S.)
Special Education - Educationally Handicapped

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.

Requirements for Graduation

Mississippi Gulf Coast Community College awards three degrees. To receive one of these degrees, the student must meet all general graduation requirements as well as specific requirements for the degree being sought.

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, and 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) which 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.

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 a "C" average or better.

B. The 64 semester 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 student hours (MAT 1313 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 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 courses. The minimum core courses are listed under University Parallel Programs preceding the individual program

requirements. Each university may have additional specific requirements. Consult the catalog of the institution you wish to attend for further information.

2. Associate of Applied Science

The Associate of Applied Science 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. 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
6 additional hours of general education courses

3. Associate of Applied Science in Occupational Education

The Associate of Applied Science in Occupational Education is designed for students who earn 36 semester hours in a vocational program and elect to pursue a two-year associate degree.

A student must complete a minimum of 36 semester hours in one of the vocational programs listed under Group VIII in this catalog. The following additional courses must be taken:

3 hours English Composition
3 hours Math or 4 hours Science
9 hours Social or Behavioral Sciences
9 additional hours of Math or Science (Elected from technical math, technical physics, college algebra, or college science)
6 additional hours elected from English or Oral Communication.

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 completes 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 secretarial science or vocational education and apprenticeship programs listed under Groups VIII and VIIIB of this catalog. Students planning to receive a degree, diploma or certificate must complete a formal application available in the Records Office. Candidates for spring graduation should apply by March 1, and for summer graduation by June 1.

Numbering of Courses

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 of two program areas: University parallel program or occupational education program.

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

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

The following programs and sequences of colleges are those normally recommended by counselors. These programs meet not only Mississippi Gulf Coast Community College graduation requirements but 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.

***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.

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 60)

***Two semester programs lead to MGCCC diplomas.**

****JCC-Jackson County Campus; JDC-Jefferson Davis Campus; PC-Perkinson Campus; GCOTC-George County Occupational Training Center; HCOTC-Harrison County Occupational Training Center; WHCOTC-West Harrison County Occupational Training Center.**

COOPERATIVE EDUCATION PROGRAMS

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

ADULT AND CONTINUING EDUCATION PROGRAMS

****JCC-Jackson County Campus; JDC-Jefferson Davis Campus; PC-Perkinston Campus; GCOTC-George County Occupational Training Center; HCOTC-Harrison County Occupational Training Center; KC-Keesler Center; WHCOTC-West Harrison County Occupational Training Center.**

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 that will attend should consult the B.A. or B.S. Preparatory Curriculum found below.

Please note that State Universities in Mississippi require the following minimum core courses:

English Composition.....6 semester hours
College Algebra (or Higher) Math .....3 semester hours
Laboratory Science.....8 semester hours
Humanities and Fine Arts.....9 semester hours

GROUP I: B.A. PREPARATORY CURRICULUM 1000

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

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
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	3
MAT ELECTIVE	Any Math above College Algebra.....		3
BIO 1134, 1144 or PHY 2244, 2254	General Biology I & II or Physical Science Survey I & II.....	4	4
FINE ARTS ELECTIVE	Any Appreciation Course	3	
SOCIAL SCIENCE or HUMANITIES	.....		3
HPR ELECTIVE	Physical Education.....	1	1

*Some schools require sophomore level courses.

SOPHOMORE YEAR			
LITERATURE ELECTIVE	American, English or World Literature.....	3	3
MFL 1313, 1323 or 2113, 2123 or 2213, 2223	Foreign Language	3	3

HIS 1163, 1173 or	World Civilization I & II or		
HIS 2213, 2223	American History	3	3
SCIENCE ELECTIVE	Any BIO, CHE or.....	4	
	PHY course		
SPT 1113	Oral Communication		3
CSC 1213 or	BASIC Computer Programming		
ELECTIVE	.....	3	
SOCIAL SCIENCE or			
HUMANITIES	Any ECO, EPY, GEO, PHI		
	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.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	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113,1123	English Composition I & II	3	3
BIO 1134, 1144 or	General Biology I & II or		
PHY 2244, 2254	Physical Science I & II	4	4
MAT 1313*	College Algebra	3	
MAT ELECTIVE	Any Math above College Algebra		3
HIS 1163, 1173 or	World Civilization I & II or		
HIS 2213, 2223	American History	3	3
SOCIAL SCIENCE or			
HUMANITIES	Any ECO, EPY, GEO, PHI, PSY or SOC course	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, PHI, 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		2	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	Developmental English	3
REA 1103	Developmental Reading	3
MAT 1103	Developmental Math**	3
MAT 1213	College Math**	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 & 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		
FRESHMAN YEAR		1 Sem.		2 Sem.
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, 1333	College Algebra, Finite Math	3		3
PSC 1113	American Government or			
GEO 1123	Prin. of Geography	3	or	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		
Humanities	ENG 2433 or 2323; Philosophy;			
	or 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		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition I & II	3		3
MAT 1313	College Algebra	3		
HIS 1163, 1173	World Civilization I & II	3		3
BIO 1134, 1144 or	General Biology I & II	4		4
BST 1113 or 1123	Typewriting	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
BST 1213*, 1223	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 BST 1213.

**See statement on policy concerning admission to teacher education programs on page 92.

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

GROUP III: FINE ARTS

Music 3000

(Perkinston Only)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113,1123	English Composition I & II	3	3
SPT 1113	Oral Communication	3	
MAT 1313	College Algebra		3
PSY 1513	General Psychology		3
MUS 1214, 1224	Music Theory I & II	4	4
MUS 2413	Music Literature	3	
HPR	Physical Education	1	1
	KEYBOARD EMPHASIS		
MUA 1572, 1582	Private Piano	2	2
MUA 1712	Class Voice	2	
	or		
MUA 1771, 1782	Private Voice	2	2
MUO 1211, 1221	Choir	1	1
	VOICE EMPHASIS		
MUA 1772, 1782	Private Voice	2	2
MUA 1512, 1522	Class Piano		
	or		
MUA 1572, 1582	Private Piano	2	2
MUO 1211, 1221	Choir	1	1
	INSTRUMENTAL EMPHASIS		
MUA	Private Instrument	2	2
MUA 1511, 1521	Class Piano		
	or		
MUA 1571, 1581	Private Piano	1	1
MUO 1111, 1121	Band	1	1
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II	3	3
HIS 1163, 1173	World Civilization I & II	3	3
PHY 2244, 2254	Physical Science Survey I & II	4	4
MUS 2214, 2224	Music Theory III & IV	4	4
MUS 2313, 2323	Music History	3	3
	KEYBOARD EMPHASIS		
MUA 2572, 2582	Private Voice	2	2
MUA 2772, 2782	Private Voice	2	2
MUA 2572, 2582	Private Piano	2	2
MUA 2211, 2221	Choir	1	1
	VOICE EMPHASIS		
MUA 2772, 2782	Private Voice	2	2
MUA 2572, 2582	Private Voice	2	2
MUO 2211, 2221	Choir	1	1
	INSTRUMENTAL EMPHASIS		
MUA	Private Instrument	2	2
MUA 2571, 2581	Private Piano	1	1
MUO 2111, 2121	Band	1	1

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

Art 3010

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

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
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	College Algebra	3	
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	
FRESHMAN YEAR		1 Sem.	2 Sem.
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	College Algebra	3	
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

***See statement on policy concerning admission to teacher education programs on page 92.**

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

GROUP IV: MATHEMATICS, COMPUTER SCIENCE AND ENGINEERING

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	4	4
CHE 1214, 1224	General Chemistry I & II	4	4
CHS 2323	Fortran Programming and Application		3
	Social Science Elective	3	
	Humanities Elective**		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
ECO 2123	Economics* II	3	
SPT 1113	Oral Communication		3
	Social Science Elective	3	
	Humanities Elective**		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.

**Choose from history, literature, etc.

Computer Science 4010

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
CSC 1213	BASIC Programming	3	
MAT 1313	College Algebra*	3	
MAT 1323	Trigonometry		3
MAT 1613	Calculus I		3
CBS 1613	Computer Programming I		3
HIS 1163, 1173	World Civilization I & II	3	3
	Physical Education	1	1
Fine Arts	Any Appreciation Course	3	
SOPHOMORE YEAR			
ENG 2323	English Literature I	3	
MAT 2113	Linear Algebra**		3
MAT 1623	Calculus II**	3	
CSC 2323	Fortran Programming and Application	3	
CSC 2413	Cobol Programming		3
CSC 2623	Computer Programming II	3	
SPT 1113	Oral Communication		3
PSC 1113	American Government		3
	Social Science Elective	3	
	Lab Science****	4	4

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

*This course can be replaced with a higher mathematics course.
**Not required for all computer science majors.
***Not required but recommended for computer science majors.
****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 Education* 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
BIO 1134, 1144	General Biology I & II	4	4
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry	3	
MAT 1613, 1623	Calculus I & II	3	3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
ENG 2323, 2333	English Literature I & II	3	3
Fine Arts	Any Appreciation Course	3	
SPT 1113	Oral Communication	3	
HPR 1213	Health		3
MAT 2613, 2623	Calculus I & II	3	3
ECO 2113	Economics I		3
PHY 2244, 2254	Physical Science Survey I & II	4	4

NOTE: ENG 2423, 2433, 2213 may be substituted for ENG 2323, 2333.
MAT 2913 is not required but is strongly recommended.
NOTE: MAT 1313, 1323 may be waived if student has sufficient background but six semester hours must be taken in lieu of these courses.

*See statement on policy concerning admission to teacher education programs on page 92.

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

Industrial Technology 4030

Industrial technology courses deal with the production areas of industry. This program is designed for students interested in employment as supervisors, administrators and other leadership positions. A student who completes this 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 Bachelors of Science Degree in industrial technology at a university should enroll in this program.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
GRA 1112, 1122	Engineering Drawing	2		2
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.

Pre-Architectural Technology 4035

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
MAT 1313	College Algebra	3	
DDT 1105	Fundamentals of Drafting	5	
HPR	Physical Education	1	1
	Science Elective*	4	4
MAT 1323	Trigonometry		3
	Humanities Elective**		3
	Social Science Elective***		3
Fine Arts	Any Appreciation Course	3	
SOPHOMORE YEAR			
RT 2093	Plane Surveying	3	
DDT 2055	Architectural Drafting & Design	5	
PHY 2414, 2424	General Physics I & II	4	4
SPT 1113	Oral Communication	3	
ART 1213	Introductory Art	3	
	Humanities Elective**		3
ECO 2113	Economics I		3
MAT 1613	Calculus I		3

*Science Electives (suggested): Physical Science, Principles of Chemistry.

**Humanities Electives: Literature, History, Allied Arts, Philosophy, Religion, Foreign Languages.

***Social Science Electives: Political Science, Geography, Sociology, Psychology, Anthropology.

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

Pre-Construction (Management) 4036

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
MAT 1313	College Algebra	3	
GRA 1112, 1122	Engineering Drawing* or		
DDT 1105	Fundamentals of Drafting	2 or 5	2
HPR	Physical Education	1	1
	Humanities Elective**	3	3
MAT 1323	Trigonometry		3
CSC 1213	BASIC Programming		3
DDT 1163	Constructional Materials and Cost Estimating		3
Fine Arts	Any Appreciation Course	3	
SOPHOMORE YEAR			
RT 2093	Plane Surveying	3	
SPT 1113	Oral Communication	3	
BAD 2413	Legal Environment of Business	3	
MAT 1613	Calculus I	3	
PHY 2414, 2424	General Physics I & II	4	4
ACC 1213	Principles of Accounting I		3
ECO 2113	Economics I		3
	Social Science Elective**		6

*GRA 1122 is to be taken if DR 1105 was not taken.

**Humanities Electives: Literature, History, Allied Arts, Philosophy, Religion, Foreign Language.

***Social Science Electives: Political Science, Geography, Sociology, Psychology, Anthropology.

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

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	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
MFL 1113, 1123 or 1213, 1223 or 1313, 1323	Foreign Language*	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	
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	
MFL 2113, 2123 or 2213, 2223		3	3

*Student should check university requirements, and when foreign language is not required, an elective course may be substituted with faculty advisor's approval.
**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		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition I & II	3		3
BIO 2414, 2424	Zoology	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		

***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.

Pre-Pharmacy 5020

		SEMESTER HOURS 1 Sem.		2 Sem.
FRESHMAN YEAR				
ENG 1113, 1123 or 1213, 1223	English Composition I & II	3		3
CHE 1214, 1224	General Chemistry I & II	4		4
BIO 2414, 2424	Zoology*, I, II	4	or	4
SOC SCI Electives:	Psychology, Sociology	3		3
MAT 1313, 1323 or 1613	College Algebra, Trigonometry, or Calculus I	3		3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
CHE 2425, 2435	Organic Chemistry I & II	5		5
PHY 2414, 2424 or 2514, 2524	General Physics I & II or Physics with Calculus I & II	4		4
BIO 2924	Microbiology*	4	or	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	
FRESHMAN YEAR		1 Sem.	2 Sem.
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		
FRESHMAN YEAR		1 Sem.		2 Sem.
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 1623	Calculus I A	3		
Fine Arts	Any Appreciation Course			3

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		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition I & II	3		3
CHE 1214, 1224	General Chemistry I & II	4		4
MAT 1313, 1323	College Algebra, Trignometry	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 & 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 Admistration 5050

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
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 & 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

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition I & II	3		3
	Science Elective	4		4
CSC 2323	FORTRAN Programming & 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
EDU 1613	Education	3	or	3
SPT 1113	Oral Communication	3	or	3
PSY 1513	General Psychology	3	or	3
SOC 2113	Introduction to Sociology	3	or	3
PHY 2414	General Physics	4		
Fine Arts	Any Appreciation Course			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.

***See statement on policy concerning admission to teacher education program on page 92.**

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	
FRESHMAN YEAR		1 Sem.	2 Sem.
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	

*See statement on policy concerning admission to teacher education program on page 92.

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

Agricultural Engineering 5080

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition I & II	3		3
CHE 1214, 1224	General Chemistry I & II	4		4
AGR 1313	Plant Science	3		
HIS 2213, 2223	American History I or II			3
MAT 1613, 1623	Calculus I-A, II-A	3		3
HPR	Physical Education	1		1
Fine Arts	Any Appreciation Course	3	or	3
GRA 1112	Engineering Drawing	2	or	2
SOPHOMORE YEAR				
PHY 2414, 2424	General Physics I & II	4		4
BIO 1134	General Biology I	4		
PSC 1113	American Government			3
SPT 1113	Oral Communication			3
AGR 2314	Soils	4		
MAT 2613, 2623	Calculus III, IV	3		3
MAT 2913	Differential Equations			3
	Elective	4		
	Humanities Electives			3

*Suggested elective—AGR 1214 Animal Science.

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

Fishery Management 5085

(Aquaculture)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
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 & Terrestrial Ecology	4	
BIO 2924	Microbiology		4
	Social/Behavioral Science		3
Fine Arts	Any Appreciation Course		3
	Humanities Elective		3

Forestry 5090

Preparatory for MSU

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
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
RT 2093-2103	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

*MAT 1623 Calculus II may be substituted.

**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	
FRESHMAN YEAR		1 Sem.	2 Sem.
CHE 1214, 1224	General Chemistry I & II	4	4
ENG 1113, 1123	English Composition I & II	3	3
BIO 2414, 2424	Zoology	4	4
PSY 1513	Psychology	3	
MAT 1313, 1323	Mathematics	3	3
PSC 1113	Government		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
CHE 2425, 2435	Organic Chemistry	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

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	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1134, 1144	General Biology I & II	4	4
BAD 1113	Introduction to Business	3	
ART 2713	Art History I	3	
ART 1413	Design I	3	
ART 2723	Art History II		3
ART 1423	Design II		3
ART 1313	Drawing I		3
SOPHOMORE YEAR			
PSY 1513	General Psychology	3	
SPT 1113	Oral Communication	3	
PSC 1113	American Government	3	
ART 1323	Drawing II	3	
HEC 1131	Introduction to Modeling	1	
MAT 1313	College Algebra	3	
SOC 2113	Introduction to Sociology		3
ECO 2113	Principles of Economics I		3
HEC 1141	Modeling		1
ENG 2423	World Literature		3
	Elective		3
HPR 1111	Physical Education		1

Students who plan to seek employment after two years should take DMT 2093 Textiles and DR. 1105 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

(Jefferson Davis Campus)

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	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition I & II	3	3
PSC 1113	American Government		3
PSY 1513	General Psychology	3	
SOC 2113	Introduction to Sociology		3
HIS 1163 or 1173	World Civilization I or II		3
	Laboratory Science	4	4
CRJ 1313	Introduction to Law Enforcement and Criminal Justice	3	
CRJ 1363	Introduction to Corrections	3	
CRJ 1323	Police Organization and Administration		3
		16	19
SOPHOMORE YEAR			
HIS 2213 or 2223	American History I or II	3	
SPT 1113	Oral Communication		3
MAT 1313	College Algebra	3	
ECO 2113	Principles of Economics I		3
English	Literature (English, World or American)	3	3
CRJ 2323	Criminal Evidence	3	
CRJ 2333	Criminal Investigation I		3
CRJ 2443	Criminal Investigation II		3
Fine Arts	Any Appreciation Course		3
	Health/Physical Education	1	1
		16	16

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 years degree. It will be noted that courses recommended for the sophomore year differ for 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 a 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.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition I & II	3		3
HIS 1163, 1173	World Civilization I & II	3		3
BIO 1134	General Biology I	4		
	or Survey of Physical Science I or II			4
HPR 1213	Personal Health	3	or	3
EDU 1613	Education	3	or	3
MAT 1313	College Algebra**	3		
MAT 1723*	The Real Number System*			3
PSC 1113	American Government	3	or	3
HPR	Physical Education	1		1
ENG 2153	Traditional Grammar	3	or	3

*Students should consult the University of their choice before making decision.
**College algebra may require a pre-requisite based on students math skills.

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

SOPHOMORE YEAR (ELEMENTARY EDUCATION) 6000

ENG 2323 or 2333	English			
	or			
ENG 2423, 2433	World Literature	3		3
Fine Arts	Any Appreciation Course	3	or	3
MUS 2513, 2523	Music for Children	3		3
PSY 1513	General Psychology	3	or	3
ECO 2113	Economics I			
	or			
SOC 2113	Intro. to Sociology			
	or			
GEO 1123	Prin. of Geography	3	or	3
SPT 1113	Oral Communications	3	or	3
	Science Elective	4		4

SOPHOMORE YEAR (SECONDARY EDUCATION) 6010

ENG 2323, 2333	English			
	or			
ENG 2423, 2433	World Literature	3		3
MUS 1113	Music Appreciation			
	or			
ART 1113	Art Appreciation	3	or	3
SPT 1113	Oral Communication	3	or	3
ECO 2113	Economics	3	or	3
PHY 2243, 2253	Physical Science			
	or			
CHE 1214, 1224	Chemistry	4		4
HPR 1313	Introduction to Physical Education**			3
SOC 2113	Sociology	3	or	3
PSY 1513	Psychology	3	or	3
	Mathematics Elective*	3	or	3

*Students should consult the University of their choice before making decision.
**For physical education majors only.
NOTE: Students must assure they complete 64 semester hours minimum.

INDUSTRIAL EDUCATION* 6020

Industrial Education is the study of technology (including industrial tools, materials, processes, products, occupations, and related problems). It involves activies in shops, laboratories, drafting rooms, and elementary classrooms. The broad, basic exploratory program prepares students to be trade and industrial coordinators or instructors of industrial arts.

Students who plan to pursue a Bachelor of Science Degree in Industrial Education at a university should enroll in this program.

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

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
GRA 1112, 1122	Engineering Drawing	2		2
ENG 1113, 1123	English Composition I & II	3		3
BIO 2414	Zoology	4		
PHY 2244, 2254	Survey of Physical Science I & II	4		4
IED 1213, 1223**	Woodwork	3		3
PSC 1113	American Government			3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
BIO 1314	Botany	3		
ENG 2323, 2333	English Literature I & II	3		3
HIS 1163, 1173	World Civilization I & II	3		3
MAT 1313	College Algebra	3	or	3
IED 2313**	General Metals	3	or	3
SPT 1113	Oral Communication	3	or	3
HPR 1213	Personal Health	3	or	3
SOC 2113	Intro. to Sociology	3	or	3
Fine Arts	Any Appreciation Course.			3

*See statement on policy concerning admission to teacher education program on page 92.

**IED courses are not offered at this time.

ALPHABETICAL LISTING AND DESCRIPTION NUMBERED COURSES

The three figures in parentheses after the description of each course indicate the number of semester hours credit for the course, the number of lecture hours each week, and the number of laboratory or activity hours each week, respectively.

ACCOUNTING (ACC)

ACC 1213-1223—Principles of Accounting I and II. These courses are designed to give an understanding of recording, classification, and summarization of business transactions and events with insight into interpretation and reporting of 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)

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)

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, 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 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 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)

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. (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 angiosperms 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 and CHE 1214. (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 invertebrates. 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 and other microorganisms including classification, morphology, cultural, characteristics, and products of bacterial growth. Emphasis is placed on the study of disease-producing organisms and on general bacteriological technique. Prerequisite: BIO 1134 or satisfactory score on a challenge examination. (4,3,2).

BUSINESS ADMINISTRATION (BAD)

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 law, law of contracts, agency and employment, negotiable instruments and commercial paper. (3,3,0)

BAD 2533—Business Management and Microcomputers. An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, data-base, retrieval, records management, and electronic communication. (3,3,0).

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 kinetics, chemical equilibrium, acids and bases, entropy, electrochemistry, nuclear chemistry and organic chemistry. Prerequisite: CHE 1214. (4,3,2)

CHE 1314-1324—Principles of Chemistry I & II. A sequence of two courses designed for students in majors such as nursing, forestry, or other fields requiring a laboratory science and including topics from inorganic, organic, and biological chemistry with emphasis on properties of matter, atomic theory, application of chemical principles and basic chemical processes associated with human biochemistry. (4,3,2)

CHE 2425—Organic Chemistry I. An introductory study of organic chemistry and aliphatic compounds and derivatives. Prerequisite: CHE 1214 and 1224. (5,3,4)

CHE 2435—Organic Chemistry II. This course is a continuation of CHE 2425. Further study is made of aromatic compounds and their derivatives. (5,3,4)

COMPUTER SCIENCE (CSC)

CSC 1113—Introduction to Computer Concepts. This basic course advances concepts, terminology, and theory of modern computers and provides a background in programming languages. (3,3,0).

CSC 1213—BASIC Programming I. A course with emphasis on the structure of the basic programming language. (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 ProgrammingI. Introduction to problem solving methods and algorithm development; designing, debugging, and documentation in a high level language with a variety of applications. (3,3,0)

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 Programmming 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)

CRIMINAL JUSTICE (CRJ)

CRJ 1313—Introduction to Law Enforcement and 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 Law Enforcement. Internship in an approved law enforcement or correctional 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. (3,3,0)

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)

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 and on principles of economics in the study of the factors of

production; land, labor, capital, and management and their returns; rent, wages, interest, and profit. Also included are the determination of values and prices, along with supply and demand, under pure competition, monopoly, land 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 1613—Foundations in Education. The purpose of this course is to give the student a view of the entire field of education, which will serve as a background for more specialized courses. (3,3,0)

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)

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)

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, thinking, listening, and comprehension of sentences, paragraphs, and longer items. Additional lab work may be required. (3,3,0)

REA 1213—Reading and Study Skills. This course is designed to help students improve their reading skills in both speed and comprehension and to develop their study skills.(3,3,0)

ENGLISH (ENG)

ENG 1103—Developmental English. This course in writing stresses basic communication skills—writing sentences, paragraphs, outlines, summaries; reviewing grammar, usage, mechanics, and spelling; building vocabulary, and reading for ideas. Additional lab work may be required. (3,3,0)

ENG 1113—1123—English Composition. These courses, basic requirements in any college curriculum, draws upon the areas of reading, writing, speaking and listening, vocabulary building, elementary research, literary genre, fiction, poetry, critical analysis, and drama. 1113 is prerequisite to 1123. (ENG 1113 and 1123 or ENG 1213 and 1223 are prerequisite to sophomore level English courses). (3,3,0)

ENG 1213—Honor 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 analyses based upon the selections, to using the library, and to documented research writing. Enrollment by invitation. (3,3,0)

ENG 2133—Creative Writing. 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 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, 2333—English Literature I, II. 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. The second semester continues with the Romantic Period, the Victorian Age and ends with the Modern Age. ENG 2323 is a prerequisite of ENG 2333. (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. (Open through invitation only.) (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. (Open through invitation only.) (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. (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. (3,3,0)

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)

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)

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, ballet, and dance exercise. (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)

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 (U.S.) 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 (U.S.) History II. Continued survey of political, economic, and social developments since 1877. Special projects and recitations required. (Open through invitation only) (3,3,0)

HOME ECONOMICS (HEC)

HEC 1253—Nutrition. Food and eating habits in relationship to adequate nutrition. Application to the life cycle, digestive system, metabolism and body function. (3,3,0)

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)

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. One hour lecture. Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (Open through invitation only.) (1,1,0)

HUM 1921—Honors Forum II. One hour lecture. Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (Open through invitation only.) (1,1,0)

HUM 2911—Honors Forum III. One hour lecture. Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (Open through invitation only.) (1,1,0)

HUM 2921—Honors Forum IV. One hour lecture. Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty and/or students. (Open through invitation only.) (1,1,0)

INDUSTRIAL EDUCATION AND INDUSTRIAL ARTS (IED)

IED 1213—Woodwork I. This course is designed to develop basic skills, knowledge and an appreciation in the use and care of hand tools, using materials and products of wood construction. The student is required to

make job plans and to construct useful articles of different materials that will develop skills in the use of hand tools and job analysis. (3,1,4)

IED 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 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 2413—History and Appreciation of the Artcrafts. 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)

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 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 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 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)

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 is required. (3,3,0)

MAT 1213—College Mathematics (Beginning Algebra). In this course the basic ideas of elementary algebra are presented, such as number systems, solving equations, simplifying polynomials, factoring algebraic expressions, and simplifying rational expressions. Generally, this course will be taken by those students who have mastered the fundamentals of mathematics but have taken no algebra in high school. Additional lab work may be required. (3,3,0)

MAT 1233—Intermediate Algebra. The first course in basic college algebra begins with the fundamental concepts of mathematics, progresses through solutions of linear equations and introduces quadratic equations. (3,3,0)

MAT 1313—College Algebra. A continuation of MAT 1233, it reviews quadratic equations and advances 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 1333—Finite Mathematics. Sets, relations, functions, probability, graphs, logarithms, exponential, sequences, interest, matrices, inequalities, and linear programming with applications oriented toward business decision making and behavioral science. Prerequisite: MAT 1313. (3,3,0)

MAT 1613—Calculus I-A. Three lectures. 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. Three lectures. 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 differentiation integration 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 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. Three lectures. Indeterminate forms, improper integrals, Taylor's formula, Polar coordinates, the conic sections, sequences and infinite series. Prerequisites: MAT 1623.

MAT 2623—Calculus IV-A. Three lectures. 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)

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. A modern language laboratory is used extensively. (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)

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 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)

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)

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)

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 study of the motivating factors of human behavior is emphasized. (3,3,0)

SOCIOLOGY (SOC)

SOC 2113—Introduction to Sociology. This course is designed to give the student an introduction to sociology and its development. Emphasis is placed on how culture is built and how customs and behavior patterns are developed and the functions and importance of social institutions. (3,3,0)

SOC 2143—Marriage and Family. A course designed to analyze current problems in courtship, engagement, and early years of marriage and identify the factors that contribute to success and happiness in marriage. (3,3,0)

SOC 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 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 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 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 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 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 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 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 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)

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 interest 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 degrees.

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. The program provides a gateway for entry into the health care system at the technical level of nursing. The program is based on the community college philosophy that each applicant who meets entry requirements should be given the opportunity to achieve this goal. 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. Evaluation of student competence occurs within the clinical area and within the base of knowledge and is conducted jointly by faculty and student at specific intervals.

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.

ADMISSION PROCEDURES:

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

REQUIREMENTS:

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 cumulative Grade Point Average (GPA) of 2.0 or higher on all college work completed and a 2.0 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 satisfactory scores on the G.E.D.) is required.

(5) Achieve a composite score of 18 or higher on the enhanced version of American College Test (ACT) or a 15 or higher on the ACT taken prior to October, 1989. (See #6 below.)

(6) If ACT composite score is less than 18 on the enhanced version or less than 15 on the previous version, applicant must successfully complete all academic support courses required in the nursing program (except microbiology**) with a GPA of 2.5 before being considered for admission.
**Microbiology (BIO 2924) may be taken along with NUP 1107, but must be taken prior to NUP 2312.

(7) Credit for Anatomy and Physiology I and II (BIO 2514 and 2524) and Microbiology (BIO 2924) will be accepted only if completed within the last five years. A grade of "C" or better in each is required.

(8) Upon notification of admission to the ADN program, applicant must obtain a physical examination and provide proof of current immunizations against Tetanus, Rubella and Red Measles.

READMISSION/TRANSFER:

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

SELECTION PROCESS:

Students are selected for admission to the Associate Degree Nursing Program twice a year either for the August class or the January class. Enrollment in any given class is limited. 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 available 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.

Applicants with less than an 18 composite score on the enhanced version of the ACT or less than 15 on the previous version who are seeking admission under Item 6 of the Requirements may submit an application for admission under the following provisions:

1) Applicant must have completed all prerequisite courses except for ones in which presently enrolled.
2) All other admisison requirements have been met.
3) Application must be submitted after mid-term.
4) Midterm grades must be at least a "C" in all required courses.
5) Cumulative GPA on required course work must be 2.5 or higher.

If all requirements have been met except for the course work in progress, a temporary priority number will be assigned until the end of the semester when satisfactory final grades and GPA of 2.5 or higher are verified.

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 who have been readmitted two times because of failure will not be considered for a third readmission. Students cannot repeat any nursing or science course more than one time.

Associate Degree Nursing 7000

FRESHMAN YEAR		SEMESTER HOURS
	1st Semester	
NUP 1107	Nursing Process I	7
*BIO 2514	Anatomy and Physiology I	4
ENG 1113	English Composition I	3
PSY 1513	General Psychology	3
		17

	2nd Semester	
NUP 1212	Nursing Process II	12
*BIO 2524	Anatomy and Physiology II	4
		16
	Summer Session	
*BIO 2924	Microbiology	4
EPY 2533	Human Growth and Development	3
SOC 2113	Introduciton to Sociology	3
		10

SOPHOMORE YEAR

	1st Semester	
NUP 2312	Nursing Process III	12
ENG 1123	English composition II	3
		15
	2nd Semester	
NUP 2412	Nursing Process IV	12
SPT 1113	Oral Communication	3
		15

TOTAL: 73 Semester Hours

*BIO 1134 (General Biology I) is a science prerequisite to BIO 2514, 2524, and BIO 2924.

NUP 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. Corequisites: Bio 2514 and PSY 1513. (7,4,6)

NUP 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 selected 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)

NUP 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 developmental cycle, and self-care capabilities of the individual within the family and community. Prerequisites: NUP 1212; BIO 2924; and EPY 2533. (12,6,12)

NUP 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 caring for multiple patients/clients with complex, commonly-occuring health problems. Therapeutic communication and the role of the technical nurse within the health team in management of patient care are emphasized. Prerequisites: NUP 2312. (12,6,12)

HUMAN SERVICES ASSOCIATE DEGREE PROGRAM 7010

(Jackson County Campus)

The Human Services student has the option of entering the work force upon completion of the associate degree. If the student elects to transfer to an upper division school he/she must counsel with the Human Services instructor. The course work and 180 hours of field experience will enable the student to function in mental health, social service and education.

FRESHMAN YEAR		SEMESTER HOURS
	1st Semester	
HUS 1143	Seminar I	3
HUS 1113	Human Services I	3
ENG 1113	English Composition	3
PSY 1513	General Psychology	3
HIS 2213	History	3
HPR 1591	Concepts in Physical Fitness	1
		16
	2nd Semester	
HUS 1123	Human Services II	3
ENG 1123	English Composition	3
HPR 1213	Personal Hygiene	3
SOC 2113	Sociology	3
HPR 1751	Nutrition for Living	1
HUS 1133	Social Problems	3
		16
SOPHOMORE YEAR		
	1st Semester	
HUS 2123	Seminar II	3
HUS 2113	Human Services III	3
PSC 1113	Government	3
EPY 2513	Child Growth & Development	3
BAD 2533	Business Management & Microcomputers	3
MAT 1213 or	College Mathematics (Beginning Alg.) or	
MAT 1233	Intermediate Algebra	3
		18
	2nd Semester	
HUS 2133	Human Services IV	3
PSY 2553	Psychology of Personal Adjustment	3
	Elective	3
	Elective, Restricted	3
SPT 1113	Oral Communications	3
		15

TOTAL: 64 hours

Electives should be chosen upon approval of Human Service Program Instructor. Restricted Elective to be chosen from science or mathematics (BIO 1133, PHY 2243, MAT 1313).

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 2111—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. (1,1,0)

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)

BANKING AND FINANCE TECHNOLOGY *7020

(Jefferson Davis Campus)

The Banking and Finance Technology program is designed to fit the needs of people who are employed in banking and finance areas but wish to improve their skills and people who are interested in making a career in the field of banking and finance. The courses offered in this curriculum will offer the students an opportunity to become more knowledgeable and more productive employees and give them the opportunity to prepare for a career in the field of banking and finance.

ALL BANKING & 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 a transfer to a senior college or university is desired, a conference should be scheduled with a junior college guidance counselor for advisement.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English	3	3
BAT 1313	Business Math	3	
PSY 1513	General Psychology	3	
ECO 2113	Principles of Economics I	3	
BFT 1003	Principles of Bank Operations	3	
ACC 1213	Principles of Accounting I		3
BAT 2413	Business Law		3
BFT 1103	Money and Banking		3
	Elective**		4
		15	16
SOPHOMORE YEAR			
ACC 1223	Principles of Accounting II	3	
MMT 2523	Personnel Management	3	
SPT 1113	Oral Communication	3	
BFT 2003	Credit Administration	3	
BFT 2103	Analyzing Financial Statements	3	
	Electives**	6	
BFT 2113	Fundamentals of Bank Data Processing		3
BFT 2133	Bank Management		3
BFT 2133	Bank Management		3
BFT 2163	Bank Public Relations and Marketing		3
BFT 2181	Bank Investments		3
	Elective*		1
		18	18

*BFT courses taught at night only.
**Ten semester hours of electives are required for the Associate of Applied Science Degree. Electives: Agriculture Finance, Federal Reserve System, Financing Business Enterprises, Home Mortgage Lending, Installment Credit, Loans and discounts, Principles of Business Management, Selling Bank Services, Introduction to Sociology, Trust Functions, Real Estate, Finance, Law, and Bank Transactions, and Introduction to commercial Lending.

BFT 1003—Principles of Bank Operations. The fundamentals of bank functions in a descriptive fashion so that the beginning banker may view his/her chosen profession in a broad (and operational) perspective. Descriptive orientation international. (3,3,0)

BFT 1103—Money and Banking. The practical aspects of money and banking and the basic monetary theory. Historical treatment minimum. Emphasis on such problems as economic stablization, types of spending, theory of gold, limitations of foreign exchange, showing their repercussions on the banking industry in effecting yield curves and the structuring of portfolios. (3,3,0)

BFT 2003—Credit Administration. Directed toward the executive level. Concerns statement and discussion of factors influencing and determining loan policy. Methods of credit investigation and alaysis, credit investigation and analysis, credit techniques, specific credit problems, and regular as well as unusual types of loans. (3,3,0)

BFT 2023—Agricultural Finance. General principles associated with the evaluation of management and the use of capital. To help the banker in satisfying the credit needs of modern agriculture. (3,3,0)

BFT 2033—Federal Reserve System. The course examines the operations and policies of the Federal Reserve System during critical periods over the past 60 years. The approach taken is topical rather than chronological, thereby enabling students to compare and contrast Federal Reserve Policies dealing with similar problems at different periods in time. Attention is given to international monetary affairs and economic developments affecting the American fiscal system. (3,3,0)

BFT 2043—Financing Business Enterprises. The difference between lending and investing. Investing in a corporation and financing a corporation. Presented from the viewpoint of the corporate treasurer. (3,3,0)

BFT 2053—Home Mortgage Lending. From the viewpoint of the mortgage loan officer who seeks to develop a sound mortgage portfolio. A picture of the mortgage market, the acquisition of a mortgage portfolio, mortgage plans and procedures, mortgage loans processing and servicing, and finally the obligations of the mortage loan officer in overall portfolio management. (3,3,0)

BFT 2063—Installment Credit. Techniques of Installment lending, presented concisely. Emphasis on establishing credit, obtaining and checking infor-

mation, servicing the loans, the collecting carefully scrutinized to the most efficient methods. Inventory financing, special loan programs, business development and advertising, and the public relations aspect of installment lending. (3,3,0)

BFT 2072—Loans and Discounts. This course teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concepts of attachment, perfection, priority, default, and foreclosure. (2,2,0)

BFT 2103—Analyzing Financial Statements. Organized into two main sections: Characteristics of Financial Statements and Financial Statement Analysis. Review of basic accounting principles for financial statement analysis. (3,3,0)

BFT 2113—Fundamentals of Bank Data Processing. To meet the need for a broadly based and non-technical explanation of electronic data processing as applied to banks. Geared to fundamental principles, concepts, and functions on the basis of what everyone in banking must know about the characteristics of automation: a general briefing on the essentials of bank data processing. A practical approach to equipment and techniques applied to the automation of banking systems. (3,3,0)

BFT 2133—Bank Management. New trends in the philosophy and practice of management. Study and application of the principles outlined provide a working knowledge of bank management. (3,3,0)

BFT 2141—Selling Bank Services. This course teaches tellers and new-account personnel how to recognize and meet customer needs; checking accounts, savings services, loans to individuals, safe deposit boxes, travelers checks, and cross-selling. (3,3,0)

BFT 2153—Trust Functions and Services. Complete picture of the services rendered by institutions engaged in trust business, and introduction to the services and duties involved in trust operations. Identifies the distinction between business and legal aspects of trust functions. (3,3,0)

BFT 2163—Bank Public Relations and Marketing. The basis of public relations, both internal and external, and the why, the what, and some of the hows of public relations and marketing. (3,3,0)

BFT 2183—Bank Investments. The nature of primary reserves and loanable funds and their uses. Analysis of primary and secondary reserve needs of commercial banks, the sources of reserves, and their random and cyclical fluctuations, showing the influence of these factors on investment policy. A study of yield changes as they affect a banker's long-term holdings. (3,3,0)

BFT 2193—Real Estate Finance. This course provides a background in the varied real estate mortgage credit operations of commercial banks. It treats the main areas of real estate by concentrating on the following broad areas: the manner in which funds are channeled into the mortgage markets, the financing of special purpose property, the financing of residential property and the administrative tasks common to most mortgage departments. (3,3,0)

BFT 2203—Law and Bank Transactions. This course is designed not only to present an introduction to basic commercial law but to relate it more specifically to banking and bank transactions. An important feature of the course is a detailed discussion of consumer protection, including regulations, compliance, and penalties. Other topics include contracts, agencies and partnerships, corporations, real property, personal property and sales, etc. (3,3,0)

BFT 2213—Introduction to Commercial Lending. This course provides an overview of the commercial lending function and is targeted to management trainees and junior management. It is divided into four sections: commercial lending overview, the lending process, portfolio management, and regulation and business development. (3,3,0)

COMMERCIAL ART AND ADVERTISING 7045

(Perkinston Campus)

This program offers excellent preparation for employment in the field of commercial art and advertising.

A commercial artist (also known as a graphic artist) working in the advertising field designs and executes illustrations, layouts and displays - or may specialize in one of all these.

Graphic artists create designs to promote products, illustrate publications, and identify organizations (logos). Their work appears in visual communications that include magazines, books, television, greeting cards, billboards, catalogs, newspapers, and posters.

This curriculum leads to an Associate in 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		**1 Sem.**	**2 Sem.**
ENG 1113	English Composition	3	
ART 1413	Design I	3	
MMT 1113	Marketing	3	
CAT 1212	Display Design	2	
CAT 1313	Fundamentals of Printing	3	
ART 1313, 1323	Drawing I, II	3	3

GRA 1112	Engineering Drawing		2
CAT 1113	Commercial Design and Advertising I		3
SPT 1113	Oral Communication		3
BAT 1113	Introduction to Business		3
	Restricted Elective*		3
SOPHOMORE YEAR			
ECO 2113	Economics I	3	
CAT 2123	Commercial Design and Advertising II	3	
MAT 1313	College Algebra**	3	
CAT 2313, 2323	Basic Advertising Design I, II	3	3
CAT 2213, 2223	Commercial Photography I, II	3	3
MMT 2733	Advertising		3
CAT 2413	Practical Advertising Techniques		3
	Elective***		3

*Three semester hours must be taken in Psychology or Social Studies.
**A natural science course and a mathematics course of the student's choice may be substituted.
***Suggested elective: DDT 1173, Computer Aided Drafting I.

CAT 1113—Commercial Design and Advertising I. A laboratory course designed to provide selected experiences involving layouts, renderings, illustration, lettering, paste-ups, mechanicals, typesetting, and camera-ready art. (3,0,6)

CAT 1212—Display Design. Three dimensional emphasis in commercial window, counter, and inter-display. (2,0,4)

CAT 1313—Fundamentals of Printing. Course consists of typesetting, photodirect printing, plate-making, press, bindery, reproduction darkroom procedures, and related theory and terminology of printing. (3,1,4)

CAT 2123—Commercial Design and Advertising II. A continuation of CAT 1113 with a concentration on artwork, color, newspaper advertising, magazine advertising, television, direct mail, posters, and logo designs. (3,0,6)

CAT 2213—Commercial Photography I. An introduction to 35mm black and white photography with emphasis on the camera, exposure, composition, lighting, and basic darkroom techniques involving negative development and printmaking. (3,2,2,)

CAT 2223—Commercial Photography II. A continuation of CAT 2213 with emphasis on specialized assignments, camera techniques, and darkroom techniques. Prerequisite: CAT 2213 (3,2,2,)

CAT 2313—Basic Advertising Design I. Illustrations, forms, layout designs, cartooning, newspaper ads, mechanical color separations, color keys, and darkroom techniques. (3,0,6)

CAT 2323—Basic Advertising Design II. A continuation of CAT 2313 with emphasis on developing composition, political advertising, and advertising campaign and advertising production utilizing mechanical color separations, color key, and acetate screens and lettering. (3,0,6)

CAT 2413—Practical Advertising Techniques. Portfolio preparation and simulated job experience or control class for on-the-job training. (One lecture and six hours per week work simulation or on-the-job experience)

COMPUTER REPAIR TECHNOLOGY 7034

(Perkinston Campus)

This is a two year course of study designed to equip the student with the skills and knowledge to repair computers.

Graduates of this program will receive the Associate of Applied Science degree. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college counselor.

		SEMESTER HOURS	
FRESHMAN YEAR		**1 Sem.**	**2 Sem.**
ENG 1113	English Composition	3	
MAT 1313	College Algebra	3	
CRT 1003	Introduction to Computer Repair Technology	3	
CRT 1004	Basic Electronics	4	
CRT 1014, 1204	Digital Principles I, II	4	4
MAT 1323	Trigonometry		3
CSC 1613	Computer Programming I		3
CRT 1023	Computer Electronics		3
	Elective*		3
SOPHOMORE YEAR			
CRT 2003	Microprocessors	3	
CRT 2013	Computers and Interfacing	3	
SPT 1113	Oral Communication	3	
CRT 2023, 2223	Failure Analysis I, II	3	3
PHY 2414, 2424	General Physics I, II	4	4
CRT 2123	Operating Systems		3
CRT 2133	Satellite and Antenna Systems		3
CRT 2233	Instrumentation and Control		3

***Must be taken in Psychology or Social Studies.**

CRT 1003—Introduction to Computer Repair Technology. An introduction to computer repair field, its breadth and scope. A review of duties, manuals, test equipment and troubleshooting techniques used, together with the history of the computer industry. (3,2,2)

CRT 1004—Basic Electronics. An introductory course to the theory and application of electronic components. Circuit analysis covers simple resistive networks through complex RLC circuits. Included is ohms law, conductors, insulators, batteries, meter movements, magnetism, test equipment, solder, series and parallel circuits, voltage dividers, and dc network theorems. (4,3,2)

CRT 1014—Digital Principles I. Instruction in terminology, PN junctions, TTL, CMOS, oscillators, power supplies, counters, registers, DA, AD, flip-flops, clocks, arithmetic circuits, operational amplifiers, SCRS, IGFETS. (4,2,4)

CRT 1023—Computer Electronics. A study of basic and advanced computer

concepts. Topics include handshaking, interrupts, memory and I/O operations. Prerequisites: CRT 1003, 1004, 1014. (3,2,2)

CRT 1204—Digital Principles II. A continuation of CRT 1014. Prerequisites: CRT 1003, 1004, 1014. (4,3,2)

CRT 2003—Microprocessors. A course of study of the various types of microprocessors and their structures. Prerequisites: CRT 1024, 1204. (3,2,2)

CRT 2013—Computers and Interfacing. A study of interfacing and I/O techniques which allow computers to communicate with peripheral devices. Prerequisites: CRT 2004 or as a co-requisite. (3,2,2)

CRT 2023—Failure Analysis I. A source of study in system analysis, diagnosis to determine failures and possible causes. Prerequisite: CRT 2004 or as a co-requisite. (3,1,4)

CRT 2123—Operating Systems. This course deals with the various operating systems and their functions, troubleshooting, and repair. Prerequisite: CRT 2023. (3,2,2)

CRT 2223—Failure Analysis II. A continuation of CRT 2023 with emphasis on laboratory experience in hands-on computer repair. Prerequisite: CRT 2023. (3,1,4)

CRT 2133—Satellite and Antenna Systems. Introduction to the theories of receiving antennas, television and satellite down link signals, the safety factors to be observed in installation and repair of all types of antennas, and instructions for satellite antenna installation and alignment to receive each satellite. Prerequisite: Sophomore standing in Computer Repair Technology. (3,2,2)

CRT 2233—Instrumentation and Control. A study of transducers, closed and open loop electronic control systems, and final control in industry. Both analog and digital control systems are covered. Prerequisite: Sophomore standing in Computer Repair Technology. (3,2,2)

MARKETING AND MERCHANDISING MANAGEMENT

(Jackson County and Jefferson Davis Campuses - Two Year)

The Marketing Management and Fashion Merchandising Programs are designed to meet the needs of the students who plan to enter the marketing field at the mid-management level following two years of college and individuals who are working but wish to enter college to improve their marketing skills. The Marketing and Merchandising Management Programs are especially designed for the students who plan a career in businesses which offer many decision-making opportunities and responsibilities.

Job opportunities available to graduates of the Marketing Management Program include Sales Representative, Assistant Manager, Department Man-

ager, Supervisors, and other decision-making jobs. Job opportunities available to graduates of the Fashion Merchandising Program includes Salesperson, Buyer, Assistant Buyer, Display Artist, Fashion Illustrator, and Fashion Coordinator.

These programs grant Associate of Applied Science Degrees and are preparatory for employment upon graduation from the Mississippi Gulf Coast Community college. If a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

MARKETING MANAGEMENT 7040

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
MMT 1113	Marketing	3	
	Restricted Elective**	3	
MMT 1513	Principles of Business Management	3	
	Approved Elective*	3	
MMT 1713	Salesmanshuip		3
BAT 1313	Business Math		3
PSY 1513	General Psychology		3
CSC 1113	Introduction to Computer Concepts		3
or			
CTY 1013	Introduction to Computer Technology		
MMT 2313	Retailing		3
	Approved Elective*		3
SOPHOMORE YEAR			
SPT 1113	Oral Communication	3	
ACT 1213	Principles of Accounting	3	
MMT 2733	Advertising	3	
ECO 2113	Principles of Economics	3	
MMT 2523	Personnel Management	3	
BAT 2413	Business Law		3
MMT 2323	Retail Merchandising		3
SOC 2113	Introduction to Sociology		3
MMT 2533	Fundamentals of Small Business Organizations		3
MMT 2143	Marketing Management		3

*Approved Electives: MMT 2133 Business Internship; MMT 1313 Simulated Business Training; MMT 1723 Visual Merchandising; or other courses approved by the department.
**Elective to be chosen from Science or Mathematics. (BIO 1133, PHY 2243, MAT 1313)

FASHION MERCHANDISING 7041

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
MMT 1113	Marketing	3	
MMT 1513	Principles of Business Management	3	
MMT 1613	Modeling and Personal Development	3	
MMT 1723	Visual Merchandising	3	
MMT 1123	Fashion Marketing and Merchandising	3	
BIO 1134 or PHY 2244 or MAT 1313	Gen. Biology, Physical Science, or College Algebra		3 or 4
MMT 1713	Salesmanship		3
SPT 1113	Oral Communication		3
MMT 1423	Fashion Color and Design		3
	Restricted Elective*		6
SOPHOMORE YEAR			
ACC 1213	Principles of Accounting	3	
MMT 2423	Textiles	3	
MMT 2733	Advertising	3	
MMT 2333	Buying	3	
BAT 1313	Business Mathematics	3	
MMT 2313	Retailing		3
	Approved Elective**		6
MMT 2323	Retail Merchandising Mathematics		3
MMT 2413	Basic Merchandise Selection		3

*Must be taken in Economics, Psychology or Sociology.

**Approved Electives may be chosen from the following: Art, Photography, Journalism, Business Courses, Fashion Merchandising Co-op, Professional Modeling, MMT Courses not previously taken or computer courses.

All electives must be approved by the student's advisor.

MMT 1113—Marketing. The study of retail, wholesale and service-selling, along with recent innovations in the marketing process. A broad knowledge of the field of marketing is emphasized. (3,2,2)

MMT 1123—Fashion Marketing and Merchandising. This course will examine specific areas in the fashion industry such as womens fashions, mens fashions, leading designers, fashion imports, and developing fashion images through fashion show production and other forms of promotion. (3,2,2)

MMT 1313—Simulated Business Training. This course is designed to give the student training in assembling store equipment, cash register operations, merchandising, signpress operations and building displays. (3,2,2)

MMT 1423—Fashion Color and Design. A study of the design field with emphasis on the elements and principles of design and a study of historical costume. (3,2,2)

MMT 1513—Principles of Business Management. This course is designed to give an insight into the modern business. Study will include formation of business organizations, resources of business, managing a business, the role of business in society, small business management, and careers in large corporations and nonbusiness organization. (3,3,0)

MMT 1613—Modeling and Personal Development. This course is designed to teach students fundamentals of visual poise and modeling. Through this course the student will not only learn basic rules for a model, but also the application of design principles to wardrobe selection and coordination. Emphasis will be placed on grooming, and individual care, figure problems, make-up techniques, and personal appearance for occupations and careers. (3,2,2)

MMT 1713—Salesmanship. This course gives the student a survey of the importance of selling, its nature, its procedures, and an explanation of the salesman's job and the necessary qualifications to sell. The characteristics and nature of buyers, reasons why people buy, facts about the company and their operations and the selling process. Cases and problems in selling are included, together with oral preparation. (3,3,0)

MMT 1723—Visual Merchandising. This course will emphasize the principles and applications of retail sales promotion and the purposes of display and its value as a promotional device. (3,2,2)

MMT 2133—Business Internship. Internship in an approved retailing or marketing organization under the supervision of the organization concerned and the MMT instructor. Written assignments are required of the student along with a written evaluation of the student made by the organization furnishing training. A minimum of 15 hours working per week. One lecture per week. Three semester hours.

MMT 2143—Marketing Management. A study of the various problems encountered in marketing situations in a free enterprise society. Special attention will be given to problems and decision-making in the areas of distribution, promotion, product planning, pricing and consumer behavior. Prerequisite: MMT 1113 Marketing. (3,3,0)

MMT 2313—Retailing. The role of retailing to the economy is emphasized. The development of the present retail structure and the functions of it are included. Managerial problems resulting from current economics and social trends are brought out. (3,3,2)

MMT 2323—Retail Merchandising. A merchandising math course with emphasis on it's application to the retail business. The planning of mark-up, control of expenses, methods of inventory, development of a sales and merchandise plan will be covered. (3,2,2)

MMT 2333—Fashion Buying. A study of the duties and problems of the fashion buyer, demand forecasting, sou ces of buying information, buying policies and practices, and budgeting problems. (3,2,2)

MMT 2413—Basic Merchandise Selection. Emphasis is placed on the origin and composition of products, methods of production, quality characteristics, the sale of merchandise, and the care of merchandise. (3,2,2)

MMT 2423—Textiles. A study of basic textile terminology and textile fibers with emphasis on identification, construction, and fabric finishes. (3,2,2)

MMT 2523—Personnel Management. Study of the objectives, functions and organization of personnel programs. Emphasis on job evaluation, selection and placement education and training, employee services and relationships, and management labor relations. (3,3,0)

MMT 2533—Fundamentals of Small Business Organization. This course provides fundamental knowledge in managing a small firm. A study of the essentials for planning and financing the new firm, form and structure of the firm, merchandising and sales financial management and control, and a continuous case analysis of a firm are emphasized. (3,3,0)

MMT 2613—Professional Modeling. This course is an advanced study of modeling techniques. Included are professional runway work, photographic modeling, professional make-up, tearoom and convention work. Prerequisite: Modeling and Personal Development, MMT 1613. (3,2,2)

MMT 2733—Advertising. The role of advertising in our economy, advertising media, budgeting, planning, scheduling and evaluating are included. Retail advertising is given emphasis in this course. (3,2,2)

DRAFTING AND DESIGN TECHNOLOGY 7050*

(Jackson County, Perkinston and Jefferson Davis 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 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.

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 a transfer to a senior college or university is desired, a conference should be scheduled with a junior college guidance counselor for advisement.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
MAT 1313	College Algebra	3	
DDT 1105	Fundamentals of Drafting	5	
DDT 1133	Steel Shipbuilding	3	
HPR	Physical Education		1
	Restricted Elective**	3	
RT 1133	Descriptive Geometry		3
DDT 1163	Construction Materials & Cost Estimating		3
DDT 1115	Machine Drafting		5
DDT 1173	Computer Aided Drafting I		3
MAT 1323	Trigonometry		3
SOPHOMORE YEAR			
DDT 2063	Map & Topographic Drafting	3	
RT 2093, 2103***	Plane Surveying	3	3
DDT 2055	Architectural Drafting	5	
DDT 2183	Computer Aided Drafting II	3	
DDT 2073	Piping, Sheetmetal & Electrical Drafting		3
PHY 2414	General Physics I	4	
DDT 2125	Structural Design & Strength of Materials		5
SPT 1113	Speech		3
	Technical Elective****		3, 4, or 5

*The sequence in which students take the courses in this curriculum may vary from campus to campus.

**Three semester hours must be taken in psychology or social studies.

***Perkinston Campus students may substitute PHY 2424 - General Physics II.

****Suggested Technical Elective: DDT 2194, DDT 2295, DDT 2093, DDT 2153.

DDT 1105—Fundamentals of Drafting. This course is designed to provide fundamental knowledge of the principles of drafting as well as skill in the basic techniques of using drafting room equipment. It covers such topics as lettering, inking, geometric construction, sketching, orthographic projections, pictorial drawing, dimensioning, section and simple scale drawings. (5,2,6)

DDT 1115—Machine Drafting. An introduction is given in various mechanical parts as well as complete assemblies. Working drawings are made of various mechanical parts. Prerequisite: DDT 1105. (5,2,6)

DDT 1133—Introduction to Steel Shipbuilding and Blueprint Reading. This course is designed to give the student an understanding of the ship as a whole and acquaintance with actual working drawings of a ship. Class work involves both research and drawing. (3,2,2)

DDT 1163—Construction Materials and Cost Estimating. An introduction to the materials used in the construction industry and to the basic methods of cost estimating and procedures required in material takeoffs. (3,2,2)

DDT 1173—Computer Aided Drafting I. An introductory course dealing with concepts, terminology, and theory of computers with direct applications and use of graphics terminals and plotters. Students will be able to prepare engineering drawings through the utilization of computer aided drafting equipment. Prerequisites: DDT 1105, GRA 1112, RT 1073 or 2 years of Industrial Drafting in High School. (3,2,2)

DDT 2055—Architectural Drafting and Design. Instruction is given in the basic principles of design and planning for residential work. A complete set of plans for a residence or other small building is developed by each student. Building code requirements, utility application, and proper selection of construction materials must be observed in planning. Prerequisite: DDT 1105. (5,2,6)

DDT 2063—Map and Topographical Drawing. Selected drafting techniques are applied to problems of making maps, traverses, plot plans, plan and profile drawings using maps and field survey data. Prerequisite: DDT-1105 (3,2,2)

DDT 2073—Piping, Sheetmetal and Electrical Drafting. An advanced course in drafting, techniques and knowledge are employed in the planning of piping, sheet metal, and electrical objectives. Efficient use of applicable handbooks and code books is an integral part of this course. Prerequisite: DDT-1105. (3,2,2)

DDT 2085—Hull Drafting and Design. The body of a ship, including shell plating, framing, decks, and bulkheads will be drawn in detail from an offset book and blueprints. Other component parts such as stringers, beams and pillars will also be detailed. Prerequisite: DDT-1105. (5,2,6)

DDT 2093—Technical Illustration. This course is designed to translate orthographic blueprints into three dimensional drawings by the following methods; isometric, perspective and oblique. Prerequisite: DDT-1105. (3,2,2)

DDT 2103—Marine Piping and Sheetmetal Drafting. A course designed to acquaint the student with the various fittings used in marine piping and the symbols used in drawing them. Pipe layouts, in both multiview and isometric, are made to bring out the importance of clearance and possible interference in the installation. Sheetmetal drafting gives the student a knowledge of layout and installation procedures for both the duct and plate work required in a ship. Prerequisite: DDT-1105. (3,2,2)

DDT 2125—Structural Design and Strength of Materials. This course is designed to give basic understanding of the strength of materials. It covers the following topics: simple stresses, strains, physical characteristics of materials, reactions, moments of inertia, and deflections, applications to machine parts and structural parts. Problems in the structural detailing and design involve drawing of beams, columns, connections, and braces. Prerequisite: DDT-1115. (5,2,6)

DDT 2142—Electrical/Electronics Drafting. This course provides a working knowledge of electrical electronics symbols and connectors, circuit schematics, cabling, wire layouts and checking, block diagrams and module representation. Prerequisite: DDT-1105. (2,0,4)

DDT 2153—Sheetmetal Drafting. A course in sheetmetal design drawing. Drawings are patterns for sheetmetal configurations. A review in projections, auxiliary; views and rotated views are followed by instruction and practice problems in developments, triangulation and combination problems. Prerequisite: RT-1133. (3,1,4)

DDT 2183—Computer Aided Drafting II. The course is designed to give the student an extension of basic user commands and a comprehensive insight into the advanced fundamentals of computer aided drafting processes. This, grouped with extensive hands on training, provides the student with a strong basis and understanding of computer aided drafting while increasing the proficiency of the student's ability as an operator. Prerequisites: DDT 1173 - Computer Aided Drafting I. (3,1,4)

DDT 2194—Computer Aided Drafting III. The first portion of the course is designed to give the student an extension of basic user commands and a comprehensive insight into the advanced fundamentals of computer aided drafting processes. This, grouped with extensive hands on training, provides the student with a strong basis and understanding of computer aided drafting while increasing the proficiency of the student's ability as an operator.

The second portion of the course is designed to expand the student's knowledge by simulating a professional setting. The student will apply the knowledge of computer aided drafting gained in previous computer aided drafting courses and apply it to a professional simulation as directed by the instructor. Prerequisites: Enrollment by invitation of the faculty and DDT 2183 - Computer Aided Drafting II. (4,1,6)

DDT 2295—Computer Aided Drafting IV This course will expose the student to advanced CAD commands and applications. The student will learn computer aided drafting in a simulated professional setting. Knowledge and hands-on experience in advanced plotting techniques, managing large drawings, using attributes, entering handdrafted drawings, getting and exchanging information, creating 3-D drawings and other advanced CAT techniques will increase the student's ability as a CAD operator. Prerequisite: DDT 1173. (5,1,8)

ELECTRONICS TECHNOLOGY 7060

(Jackson County Campus)

This program offers excellent preparation for a variety of jobs in the electronics field at the technician level. Employment opportunities include: radar technician; sonar technician; communications technician-marine; industrial ra-

dio T.V. control room operator; instrumentation technician-marine; industrial radio T.V. control room operator; instrumentation technician; computer technician; electronics associate engineer; technical sales representative; electronics laboratory technician (proto-type and test analysis); electronics installation supervisor. This curriculum leads to an Associate in Applied Science Degree and is preparatory for employment upon graduation from the Mississippi Gulf Coast Community College. Where a transfer to a senior college or university is desired, a conference should be scheduled with a community college guidance counselor for advisement.

Courses are offered so that beginning students can enter the program in either the Fall or Spring semester.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ET 1013	Introduction to Electronics	3	
ET 1004	Basic Electricity	4	
MAT 1313, 1323	College Algebra and Trigonometry	3	3
ENG 1113	English Composition	3	
CSC 1213 or 1023	Basic Programming	3	
ET 1105	Semiconductor Devices		5
ET 1115	Digital Principles		5
RT 1063	Technical Writing		3
SOPHOMORE YEAR			
ET 2006	Linear Integrated Circuits	6	
ET 2016	Microprocessor Systems	6	
PHY 2414	General Physics I	4	
RT 1073	Technical Drawing	3	
ET 2126	Instrumentation and Control		6
ET 2116	Electronic Communications		6
RT 1043	Occupational Essentials		3
	Elective (Restructed)*		3

*Electives to be selected from the following: Philosophy, Psychology, Sociology, Economics.

ET 1003—Survey of Electronics. This course is designed to prepare students for entry into the electronics technology program. Topics covered include study skills, using scientific notation, formula solving, construction techniques, job information, and component recognition. (3,2,2)

ET 1004—Basic Electricity. An introductory course to the theory and application of electronic components. Circuit analysis covers simple resistive networks through complex RLC circuits. (4,3,2)

ET 1013—Introduction to Electronics. An overview of the electronics industry which familiarizes incoming students with the role of the electronics technician. Also introduces testing, system function, safety, and fabrication practices. (3,2,3)

ET 1105—Semiconductor Devices. The theory of operation of semiconductor devices. Device circuit applications are also included. Prerequisite: ET 1004 and ET 1013. (5,4,2)

ET 1115—Digital Principles. An introduction to number systems, codes, gating circuits, circuit minimization; counters, registers. Introductory computer programming is also included. Prerequisite: ET 1004 and ET 1013. (5,4,2)

ET 2006—Linear Integrated Circuits. The theory and application of operational amplifiers, audio power amplifiers, PLL's, broad band amplifiers and other common linear circuits. Applications and troubleshooting techniques are also included. Prerequisite: ET 1105 and ET 1115. (6,4,4)

ETP 2016—Microprocessor Systems. A continuation of ET 1115 which covers the operation, operation programming and servicing of microprocessor based systems. Interfacing and peripheral equipment function are also covered. Prerequisite: ET 1115 and enrollment in ET 2006. (6,4,4)

ET 2123—Instrumentation and Control. A study of transducers, closed and open loop electronic control systems, and final control in industry. Both analog and digital control systems are covered. (3,2,2)

ET 2126—Instrumentation and Control. A study of transducers, closed and open loop electronic control systems, and final control in industry. Both analog and digital control systems are covered. Prerequisites: ET 2006 and ET 2016. (6,4,4)

ET 2116—Electronic Communications. A study of AM, FM, SSB, and TV transmitter and receiver systems including antennas and transmission lines. The course stresses system function and troubleshooting procedures. Prerequisite: ET 2006. (6,4,4)

ET 2136—Microcomputer System Service. This course covers troubleshooting and repair of small computer, disk drives, CRT displays, printers, and other components embedded in microcomputer systems. Service instructions are presented at both board level and component level. Prerequisites: ET 2016, ET 2126, and ET 2116. (6,4,4)

ET 2144—FCC License Preparation. An in-depth study of communications theory, practices and laws, designed to prepare students for the general class radio telephone license. Prerequisite: ET 2116 Electronic Communications or satisfactory score on the course pre-test. Four semester hours. (4,3,2)

INDUSTRIAL ELECTRONICS TECHNOLOGY 7061

(Jefferson Davis Campus)

This curriculum is designed to provide the student with the technical knowledge and skills necessary for gaining employment in the field of electronics. Students are exposed to a well-balanced program of technical, general and technical related courses. Emphasis is placed on the development of technical abilities, problem solving and the use of laboratory equipment.

This curriculum leads to an Associate in Applied Science Degree from the

Mississippi Gulf Coast Community College. Where a transfer to a senior college is desired, a conference should be scheduled with a community college counselor.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
IET 1114	DC Circuit Analysis and Lab	4	
IET 1124	AC Circuit Analysis and Lab	4	
IET 1134	Mathematics for Electronics	4	
ENG 1113	English Composition	3	
IET 1215	Digital Principles		5
IET 1225	Electronic Devices and Circuits		5
CSC 1213	Basic Programming		3
SPT 1113	Oral Communication		3
SOPHOMORE YEAR			
IET 2315	Linear Integrated Circuits	5	
IET 2325	Microprocessors	5	
RT 1153	Technical Physics I	3	
MAT 1313	College Algebra	3	
IET 2415	Electronic Communications		5
IET 2425	Interfacing and Control Systems		5
IET 2433	Special Projects in Electronics		3
IET 2443	Industrial Control Systems		3
	Restricted Elective		3

*Must be taken in Psychology or Social Studies.

IET 1114—DC Circuit Analysis With Lab. Basic Electrical concepts, relationships, resistive circuits, test equipment and troubleshooting as related to DC circuitry. Prerequisite: IET 1134 or equivalent. Concurrently with IET 1124. (4,3,2)

IET 1124—AC Circuit Analysis With Lab. Use of AC circuit analysis, theorems and techniques starting with magnetism, the sine wave, frequency, capacitance, inductance, resonant circuits, filters, test equipment and troubleshooting procedures; concurrently with IET 1114. (4,3,2)

IET 1134—Mathematics for Electronics. A course designed to insure that the electronics students have the mathematic background necessary to understand and analyze the concepts of electronics. This course will include algebra and trigonometry as it applies to electrical and electronic theory. (4,4,0)

IET 1143—Basic Mathematics for Electronics. A remedial course for potential electronics student to stress related arithmetic concepts and elementary algebra. Normally this course will be taken by those students who have minimum exposure to mathematics and or a pre-test reflects a requirement.

IET 1215—Digital Principles. Focus on the theory, practices, applications and experiences to prepare for advanced digital electronics. Topics will include the numbering system, flip-flops, logic gates, memory circuits, registers, counters, adders, multiplexers and decoders. Prerequisite: IET 1114. (5,3,4)

IET 1225—Electronic Devices and Circuits. Theory and application of solid state devices, including the diode, transistor, the PET, as well as their application in power supplies, amplifier circuits and control circuits. Prerequisites: IET 1114 and 1124. (5,3,4)

IET 2315—Linear Integrated Circuits. Circuitry will include op-amps, power supply regulators, timing circuits, Optic-electronics devices and various special devices and circuits used in control and general electronic systems. Prerequisite: IET 1225. (5,3,4)

IET 2325—Microprocessor. A continuation of digital principles but progressing into the study of the microprocessor. Using the 6502 chip, training will be provided in microprocessor basics including programming and the development of troubleshooting techniques. Prerequisite: IET 1215. (5,3,4)

IET 2334—Industrial Control Systems. A survey of control systems including power distribution, motors, motor control, transducers, actuators, open and closed loop control systems, including the Programmable Controller. Prerequisite: IET 2315 or concurrently. (4,4,0)

IET 2416—Electronic Communications. A study of AM, FM, SSB, and TV transmitter and receiver systems including antennas and transmission lines; PLL's and frequency synthesizers; digital communications techniques. Prerequisite: IET 2315. (6,4,4)

IET 2425—Interfacing and Control Systems. A study of the input and output devices and circuits used for interfacing microprocessor based equipment. Emphasis will be placed on interfacing to stepping and servo-motor control systems as well as various other applications. Prerequisite: IET 2325. (5,3,4)

IET 2433—Special Projects in Electronics. Electronic fabrication techniques, including soldering, repair, project construction, introduction to printed board construction, and technical report writing. Preparation of job resume and essential of job placement. Will include special project in area of student's choice and acceptable to instructor. Final Semester Only. (3,2,2)

EMERGENCY MEDICAL TECHNICIAN/PARAMEDIC 7065

(West Harrison County Occupational Training Center)

This program is designed to prepare qualified emergency medical workers to become EMT/Intermediate or 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 those students intending 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 G.E.D. equivalent, with documentation.

2. Must be physically and emotionally able to meet the requirements of the program.
3. Must be a Mississippi certified EMT, if presently working in the Emergency Medical Technician field of employment.
4. Must have two (2) letters of recommendation from physicians who have been directing, or will be directing the EMT-1, EMT-P performance.
5. Must pass certain tests administered by the college, including re-test of Basic EMT skills and knowledge.

For those who do not have EMT work experience:

Same as above, except they must successfully complete the Basic EMT course (State Certification not required), and must have successfully completed a minimum of 30 hours of college courses; such as algebra, anatomy and physiology, chemistry, and psychology.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
EMT 1004	Introduction to EMS Systems and the Pre-Hospital Environment	4	
EMT 1002	Patient Assessment and Airway Management	2	
EMT 1005	Trauma Shock and Burns	5	
EMT 1012	Medical Emergencies I	2	
EMT 1001	Defibrillation Skills	1	
EMT 1022	Internship for Clinical and Field Experience	2	
EMT 1132	General Pharmacology		2
EMT 1142	Respiratory System		2
EMT 1115	Cardiovascular System		5
EMT 1114	Medical Emergencies II		4
EMT 1113	Medical Emergencies III		3
EMT 1125	Internship for Clinical and Field Experience		5
SUMMER			
EMT 1252	Pediatrics and Geriatrics		2
EMT 1262	Obstetrical, Gynecological, and Neonatal Emergencies		2
EMT 1211	Behavioral Emergencies		1
EMT 1235	Internship for Clinical and Field Experience		5
SOPHOMORE YEAR			
ENG 1113	English Composition	3	
MAT 1313	College Algebra	3	
BIO 2514	Human Anatomy & Physiology I	4	
PSY 1513	General Psychology	3	
SPT 1113	Oral Communication	3	
ENG 1123	English Composition		3
BIO 2524	Human Anatomy & Physiology II		4
SOC 2113	Introduction to Sociology		3
PSY 2553	Psychology of Personal Adjustment		3

The above courses lead to a MGCCC certificate upon completion.

EMT 1004—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 communication and also be familiarized with rescue and various rescue equipment. The use of a medical dictionary and medical terminology will be covered. Lab is included. (4,3,1)

EMT 1002—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. Lab is included. (2,2,0)

EMT 1005—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. Lab is included. (5,4,1)

EMT 1012—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. (2,2,0)

EMT 1001—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. Lab is included. (1,1,0)

EMT 1022—Internship for Field and Clinical Experience. 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. (2,0,2)

EMT 1132—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 1142—Respiratory System. 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. Lab is included. (2,2,0)

EMT 1115—Cardiovascular System and ECG Interpretation. 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. Lab included. (5,5,0)

EMT 1114—Medical Emergencies II. This course involves the treatment of various medical emergencies on the level of paramedic. (4,4,0)

EMT 1125—Internship for Clinical and Field Experience. 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. (5,0,5)

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 1252—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 1262—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 1211—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)

EMT 1235—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. (5,05,5)

HOTEL, MOTEL & RESTAURANT OPERATION 7090

(Jefferson Davis Campus - Two Year)

The curriculum is designed to help students meet high standards of achievement and acquire the specialized knowledge needed for their careers. Through an accelerated, comprehensive course, such knowledge can be acquired by men and women.

The program of hotel-motel-restaurant operation at Jefferson Davis Campus was established in the fall of 1966, in recognition of the demand for trained and educated employees for hotels, motels and restaurants. At the present there are many positions open for every graduate of a formal program in the hospitality industries. This curriculum leads to an Associate in Applied Science Degree but is not designed for transfer credit to a senior college.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
MRT 1004	Basic Food Preparation	4	
MRT 1054	Hotel, Motel Front Office Procedures	4	
MRT 2053	Profitable Food and Beverage Operation I	3	
BST 1113	Typing I	3	
ENG 1113	English I	3	
MRT 1102	Orientation for the Hospitality Industry		2
MRT 1014	Quality Foods		4
MRT 1072	Hotel, Motel, Restaurant Safety and Sanitation		2
MRT 1023	Food Service in Institutions		3
MRT 1063	Hotel, Motel, Restaurant Accounting		3
MRT 2113	Profitable Food and Beverage Operation II		3
BAT 1313	Business Math	3	
SOPHOMORE YEAR			
MRT 2103	Hotel Theories & Practice		3
SPT 1113	Oral Communication		
MRT 2073	Hotel, Restaurant Personnel Management	3	
MRT 2063	Internship in Hospitality Industry	3	3
MRT 2013	Profits Thru Promotion		
MRT 2003	Administrative Housekeeping	3	3
MRT 2093	Legal Aspects of the Hospitality Industry		3
PHY 2244	Physical Science Survey I		4
	Restricted Elective*		6

*Must be taken in Social Studies.

MRT 1004—Basic Food Preparation. Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage and preparation. (4,4,2)

MRT 1014—Quality Foods. Continuation of study in food preparation with emphasis on quantity preparation. Special instruction in the arts of food preparation, menu planning, service, special sauces, cake decoration, hors d-oeuvres trays. Prerequisite: HMR 1004. (4,4,2)

MRT 1023—Food Service in Institutions. Meal planning and service planning including serving menus for all phases of food service—snack bar, cafeteria, coffee shop, restaurant and banquet; making standardized recipes order list and purchase orders. Attention is given to use of equipment, personnel operation reports, portion control, care and maintenance of equipment and student projects. (3,3,1)

MRT 1054—Hotel-Motel Front Office Procedures. A detailed study of the functions pertaining to hotel front office operations to include: Positions

and their responsibilities; utilization of equipment, interpretation of internal system. Student projects required. (4,4,2)

MRT 1063—Hotel-Motel-Restaurant Accounting. A detailed study in accounting and systems as identified with the industry, interpretation and value of cost controls, taxes, licenses and regulations of beverages. Inventory controls, payroll and P & L statements. (3,3,0)

MRT 1073—Hotel-Motel-Restaurant Safety and Sanitation. Study of the various aspects of accident, causes and prevention of accidents in the hospitality industry and cause and prevention of food-borne disease. Effective methods and sanitary controls for operation of food establishments. (2,2,1)

MRT 1102—Orientation for the Hospitality Industry. A seminar type course of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. (2,2,1)

MRT 2003—Administrative Housekeeping. Familiarization with duties and responsibilities of housekeeping. Organization, schedules, laundry operation and maintenance. Student projects. (3,3,0)

MRT 2013—Profits through Promotion. A study of methods used to promote a facility. Creative thinking and brainstorming. Student projects. (3,3,1)

MRT 2053—Profitable Food and Beverage Operation I. Introduction to Food and Beverage Operations. Students are involved in the mechanics of menu planning, pricing and determination of selling price, food and labor cost percentages. Students' projects include control of restaurant sales and in menu making. Discussion of table service and dining room management. (3,3,0)

MRT 2063—Internship in the Hospitality Industry. Internship in an approved hospitality agency under the supervision of the agency concerned and school instructor. Written report required of student and written evaluation of student made by agency furnishing training. (3,3,0)

MRT 2073—Hotel and Restaurant Personnel Management. Ability to manage people is important to the hospitality industry. This course is designed to give the innkeeper and food service operator an insight into the management of personnel. This course will explore the processes by which the manager can enable his employees to function efficiently and effectively. These processes will include Organization and Planning, Communication, Motivation, and Training. (3,3,0)

MRT 2083—Restaurant Theories in Practice. This course is designed for the student to implement classroom theories through practical application. Students will perform practical applications of all functions of food service—management, menu-planning, scheduling and other duties. Prerequisite: Basic Foods (MRT 1004). (3,3,0)

MRT 2093—Legal Aspects of the Hospitality Industry. This course will permit the student to be more aware of the legal aspects of the hospitality industry as today the operation of a hotel, motel or restaurant is a precise and complex task and an understanding of the laws affecting the industry

is essential. Areas covered will include licensing and taxation, liabilities and rights, and government regulations and requirements. (3,3,0)

MRT 2103—Hotel and Motel Management Theories in Practice. This course is designed for the students to implement classroom theories through practical application. Students will perform practical application of all functions of inn-keeping management—front office, housekeeping, conventions sales, sales promotion, and other related duties. Prerequisite: Front Office Procedures (MRT 1053). (3,3,2)

MRT 2113—Profitable Food and Beverage Operation II. A study of bar management, beverage purchases and beverage controls. Management of music and entertainment. Students will budget for a food and beverage operation. Prerequisite is MRT 2053-Profitable Food and Beverage I. (3,3,0)

CRIMINAL JUSTICE 7120

Technical

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition	3	3
PSC 1113	Government	3	
PSY 1513	Psychology		3
CRJ 1313	Introduction to Law Enforcement and Criminal Justice	3	
CRJ 1363	Introduction to Corrections	3	
CRJ 2333	Criminal Investigations I	3	
CRJ 2343	Criminal Investigations II		3
	Electives*	3	6
		18	15
SOPHOMORE YEAR			
SPT 1113	Oral Communications	3	
BIO 1133	General Biology		
	or		
MAT 1313	College Algebra		3
CRJ 2323	Criminal Evidence	3	
CRJ 1323	Police Organization & Administration		3
CRJ 2413	Administration of Criminal Justice		3
CRJ 1353	Internship in Law Enforcement	3	
HIS 2223	History		3
SOC 2113	Sociology	3	
	Electives*	6	3
		18	15

*Electives can be taken from the following areas:
CRJ 1353 Internship in Law Enforcement; 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.

MEDICAL LABORATORY TECHNOLOGY 7130 ASSOCIATE DEGREE

(Jackson County Campus - Two Years)

This program of twenty-one months duration is offered in affiliation with several local hospitals. Students who successfully complete this program are prepared for employment in hospitals, medical laboratories, clinics, and industry as Medical Laboratory Technicians.

The clinical laboratories are recognized as extended campuses of the college. The college is assisted and advised by a Medical Laboratory Technology Advisory Committee composed of pathologists, medical technologists and technicians, college administrators and instructors, and other interested parties.

Graduates of this program are eligible to take the MLT certifying examinations. Upon passing the examinations the graduate becomes a Registered/ Certified Medical Laboratory Technician.

The details of this are subject to revision. Applicants will be screened on the basis of past educational performance and potential for the number of clinical operings available.

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. There is a limit to the number of applicants that can be admitted each fall.

1. A college application should be on file and the necessary application fee must be paid and all necessary transcripts on file.
2. ACT (American College Test) scores on file. The applicant should have a minimum score of 18 on the Math and Science sections of the ACT. If the above is not achieved, instructors/counselors should be contacted for the development of individualized programs of study.
3. Applicants must have an official high school transcript on file or supply General Education Development test score certifying high school graduation equivalency. If applicants have attended colleges other than Mississippi Gulf Coast Community College, these official transcripts must also be on file.
4. Applicants should have an interview with the Program Director of the MLT department and/or members of the MLT Admissions Committee.
5. The student must be physically and emotionally able to meet the requirements of the program.
6. Complete health form signed by physician before 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.

A Medical Laboratory Technician student must have at least a 2.0 quality point average in each MLT course and pass all related courses with a 2.0 average.

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.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
CHE 1214	Chemistry	4	
ENG 1113	English	3	
PSY 1513	Psychology	3	
	or		
SOC 2113	Sociology		
	Elective*	3	
MLT 1111	Introduction to Phlebotomy	1	
MLT 1124	Medical Laboratory Introduction	4	
BIO 2514	Anatomy & Physiology		4
RT 1063	Technical Writing & Reporting		3
	or		
ENG 1123	English		
BIO 2924	Microbiology		4
MLT 1212	Medical Laboratory Instrumentation		2
MLT 1224	Medical Laboratory Mathematics		4
SUMMER		SEMESTER HOURS	
MLT 2116	Clinical Theory I	6	
MLT 2126	Clinical Theory II	6	

*College Algebra Suggested

		SEMESTER HOURS	
SOPHOMORE YEAR		1 Sem.	2 Sem.
MLT 2217	Clinical Rotation I	7	
MLT 2228	Clinical Seminar I	8	
MLT 2317	Clinical Rotation II		7
MLT 2328	Clinical Seminar II		8

MLT 1111—Introduction to Phlebotomy. A course designed to familiarize the MLT student with the proper techniques in collecting blood specimens and performing related procedures. (1,1,0)

MLT 1124—Introduction to Medical Laboratory Technology. General summary of an introduction to diagnostic laboratory work in the areas of chemistry, urinalysis, hematology, blood banking and microbacteriology. Rules and ethics of conduct in a hospital laboratory. (4,2,4)

MLT 1212—Medical Laboratory Instrumentation. A study of instruments used in the clinical laboratory and their operation. Prerequisites: MLT 1111, 1124. Two lecture periods per week. (2,2,0)

MLT 1224—Medical Laboratory Mathematics. Mathematics used in all medical laboratory procedures. Normal, molar, and percent solutions; formulas,

ratios and standard deviation; construction of curves. Prerequisites: College Algebra; CHE 1214; MLT 1111, 1124. (4,2,4)

MLT 2116—Clinical Urinalysis, Parasitology and Chemistry Immunology Theory I. Study of the kidney and its functions. Analysis of both normal and abnormal, chemical and microscopic elements in the urine. A study of pathogenic parasites and their life cycles, demonstrations of ova and cysts. The study and determination of various biological constituents of blood, urine, and body fluids. Diagnostic procedures for aiding in diagnosis of disease processes. Prerequisites: MLT 1111, 1124, 1212 and 1224; CHE 1214; BIO 2514 and 2924. (6,3,6)

MLT 2126—Clinical Microbacteriology, Mycology, Hematology, and Immunohematology Theory II. Techniques and theory for the cultivation and identification of pathogenic bacteria and fungi. A study of the blood and blood forming tissues, morphology of cells, blood counts, coagulation, hemolytic abnormalities and tests for their diagnosis. Also a study of antibody formation and their reaction against specific antigens, serology and blood bank procedures are covered. Prerequisites: MLT 1111, 1124, 1212, 1224, and 2116; CHE 1214; BIO 2514 and 2924. (6,3,6)

MLT 2228—Clinical Seminar I. An eight hour seminar weekly. Discussion of pertinent matters relating to clinical rotation. Prerequisites: MLT 1111, 1124, 1212, 1224, 2116, 2126; CHE 1214; BIO 2514, 2924; ENG 1113; RT 1063; PSY 1513. (8,8,0)

MLT 2328—Clinical Seminar II An eight hour seminar weekly. Discussion of pertinent matters relating to different areas of clinical rotation. Prerequisites: MLT 1111, 1124, 1212, 1224, 2116, 2126; CHE 1214, BIO 2514, 2924; ENG 1113; RT 1063; PSY 1513. (8,8,0)

MLT 2217—Clinical Rotation I. Student rotation through all areas of the clinical laboratory. Prerequisites: MLT 2116, 2126, 1224, 1212, 1124, 1111. Simultaneous Enrollment in MLT 2228, CHE 1214, BIO 2514, 2924. (7,4,28)

MLT 2317—Clinical Rotation II. Student rotation through all areas of the clinical laboratory. Prerequisites: MLT 2116, 2126, 1224, 1212, 1124, 1111. Simultaneous Enrollment in MLT 2328, CHE k2k4, BIO 2514, 2925. (7,4,28)

ORNAMENTAL HORTICULTURE 7150

(Perkinston Campus)

Ornamental horticulture is the art and science of producing, processing, distributing, maintaining, and using ornamental plants. It includes landscaping which is the art and science of selecting, arranging, planting, and caring for plant materials in the proper manner in order to enrich outdoor space for enjoyable use. Training in this field will enable the graduate to find employment in greenhouse, and nurseries, grounds maintenance, parks and landscape concerns. Modern garden centers require trained persons for sales and services, as do landscape contractors.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
CHE 1314	Principles of Chemistry I	4	
AGR 1313	Plant Science	3	
MAT 1313	College Algebra*	3	
OHT 1124, 1134	Plant Materials I, II	4	4
GRA 1112	Engineering Drawing		2
BAT 1113	Introduction to Business		3
SPT 1113	Oral Communication		3
	Restricted Elective**		3
SOPHOMORE YEAR			
PSC 1113	American Government	3	
OHT 2173	Garden Center Management	3	
RT 2093	Plane Surveying	3	
OHT 2143, 2153	Greenhouse and Nursery Management I, II	3	3
OHT 2123, 2133	Landscape Development I, II	3	3
OHT 2164	Grounds Maintenance		4
OHT 2103	Plant Propagation		3
AGR 2314	Soils		4

***MAT 1233—Intermediate Algebra or higher mathematics course may be substituted.**
****Literature, Mathematics, Science, Psychology, Social Studies, History, or Art.**

OHT 1124—Plant Materials I. This course is designed to provide the student with a practical knowledge of plant identifications, landscape use and care of the important ornamental shrubs, trees, vines, flowers, and grasses adapted to southern conditions. (4,1,6)

OHT 1134—Plant Materials II. A continuation of OHT 112. (4,1,6)

OHT 2103—Plant Propagation. The scientific principles as a basis for practice in the propagation of ornamental plants. Propagation by seeds, cuttings, grafting, and building are considered from a practical commercial production viewpoint. (3,1,4)

OHT 2123—Landscape Development I. Application of the principles of design to create a functional landscape using plant materials. The organization of outdoor space around the house and public places. Pest control and general maintenance of plants. (3,1,4)

OHT 2133—Landscape Development II. The execution of landscape architecture plans including plan layout, soil preparation, plant selection, and setting and cost analysis. Pest control and general landscape maintenance. (3,1,4)

OHT 2143—Greenhouse and Nursery Management I. A study of management practices involved in the commercial production of ornamental horticulture crops which covers crop programming and oil syntheses for specialized crops. (3,1,4)

OHT 2153—Greenhouse and Nursery Management II. A continuation of OHT 2143. (3,1,4)

OHT 2164—Grounds Maintenance. Principles and techniques required for proper maintenance of landscaped grounds. This includes pruning or mowing, fertilization, irrigation, mulching, insect and disease identification and control. Areas of interest are lawns, ground covers, flower beds, trees and shrubs. (4,1,6)

OHT 2173—Garden Center Management. This course is designed to give the horticultural student a practical guide to garden center management. Emphasis will be given to financial planning, selection, pricing, and merchandising materials, advertising and maintenance of plant materials. (3,1,4)

PARALEGAL TECHNOLOGY

(Jefferson Davis Campus)

The Paralegal Technology program is an Associate Degree program designed to offer a student the opportunity to become a technically qualified assistant and to prepare for employment by attorneys or in other law related occupations, such as banking and finance, insurance, real estate and governmental agencies. The objective of this program is to produce technically qualified skills of legal research, laws, procedures, and documents in family law, criminal law, tort law, trusts and the law of real property.

The Paralegal Technology program consists of the following courses:

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1613	Business English	3	
PAT 1013	Introduction to Paralegalism	3	
BST 1113	Typing I or		
BST 1123	Typing II	3	
RT 1063	Technical Writing		3
BST 2513	Word Processing I	3	
ACC 1213	Principles of Accounting		3
BST 2523	Word Processing II		3
PAT 1023	Legal Research & Vocabulary		3
PAT 1113	Introduction to Law in American Society	3	
ENG 1113	English I		3
BST 1813	Microcomputer Applications		3

SOPHOMORE YEAR

BIO 1133	General Biology or		
PHY 2243	Physical Science	3	
SPT 1113	Oral Communications	3	
PAT 2013	Civil Litigation & Rules of Civil Procedures		3
RET 2013	Real Estate Principles & Abstracting		3
CRJ 2323	Criminal Law/Evidence	3	
BAT 2413	Business Law	3	
PAT 2113	Trial Procedures for the Paralegal		3
SEC 1213	Shorthand	3	
PAT 2213	Tort Law & Worker's Compensation		3
	Elective*	3	
BST 2313	Database Management		3

*Must be taken in Psychology or Social Studies

PAT 1013—Introduction to Paralegalism. An introduction to the field of Paralegalism including the history and scope of the profession. Three (3) semester hours.

PAT 1023—Legal Research and Vocabulary. A summary of primary and secondary legal sources including reports, digests, statutes, citations, vocabulary, and other basic materials used in legal research. Three (3) semester hours.

PAT 1113—Introduction to Law in American Society. This basic course covers the inception and scope of law in American Society which includes a study of the court structure and legal profession. Three (3) semester hours.

PAT 2013—Civil Litigation and Rules of Civil Procedures. An introduction to the rules of civil procedures utilized in civil litigation. Three (3) semester hours.

PAT 2213—Trial Procedures for the Paralegal. An introduction for the Paralegal in the investigation of a matter in litigation and preparation for the trail of a matter in litigation. Three (3) semester hours.

PAT 2213—Tort Law & Worker's Compensation. An introduction for the Paralegal to various areas of law including torts and worker's compensation remedies to enable the Paralegal to distinguish and recognize various actions and defenses available under the law. Three (3) semester hours.

ACC 1213—Principles of Accounting. This course is designed to give an understanding of recording, classification, and summarization of business transactions and events with insight into interpretation and reporting of the resulting effects upon the business. Previous knowledge of accounting is not required for ACC 1213. Three (3) semester hours.

CRJ 2323—Criminal Law/Evidence. Criminal evidence presented with a practical insight into the rules of evidence; kinds of degrees; and considerations governing the admissibility of evidence in court. Three (3) semester hours.

BAT 2413—Business Law. 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 law, law of contracts, agencies and employment, negotiable instruments, and commercial paper. Three (3) semester hours.

BST 1113—Beginning Typewriting I. 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. Three (3) semester hours.

BST 1123—Typewriting II. Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Prerequisite: Beginning Typewriting I or equivalent. Three (3) semester hours.

BST 1813—Microcomputer Applications. Introduction to the microcomputer and to various software applications-disk operating system, word processing, database management, graphics, and electronic spreadsheet applications. Prerequisite: Typewriting/Keyboarding. Three (3) semester hours.

BST 2513—Word Processing I. Skill development in utilizing and applying word processing software on microcomputers. Prerequisite: Typewriting/Keyboarding. Three (3) semester hours.

BST 2523—Word Processing II. A continuation of Word Processing I emphasizing mail merging and spell checking. Prerequisite: Word Processing I. Three (3) semester hours.

BST 1613—Business English. This course is designed to review correct English usage including parts of speech, word choice, punctuation, and capitalization with emphasis on those aspects of English that are directly applicable to the writing of effective business letters. Three (3) semester hours.

RET 2013—Real Estate Principles & Abstracting. This course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, abstracting, and appraising. Three (3) semester hours.

RADIO BROADCASTING TECHNOLOGY 7160

(Jefferson Davis Campus - Two Year Terminal)

A goal of this curriculum is to develop young men and women who are not only trained technically but who have a general liberal arts education so they can perform effectively in the broadcast industry.

The program is designed to include the support and assistance of broadcasting stations located in the area served by the College.

The curriculum provides a program of sufficient depth and scope so that in

the event a student who has completed the two year program desires to continue his or her education, an extension of training at a four year college can be accomplished with a maximum transfer of credits. Graduates of this program receive an Associate in Applied Science Degree.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
RST 1003	Introduction to Telecommunication	3	
RST 1014, 2004	Announcing I, II	4	4
ENG 1113	English	3	
SPT 1113	Oral Communication or		
2143	Oral Interpretation or		
1153	Voice and Diction	3	
	Restricted Elective**	3	
RST 1023	Radio Programming		3
MMT 2733	Advertising		3
PSC 1113	Government		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
RST 2033	Announcing III	3	
RST 2013	Radio Production	3	
RST 2023	Radio News	3	
BAT 1113	Introduction to Business	3	
MMT 1713	Salesmanship	3	
RST 2043	Radio Sales, Writing		3
RST 2053	Radio Station Management		3
BAT 1313	Business Mathematics or		
MAT 1313	College Algebra		3
MUS 1113	Music Appreciation		3
GEO 1123	Geography		3
ENG 1123	English II		3

****From the Business (SEC 1113), Social Studies, Science, English, Math or Computer Science Departments.**

RST 1003—Introduction to Broadcasting. To provide an understanding of American broadcasting as a form of business enterprise, organization and operations of stations and networks, and the ways in which economic considerations affect those operations and the selection of programs to be put on the air. A wide background of information about broadcasting and the broadcasting industry that will enable individuals to make their own appraisal of this form of mass communication. (3,3,0)

RST 1014—Announcing I. To provide the student with the basic skills now required of the radio announcer: diction, pronunciation and reading. To familiarize the student completely with equipment at a radio station. (4,3,2)

RST 1023—Programming. To provide the student with working knowledge of the programming and traffic department at radio stations. Station format, traffic and logging procedures. (3,3,0)

RST 2004—Announcing II. To simulate actual broadcast situations so that the student will progress more rapidly without on-the-job training. To increase the student's reading, voice and style ability with emphasis on newscasting and commercials. (4,3,2)

RST 2013—Radio Production. To stimulate the student's imagination in the writing and production of commercials designed to add color and showmanship to a station's programming and offer variety that lends identification to a particular sponsor, product or event. (3,3)

RST 2023—Radio News. The gathering, writing and presentation of news. To provide the student with the basic fundamentals of radio news and the operation of a radio news room. (3,3,0)

RST 2033—Announcing III. To give the student a general review of materials offered in Announcing I and II so that a smoothing style, voice, diction, and pronunciation may take place. Concentration is given to the communication of ideas and improvement of voice and body control, pronunciation and development of mike technique. (3,3,0)

RST 2043—Radio Sales, Writing. Sales as applied to radio broadcasting. To train the student in the business, economics and marketing of radio sales promotion. To explain the mechanics and techniques of writing commercial radio copy. (3,3,0)

RST 2053—Radio Station Management. To acquaint the students with the know-how of radio station operations. A close scrutiny of all phases of station operation: the organizational set up, programming, engineering, personnel, accounting, sales and promotion of a radio station. (3,3,0)

RST 2063, RST 2073, RST 2083—Internship in Broadcasting I, II, III. Internship in an approved commercial radio broadcasting station in the programming, news or traffic departments for a minimum of fifteen hours per week. A written report is required of the student and a written evaluation of the student made by the broadcast station. Three semester hours per semester, cumulative to nine semester hours maximum. Semester hours may be used as electives or with department consent substituted for Announcing, Radio News or Radio Programming.

BUSINESS AND OFFICE TECHNOLOGY

Two-Year Programs

The overall objective of the Business Technology program is to provide business training in theory and practical applications necessary for employment in business, industry, government agencies, and professional areas. The curriculum consists primarily of training to provide employable skills using up-to-date procedures, processes, and equipment.

The Associate of Applied Science degree is awarded for successful completion of any one of the following Business Technology programs: Administrative Support Services, Management, Information Processing, or Court Reporting.

These programs are not designed for transfer to a senior college or university. They are designed for immediate employment preparation.

Each program consists of at least 64 semester hours credit.

ADMINISTRATIVE SUPPORT SERVICES

The Administrative Support Services program is an associate degree program designed to offer a student the opportunity to become an administrative secretary or an administrative aide. The objective of this program is to provide training necessary for a career in one of these two areas.

ADMINISTRATIVE SECRETARY 7170

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Administrative Secretarial curriculum provides training for employment as a secretary in organizations of each description. Duties range from taking and transcribing dictation, typewriting, filing, processing mail, and answering the telephone, to more complex work such as writing letters, conducting research and preparing statistical reports.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II*	3	
BIO 1134 or	Gen. Biology or		
PHY 2244	Physical Science	4	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACT 1213	Principles of Accounting I	3	
ENG 1113	English I		3
BST 1313	Records Management		3
BST 1522	Electronic Calculators		2
BST 1813	Microcomputer Application		3
BST 1123 or 2113	Typewriting II or III		3
SOPHOMORE YEAR			
BST 2113	Typewriting III or Business	3	
BST 1213	Shorthand I	3	
BST 2613	Business Communication	3	
	Elective***	3	
BST 1513	Machine Transcription	3	
BST 2513	Word Processing I	3	
BST 1223	Shorthand II		3
SPT 1113	Oral Communication		3
BST 2523	Word Processing II		3
BST 2413	Office Procedures		3
ECO 2113	Principles of Economics I		3

*BST 1113 may be bypassed if student has had sufficient typewriting instruction at the high school level.

***Must be taken in Psychology or Social Studies.

ADMINISTRATIVE AIDE 7171

(Jackson County, Jefferson Davis and Perkinston Campuses)

Completion of the Administrative Aide curriculum gives an understanding of general business activities required of all office employees for occupational competence.

Typical jobs are typist, receptionist, machine transcriptionist, word processor, and recordkeeper.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II*	3	
BAT 1113	Introduction to Business	3	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACT 1213	Principles of Accounting I		3
ENG 1113	English I		3
BST 1313	Records Management		3
BST 1813	Microcomputer Application		3
BST 1522	Electronic Calculators		2
BST 1123 or 2113	Typewriting II or III		3
SOPHOMORE YEAR			
BST 2113	Typewriting III or Business	3	
BST 2613	Business Communication	3	
BST 1513	Machine Transcription	3	
BST 2513	Word Processing I	3	
	Elective***	3	
SPT 1113	Oral Communication	3	
ECO 2113	Principles of Economics I		3
BST 2413	Office Procedures		3
BST 2523	Word Processing II		3
BAT 2113	Administrative Office Management		3
BIO 1134 or	Gen. Biology or		
PHY 2244	Physical Science		4

***BST 1113 may be bypassed if student has had sufficient typewriting instruction at the high school level.**

*****Must be taken in Psychology or Social Studies.**

MANAGEMENT

An Associate Degree with a concentration in management prepares students for administrative positions in a wide variety of career settings—business, industry, educational institutions, governmental or social services agencies.

BUSINESS MANAGEMENT 7172

(Jackson County, Jefferson Davis and Perkinston Campuses)

Students in Business Management study the financial and structural side of organization—accounting, management, processing, economics—as well as the human side—supervision, communication skills, organizational behavior and psychology.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II	3	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACT 1213	Principles of Accounting I	3	
ACT 1223	Principles of Accounting II		3
ENG 1113	English I		3
SPT 1113	Oral Communications		3
BST 1813	Microcomputer Applications		3
BAT 1113	Introduction to Business		3
ECO 2113	Principles of Economics I		3
SOPHOMORE YEAR			
	Elective*	3	
BAT 2613	Principles of Business Finance	3	
BST 2613	Business Communication	3	
BST 2313	Data Base Management	3	
BAT 2413	Business Law	3	
ACT 1233	Computerized Accounting	3	
BIO 1134 or	Gen. Biology or		
PHY 2244	Physical Science		4
ECO 2123	Principles of Economics II		3
BST 2713	Electronic Spreadsheet Applications		3
BAT 2113	Adminsitrative Office Management		3
ACT 2313	Cost Accounting		3

***Must be taken in Psychology or Social Studies.**

INFORMATION PROCESSING

This is an era of high technology—the age of information processing. To maintain a competitive edge in this fast-paced world, dynamic organizations sense a critical need to do more work in less time, thus generating reduced cost. As a result, high levels of productivity are required. To attain such a far-reaching goal, managers rely on benefits of progressively more powerful technologies, which include new concepts and new equipment as well as more highly qualified personnel.

The information processing program provides this specialized training through three curriculums: Accounting, Technology, Microcomputer Specialist, and Word Processing. Upon successful completion of one of these curriculums, the student will be awarded the Associate of Applied Science degree.

ACCOUNTING TECHNOLOGY 7173

(Jackson County, Jefferson Davis and Perkinston Campuses)

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

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II**	3	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACC 1213	Principles of Accounting I	3	
BST 1522	Electronic Calculators		2
ACT 1223	Principles of Accounting II		3
ENG 1113	English I		3
BST 1813	Microcomputer Application		3
BAT 1113	Introduction to Business		3
ECO 2113	Principles of Economics I		3
SOPHOMORE YEAR			
ACC 2413	Income Tax Accounting	3	
BAT 2413	Business Law	3	
BST 2313	Data Base Management	3	
ACT 1233	Computerized Accounting	3	
BAT 2613	Principles of Business Finance	3	
BST 2613	Business Communication	3	
	Elective*		3
BAT 2113	Administrative Office Management		3
BST 2713	Electronic Spreadsheet Applications		3
ACT 2313	Cost Accounting		3
SPT 1113	Oral Communication		3
BIO 1134 or PHY 2244	Gen. Biology or Physical Science		4

*Must be taken in Psychology or Social Studies.

**BST 1113 may be bypassed if student has had sufficient typewriting instructions at the high school level.

MICROCOMPUTER SPECIALIST 7174

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Microcomputer Specialist curriculum is designed to train students to work effectively in a variety of businesses and industries that use microcomputers to support their business functions. The curriculum consists of specialized microcomputer courses and related business courses.

The Microcomputer Specialist curriculum will prepare the student for career opportunities in governmental agencies; transportation, communications, and utility companies, small businesses; banking, insurance, and service industries—legal, medical, acounting, and education.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II	3	
BAT 1113	Introduction to Business	3	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACT 1213	Principles of Accounting I		3
ENG 1113	English I		3
BST 1313	Records Management		3
	Elective*		3
BST 1522	Electronic Calculators		2
BST 1813	Microcomputer Applications		3
SOPHOMORE YEAR			
ECO 2113	Principles of Economics I	3	
ACT 1233	Computerized Accounting	3	
BST 2613	Business Communication	3	
BST 2313	Data Base Management	3	
BST 2513	Word Processing I	3	
CST 1213	BASIC Programming I	3	
BST 2713	Electronic Spreadsheet Applications		3
BAT 2113	Administrative Office Management		3
BST 2523	Word Processing II		3
SPT 1113	Oral Communication		3
BIO 1134 or	Gen. Biology or		
PHY 2244	Physical Science		4
CST 1223	Basic Programming II		3

*Must be taken in Psychology or Social Studies.

WORD PROCESSING 7175

(Jackson County, Jefferson Davis and Perkinston Campuses)

The Word Processing curriculum is designed to provide the specialized training necessary to work in the sophisticated electronic environment of today's modern offices. Upon successful completion of this program, the students should be prepared for positions as word processors, supervisors of word processors and managers of word processing operations.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II*	3	
BIO 1134 or	Gen. Biology or		
PHY 2244	Physical Science	4	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACC 1213	Principles of Accounting I	3	
ENG 1113	English I		3
BST 1313	Records Management		3
BST 1522	Electronic Calculators		2
BST 1813	Microcomputer Applications		3
BST 1123 or 2113	Typewriting II or III		3
SOPHOMORE YEAR			
	Elective**	3	
BST 2313	Data Base Management	3	
BST 2513	Word Processing I	3	
BST 1513	Machine Transcription	3	
BST 2113	Typewriting III or Elective***	3	
BST 2613	Business Communication	3	
BST 2523	Word Processing II		3
BST 2413	Office Procedures		3
BAT 2113	Administrative Office Management		3
ECO 2113	Principles of Economics I		3
SPT 1113	Oral Communication I		3

*BST 1113 may be bypassed if student has had sufficient typewriting instruction at the high school level.

**Must be taken in Psychology or Social Studies.

***Students who bypassed BST 1113 will schedule an elective.

COURT REPORTING 7176

(Perkinston Campus)

This associate degree program prepares students for employment as appointed and/or free-lance court reporters as well as general or legal secretaries.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1113 or 1123	Typewriting I or II*	3	
BST 1413	Intro. to Information Processing	3	
BAT 1313	Business Math	3	
BST 1613	Business English	3	
BST 1243	Machine Shorthand I	3	
ENG 1113	English I		3
BST 1313	Records Management		3
BST 1123 or 2113	Typewriting II or III		3
BST 1253	Machine Shorthand II		3
	Elective**		3
BST 1813	Microcomputer Applications		3
SOPHOMORE YEAR			
BST 2243	Machine Shorthand III	3	
BST 2113	Typewriting III or Elective***	3	
BST 2613	Business Communication	3	
BAT 2413	Business Law	3	
BST 2513	Word Processing I	3	
BST 1513	Machine Transcription	3	
BST 2253	Machine Shorthand IV		3
ECO 2113	Principles of Economics I		3
BST 2523	Word Processing II		3
SPT 1113	Oral Communication		3
BIO 1134 or PHY 2244	Gen. Biology or Physical Science		4

*BST 1113 may be bypassed if student has had sufficient typewriting instruction at the high school level.

**Must be taken in Psychology or Social Studies.

***Students who bypassed BST 1113 will schedule an elective.

ONE-YEAR PROGRAMS

A diploma is awarded for successful completion of one of the following one-year programs: Administrative Secretary or Administrative Aide.

These programs are not designed for transfer to a senior college or university. They are designed for immediate employment preparation.

ADMINISTRATIVE SECRETARY 7177

(Jackson County, Jefferson Davis and Perkinston Campuses)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1613	Business English	3	
BST 1213	Shorthand I	3	
BST 1113 or 1123	Typewriting I or II	3	
BAT 1313	Business Math	3	
BST 1313	Records Management	3	
BST 1813	Microcomputer Applications	3	
BST 1223	Shorthand II		3
BST 1123 or 2113	Typewriting II or III		3
BST 1522	Electronic Calculators		2
BST 2413	Office Procedures		3
BST 2613	Business Communications		3
ENG 1113	English I		3
BST 2513	Word Processing I		3

ADMINISTRATIVE AIDE 7178

(Jackson County, Jefferson Davis and Perkinston Campuses)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BST 1613	Business English	3	
BST 1113 or 1123	Typewriting I or II	3	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1313	Records Management	3	
BST 1123 or 2113	Typewriting II or III		3
ENG 1113	English I		3
BST 1522	Electronic Calculators		2
BST 2413	Office Procedures		3
BST 2513	Word Processing I		3
BST 1813	Microcomputer Applications		3

COMPUTER TECHNOLOGY 7032

(Jackson County and Jefferson Davis Campuses - Two Years)

This two-year technical curriculum provides students with a knowledge of business information systems and a firm background in computer programming with its business/industry applications.

The curriculum is designed to prepare individuals to analyze and design computer systems which consist of writing, testing, monitoring, debugging, implementing, and maintaining computer programs and operating peripheral hardware.

In addition, students will learn accounting procedures and their relationships with computerized business applications.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ECO 2113	Economics I	3	
BST 1813	Microcomputer Applications	3	
CTY 1013	Intro. to Computer Technology	3	
ACT 1213	Accounting I	3	
BST 1113	Typewriting I	3	
ENG 1113	English I	3	
ACT 1223	Accounting II		3
MAT 1313	College Algebra		3
ENG 1123	English II		3
BST 2613	Business Communication		3
CTY 1823	BASIC Programming		3
CTY 1813	RPG Programming I		3
CTY 1213	FORTRAN I		3
SOPHOMORE YEAR			
	Electives*	6	
CTY 2113	FORTRAN Programming II	3	
ACT 2313	Cost Accounting	3	
CTY 2813	COBOL Programming I	3	
CTY 2833	COBOL Programming II		3
CTY 2223	Pascal Programming I		3
CTY 2123	Systems Analysis and Design		3
BAT 2323	Business Statistics		3
BST 2713	Electronic Spreadsheet Applications		3

***Electives—6 hours to be selected from SOC 2113, PSY 1513, HIS 1163, PSC 1113, GEO 1123.**

ACT 1213-1223—Principles of Accounting. These courses are designed to give students an understanding of recording, classifying, and summarizing of business transactions and events with insight into interpretation and reporting of the resulting effects upon the business. Previous knowledge of bookkeeping or accounting is not required for ACT 1213. Prerequisite for ACT 1223 is ACT 1213. (3,3,0)

ACT 1233—Computerized Accounting. Application of the accounting process using a microcomputer. Prerequisites: Typewriting/Keyboarding and ACT 1213. (3,2,2)

ACT 2313—Cost Accounting. This course is a study of the application of accounting principles to job order, process cost, and standard cost systems. Prerequisites: ACT 1213-1223. (3,2,2)

ACT 2413—Income Tax Accounting. Study of current state and federal income tax returns, partnership tax returns, sales tax reports, and payroll tax reports. Prerequisites: Principles of Accounting I and II. (3,3,0)

BAT 1113—Introduction to Business. This course is designed to provide the student with a general background of the nature of business and a preliminary idea of the various areas of business specialization. (3,3,0)

BAT 1313—Business Mathematics. Review of the four fundamental operations of arithmetic giving a systemic treatment of the topics which one might encounter in daily affiars. (3,3,0)

BAT 2113—Administrative Office Management. Study of the principles of management as applied to office organization, supervision, space management, labor-management relations, ergonomics, forms and reports, telecommunications, and information processing. (3,3,0)

BAT 2323—Business Statistics. An introduction to basic statistics. Topics covered includes measures of central tendency and variability, confidence intervals, hypotheses testing, t-distribution, and regression and correlation analysis. (3,3,0)

BAT 2413—Business Law. This course is designed to acquaint the student 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 law, law of contracts, agencies and employment, negotiable instruments, and commercial paper. (3,3,0)

BAT 2613—Principles of Business Finance. Study of how financial data are gathered, analyzed, and used by management in planning and controlling business activities. (3,3,0)

BST 1113—Beginning Typewriting I. 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)

BST 1123—Intermediate Typewriting II. Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Prerequisite: Beginning Typewriting I or equivalent. (3,2,2)

BST 1213—Shorthand I. Introduction to the theory and practice of shorthand with emphasis on the development of speed and accuracy in reading and writing. Prerequisite or corequisite: Typewriting. (3,2,2)

BST 1223—Shorthand II. Review of the principles of shorthand with emphasis on speed and accuracy in dictation and transcription. Prerequisites: Shorthand I or equivalent and Typewriting. (3,2,2)

BST 1243—Stenograph Machine Shorthand I. A beginning course in machine shorthand with emphasis on keyboard and theory. (3,2,2)

BST 1253—Stenograph Machine Shorthand II. A continuation of stenograph machine shorthand I, including a review of the principles and beginning speed development. Timed dictation on easy material. Prerequisite: Stenograph Machine Shorthand I. (3,2,2)

BST 1313—Records Management. Introduction to the major filing systems with emphasis on information retrieval, retention and disposal of records, and selection of supplies and equipment. Prerequisite or corequisite: Typewriting/Keyboarding. (3,2,2)

BST 1413—Introduction to Information Processing. Introduction to information systems—their design, organization, and administration. An overview of information processing technologies; data, word, and voice processing; telecommunications, reprographics, records management, and electronic mail. (3,3,0)

BST 1513—Machine Transcription. Instruction in the use of transcribing machines to prepare mailable business correspondence. Prerequisites: Typewriting and Business English. (3,2,2)

BST 1522—Electronic Calculators. Study of the touch system in operation of electronic calculators with business math applications. (2,1,2)

BST 1613—Business English. This course is designed to review correct English usage including parts of speech, word choice, punctuation, and capitalization with emphasis on those aspects of English that are directly applicable to the writing of effective business letters. (3,3,0)

BST 1711—Keyboarding. The development of basic touch operation keyboarding skill of the alphabetic keyboard, figure keys, and 10-key numeric pad; familiarization with the symbol keys to operate them with some visual assistance. (1,1,0)

BST 1813—Microcomputer Applications. Introduction to the microcomputer and to various software applications—disk operating system, word processing, database management, graphics, and electronic spreadsheet applications. Prerequisite: Typewriting/Keyboarding. (3,2,2)

BST 2113—Advanced Typewriting III. Special communication forms, all letter styles, statistical reports, business forms, and legal reports are included in this course. Speed, control, and production are emphasized. Prerequisite: Intermediate Typewriting. (3,2,2)

BST 2243—Stenograph Machine Shorthand III. A continuation of stenograph machine shorthand II for intermediate and advanced speed development. Carefully graded and timed practice material. Writing vocabulary developed along with speed. Prerequisite: Stenograph Machine Shorthand II. (3,2,2)

BST 2253—Stenograph Machine Shorthand IV. A continuation machine shorthand III. Practice for court reporters. Reporting abbreviations and phrases for the Court Room and well graded extracts from actual court cases. Prerequisite: Stenograph Machine Shorthand III. (3,2,2)

BST 2313—Database Management. Introduction to database concepts using a data management program to create files, enter and update data, and retrieve information. Prerequisites: Introduction to Information Processing and Typewriting/Keyboarding. (3,2,2)

BST 2413—Office Procedures. Study and application of modern office systems and practices. Prerequisite: Typewriting/Keyboarding. (3,3,0)

BST 2513—Word Processing I. Skill development in utilizing and applying word processing software on microcomputers. Prerequisites: Typewriting/Keyboarding and Introduction to Information Processing. (3,2,2)

BST 2523—Word Processing II. A continuation of Word Processing I emphasizing mail merging and spell checking. Prerequisite: Word Processing I. (3,2,2)

BST 2613—Business Communication. This course emphasizes the principles of effective reporting and letter writing with practice in the preparation of business letters such as sales, credit, collection, and application. Prerequisites: Typewriting and Business English. (3,3,0)

BST 2713—Electronic Spreadsheet Applications. Introduction to the electronic spreadsheet and the construction and use of spreadsheets as an aid to management decision making. Prerequisites: Introduction to Information Processing, Accounting I, Business Math, and Typewriting/Keyboarding. (3,2,2)

CST 1213—BASIC Programming I. Introduction to computer programming in the BASIC language with emphasis on designing, entering, and running limited programs. Prerequisite: Typewriting/Keyboarding. (3,2,2)

CST 1223—BASIC Programming II. This course is a continuation of the study of BASIC Programming I with emphasis on file access techniques, program design, and computer generated screen design. Prerequisite: BASIC I (3,2,2)

CTY 1013—Introduction to Computer Technology. Survey of computer technology manual systems through computer systems. Emphasis on practical application of computer technology to business problems. An overview of the computer industry and computer programming. (3,2,2)

CTY 1213—FORTRAN Programming I. Basic understanding of numerical solution of problems using the FORTRAN language. The emphasis is on carefully selected and highly practical methods for handling a variety of mathematical statistical and accounting problems. Prerequisite: CTY 1013. (3,2,2)

CTY 1813—RPG I. Designed to introduce the student to the Report Program Generator programming language. Practice in writing, compiling, debugging, testing, and documenting RPG programs which utilize the basic features of the language. (3,2,2)

CTY 1823—BASIC Programming. Designed to teach the student the fundamental concepts and structures in computer programming using the BASIC computer language. As the student progresses through the course, he/she will learn how to formulate workable BASIC programs. These concepts will, in turn, teach the student concepts and structures needed in other programming languages. Prerequisite: CTY 1013. (3,2,2)

CTY 2113—FORTRAN Programming II. A continuation of 1213 teaches the practical use of the FORTRAN language for solving a variety of mathematical, statistical, and accounting problems. Prerequisite: TDP 1213. (4,3,2)

CTY 2123—Systems Analysis and Design. Use of computer technology, equipment, and management sciences meeting information needs of business. Development of system analysis of present information flow, systems specifications and equipment selections, implementation of system. Prerequisite: CTY 2813; Corequisite CTY 2833. (3,2,2)

CTY 2223—PASCAL Programming I. Designed for use by beginners after minimal training. The features of a PASCAL program make it relatively easy for students to understand. The modularity of PASCAL's block structure further enhances its usefulness. Students are introduced to the language as a tool that extends their work in the classroom into realistic business data processing and computer information systems. (3,2,2)

CTY 2813—COBOL Programming I. Introduction to the Common Business Oriented Language (COBOL). Practice in writing, compiling, debugging, testing, and documenting COBOL programs which utilize the basic features of language. Necessarily includes a study of flowcharting programs. (3,2,2)

CTY 2833—COBOL Programming II. A continuation of COBOL Programming I. Designed to introduce advanced COBOL techniques to the student. Includes practice in writing, compiling, debugging, testing and documenting COBOL programs utilizing these advanced techniques. Includes a study in advanced flowcharting techniques. Prerequisite: CTY 2813. (3,2,2)

RADIOLOGICAL TECHNOLOGY 7200

(Jackson County Campus)

This twenty-four month program is offered in affiliation with several local hospitals. Students who successfully complete this program are prepared for employment in hospitals, clinics, and medical offices as radiographers.

The radiology departments at the clinical education centers, in which the students gain their formalized laboratory and clinical work experience, are recognizes as extended campuses of the college. The college is assisted and advised by an advisory committee composed of radiologists, registered radiographers, college faculty, and other interested individuals.

Graduates of this program are eligible to write the registry examination with the American Registry of Radiological Technology in order to become registered radiographers.

Radiological Technology students are scheduled for supervised clinical laboratory experience throughout the twenty-four months, in addition to classroom studies. No radiology student is scheduled for more than forty (40) hours per week which includes all didactic, formalized laboratory, and clinical experience.

This curriculum leads to an Associate in Applied Science Degree. Upon graduation of this program and passing the registry, the student may transfer to obtain a B.S. Degree with a major in Radiology.

Admission Policies for Radiological Technology Program

The admission requirements of this program are subject to revision. Acceptance into the Radiological Technology Program will be a competitive basis. Scores achieved on the prerequisite courses and personal interviews will be considered as selection tools.

1. A college application must be on file and the necessary application fee must be paid and all necessary transcripts must be on file.
2. Students must be enrolled or have previously completed the prerequisite courses.
3. The student must be physically and emotionally able to meet the requirements of the program.
4. Student must not have excessive absences according to the school absentee policy in XT 1001-Orientation to X-Ray Technology.
5. Student must be interviewed by the Admission Committee for the Radiological Technology Program.
6. Interviews are to be held the first week in November and the student's previous transcripts and nine-week grades from pre-courses will be presented at the interview.
7. Students will be considered on the basis of their grade point average on the prerequisite courses except the three (3) hour elective and their interview with the Admissions Committee.

NOTE: Any student convicted of a felony will not be allowed to make application to the American Registry of Radiologic Technology until all of his/her rights are fully restored.

Prerequisite Semester		SEMESTER HOURS
ENG 1113	English	3
BIO 2514	Anatomy & Physiology	4
MAT 1233	Intermediate Algebra	3
PSY	Suggested Elective	3
PSY 1513	General Psychology	3
XT 1001	Orientation to X-Ray Technology	1

Elective: Speech, Child Psychology, Typing, or History Elective.

FRESHMAN YEAR

Spring Semester		SEMESTER HOURS
ENG 1123	English	3
BIO 2524	Anatomy & Physiology	4
SOC 2113	Sociology	3
XT 1101	Clinical Lab. @ Affiliates	1
XT 1203	Nursing procedures	3
XT 1113	Formulating X-Ray Techniques	3
Summer Semester		
XT 1217	Clinical Lab. @ Affiliates	7
XT 1225	Osseous System	5
Fall Semester		
XT 1304	Fundamentals of Physics and Radiobiology	4
XT 1324	Osseous System	4
XT 1334	Clinical Lab. @ Affiliates	4
XT 1333	Contrast Media	3

SOPHOMORE YEAR

Spring Semester		SEMESTER HOURS
XT 2114	Radiographic Pathology	4
XT 2123	Special Procedures	3
XT 2134	Clinical Lab. @ Affiliates	4
XT 2113	Formulating X-Ray Techniques	3
Summer Session		
XT 2204	Film Critiques	4
XT 2238	Clinical Lab. @ Affiliates	8
Fall Semester		
XT 2304	Evaluation of X-Ray Techniques	4
XT 2318	Clinical Lab. @ Affiliates	8

XT 1001—Orientation to X-Ray Technology. This course is designed to familiarize the student with the role of an x-ray technologist. The student will observe x-ray technologists at work in a hospital setting. (1,1,0)

XT 1101—Clinical Laboratory. The student will observe and perform radiographic procedures, patient care and positioning, radiation protection techniques, mobile radiography and basic film critique. One semester hour allocated for every 50-110 hours of clinical experience.

XT 1113—Formulating X-Ray Techniques. General theory course which deals with X-Ray Film composition and types, darkroom chemistry, and all

technical factors responsible for the production of the finished radiograph. (3,3,0)

XT 1203—Nursing Procedures. This course deals with basic nursing concepts, ethics, and law and patient care techniques, encountered within radiology departments or specialty care units. (3,0,3)

XT 1217—Clinical Laboratory. The student will observe, assist, and perform radiographic procedures, patient care and positioning, associated with the binary system and the entire gastrointestinal system. The course will also emphasize the use of proper radiation protection techniques as they are applied to basic flouroscopic procedures common to every radiology department. One semester hour allocated for every 50-110 clinical hours of experience.

XT 1225, 1324—Osseous System. Courses dealing with the radiographic positions, topical and radiographic anatomy, and technical factors associated with radiography of the axial and appendicular skeleton. Specialty techniques and body habitus variations are included. (9,3,4)

XT 1304—Fundamentals of Physics and Radiobiology. An introductory course designed to provide the student with basic methods associated with radiation protection as well as basic electrical physics as applied to radiology. Emphasis is placed on the principles and production of ionizing radiations inclusive of radiobiology. (4,4,0)

XT 1333—Constrast Media. Theory courses designed to familiarize the student with the application, types and reactions to contrast agents employed in radiology. Agent preparation and administration, as well as anatomy and physiology of body systems are presented through the study of various radiographic procedures. (3,3,0)

XT 1334—Clinical Laboratory. The student will observe, assist and perform radiographic procedures, patient care and positioning associated with basic upper and lower extremities as well as mobile radiography. The use of proper radiation protection methods as applied to routine and mobile radiography will also be emphasized. Additional emphasis will be placed on the inverse square law, reciprocity law and the basic construction of a mobile radiography unit. One semester hour allocated for every 90-125 clinical hours of experience.

XT 2113—Formulating X-Ray Techniques. Advanced technique course which deals with quality assurance and control as is associated with the evaluation of radiographic techniques and imaging modalities. Three class hours per week.

XT 2114—Radiographic Pathology. This general pathology course is designed to familiarize the student with common pathologies encountered within the clinical setting. Emphasis will also be placed on anatomy and physiology of body systems, associated medical terminology, and various diagnostic and technical evaluation tools to demonstrate specified pathologies. (4,4,0)

XT 2123—Special Radiographic Procedures. This course presents theory and application dealing with special radiographic techniques including special procedures equipment, radiographic procedures, contrast agents, anatomy and physiology, and radiation protection techniques. (3,2,2)

XT 2134—Clinical Laboratory. The student will observe and perform radiographic procedures, patient care and positioning, radiation protection techniques, perform mobile radiography and basic film critiques. One semester hour allocated for every 90-125 clinical hours of work.

XT 2204—Film Critique. This course deals with the evaluation of the student's product, the finished radiograph. Each student's films are reviewed in class and objective criticism of the film's diagnostic qualities are discussed. (3,3,0)

XT 2338—Clinical Laboratory. The student will observe and perform radiographic procedures, patient care and positioning, radiation protection techniques, perform mobile radiography and basic film critique. Special emphasis will be placed on myelography, surgical cystography, tomography, mandible and TMJ, and computed tomography. One (1) semester hour allocated for every 50-110 clinical hours of work.

XT 2304—Evaluation of X-Ray Techniques. This course is designed to compile and evaluate the student's cognitive knowledge dealing with his/her previous theory and clinical laboratory and to relate this knowledge to the overall performance in Radiologic Technology. (4,4,0)

RELATED TECHNICAL COURSES

RT 1043—Occupational Essentials. Acquaints students with the history and philosophy of vocational-technical education and occupational materials. Familiarizes students with employment testing, resume writing and interview procedures. Helps student attain skills and attitudes in finding and maintaining a job. (3,3,0)

RT 1063—Technical Writing and Reports. This is a learning-by-doing course in communication skills which emphasizes improvements in reading, note taking, and information gathering, technical thinking as well as technical writing. (3,3,0)

RT 1073—Technical Drawing. Preliminary training is given in freehand drawing, shades and shadows, the use of instruments, geometric construction, isometric oblique and cabinet protection; the development of surfaces and intersections for sheetmetal work. Preliminary and special letter exercises are given. (3,2,2)

RT 1083—Technical Drawing. This course offers advanced study of working drawing, detail and assembly, requiring self-reliance in the selection of views, sheet layout and manner of representation. Neatness, accuracy and economy of time are stressed. (3,2,2)

RT 1103—Technical Mathematics. This course contains the fundamental rules and operations of algebra; basic concepts of plane and solid geometry; trigonometry and right triangles; vectors; algebraic factoring; algebraic functions; exponents and radicals. (3,3,0)

RT 1113—Technical Mathematics. This course covers the trigonometric functions of angles; trigonometric identities; graphs of trigonometric functions; equations and inverse trig functions; complex numbers; exponentials and logarithmic functions; inequalities; matrices and matrix algebra. (3,3,0)

RT 1114—Industrial Safety. As the result of completing this course the student will demonstrate the ability to function in the area of safety and first aid in industry. This will include medical aid procedures such as the use of emergency oxygen and cardio-pulmonary resusitation and a working knowledge of OSHA procedures and regulations. (4,3,2)

RT 1133—Descriptive Geometry. This course is designed to help solve drafting problems. A graphic study is made of the relative position of points, lines, planes, in space. Both auxiliary projections and rotations are used. Prerequisite: DR-1105. (3,2,2)

RT 1141—Metric System for Technicians. Discussion of metric prefixes, metric lengths, metric areas, metric volumes, metric weights, metric temperatures, and the conversion of English or metric units into their counterparts. (1,1,0)

RT 1153—Technical Physics. This course presents the fundamental principles, definitions, and terms of mechanics. (3,2,2)

RT 1163—Technical Physics. This course deals with the fundamental principles of magnetism and electricity. (3,2,2)

RT 1304—Properties of Materials. This course emphasizes fundamental concepts of materials structure such as atomic theory orbitals, chemical bonding, atom structures, determining atomic weight, properties of materials, and basic laboratory procedures in evaluating chemical characteristics. (4,2,4)

RT 1324—Properties of Materials. This is a continuation of the procedures of RT 1304 with heavy emphasis on structure engineering materials such as metals, concretes, bonding agents, and coating. Comprehensive coverage of carbon chemistry and oxidization chemistry are important elements. (4,2,4)

RT 2023—Technical Communications. An advanced course in oral and written communications. The communications instructor will coordinate with technical specialty instructors on oral and written student assignments in their specific technology. (3,3,0)

RT 2043—Foundations of Business. This course is designed to acquaint students with the general aspects of the business and industrial world, the primary consideration is given to the area of human relations, legal responsibilities, and economic considerations. (3,3,0)

RT 2083—Industrial Relations. This course deals with problems involving human relations and development of a foundation for dealing with superiors, associates, and subordinates. Practical discussions are held on applying for a job, including the application, interview, job evaluation and the first week on the job. (3,3,0)

RT 2093-2103—Plane Surveying. A study is made of the theory and practice of surveying, including the use and care of instruments, land descriptions, and calculations, and the use of aerial photographs. Prerequisite: RT 1113. (3,2,2)

RT 2113—Metal Processing. A study is made of the various methods by which metal can be shaped, formed and changed. Emphasis is placed on the study of design and strength of metals. Practice will include work on metal lathes, drill passes, strength-testing equipment, forging, and welding. (3,1,4)

RT 2123—Technical Mathematics. This course covers: graphical methods of calculus; differentiation; and integration. (3,3,0)

RT 2133—Supervisory Training Techniques. This includes a study of the supervisor's responsibility for developing employees through orientation and inductioning and on-the-job instruction; craft training; technical training; supervisory training and management development; cooperating with outside agencies; advisory committees. (3,3,0)

RT 2233—Hydraulic and Pneumatics. This course covers introduction to hydraulics, principles of hydraulics in physics; fluids and piping; hydraulic pumps; hydraulic motors; control values and gaging; accessory equipment; hydraulic circuit system designs; hydraulic power unit; pneumatic controls; penumatic circuit design system designs; air and hydraulic cylinders; combination systems application and advantages. (3,2,2)

RT 2304—Properties of Materials. This is an introductory course to organic chemistry. Heavy emphasis is placed on hydrocarbons and aliphatic compounds and their derivatives. (4,2,4)

RT 2314—Properties of Materials. This is a continuation of RT 2304. In depth study of aromatic compounds and their derivatives is carried out. (4,2,4)

GROUP VIII: VOCATIONAL

Occupational education programs leading to MGCCC diplomas. Students who complete a minimum of 36 semester hours in a vocational education program may elect to pursue the Associate of Applied Science degree in occupational education. The following additional courses must be taken:

3 hours English Composition

3 hours Math or 4 hours Science

9 hours Social or Behavioral Sciences

9 additional hours of Math or Science (Elected from technical math, technical physics, college algebra, or college science)

6 additional hours elected from English, Speech, or Technical Writing

AIR CONDITIONING/REFRIGERATION 8000

(Jefferson Davis Campus)

The Air Conditioning/Refrigeration program is designed to satisfy the fundamental needs of the beginner in the field of air conditioning and refrigeration. It is programmed to enable the student to successfully enter and progress in the field of installation, service and repair at the advanced learner's level and to develop the basic knowledge and skill (after employment) for the improvement of his or her ability and employability.

The study of related basic theory and scientific principles are combined with practical application in varied laboratory exercises.

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 above).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VAC 1001	Orientation	1
VAC 1013	Safety	3
VAC 1022	Tools	2
VAC 1032	Tubing and Pipe	2
VAC 1043	Soldering & Welding	3
VAC 1053	Basic Compression Refrigeration	3
VAC 1064	Refrigerant System Servicing	4
VAC 1072	Fundamentals of Electricity	2
VAC 1082	Thermostats	2
VAC 1094	Electric Motors	4
VAC 1103	Wiring Diagrams	3
VAC 1114	Domestic Refrigeration Fundamentals	4
VAC 1123	Fundamentals of Window Air Conditioning	3
VAC 2003	Soft Soldering, Silver Brazing and Basic Oxyacetylene Welding	3
VAC 2013	Introduction to Heating	3
VAC 2023	Psychrometrics	3
VAC 2033	Heating Troubleshooting	3
VAC 2043	Air Distribution & Duct Design	3
VAC 2053	Load Calculations & Blueprint Reading	3
VAC 2063	Introduction to Air Conditioning	3
VAC 2074	Air Conditioning Controls	4
VAC 2084	Air Conditioning Troubleshooting	4
VAC 2093	Standard Mechanical Code & Local License Requirements	3
VAC 2104	Automobile Heating & Air	
VRE 1000	Conditioning	4
VRE 1010, 1020	Employability Skills	
	Related Education	
(2160 Clock Hours)	TOTAL SEMESTER HOURS	72

VAC 1001—Orientation. After completion of this unit, the student should be able to match air conditioning and refrigeration terms to the correct definitions. The student should also be able to state important developments in air conditioning and in mechanic refrigeration. One semester hour. (30 hours instruction)

VAC 1013—Safety. After completion of this unit, the student should be able to recognize unsafe situations and rules for shop and personal safety. The student should also be able to select the correct fire extinguisher for the classes of fire and match the safety color code with statements of its use. Three semester hours. (90 hours instruction)

VAC 1022—Tools. After completion of this unit the student should be able to identify the basic hand tools used in the trade. The student should also be able to demonstrate the proper use and care of these tools. Two semester hours. (60 hours instruction)

VAC 1032—Tubing & Pipe. After completion of this unit, the student should be able to distinguish between different types of tubing and fittings. The student should be able to select the proper size and type of tubing and fittings needed for a particular job. Two semester hours. (60 hours of instruction)

VAC 1043—Soldering & Welding. After completion of this unit, the student should be able to use and care for the air-acetylene torch and the electric welder. The student should also be able to identify the components of the air-propane torch and select safety rules pertaining to soldering and welding. Three semester hours. (90 hours instruction)

VAC 1053—Basic Compression Refrigeration. After completion of this unit, the student should be able to identify compressor, evaporators, condensers and connecting refrigerant lines, select the types of metering devices and indicate the state of the refrigerant system, label all components and show direction of refrigerant flow. Three semester hours. (90 hours of instruction)

VAC 1064—Refrigerant System Servicing. After completion of this unit, the student should be able to define terms associated with pressurizing and leak testing, list the safety rules for pressurizing a refrigeration system and list the steps for determining if a leak exists. The student should also be able to arrange the steps for pressurizing and the use of soap bubbles, a halide torch and an electronic lead detector to find a refrigerant leak. Four semester hours. (120 hours of instruction)

VAC 1072—Fundamentals of Electricity. After completion of this unit, the student should be able to match terms associated with electricity to correct definitions and list materials which are good insulators and conductors of electricity. The student should be able to distinguish between a series circuit, a parallel circuit and a series parallel circuit. The student should be able to use Ohm's law to calculate; voltage, current and resistance. The student should also be able to compute wattages. Two semester hours. (60 hours instruction)

VAC 1082—Thermostats. After completion of this unit, the student should be able to match terms to their correct definition or descriptions and identify types of thermostats and their components. The student should also be able to demonstrate the ability to determine heat anticipation and install a wall thermostat. Two semester hours. (60 hours instruction)

VAC 1094—Electric Motors. After completion of this unit, the student should be able to match terms, list safety rules, discuss magnetism and three-phase motors and identify parts of a motor. The student should also be able to list types of single phase motors, read motor data plates and solve problems, determine V-belt length and adjust belt tension. Four semester hours. (120 hours instruction)

VAC 1103—Wiring Diagrams. After completion of this unit, the student should be able to match terms of their definitions, match symbols to component

names and distinguish between pictorial and schematic wiring diagrams. The student should also be able to draw pictorial and schematic wiring diagrams. Three semester hours. (90 hours instruction)

VAC 1114—Domestic Refrigeration Fundamentals. After completion of this unit, the student should be able to match terms associated with domestic refrigeration and identify types of domestic refrigeration, refrigerator cabinet hardware, and trim. The student should also be able to list data plate information, locations of data plates, reasons for transporting the refrigerator upright, and the six most common refrigerator problems. This knowledge will be evidenced through demonstration and by scoring eighty-five percent on the unit test. Four semester hours. (120 hours instruction)

VAC 1123—Fundamentals of Window Air Conditioning. After completion of this unit, the student should be able to match terms associated with window air conditioners to the correct definitions and discuss major components of window air conditioners. The student should also be able to match wire size to their current carrying capacities and identify window air conditioner parts. Three semester hours. (90 hours of instruction)

VAC 2003—Soft Soldering, Silver Brazing and Basic Oxyacetylene Welding. This unit of instruction covers the construction of acetylene and oxyacetylene equipment and the necessary safety precautions. Also theory and practice of soldering, brazing, welding and hand cutting with oxyacetylene equipment. Three semester hours. (90 hours instruction)

VAC 2013—Introduction to Heating. This unit is designed to give the student the background knowledge in early applications of air conditioning, body comfort, reverse cycle for air conditioning, heating and the basic functions of the control systems, control action, control circuits, types of control circuits and systems checkout procedures. Three semester hours. (90 hours instruction)

VAC 2023—Psychrometrics. This unit consists of psychrometric and psychrometric charts, application of psychrometric terms, psychrometric processes and advanced psychrometric processes. Three semester hours. (90 hours instruction)

VAC 2033—Heating Troubleshooting. This unit is designed to give students an actual hands on approach to finding problems in central heating equipment controls, mechanical and electrical control systems. Three semester hours. (90 hours instruction)

VAC 2043—Air Distribution and Duct Design. This unit consists of instructions in air distribution of ducts and outlets with emphasis on duct sizing and design. Three semester hours. (90 hours instruction)

VAC 2053—Load Calculations and Blueprint Reading. This unit consists of sources of heat, cooling and heating load estimating guides and a study of the symbols and lay-out of blueprints for residential buildings. Identifica-

tion of air conditioning and heating components represented by symbols and determining their function in the system. Designing and laying out a heating-cooling system using blueprints as a guide. Three semester hours. (90 hours instruction)

VAC 2063—Introduction to Air Conditioning. This unit consists of the essentials of air conditioning and refrigeration safety, use of special tools and equipment, temperature pressure and basic refrigeration cycle. Three semester hours. (90 hours instruction)

VAC 2074—Air Conditioning Controls. A study of air conditioning control terminology, basic functions of control systems, control action, control circuits, system checkout and control checkout. Four semester hours. (120 hours instruction)

VAC 2084—Air Conditioning Troubleshooting. Designed to give the student a hands on approach to problem solving in the central air conditioning refrigerating equipment, controls to encompass both electrical and mechanical functions. Four semester hours. (120 hours instruction)

VAC 2093—Standard Mechanical Code & Local Licensing Requirements. A study of local codes for the installation and service of commercial and residential air conditioning and refrigeration equipment and the requirements for licensing in local areas. Three semester hours. (90 hours instruction)

VAC 2104—Automobile Heating and Air Conditioning. Design, function, maintenance, and repair of automotive air conditioning and heating systems. Four semester hours. (120 hours instruction)

AUTO BODY REPAIR 8010

(West Harrison County Occupational Training Center)

The Auto Body Repair program is designed to provide the individual trainee with an indepth educational experience in the field of auto body repair and auto body refinishing.

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 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VAB 1022	Industrial Safety	2
VAB 1002	Introduction to Auto Body Repair	2
VA 1014, 1114	Automotive Metals & Materials	8
VAB 1024, 1124	Body Panel and Fender	
VAB 1032	Straightening	8
VAB 1043	Welding	2
VAB 1054, 1154	Frame Straightening	3
VAB 1061	Refinishing Process	8
VAB 1072	Hardware and Trim	1
VAB 1015, 1115	Glass Removal and Replacement	2
	Advanced Body Panel and	
VRE 1000	Fender Straightening	10
VRE 1010, 1020	Employability Skills	
	Related Education	
(1380 Clock Hours)	TOTAL SEMESTER HOURS	46

VAB 1022—Industrial Safety. Proper care and maintenance of hand and shop tools, principles of first aid, laws pertaining to the Occupational Safety and Health Act (OSHA) conducting of safety inspections. Sixty clock hours. Two semester hours.

VAB 1002—Introduction to Auto Body Repair. A fundamental course in duties, opportunities, workmanship and wage scales; types of body construction; types of chassis and frames; power and hand tools; parts manuals, estimating, and ordering. Sixty hours instruction. Two semester hours

VAB 1014, 1114—Automotive Metals. Materials course in types and metallurgical characteristics of metals used in the field; strength of auto body members; damage patterns/rinking procedures. One hundred twenty hours instruction. Four semester hours each.

VAB 1024, 1124—Body Panel and Fender Straightening. A comprehensive course in analyzing the damage areas; the roughing out sequence; tools required in raising low spots, reworking deep bends, flattening high spots; use of files and sanding equipment. One hundred twenty hours instruction. Four semester hours each.

VAB 1032—Welding. A fundamental course in the basic principles of welding and brazing; oxyacetylene procedures including use and care of equipment, flame adjustment, techniques of welding and cutting; safety practices; brazing to include advantages, disadvantages, and techniques; arc welding to include operation. Sixty hours instruction. Two semester hours.

VAB 1043—Frame Straightening. A fundamental course in frame testing and checking equipment; analyzing replacement versus repair; bumper straightening and arm alignment; estimating to include use of the flat rate manual and time and material cost. Ninety hours instruction. Three semester hours.

VAB 1054, 1154—Refinishing Processes. A comprehensive course in the types of paint used in industyr; prepainting procedures; operating techniques of paint sprayers; drying processes to include air dry and bake dry; rubbing, polishing and waxing; job estimating; safety. One hundred twenty hours instruction. Four semester hours each.

VAB 1061—Hardware and Trim. A fundamental course in removal and replacement of hardware and trim to include the typical problems encountered. Thirty hours instruction. One semester hours.

VAB 1072—Glass Removal and Replacement. A fundamental course in glass removal and replacement to include types of automotive glass; window regulations; removal and installation; estimating how flat rate manual and time and materials cost. Sixty hours instruction. Two semester hours.

VAB 1015, 1115—Advanced Body Panel and Fender Straightening. A comprehensive and advanced course in analyzing the damaged areas, advanced techniques in the roughing out sequence specialized tools required in raising low spots. Advanced techniques of reworking deep bends, advanced techniques of flattening high spots; advanced use of files and sanding equipment. Characteristics of fiberglass and plastics used in the automotive field. Repair and replacement of fiberglass and plastic components to include special refinishing techniques. One hundred fifty hours instruction. Five semester hours each.

AUTOMOTIVE MECHANICS 8020

(Jackson County and Perkinston Campuses)

The Automotive Mechanics program is designed to provide each individual student an indepth educaitonal experience in the automotive repair and automotive tune-up field.

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 60).

VAM 2045—Automotive Automatic Transmission. Transmission removal; disassemble; component rebuild; reassembly; installation; road test and adjustments. One hundred and fifty hours instruction. Five semester hours.

VAM 2053—Automotive Wheel Alignment. Caster and camber angles; adjustment of these angles; toe-in adjustment; rear wheel alignment. Ninety hours instruction. Three semester hours.

VAM 2064—Suspension Systems. Springs; ball joints; McPhearson struts; tires; wheels/shock absorbers; front and rear suspension systems. One hundred and twenty hours instruction. Four semester hours.

VAM 2074—Automotive Steering Systems. Manual and power steering systems; power steering pump and lines; rack and pinion steering systems; steering linkage. One hundred and twenty hours instruction. Four semester hours.

VAM 2084—Automotive Power Trains. Clutch and clutch linkage; standard manual transmission; differentials adjustments and repairs; drive shafts and U-joints; axle bearings; lubrication. One hundred and twenty hours instruction. Four semester hours.

VAM 2093—Automotive Diesel. Study of the diesel concept. The difference between the diesel and gasoline fuel systems and engine construction. Troubleshooting and repair as applied to the automotive diesel. Ninety hours of instruciton. Three semester hours.

AUTOMOTIVE MECHANICS 8030

(West Harrison County Occupational Training Center)

The Automotive Mechanics Program is designed to provide each individual student an indepth educational experience in the automotive engine repair and automotive tune-up fields. Students will also receive related instruction pertaining to automotive mechanics. 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 on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VAM 1005, 1015, 1025	Automotive Engines	15
VAM 1033	Automotive Fuel Systems	3
VAM 1043	Electrical Systems	3
VAM 1052	Cooling Systems	2
VAM 1063, 1073	Suspension Systems	6
VAM 1081	Industrial Safety	1
VAM 1091	Welding and Burning	1
VAM 1103	Applied Mathematics	3
VAM 1121	Applied Science	1
VAM 2124	Power Trains	4
VAM 2013	Braking Systems	3
VAM 2064	Automotive Tune-Up	4
VRE 1000	Employability Skills	
VRE 1010, 120	Related Education	
(1380 Clock Hours)	TOTAL SEMESTER HOURS	46

VAM 1005-1015-1025—Automotive Engines. General description of the engine; the four-stroke cycle; block and head; crankshaft; the piston and rod assembly; the camshaft; oil pump; engine chassis connections; and diagnostic methods. Four hundred fifty hours instruction. Five semester hours each.

VAM 1033—Automotive Fuel Systems. Fuel-tank; lines; filters; pumps; carburetors; intake manifolds and air cleaners. Ninety hours instruction. Three semester hours.

VAM 1043—Electrical Systems. Fundamental electrical data; starting circuits; charging and ignition systems; electrical accessories. Ninety hours instruction. Three semester hours.

VAM 1052—Cooling Systems. Principles of cooling systems; operations; service of major components; system service; comparison of water-cooled and air cooled engines. Sixty hours instruction. Two semester hours.

VAM 1063-1073—Suspension Systems. Tire; wheels; springs and shock absorbers; rear and front suspension; and other control members. One hundred eighty hours instruction. Three semester hours each.

VAM 1081—Industrial Safety. Personal and team safety; safe use of hand and power tools of the trade; safe testing procedures; safe dress and habits; safe handling of the materials of the trade; use of fire-fighting equipment; administering first aid. Thirty hours instruction. One semester hour.

VAM 1091—Welding and Burning. Strike and hold an arc; deposit a bead; run a series of passes in a flat position; metal joining; fundamentals of torch lighting, torch adjusting and holding; straight burning; angle burning. Thirty hours of instruction. One semester hour.

VAM 1103—Applied Mathematics. A basic unit of instruction for trade occupations programs; problem solving as applied to the trade in whole numbers; fractions; decimals; percentages; averages, ratio and proportion; trade formulas in applied geometry and trigonometry. Ninety hours instruction. Three semester hours.

VAM 1121—Applied Science. Basic scientific principles; matter; precision measurements; lubrications; heat transfer; abrasives. Thirty hours instruction. One semester hour.

VAM 2124—Power Trains. Clutch and overdrive; synchromesh and automotive transmissions; propeller shafts; universal joints, rear axles; standard differentials. One hundred twenty hours instruction. Four semester hours.

VAM 2013—Braking Systems. Drum-type; disk-type; emergency brakes; master cylinders; wheel cylinders; vacuum booster. Ninety hours instruction. Three semester hours.

VAM 2064—Automotive Tune-Up. Introduction; general information; diagnosis and testing in preparation for tune-up; electrical systems; ignition systems; charging systems; starting systems; distributor, plugs and conductors; starters, batteries and conductors; inspect, adjust, test, diagnose, repair and/or replace all parts of electrical systems; operate test equipment, distributor tester, generator tester, alternator tester, regulator tester; fuels, how refined, octane rating, storage; fuel systems, fuel tanks, lines, pumps; carburetors and carburetion. One hundred twenty hours instruction. Four semester hours.

AUTOMOTIVE PARTS SALES AND MANAGEMENT 8032

(Perkinston Campus)

This instructional program prepares individuals through theory and laboratory learning experiences for occupations in inside sales, outside sales, store manager, inventory control manager, and field service representatives in the automotive parts field. Some graduates may choose to become independent owners of automotive parts operations.

Students receive instruction in mathematics related to automotive parts management and sales, a familiarization with automotive engine theory and operation, the automotive systems, the use of office machines and office procedures as applied to automotive parts sales and management, automotive parts store management, and customer relations.

This program leads to the Mississippi Gulf Coast Community College diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the Mississippi Gulf Coast Community College Associate of Applied Science degree in occupational education (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VPM 1009	Orientation and Records Management	9
VPM 1017	Automotive Assemblies and Systems	7
VPM 1027	Catalogs and Merchandising	7
VPM 1102	Automotive Paint Finishes	2
VPM 1107	Internal Operations and Sales	7
VPM 2008	Supervised Sales Experience	8
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	Total Semester Hours	40

VPM 1009—Orientation and Records Management. An orientation to automotive parts sales and management and instruction in records management, job opportunities, structure of the industry, theory of inventory control, practice of inventory control - manual and computerized, mathematics applied to the parts industry to include business mathematics applied to sales and profit. Two hundred and seventy hours of instruction. Nine semester hours.

VPM 1017—Automotive Assemblies and Systems. Instruction includes automotive tools; automotive equipment; introduction to automotive engines, automotive engine operations, and automotive systems. Two hundred and ten hours of instruction. Seven semester hours.

VPM 1027—Catalogs and Merchandising. Use of catalogs - manual and microfiche, price sheets, display designs, advertising methods, product literature. Two hundred and ten hours of instruction. Seven semester hours.

VPM 1102—Automotive Paint Finishes. Instruction in product knowledge and paint mixing. Sixty hours of instruction. Two semester hours.

VPM 1107—Internal Operations and Sales. Stock investments, turnover and shipping methods, developing a sales attitude - wholesale and retail, techniques of counter selling and related sales, techniques of telephone selling, parts warranties, personnel policies, and expense control. Two hundred and ten hours of instruction. Seven semester hours.

VPM 2008—Supervised Sales Experience. Practical experience in the parts industry under supervised conditions at a parts dealer, or role playing in a simulated environment in the Automotive Parts Sales and Management laboratory. Two hundred and forty hours of instruction. Eight semester hours. Prerequisites: VPM 1009, 1017, 1027, 1102, & 1107.

CARPENTRY 8040

(Jefferson Davis Campus)

This program is designed to prepare the student for industry by providing training in the basic skills and technical knowledge of the carpentry trade, with those tools, equipment and materials that are comparable to those used in local

industry. 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 educaion (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCA 1216	Introduction to Carpentry	6
VCA 1226	Codes, Plans and Specifications	6
VCA 1235	Foundations	5
VCA 1248	Rough Carpentry	8
VCA 1254	Thermo and Sound Insulation	4
VCA 1266	Prefabrication	6
VCA 1275	Finish Carpentry	5
VCA 1286	Cabinet Making	6
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
(1380 Clock Hours)	TOTAL SEMESTER HOURS	46

VCA 1216—Introduction to Carpentry. Carpentry shop orientation and safety in wood and lumber technology. Carpentry hand tools, portable electrical tools, power floor equipment. Includes elementary jobs such as building saw horses, scaffolds, mitre boxes, etc. Six semester hours. (180 hours instruction)

VCA 1226—Codes, Plans and Specifications. This course consists of the various standard and local building codes, the layout of plans and building specifications as they apply to the construction trades. Six semester hours. (180 hours instruction)

VCA 1235—Foundations. This course includes: layouts, batter boards, building and set foundation forms, column forms, step forms, floor slab forms, sidewalk slab forms, set grade stakes and place reinforcing steel. Five semester hours. (150 hours instruction)

VCA 1248—Rough Carpentry. This course includes all aspects of floor framing, roof framing and wall framing techniques. Eight semester hours. (240 hours instruction)

VCA 1254—Thermo and Sound Insulation. This course includes the techniques of thermo proofing residences and commercial establishments and how to insulate such building for sound proofing. Four semester hours. (120 hours instruction)

VCA 1266—Prefabrication. This course includes all the steps, techniques and guidelines in the prefabrication process of buildings in the construction trades. Six semester hours. (180 hours instruction)

VCA 1275—Finish Carpentry. This course includes the process used in interior and exterior finishing of buildings in the construction trades. Five semester hours. (150 hours instruction)

VCA 1286—Cabinet Making. This course consists of the processes and materials used in the cabinet making process. Six semester hours. (180 hours instruction)

CHILD CARE 8066

(Jackson County Campus)

This program provides an excellent opportunity for preparation of individuals who are interested in working as a teacher or supervisor in day care centers in either a private or an industrial setting. It is further 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 facilities. In addition to classroom study, the student is prepared by training in an ongoing day care program that will provide excellent opportunity for valuable hands-on experience.

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 60).

FIRST SEMESTER

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCC 1003	Communication Skills	3
VCC 1013	Introduction to Child Care	3
VCC 1024	Child Growth and Development	4
VCC 1043	Foods and Nutrition	3
VCC 1064	Child Care Practicum I	4

SECOND SEMESTER

VCC 1083	Creative Activities	3
VCC 1103	Language Arts	3
VCC 1123	Administration of Child Care Programs	3
VCC 1143	Special Problems in Child Development	3
VCC 1164	Child Care Practicum II	4
VCC 1181	Employability Skills and Opportunity	1

SUMMER SEMESTER

VCC 2013	Child Health Care	3
VCC 2022	Entrepreneurial Skills	2
VCC 2043	Applied Counseling and Psychology	3
VCC 2062	Instruction of Pre School Children	2
	(1320 Clock Hours) Total Semester Hours	44

VCC 1003—Communication Skills. A course to improve skills in both written and oral communications. Special emphasis will be on communications

with pre-school children. Ninety hours of instruction. Three semester hours.

VCC 1013—Introduction to Child Care. A course designed for the initial orientation of the overall view of goals, children, schools, techniques, curriculum and professional opportunities. Ninety hours of instruction. Three semester hours.

VCC 1024—Child Growth and Development I. Introduction to the characteristics of various stages of child growth, from conception to age six. Emphasis is placed on each aspect of child development - social, emotional, physical and intellectual. Laboratory work consists of supervised observation and participation. One hundred twenty hours of instruction. Four semester hours.

VCC 1043—Foods and Nutrition. A course designed to include information on the nutritional values of foods, menu planning and nutritional needs of the young child. Students will participate in planning and preparing meals for center children. Ninety hours of instruction. Three semester hours.

VCC 1064—Child Care Practicum I. Provides student with supervised experiences working with children at the center. Allows for opportunities for observing, assisting and participating in day care activities. One hundred twenty hours of instruction. Four semester hours.

VCC 1083—Creative Activities. Introduce a variety of creative activities for developing the child's concepts in art, cooking, games, language, movement, music and science. Ninety hours of instruction. Three semester hours.

VCC 1103—Language Arts. A study of the importance and significance of language development for pre-school children. Emphasis is placed on selection and use of literature to stimulate language and conceptual growth along with creative activities designed to stimulate language development. Ninety hours of instruction.

VCC 1123—Administration of Child Care Programs. An overview of the various types of child care centers. The philosophy program, personnel, equipment, curriculum and the place of the center in the community are explored in depth. Ninety hours of instruction. Three semester hours.

VCC 1143—Special Problems in Child Development. A study of the problems encountered with exceptional children. How to recognize and deal with the exceptionally bright or the slower child. Ninety hours of instruction. Three semester hours.

VCC 1164—Child Care Practicum II. A continuation of Child Care Practicum I with emphasis on preparation and use of creative activities and total supervision of children. One hundred and twenty hours of instruction. Four semester hours.

VCC 1181—Employability Skills and Opportunities. Employment opportunities locally will be discussed. Students will gain practical experience in writing resumes, completing applications and job interviews. Thirty hours of instruction. One semester hour.

VCC 2013—Child Health Care. The study, recognition and treatment of common childhood diseases. Evaluation techniques and principles relative to the physical, intellectual, emotional and social development of young children. Ninety hours of instruction. Three semester hours.

VCC 2022—Entrepreneurial Skills. Designed to teach the basic principles of establishing and managing a business. Special emphasis will be on the taxes, fire, liability and health insurance, health codes and local, state, and national regulations pertinent to daycare centers. Sixty hours of instruction. Two semester hours.

VCC 2043—Applied Counseling and Psychology. The techniques and principles relative to dealing with young children and parents. Special emphasis is given to counseling with parents about the actions, behavior or problems with their children. Ninety hours of instruction. Three semester hours.

VCC 2062—Instruction of Pre-school Children. A general methods course which examine the materials and methods of teaching pre-school. Students will evaluate and select materials for use developing teaching techniques and planning play activities. Sixty hours of instruction. Two semester hours.

COMMERCIAL TRUCK DRIVING

(Perkinston Campus)

Commercial Truck Driving is an open entry/open exit program providing training in all areas of 18 wheeler operation. Emphasis is in obtaining the knowledge and skills necessary to obtain a job as the driver of an 18 wheeler.

Students enrolling in Commercial Truck Driving will enroll in either Basic Commercial Truck Driving or Advanced Commercial Truck Driving.

The basic curriculum consists of 360 clock hours (twelve semester hours) of instruction. Students who successfully complete this curriculum will be granted a certificate of completion in Basic Commercial Truck Driving.

The advanced curriculum is one semester (18 weeks) in length and consists of 540 clock hours (eighteen semester hours) of instruction. Students who successfully complete this curriculum will be awarded a diploma in Advanced Commercial Truck Driving.

Pell Grant recipients must enroll in the Advanced Commercial Truck Driving curriculum and should complete the full 540 clock hours (18 weeks) of instruction. Pell Grant recipients not completing the full 540 clock hours (18 weeks) of instruction will be required to make a repayment on their grant.

Special admission requirements for both curriculums are:

1. Must be 21 years of age.
2. Must have no more than 3 speeding tickets within the last 3 years.
3. Must be physically able to pass a D.O.T. physical.
4. Must have no D.U.I. on record.

BASIC COMMERCIAL TRUCK DRIVING 8016

Students enrolled in the Basic Commercial Truck Driving curriculum will pursue the instructional areas listed below.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VTD 1001	Commercial Truck Driving I	1
VTD 1011	Commercial Truck Driving II	1
VTD 1012	Commercial Truck Driving III	2
VTD 1014	Commercial Truck Driving IV	4
VTD 1111	Commercial Truck Driving Mathematics	1
VTD 1113	Commercial Truck Driving V	3
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(360 Clock Hours) Total Semester Hours	12

ADVANCED COMMERCIAL TRUCK DRIVING 8017

Students enrolled in the Advanced Commercial Truck Driving curriculum will pursue all instructional areas listed under Basic Commercial Truck Driving plus the following:

VTD 1123	Advanced Commercial Truck Driving I	3
VTD 1133	Advanced Commercial Truck Driving II	3
	(540 Clock Hours) Total Semester Hours	18

VTD 1001—Commercial Truck Driving I. Orientation to truck driving. In this course the student receives the theory of truck driving, learns the different makes and models of trucks, as well as the different kinds of transmissions, proper gauge readings, and pre-trip inspections. Thirty hours of instruction.

VTD 1011—Commercial Truck Driving II. In this course the student learns different regulations, D.O.T., I.C.C., as well as state and local regulations and many other paperwork responsibilities of the driver. Thirty hours of instruction.

VTD 1012—Commercial Truck Driving III. In this course the student learns how to properly fill out and retain logs, as well as driver and motor carrier responsibilities. Sixty hours of instruction.

VTD 1014—Commercial Truck Driving IV. The student will gain knowledge and proficiency in driving a truck on a two-lane, four-lane, and city driving. One hundred and twenty hours of instruction.

VTD 1111—Commercial Truck Driving Math. This course provides the student an opportunity to review the application of practical math which will enable him/her to maintain a proper log, handle expense accounts and credit cards, distribute load weights, figure distance, bills of lading, delivery slips, and receipts. Thirty hours of instruction.

VTD 1113—Commercial Truck Driving V. The student will gain knowledge and proficiency in proper backing techniques, straight and jacknife parking, and proper docking. Ninety hours of instruction.

VTD 1123, 1133—Advanced Commercial Truck Driving I, II. Students will gain advanced knowledge and proficiency in: proper backing techniques, straight and jacknife parking, proper docking, driving on two-lane, four-lane, and city driving. One hundred and eighty hours of instruction. Three semester hours each.

FOOD PRODUCTION MANAGEMENT AND SERVICE 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 servings 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 ad 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 elect to pursue the MGCCC Associate of Applied Science degree in occupational education (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VFP 1018	Food Service Practicum I	8
VFP 1023	Sanitation and Safety	3
VFP 1033	Quantity Food Production	3
VFP 1041	Reading Recipes, Menu Writing	1
VFP 1053	Care and Management of Equipment	3
VFP 1066	Food Service Practicum II	6
VFP 1073	Hospitality Management: Laws & Regulations	3
VFP 1081	Reading Recipes: Standardization Techniques	1
VFP 1093	Nutritional Adequacy of Menu Design	3
VFP 1116	Food Service Practicum III	6
VFP 1123	Principles of Supervision	3
VFP 1132	Specialization Areas of Food Service: Catering, Banquet Service and Vending	2
VFP 1142	Food and Beverage Purchasing	2
VFP 1152	Inventory Techniques and Portion Control	2
	Total Semester Hours	46

VFP 1018—Food Service Practicum I. This lab period will be devoted to actual planning, preparing, supervising, and serving of meals. Emphasis will be placed on the management of food service areas as well as training for positions required to make a good service operable. Two hundred and forty hours of instruction. Eight semester hours.

VFP 1023—Sanitation and Safety. In addition to studying the State Board of Health rules and regulations governing food service and establishments, the following areas dealing with the sanitation and safety of a unit will be covered: protecting the public health, limiting food spoilage, sanitation and personnel safety, safe food handling, ware washing operation, kitchen housekeeping, equipment sanitation, environmental safety and sanitation, and pest control. Ninety hours of instruction. Three semester hours.

VFP 1033—Quantity Food Production. Areas included will be production requirements and knowledge of planning and producing meals in quantity. Ninety hours of instruction. Three semester hours.

VFP 1041—Reading Recipes, Menu Writing. Included in this course will be steps of good menu writing based on the demands of the recipes involved. Consideration will be given to the type of equipment available, labor force and quantity prepared. Thirty hours of instruction. One semester hour.

VFP 1053—Care and Management of Equipment. Lecture and demonstration will comprise the majority of this course content. Proper care and maintenance, techniques of storage and handling of equipment will be studied. Ninety hours of instruction. Three semester hours.

VFP 1066—Food Service Practicum II. A continuation of VCB 1018 with greater responsibilities being assigned to second semester students. First semester students will be allowed to enter the course curriculum at this level and can be assigned duties accordingly. One hundred and eighty hours of instruction. Six semester hours.

VFP 1073—Hospitality Management: Laws and Regulations. In this course, laws regarding food service will be included. Also, laws regarding purchasing for state institutions, taxes and permits, and regulations regarding labor will be covered. Technical ways to avoid legal pitfalls in food service areas will be explored. Ninety hours of instruciton. Three semester hours.

VFP 1081—Reading Recipes: Standardization Techniques. This course includes procedures on experimentation with various combinations of foods and cooking methods as well as instruction on standard weights and measures, appropriate equipment, tools and utensils, exact portion control, food cost control and basic methods of preparation. Thirty hours of instruction. One semester hour.

VFP 1093—Nutritional Adequacy of Menu Design. Menu planning will be covered and will include nutritional adequacy, standard format and type of service offered. Specific areas of concern when mapping out a cyclic menu will include size of operation, kind of operation, kind of equipment, number of abilities of employees and market availability of food. Ninety hours of instruction. Three semester hours.

VFP 1115—Food Service Practicum III. A continuation of VFP 1066 with greater responsibility placed on returning students from previous semesters. One hundred and eighty hours of instruction. Six semester hours.

VFP 1123—Principles of Supervision. In addition to the basic principles of supervision, the student will gain insight into: recruiting competent employees, job evaluation, employee orientation, training a new employee, rating employee performance and developing key personnel to supervise. Ninety hours of instruction. Three semester hours.

VFP 1132—Specialization Areas of Food Service: Catering, Banquet Service and Vending. The techniques of serving special functions will be emphasized in this course. Areas such as garnishing and eye appeal, transportation of catered food and special techniques for food service from machines will be covered. Sixty hours of instruction. Two semester hours.

VFP 1142—Food and Beverage Purchasing. Included in this course will be purchasing control, detailed techniques of storage, buying power of food and beverage items. Cost analysis and control will be of prime importance. Other areas covered will include portion control, convenience foods and business arithmetic. Sixty hours of instruction. Two semester hours.

VFP 1152—Inventory Techniques and Portion Control. This course will include advanced purchasing, menu design, receiving, storage techniques and checking invoices. Sixty hours of instruction. Two semester hours.

COSMETOLOGY 8195

(George County Occupational Training Center)

This program is accredited by the Mississippi State Board of Cosmetology. It is a 12-month diploma program consisting of a minimum of 1500 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 on page 60).

ADMISSION REQUIREMENTS:

1. Complete cosmetology applications form.
2. Take a battery of tests on a scheduled date.
3. Following successful scores on all tests, the applicants will complete the following:
   A. Application for admission to the college.
   B. Have an official high school transcript sent to the college, verifying 10th grade education level or supply General Education Development (GED) test scores certifying 10th grade educational level equivalency.
   C. have an interview with an Admissions Committee.
4. Qualified applicants are considered in the order in which they complete applications requirements.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCO 1112	Cosmetology Theory I	2
VCO 1213	Shampoo & Rinses	3
VCO 1313	Scalp & Hair Treatment	3
VCO 1414	Hair-Shaping - Scissors & Razors	4
VCO 1514	Hair Styling - Finger Waving	4
VCO 1123	Cosmetology Theory II	3
VCO 1613	Care & Styling of Wigs	3
VCO 1713	Manicure & Pedicure	3
VCO 1814	Permanent Waves	4
VCO 1914	Hair Coloring & Lightening	4
VCO 2113	Chemical Hair Relaxing	3
VCO 2133	Cosmetology Theory III	3
VCO 2213	Facials & Make-up	3
VCO 2313	Thermal Techniques	3
VCO 2413	Beauty Salon Management	3
VCO 2412	Special Assignments	2
	(1500 clock hours) Total Semester Hours	50

COSMETOLOGY TEACHER TRAINEE

(approved by)

MISSISSIPPI STATE BOARD OF COSMETOLOGY

For Licensed Cosmetologist with minimum of 2 years experience.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCO 2503	Teacher Trainee Observation	3
VCO 2505	The Professional Teacher I	5
VCO 2513	Student Motivation and Learning I	3
VCO 2511	Methods Management and Materials	11
VCO 2502	Testing and Evaluation I	2
VCO 2501	Cosmetology Law, Rules, and Regulations I	1
	(750 clock hours) Total Semester Hours	25

COSMETOLOGY TEACHER TRAINEE

For Licensed Cosmetologist without work experience.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCO 2503	Teacher Trainee Observation	3
VOC 2505	The Professional Teacher I	5
VOC 2509	The Professional Teacher II	9
VOC 2513	Student Motivation & Learning I	3
VOC 2507	Student Motivation & Learning II	7
VOC 2511	Methods Management & Materials I	11
VOC 2515	Methods Management & Materials II	15
VOC 2502	Testing and Evaluation I	2
VOC 2506	Testing and Evaluation II	6
VOC 2501	Cosmetology Law, Rules, & Regulations I	1
VOC 2504	Cosmetology Law, Rules & Regulations II	4
	(2000 clock hours) Total Semester Hours	68

VCO 1112—Cosmetology Theory I. Theory in sterilization and sanitation, safety, hygiene and good grooming, professional ethics and sales to include careers in cosmetology, visual poise, personality development, bacteriology, hair treatment, hair shaping, hair styling and finger waves. Sixty hours of instruction. Two semester hours.

VCO 1213—Shampoo & Rinses. Practical application in shampooing to include plain shampoo, preparation procedure, completion, safety rules, brushing, low alkaline shampoo. Rules for tangled hair, effects of harsh shampoo, cream liquid, cream or paste, non-strip, liquid dry, vinegar, lemon, acid, reconditioning, medicated, bluing, color. Ninety hours of instruction. Three semester hours.

VCO 1313—Scalp and Hair Treatment. Practical application to include treatment for types of hair and scalps, normal, dandruff, dry, oily, procedures and precautions. Treatment for alopecia areata, preparation, procedure and precaution. Ninety hours of instruction. Three semester hours.

VOC 1414—Hair Shaping - Scissors & Razors. Practical application in the area of shaping with scissors and razor, purpose, implements, sectioning, hair thinning, wet, scissors wet and dry. One hundred twenty hours of instruction. Four semester hours.

VOC 1514—Hair Styling - Finger Waving. Practical application in styling and finger waving to include lotions, preparation, horizontal and alternate methods, vertical, pin curls to include prats of a curl, mobility, comb-out, direction, foundation, techniques. Shaping to include ridge and skip, effect of pin curls, roller curls, hair sectioning, techniques for combing and brushing, artistry in hair styling to include facial types and profiles, cold waves, scalp and hair analysis, curling rods and chemicals, lotions, neutralizers, chemical hair relaxers. One hundred twenty hours of instruction. Four semester hours.

VCO 1123—Cosmetology Theory II. Theory to include anatomy and physiology, dermatology, trichology, onychology, chemistry to include care and styling of wigs, manicure and pedicure, permanent waving, hair coloring and lightening. Ninety hours of instruction. Three semester hours.

VCO 1613—Care and Styling of Wigs. Practical application to include styling wigs and hair pieces, reasons for wig necessity, fashion, practicality, quality in wigs, human hair, types of wigs, taking wig measurements and ordering. Ninety hours of instruction. Three semester hours.

VCO 1713—Manicure & Pedicure. Practical applications in manicuring to include nail structure, adjoining structure, nail growth, qualifications, equipment, implement materials, cosmetics, shapes and preparation of nails, massages and sanitary care pedicuring to include precautions, equipment preparation and procedure, foot massage, nail disorders, nail irregularities and diseases. Ninety hours of instruction. Three semester hours.

VCO 1814—Permanent Waves. Practical application in permanent waves to include cold waving principles and actions, basic requirements, scalp and hair analysis, curling rods and chemicals, sectioning and blocking, wrapping, test curls, application of waving lotions, pre-cold waving steps, cold waving procedures, completion, special problems, chemical hair relaxing, implements and supplies, ammonium thioglycolate. One hundred twenty hours of instruction. Four semester hours.

VCO 1914—Hair Coloring and Lightening. Practical applications in coloring to include classification, metallic salts, aniline derivative tints, preparation, permanent hair coloring, re-touch, highlighting shampoo tints. Hair lightening to include types, actions, selections, toners, frosting both tipping and streaking, fillers, to include color fillers and removal of tints. One hundred twenty hours of instruction. Four semester hours.

VCO 2113—Chemical Hair Relaxing. Practical application in chemical hair relaxing to include classification, neutralizers, basic steps and processes, safety and precautions. Ninety hours of instruction. Three semester hours.

VCO 2133—Cosmetology Theory III. Theory to include safety precautions, state cosmetology laws, rules and regulations, advanced theory, chemical hair relaxing, facials and make-up, thermal techniques, beauty salon management and operation. Ninety hours of instruction. Three semester hours.

VCO 2213—Facials and Make-up. Practical application in giving facial treatment to include theory of massage, physiological effects, facial treatments to include types, plain facials, manipulation and special problems of dry and oily skin, treatment of acne, pack facials and muscle toning, facial makeup to include preparation, supplies, procedures, types of face, cosmetics, both foundation and face powder, cheek and lip rouge and eye make-up. Corrective make-up, and eyebrow arching. Ninety hours of instruction. Three semester hours.

VCO 2313—Thermal Techniques. Practical applications in thermal waving and curling to include exercises with cold iron, methods of thermal waving to include layer methods pick-up procedures, shadow thermal waving, croquignole thermal. Ninety hours of instruction. Three semester hours.

VCO 2413—Beauty Salon Management. Practical application in opening and operating a beauty salon according to state regulations, business law and insurance, salesmanship, records, supplies, equipment, organizing shop, first aid and safety. Ninety hours of instruction. Three semester hours.

VCO 2412—Special Assignments. To be assigned by instructor as needs of students indicate. Sixty hours of instruction. Two semester hours.

VCO 2503—Teacher Trainee Observation. A teacher trainee shall acquire 12 hours of theory and 68 hours of skill training in Cosmetological Observation. Eighty hours of instructions. Three Semester Hours.

VCO 2505—The Professional Teacher I. Professional application and theory to include:

A. The Teacher
   1. Personality
   2. Technical Knowledge
   3. Teacher's Characteristics
   4. Teachers as Professionals

B. Preparation for Teaching
   1. Planning the course
   2. Preparing Lesson Plans
      a. Objectives
      b. Outline
      c. Student Activities

3. Steps of Teaching
   a. Preparation
   b. Presentation
   c. Application
   d. Testing

One hundred sixty hours of instruction + − 10%. Five semester hours.

VCO 2509—The Professional Teacher II. A continuation of VOC 2505. For the teacher/trainee who has no cosmetology experience. Two hundred eighty hours of instruction + − 10%. Nine semester hours.

VOC 2513—Student Motivation and Learning I. Professional applications and training include:

A. Laws Governing Learning Processes
B. Student Motivation
C. Student Participation
D. Student Personalities
E. Individual Differences
   1. Slow Learner
   2. Gifted Learner

Ninety nine hours of instructions + − 10%. Three semester hours.

VOC 2507—Student Motivation and Learning II. A continuation of VOC 2513 for the teacher/trainee who has no cosmetology experience. Two hundred fifteen hours of instructions + − 10%. Seven semester hours.

VOC 2511—Methods Management & Materials I. Professional application and training to include:

A. Methods, Procedures, and Techniques of Teaching
   1. Lectures and Discussions
   2. Demonstrations
   3. Conducting Practice Activities
   4. Questioning Techniques
   5. Results
   6. Special Situations
B. Classroom Management
   1. Physical Environment
   2. Administrative Duties
   3. Student Discipline
   4. Class Supervision
   5. Classroom Routine
   6. Corrective Measures
C. Teaching Materials
   1. Audio-Visual Aids (Types)
   2. Values of Different Teaching Aids
   3. Correct Usage
   4. Miscellaneous Teaching Materials
      a. Textbooks
      b. Workbooks

c. Reference Books
d. Creative Aids

Four hundred forty eight hours of instruction + − 10%. Eleven semester hours.

VOC 2515—Methods, Management, & Materials II. A continuation of VOC 2511 for the teacher/trainee who has no cosmetology experience. Four hundred forty eight hours of instruction + − 10%. Fifteen semester hours.

VOC 2502—Testing and Evaluation I. Professional application and training to include

A. Testing
   1. Purpose
   2. Performance Tests
   3. Written Tests
   4. Standardized Tests
B. Evaluation
   1. General Student Abilities
   2. Student Achievement
   3. Teacher Evaluation

Sixty five hours of instruction + − 10%. Two semester hours.

VOC 2506—Testing and Evaluation II. A continuation of VOC 2502 for the teacher/trainee who has no cosmetology experience. One hundred eighty one hours of instructions. Six semester hours.

VOC 2501—Cosmetology Law, Rules, and Regulations I. A study of laws controlling and regulating the practice of cosmetology in the state of Mississippi. Ten hours of instructions + − 10%. One semester hour.

VOC 2504—Cosmetology Law, Rules, and Regulations II. A continuation of VOC 2501 for the teacher/trainee who has no cosmetology experience. One hundred twenty six hours of instructions. Four semester hours.

DIESEL AUTOMOTIVE, INDUSTRIAL ENGINES AND COMPONENTS 8061

(Jefferson Davis Campus)

The basic objective of this program is to prepare students for successful careers by providing them with fundamental training in the maintenance and repair of diesel engines and components.

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 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VDM 1011	Safety and Orientation	1
VDM 1012	Applied Math	2
VDM 1022	Applied Science	2
VDM 1033	General Description	3
VDM 1044	Automotive Engines (Part I)	4
VDM 1063	Fuel Systems (Part I)	3
VDM 1072	Tune-Up	2
VDM 1092	Cooling Systems (Part I)	2
VDM 1054	Automotive Engines (Part I)	4
VDM 1083	Electrical Systems	3
VDM 1103	Suspension Systems	3
VDM 1111	Welding and Burning	1
VDM 1053	Braking Systems (Part I)	3
VDM 1093	Power Trains (Part I)	3
VDM 2013	Fuel Systems (Part II)	3
VDM 2023	Power Trains (Part II)	3
VDM 2033	Power Trains (Part III)	3
VDM 2043	Disassembly & Diesel Assembly I	3
VDM 2053	Disassembly & Diesel Assembly II	3
VDM 2063	Disassembly & Diesel Assembly III	3
VDM 2073	Hydraulic Systems	3
VDM 2082	Air Conditioning	2
VDM 2093	Tune-Up and Troubleshooting I	3
VDM 2113	Tune-Up and Troubleshooting II	3
VDM 2114	Tune-Up and Troubleshooting III	4
VDM 2123	Braking Systems (Part II)	3
	(2160 Clock Hours) Total Semester Hours	72

VDM 1103—Suspension Systems. Tires, wheels, springs and shock absorbers, rear and front suspension, and other control members. One hundred twenty hours of instruction. Three semester hours.

VDM 1011—Safety and Orientation. Personal and team safety; safe use of hand and power tools of the trade, safety in testing procedures, handling of materials. Safe dress and habits. Use of fire fighting equipment and first aid. Thirty hours of instruction. One semester hour.

VDM 1012—Applied Math. A basic unit of instruction for trade occupation programs, problem solving as applied to the trade in whole numbers, fractions, decimals, percentages, averages, ratio and proportion, trade formulas in applied geometry and trigonometry. Ninety hours of instruction. Three semester hours.

VDM 1022—Applied Science. Basic scientific principles, matter, precision measurement, lubrication, heat transfer and property of abrasives. Sixty hours of instruction. Two semester hours.

VDM 1033—General Description and Construction. Description of engines, their design, assembly and disassembly, length of stroke and diameter of bore, function of valves, cooling systems and lubrication systems. Ninety hours of instruction. Three semester hours.

VDM 1044 & 1054—Automotive Engines (Part I & II). General description of the engine, the two and four stroke cycle, block and head, crankshaft, the pistons and rod assembly, camshaft, oil pump, engine chasis connections and diagnostic methods. Two hundred forty hours of instruction. Four semester hours each.

VDM 1063 & 2013—Fuel Systems (Part I & II). A study of fuel systems for gasoline and diesel powered engines. Removal, repair and replacement of all components to include fuel pumps, filters, tanks, lines, fuel injectors, injection pumps, into the manifolds and exhaust systems. One hundred eighty hours of instruction. Three semester hours each.

VDM 1072—Tune-Up. Introduction, general information; diagnosis and testing in preparation for tune-up; electrical systems, ignition systems, charging systems; starting systems; distributor, plugs and conductors; starters, batteries and conductors; inspect, adjust, test diagnose, repair and/or replace all parts of electrical system; operate test equipment, distributor tester, generator tester, alternator tester. Sixty hours of instruction. Two semester hours.

VDM 1083—Electrical System. Fundamental electrical data, starting circuits, charging and ignition systems, electrical circuits and troubleshooting. Ninety hours of instruction. Three semester hours.

VDM 1092—Cooling Systems. Principles of cooling systems, operations, service of major components. Sixty hours of instruction. Two semester hours.

VDM 1111—Welding and Burning. Strike and hold an arc; deposit a bead; run a series of passes in a flat position; metal joining; fundamentals of torch lighting, torch adjusting and holding; straight burning; angle burning. Sixty hours of instruction. Two semester hours.

VDM 1053 & 2123—Braking Systems. Drum-type, disk-type, emergency brakes, master cylinder, wheel cylinders, and vacuum boosters. Practical experience provided in the service, repair, and troubleshooting. One hundred and eighty hours of instruction. Six semester hours.

VDM 1093, 2023 & 2033—Power Trains (Part I, II, & III). Clutch and overdrive, synchromesh and automatic transmissions, drive shaft, universal joints, rear axles, standard differentials. Practical experience provided in service, repair, and troubleshooting. Two hundred seventy hours of instruction. Three semester hours each.

VDM 2043, 2053 & 2063—Disassembly and Diesel Assembly (Part I, II & III). Identification and functions of the various components of the head; techniques of and practical experience in the disassembly, cleaning, inspection, servicing, assembly, and adjusting component of the head to include: valves, springs, seals, rocker arms, exhaust parts and injection tubes.

General description of the identification and function of the internal parts of the two and four cycle engine blocks; to include the crankshaft,

rods, pistons, rings and pins, camshaft drives, bushings, and lobes, access holes and plates, oil coolant passages, valve lifters and lifter bores. Techniques of the practical experience in the disassembly, cleaning, inspection, service, repair and assembly of the internal components of the two and four cycle engine block. Block construction, cylinder design, crankshaft assembly, camshaft assembly, oil pan, accessory drive, and accessory drive case. Two hundred seventy hours of instruction. Three semester hours each.

VDM 2073—Hydraulic Systems. Steering gears and linkage, hydraulic pumps and lines, lubrication and service. Ninety hours of instruction. Three semester hours.

VDM 2082—Air Conditioning. Types of air conditioners, air conditioner installation, heaters installations; all season air conditioning. Sixty hours.

VDM 2093, 2113, & 2114—Tune Up and Troubleshooting (Part I, II & III). Established procedures for the identification of engine malfunctions, disassembly, service, repair, reassembly, tune up, and dynamometer testing of engines. Three hundred hours of instruction. Ten semester hours.

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 60).

Admission requirements are:

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 1333	Receptive and Expressive Language Arts Skills for the Teacher Assistant	3
TAV 1143	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 1633	Methods and Materials in Reading for the Teacher Assistant	3
TAV 1643	Methods and Materials in Handwriting for the Teacher Assistant	3
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

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.

TAV 1213—Assisting With the Special Child. This course reviews the characteristics of the normal, exceptional, abused, and/or neglected child.

TAV 1333—Receptive and Expressive Language Arts 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.

TAV 1143—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.

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.

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.

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.

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.

TAV 1633—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.

TAV 1643—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.

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.

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.

INDUSTRIAL DRAFTING 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 hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VID 1055	Architectural Drafting and Design	5
VID 1075	Piping, Sheetmetal and Electrical Drafting	5
VID 1096	Plane Surveying	6
VID 1105	Fundamentals of Drafting	5
VID 1106	Mathematics	6
VID 1115	Machine Drafting	5
VID 1125	Structural Design & Strength of Materials	5
VID 1163	Construction Materials & Cost Estimating	3
VID 1173	Computer Aided Drafting I	3
VID 1183	Computer Aided Drafting II	3
	Total Semester Hours	46

VID 1055—Architectural Drafting and Design. Instruction is given in the basic principles of design and planning for residential work. A complete set of plans for a residence or other small building is developed by each student. Building code requirements, utility application, and proper selection of construction materials must be observed in planning. One hundred and fifty hours of instruction. Five semester hours.

VID 1063—Map and Topographical Drawing. Selected drafting techniques are applied to problems of making maps, traverses, plot plans, plan and profile drawings using maps and field survey data. Ninety hours of instruction. Three semester hours.

VID 1075—Piping, Sheetmetal and Electrical Drafting. An advanced course in drafting. Techniques and knowledge are employed in the planning of mechanical and electrical objectives. Efficient use of applicable handbooks and code books is an integral part of this course. One hundred and fifty hours of instruction. Five semester hours.

VID 1096—Plane Surveying. A study of the theory and practice of surveying, including the use and care of instruments, land descriptions, calculations, and the use of aerial photographs. One hundred and eighty hours of instruction. Six semester hours.

VID 1105—Fundamentals of Drafting. This course is designed to provide fundamental knowledge of the principles of drafting as well as skill in the basic techniques of using drafting room equipment. It covers such topics

as lettering, inking, geometric construction, sketching, orthographic projections, pictorial drawing, dimensioning, section and simple scale drawings. One hundred and fifty hours of instruction. Five semester hours.

VID 1106—Mathematics. Will include basic mathematics and indepth study of their applications to the industrial drafting occupation. One hundred and eighty hours of instruction. Six semester hours.

VID 1115—Machine Drafting. An introduction is given to various mechanical parts as well as complete assemblies. Working drawings are made of various mechanical parts. One hundred and fifty hours of instruction. Five semester hours.

VID 1125—Structural Design and Strength of Materials. This course is designed to give basic understanding of the strength of materials. It covers the following topics: simple stresses, strains, physical characteristics of materials, reactions, moments of inertia and deflections, applications to machine parts and structural parts. Problems in the structural detailing and design involve the drawing of beams, columns, connections, stresses and braces. One hundred and fifty hours of instruction. Five semester hours.

VID 1133—Introduction to Steel Shipbuilding and Blueprint Reading. This course is designed to give the students an understanding of the ship as a whole and acquaintance with actual working drawing of a ship. Class work involves both research and drawing. Ninety hours of instruction. Three semester hours.

VID 1163—Construction Materials and Cost Estimating. An introduction to the materials used in the construction industry and to the basic methods of cost estimating and procedures required in material takeoffs. Thirty hours of instruction. Three semester hours.

VID 1173—Computer Aided Drafting I. An introductory course dealing with concepts, terminology, and theory of computers with direct applications and use of graphics, terminals and plotters. Students will be able to prepare engineering drawings through the utilization of computer aided drafting equipment. Prerequisite: VID 1105 or two years of high school drafting.

VID 1183—Computer Aided Drafting II. The course is designed to give the student an extension of basic user commands and a comprehensive insight into the advanced fundamentals of computer aided drafting processes. This, grouped with extensive hands-on training, provides the student with a strong basis and understanding of computer aided drafting while increasing the proficiency of the student's ability as an operator. Prerequisites: VID 1105 and VID 1173.

INDUSTRIAL ELECTRICITY 8070

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

This is a competency based program of instruction. It is open entry/open exit with minimum standards of progress that must be met. Entry levels are identified and a minimum of eighth grade level with remedial reading and/or math requirements can be acceptable providing satisfactory progress is made in the deficient area. Students progress according to their ability and determination to an equal level of competency that is measured by written, oral and performance evaluations. The instruction is designed for a balance of theory and practical application. This is achieved by individual instruction, a planned written program, audio visual aids and proven practical experiements. The length of this program is 1380 clock hours. A student completing this course must demonstrate a minimum level of competency in all major areas of industrial 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 (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VIE 1001	Industrial Safety	1
VIE 1015	Electrical Theory (D.C. Fundamentals)	5
VIE 1025	Electrical Theory (A.C. Fundamentals)	5
VIE 1035	Industrial & Commercial Wiring	5
VIE 1044	Blueprint Reading and Sketching	4
VIE 1104	Electrical Wiring of Residence	4
VIE 1117	Electrical Equipment	7
VIE 1125	Electrical Systems Design (NEC)	5
VIE 1135	Special Electrical Systems	5
VIE 1145	Solid State Control Systems	5
RE 1000	Employability Skills	-
RE 1010, 1020	Related Education	-
	(1380 Class Hours) Total Semester Hours	46

VIE 1001—Industrial Safety. Personal and team safety; safe use of hand and power tools of the trade; safety awareness, safe testing procedures; safe dress and habits; safe handling of the materials of the trade; use of fire fighting equipment; administering first aid, and government (OSHA) requirements. Thirty hours. One semester hour.

VIE 1015—Electrical Theory (D.C. Fundamentals). Electron Theory: sources of E.M.F; relationships of direct voltage, current, reassistance and power in

series parallel and complex circuits; conductors, semi-conductors insulaters; measuring instruments; magnetism; switching and regulation (D.C.) current and voltage; symbols and schematics. Five semester hours. (150 hours of instruction).

VIE 1025—Electrical Theory (A.C. Fundamentals). Principles of alternating current; relationship of voltage, current and power in A.C. resistive and reactive circuits; capacitance; inductance; vector analysis of A.C. circuits; power, power factor and power factor correction; symbols and schematics. Five semester hours. (150 hours instruction).

VIE 1035—Industrial and Commercial Wiring. Selection, installation, care and use of electrical materials and tools, NEC and NEMA standards; basic wiring practices, conduit bending, materials installation, fasteners and supports symbols, wiring diagrams and bills of materials for cost estimates; planning and control processes. Five semester hours. 150 hours instruction.

VIE 1044—Blueprint Reading and Sketching (NEC requirements). Introduction to blueprint reading, shop drawing and sketching; estimating and material take-off; architectural drawings and specifications, residential, commercial and industrial applications; engineering, panel and assembly drawings; computer applications. Four semester hours. (120 hours instruction).

VIE 1104—Electrical Wiring of Residence. (NEC and Local requirements). Single phase power distribution; service entrance installations, branch circuit installations single family and multi-family dwelling power calculation, residential air condition and heating; telephone installation and repair; fire and smoke and burglar alarm system; energy mangement and remote control systems. Four semester hours. (120 hours instruction).

VIE 1117—Electrical Equipment. A.C. - D.C. motors and controllers; single phase motors and controllers; single phase transformers; polyphase A.C. motors and controllers; polyphase transformers; overcurrent proteciton; grounding; and protective devices. Alternators and controls. Seven semester hours. (210 hours instruction).

VIE 1125—Electrical Systems Design (NEC). Design and protections; equipment design use; motors and motor control; air condition and refrigeration; transformers and grounding; industrial and commercial locations. Hazardous locations. Five semester hours. (150 hours instruction).

VIE 1135—Special Electrical Systems. Commercial fire alarm systems, commercial clock systems, energy monitoring systems, commercial security alarm systems. Electrical appliance troubleshooting and repair. Five semester hours. (150 hours instruction). Based on current local demands.

VIE 1145—Solid State Control Systems. Introduction to solid state theory; basic solid state motor controls, troubleshooting and repair; solid state switching and regulating; using sensing devices: Binary codes and programmable controller. Five semester hours. (150 hours instruction).

LANDSCAPE CONSTRUCTION AND DESIGN 8151
(Greenhouse and Turfgrass Management)
West Harrison County Occupational Training Center

Emphasis in this curriculum is placed on Landscape Construction and Design with optional sequences in Greenhouse or Turfgrass Management. Successful graduates of the program will be prepared for the Certified Nurseryman's Certificate. Following internship with a landscape company, the successful graduate will be qualified for the State Landscape Gardening License, enabling them to enter careers in the landscape industry as apprentice designers, installers, construction foremen, and maintenance specialists. Job placement services will be available to help place graduates in gainful employment.

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 60).

Landscape Construction and Design Sequence

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
1ST SEMESTER		
VLD 1003	Principles of Plant Growth	3
VLD 1013	Plant Materials I	3
VLD 1023	Landscape Construction Techniques	3
VLD 1033	Soils and Drainage	3
VLD 1043	Basic Landscape Design	3
2ND SEMESTER		
VLD 2003	Plant Materials II	3
VLD 2013	Landscape Installation and Maintenance	3
VLD 2023	Disease and Pest Control	3
VLD 2033	Landscape Engineering	3
VLD 2043	Advanced Landscape Design	3
SUMMER		
VLD 2051	Landscape Marketing	1
VLD 2103	Foremanship	3
VLD 2113	Weed and Nematodes Control	3
VLD 2114	Turfgrasses for Golf and Landscaping	4
	TOTAL HOURS	41

Greenhouse Management Sequence
MAJOR UNITS OF INSTRUCTION

1ST SEMESTER		
VLD 1003	Principles of Plant Growth	3
VLD 1013	Plant Materials I	3
VLD 1023	Landscape Construction Techniques	3
VLD 1033	Soils and Drainage	3
VLD 1053	Greenhouse Environment and Equipment	3
2ND SEMESTER		
VLD 2003	Plant Materials II	3
VLD 2023	Disease and Pest Control	3
VLD 2033	Landscape Engineering	3
VLD 2051	Landscape Marketing	1
VLD 2053	Plant Nutrition	3
SUMMER SEMESTER		
VLD 2103	Foremanship	3
VLD 2113	Weed and Nematodes Control	3
VLD 2143	Greenhouse Management	3
VLD 2153	Plant Production	3
	TOTAL HOURS	40

Turfgrass Management Sequence
MAJOR UNITS OF INSTRUCTION

1ST SEMESTER		
VLD 1003	Principles of Plant Growth	3
VLD 1013	Plant Materials I	3
VLD 1023	Landscape Construction Techniques	3
VLD 1033	Soils and Drainage	3
VLD 1073	Turfgrass I	3
VLD 1083	Irrigation	3
2ND SEMESTER		
VLD 2003	Plant Materials II	3
VLD 2023	Disease and Pest Control	3
VLD 2033	Landscape Engineering	3
VLD 2051	Landscape Marketing	1
VLD 2073	Turfgrass II	3
SUMMER SEMESTER		
VLD 2103	Foremanship	3
VLD 2113	Weed and Nematodes Control	3
VLD 2114	Turfgrasses for Golf and Landscaping	4
VLD 2163	Turfgrass Management	3
	TOTAL HOURS	44

VLD 1003—Principles of Plant Growth. (3 Hours) A course designed to familiarize the students with plant processes, primary plant parts, vascular systems, root systems, and photosynthesis; also cultural and environmental factors affecting plant growth, as well as macro and micronutrients affecting plant growth.

VLD 1013—Plant Materials I. (3 Hours) Identification and study of most commonly used trees and shrubs used in landscape operations, including ground covers and vines.

VLD 1023—Landscape Construction Techniques. (3 Hours) Training in basic tools, machinery and elements of construction of landscape features with emphasis on correct operations and maintenance.

VLD 1033—Soils and Drainage. (3 Hours) Study of soil properties, types, and management practices as each affects growth and maintenance of turf grasses and tree and shrub growth.

VLD 1043—Basic Landscape Design. (3 Hours) Study, practice and analysis of landscape design with emphasis on residential and commercial properties.

VLD 1053—Greenhouse Environment and Equipment. (3 Hours) Training in assembling a greenhouse, regulating the environment and using equipment needed to maintain a greenhouse.

VLD 1073—Turfgrass I. (3 Hours) Identification and study of turfgrasses used in landscape and golf facilities.

VLD 1083—Irrigation. (3 Hours) Study of irrigation techniques and systems used in turfgrass establishment and maintenance including installation and maintenance of systems.

VLD 2003—Plant Materials II. (3 Hours) A continuation of Plant Materials I emphasizing the use of annuals and perennials in true landscape design.

VLD 2013—Landscape Installation and Maintenance. (3 Hours) Study of procedures involved in properly installing and maintaining plant materials in the landscape with emphasis on landscape construction.

VLD 2023—Landscape Disease and Pest Control. (3 Hours) Study of disease and pest problems on landscape plants, emphasizing control principles and recommendations, calibrations and use of equipment and recommendations, calibrations and use of equipment with further emphasis on safety regulations and practices.

VLD 2033—Landscape Engineering. (3 Hours) Emphasis on drafting, surveying, and map and blueprint reading.

VLD 2043—Advance Landscape Design. (3 Hours) Prerequisites—all first semester courses. Emphasis is placed on site planning and evaluation, as well as actual drawing of plans.

VLD 2051—Landscape Marketing. (1 Hour) Course will examine specific areas of the landscape industry including problems involved in marketing, production and other forms of promotion.

VLD 2053—Plant Nutrition. (3 Hours) Study of principles of mineral nutrition used to develop and maintain plant development and growth.

VLD 2073—Turfgrass II. (3 Hours) A continuation of Turfgrass I emphasizing seasonal care.

VLD 2103—Foremanship. (3 Hours) Course will entail interviews with landscape company owners and foremen with emphasis on the importance of appearance, courtesy, punctuality, and effective time usage of employees.

VLD 2113—Weed and Nematodes Control. (3 Hours) Study of weeds and nematodes and their control in the landscape. Emphasis placed on control recommendations, calibration, and safe uses.

VLD 2114—Turfgrasses for Golf and Landscaping. (4 Hours) Identification, evaluation, establishment, and maintenance of turfgrasses used in golf and landscape facilities.

VLD 2143—Greenhouse Management. (3 Hours) Detailed study of principles and practice of greenhouse operation and management.

VLD 2153—Plant Production. (3 Hours) Study of methods used in plant propagation in the greenhouse including soil types, pesticides and proper lighting and irrigation.

VLD 2163—Turfgrass Management. (3 Hours) Techniques of turfgrass management including pesticide control and irrigation of landscape facilities.

MACHINE SHOP 8090

(Jackson County Campus)

Machine Shop training is preparatory for job entry as a machinist or may be used to supplement the knowledge and skills of the employed machinist who desires increased competency in his occupation field.

Individuals completing this program will be capable in such areas as: blueprint reading, production of shop sketches, precision and non-precision hand tools, power saws, lathe operations, shaper operations, milling and grinding machines, industrial safety, welding and burning, shop math, gear manufacturing, turret lathe operations, metallurgy computer, numerical control machines and basic tool and die.

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 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VMS 1003	Benchwork	3
VMS 1021	Power Saws	1
VMS 1032	Elementary Lathe Operations	2
VMS 1044	Intermediate Lathe Operations	4
VMS 1055	Advanced Lathe Operations	5
VMS 1062	Drilling Machines	2
VMS 1082	Milling Machines	2
VMS 1094	Milling Machine Operations	4
VMS 1104	Advanced Milling Machine Operations	4
VMS 1112	Grinding Machines	2
VMS 1121	Industrial Safety	1
VMS 1132	Welding and Burning	2
VMS 1142	Blueprint Reading	2
VMS 1153	Applied Mathematics	3
VMS 1163	Applied Science	3
VMS 2003	Pumps and Valves	3
VMS 2013	Advanced Blueprint Reading	3
VMS 202	Metallurgy	4
VMS 2032	Turret Lathes	2
VMS 2045	Precision Grinding	5
VMS 2052	CNC Tooling	2
VMS 2064	CNC Milling Machine Operation	4
VMS 2074	CNC Lathe Operations	4
VMS 2085	Basic Tool & Die	5
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
	(2160 Clock Hours) Total Semester Hours	72

VMS 1003—Benchwork. Cut with handsaws and cold chisels; thread with taps and dies; file soft and hard metals; ream; use metal fasteners and tools for assembling; polish with abrasive cloth; measure with outside micrometers, comparitors, and semiprecision tools; make layouts using trammel points, dividers, and with vernier height gage, drill with power hand drill; sand with bench sander and portable power sander, grind with portable hand grinder. Ninety hours instruction. Three semester hours.

VMS 1021—Power Saws. Straight and angular cutting with power hacksaw; straight, angular and contour cutting with band saw. Thirty hours instruction. One semester hour.

VMS 1032—Elementary Lathe Operations. Types, parts, care and lubrication of engine lathes. Cutting tools, speeds and feeds and types of operations. Sixty hours instruction. Two semester hours.

VMS 1045—Intermediate Lathe Operations. Types and usage of work holding devices. Turning between centers, drilling, boring and reaming operations. Use of face plates and collets and associated math. One hundred fifty hours instruction. Five semester hours.

VMS 1054—Advanced Lathe Operations. Uses of steady and follower rests. Machining various types of tapers and angles, performing knurling operations. Types, calculating and machining external and internal threads. One hundred twenty hours instruction. Four semester hours.

VMS 1062—Drilling Machines. Straight drilling of flat and round stock; counterboring; reaming; tapping; spotfacing, counter-sinking for machine screws. Sixty hours instruction. Two semester hours.

VMS 1082—Milling Machines. Types, parts, care and lubrication of milling machines. Types of cutters, attachments, speeds and feeds, and operating principles. Work holding devices, set-up procedures and associated shop math. Sixty hours instruction. Two semester hours.

VMS 1094—Milling Machine Operations. Perform horizontal and vertical surface milling. Perform slotting, keyseating and end milling operations with horizontal milling machine. Angle milling, boring, reaming, drilling, spot facing, counter-boring and slotting operations on vertical milling machine. One hundred twenty hours instruction. Four semester hours.

VMS 1104—Advanced Milling Machine Operations. Study and practical application in design, formulation, center-to-center distances, and machining of spur gears. Design, formulation, calculation, and setup for machining various leads, and helical gears. Design, formulations, shaft angles, and set-up for machining bevel gears. Uses of rotary tables and index heads, associated math and various machining application. One hundred twenty hours instruction. Four semester hours.

VMS 1112—Grinding Machines. Composition and manufacture of grinding wheels, grinding wheel markings, types of grinding wheels, wheel selection for work to be ground, grinding safety, installations of grinding wheel and machine set-up, grind lathe cutting tools, grind drill bits, grind metal cutting tools, recondition by grinding various types of hand tools. Sixty hours of instruction. Two semester hours.

VMS 1121—Industrial Safety. Personal and team safety; safe use of hand and power tools of the trade; safe testing procedures; safe dress and habits; safe handling of the materials of the trade; use of firefighting equipment; administering first aid. Thirty hours instruction. One semester hour.

VMS 1132—Welding and Burning. Strike and hold an arc; deposit a bead; run a series of passes in a flat position; metal joining; fundamentals of torch lighting, torch adjusting and holding; straight burning; angle burning. Sixty hours instruction. Two semester hours.

VMS 1142—Blueprint Reading. Freehand sketch views of objects; read symbols as applied to the trade; read scales and dimensions. Prepare shop sketches and read working drawings as applied to the trade. Sixty hours instruction. Two semester hours.

VMS 1153—Applied Mathematics. A basic unit of instruction for trade occupations programs; problem solving as applied to the trade of whole numbers; fractions; decimals; percentages; averages; ratio and proportion; trade formulas in applied geometry and trigonometry. Ninety hours instruction. Three semester hours.

VMS 1163—Applied Science. Basic scientific principles; matter; measurements; precision measuring instruments; principles of lubrication; transfer of heat; properties of abrasives. Ninety hours instruction. Three semester hours.

VMS 2003—Pumps and Valves. Types and uses of the various pumps and valves, emphasis for study in this course will be placed on disassembly, repairing, reassembling, and testing to operating specifications. This course will also place strong emphasis on developing competence at alignment procedures for various pumps. Ninety hours of instruction. Three semester hours.

VMS 2013—Advanced Blueprint Reading. Supplementary training for second year students. This course is intended to develop an ability to read typical shop drawings, and blueprints for required dimensions, shape, description, machining operations, and other essential data required for the fabrication, construction, assembly and operation of parts and mechanisms. Prerequisite MS 1142. Ninety hours instruction. Three semester hours.

VMS 2024—Metallurgy. Study of various methods of identification, atomic structure, theory and practical application of various heat treating procedures, which include hardening, tempering, annealing, normalizing, and case hardening. Performing testing procedures for determining tensile strength, impact strength, hardness, and hardenability. One hundred twenty hours instruction. Four semester hours.

VMS 2032—Turret Lathes. Study of various types of vertical and horizontal turret lathes. Parts and operating principles, tooling, production set-up, and practical application. Sixty hours instruction. Two semester hours.

VMS 2045—Precision Grinding. Study and practical application of precision grinding machines, which are surface, cylindrical, and tool and cutter grinders. Manufacture and uses of abrasives, grinding wheel types, and marking systems. Theory of grinding, testing, truing and balancing wheels, and grinding safety. One hundred fifty hours instruction. Five semester hours.

VMS 2052—CNC Tooling. Study of the various types of cutting tool materials, their uses and effects on productivity. Holding devices and production set up are covered in depth. Identification of the carbide insert numbering system. Sixty hours of instruction. Two semester hours.

VMS 2064—CNC Milling Machine Operation. Study in the development of computerized machining programs for 3-axis milling machines. Inserting programs into computer memory. Set-up and manufacture machined parts. One hundred twenty hours of instruction. Four semester hours.

VMS 2074—CNC Lathe Operations. Study in the development of computerized machining programs for a 2-axis lathe. Inserting program into computer memory. Align, set-up and manufacture machined parts to blueprint specifications. One hundred twenty hours of instruction. Four semester hours.

VMS 2085—Basic Tool and Die. Fixture and die design, machining with multiple point tooling, form grinding, and using optical comparators. Polishing, buffing, and metal finishing techniques. One hundred eighty hours instruction. Six semester hours.

MARINE MAINTENANCE 8092

(Jackson County Campus)

46 weeks

The Marine Maintenance program is designed to prepare students to:

1. Perform tune-up operations on both gasoline inboard and outboard engines.
2. Effect repairs on outdrives.
3. Provide general repairs on small gasoline engines in addition to marine inboard and outboard engines.
4. Troubleshoot and repair accessory equipment.
5. Rig and repair boats.
6. Repair and maintain boat trailers.

The Marine Maintenance 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 fields of small engine repair and automotive engine repair.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VMM 1111	Safety	1
VMM 1122	Applied Mathematics	2
VMM 1132	Applied Science	2
VMM 1146	Outboard Engines	6
VMM 1156	Inboard Gasoline Engines	6
VMM 1162	Marine Fuel Systems	2
VMM 1172	Lubrication Systems	2
VMM 1182	Cooling Systems	2
VMM 1213	Transmissions	3
VMM 1224	Outdrives	4
VMM 1231	Marine Accessories	1
VMM 1244	Boats	4
VMM 1251	Trailers	1
VMM 1262	Welding and Burning	2
VMM 1278	Tune-up	8
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(1380 Clock Hours) Total Semester Hours	46

VMM 1111—Safety. Personal safety; hand tool safety; power tool safety; fire fighting equipment and procedures; first aid; fuel storage; special fuel precautions for boats; batteries; water safety. 30 clock hours of instruction. 1 semester hour of credit.

VMM 1122—Applied Mathematics. Whole numbers; fractions; decimals; percentages; averages; ratio and proportions; formulas; problem solving as applied to trade; metric system. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1132—Applied Science. Basic scientific principles; principles of fuel and lubrication; properties of abrasives; heat transfer; precision measuring tools and their use. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1146—Outboard Engines. General description of engines; two stroke cycle; four stroke cycle; power heads; crankshafts; piston and rod assemblies; camshafts; valve systems; lower units; drive systems; propellers; overhaul; preventative maintenance. 180 hours of instruction. 6 semester hours credit.

VMM 1156—Inboard Gasoline Engines. General description; block and head; crankshaft; camshaft; piston and rods; valve system. 180 hours of instruction. 6 semester hours credit.

VMM 1162—Marine Fuel Systems. Fuel tanks; pumps; carburation intake manifolds; air cleaners; filters; fuel injection systems; fuel tank repair; refining and octane rating of fuels. 60 clock hours of instruction. 2 semester hours credit.

VMM 1172—Lubrication Systems. Principles of lubrication; oil pumps; oil filters; general inspection and maintenance. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1182—Cooling Systems. Principles of air and liquid cooling systems; system operation; water jackets; water pumps; maintenance and service. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1213—Transmissions. Principles of operation/shift motors; control valves; overhaul; troubleshooting. 90 clock hours of instruction. 3 semester hours of credit.

VMM 1224—Outdrives. General operation and description. Power steering; drive shafts; universal joints; housings/shift mechanisms; steering mechanisms; bearings; troubleshooting; overhaul. 120 clock hours of instruction. 4 semester hours of credit.

VMM 1231—Marine Accessories. Bilge pumps; testing and installation of instruments; horns; installation of compasses, radios and navigational equipment. 30 clock hours of instruction. 1 semester hour of credit.

VMM 1244—Boats. Electrical rigging; steering cables; engine mounting; fiberglass repair; preventative maintenance repair and cleaning/shift and throttle control maintenance and installation. 120 clock hours of instruction. 4 semester hours of credit.

VMM 1251—Trailers. Electrical wiring installation and testing; winches; wheels and bearings; cradles and rollers; load adjustment; preventative maintenance. 30 clock hours of instruction. 1 semester hour of credit.

VMM 1262—Welding and Burning. Welding safety; basic cutting and burning; Fundamental T.I.G.; Oxy-Acetylene Welding. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1278—Tune-up. Diagnosis and testing in preparation for tune-up; operation of test equipment; diagnose, repair and/or replace all parts of electrical, fuel, lubrication, cooling and drive systems. 240 clock hours of instruction. 8 semester hours of credit.

MEDICAL UNIT MANAGER 8096

(Jackson County and Jefferson Davis Campuses)

The Medical Unit Manager program is a two semester training certificate program. The Medical Unit Manager is a managerial-clerical worker who may be employed in hospitals, nursing homes, home health nursing, physician's office and such other situations where a trained manager or receptionist is needed.

Admission to the Medical Unit Manager 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 Medical Unit Manager application and pre-entrance testing provided by the vocational counselor.

This program leads to the MGCCC diploma.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS	
		1 Sem.	2 Sem.
VUM 1103	Vocational Relations	3	
VUM 1113	Applied Science	3	
VUM 1105	Management Skills I	5	
VUM 1115	Medical Office Skills	5	
VUM 2108	Clinical Practicum		8
VUM 2102	Management Skills II		2

VUM 1103—Vocational Relations. This course is designed to introduce the student to the Medical Unit Manager, the medical environment and human relations. Ninety clock hours of instruction. Three semester hours.

VUM 1113—Applied Science. This course is designed to acquaint the student with the general structure and function of the human body, the basic health concepts and nutritional requirements. Basic medical terminology will be included. Ninety clock hours of instruction. Three semester hours.

VUM 1105—Management Skills I. This course is designed to present basic methodology needed to acquaint the student with the skills of communication techniques, clerical responsibilities, managerial and record keeping activities of the manager. One hundred fifty hours of instruction, including theory and laboratory experience. Five semester hours.

VUM 1115—Medical Office Skills. This course is designed to develop a basis in keyboard mastery and skills with special emphasis on basic medical forms. Includes order entry on the CRT Pharmacology, diseases and diagnosis and medical terminology. One hundred fifty hours of instruction including theory and laboratory experiences. Five semester hours.

VUM 2108—Clinical Practicum. This course presents a practical experience internship program of actual performance in health care institutions and offices. Two hundred forty hours clinical experience. Eight semester hours.

VUM 2102—Management Skills II. This course is a continuation of Management Skills I and will allow the student to refine the managerial skills with special emphasis on clerical responsibilities and record keeping activities. Sixty hours of instruction. Two semester hours.

NURSING ASSISTANT 8141

(Jackson County and Jefferson Davis Campuses)

The nursing assistant is an auxiliary worker in nursing service who may be employed to assist nurses in hospitals, nursing homes, home health nursing and such other situations where registered professional nurse judgements are

made relative to the needs of the patient and prior to the assignment of such tasks.

This program is six months in duration and leads to the MGCCC diploma.

Admission to the Nursing Assistant 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 Nursing Assistant application and forward it to the vocational counselor's office at least one month in advance of expected registration.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VNA 1104	Introduction to Nursing Assistant	4
VNA 1205	Patient Care Concepts	5
VNA 1316	Patient Care Practicum	16
	Total Semester Hours	25

VNA 1104—Introduction to Nursing Assistant. This course is designed to acquaint the student to the college, local agencies, resources and job market. It includes an introduction to long-term care, the working environment, special needs of the elderly and chronically ill, and basic nursing care. One hundred and twenty hours of instruction. Four semester hours.

VNA 1205—Patient Care Concepts. This course is designed to enable the student to understand personal care, alignment and mobility, elimination, and planning and recording. One hundred and fifty hours of classroom and laboratory instruction. Five semester hours.

VNA 1316—Patient Care Practicum. Students will perform tasks assigned in affiliating clinical agencies. Tasks will include providing patient care to a variety of patients. Four hundred and eighty hours of clinical practice. Sixteen semester hours.

INDUSTRIAL MAINTENANCE MECHANIC 8110

(Jefferson Davis Campus)

The Industrial Maintenance Mechanic program is preparatory for job entry into the field of maintenance. It consists of in six basic trade areas, which are intended to provide a well-rounded education in operating and maintenance practices connected with the building trades. 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 (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VIM 1016	Introduction to Plumbing	6
VIM 1026	Plumbing Laboratory	6
VIM 1036	Introduction to Metal Trades	6
VIM 1046	Metal Trades Laboratory	6
VIM 1056	Introduction to Carpentry/ Woodworking	6
VIM 1066	Carpentry/Woodworking Laboratory	6
VIM 1076	Introduction to Brick and Block Laying	6
VIM 1086	Brick/Block Laying Laboratory	6
VIM 2006	Introduction to Industrial Electricity	6
VIM 2016	Industrial Electricity Laboratory	6
VIM 2026	Introduction to Air Conditioning and Refrigeration	6
VIM 2036	Air Conditioning and Refrigeration Laboratory	6
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(2160 Clock Hours) Total Semester Hours	72

VIM 1016—Introduction to Plumbing. This course of instruction is designed to train the students in the fundamentals and principles of plumbing theory. It teaches subjects, such as the use of hand tools, safety, the sewer system, drainage system, hot and cold water systems, plumbing codes and fixture wall systems. Six semester hours. (180 hours instruction)

VIM 1026—Plumbing Laboratory. This course of instruction is the practical aspects of plumbing. The students will be expected to perform working tasks such as repair of valves, rough-in, planning and estimating of plumbing systems and setting fixtures. Six semester hours. (180 hours instruction)

VIM 1036—Introduction to Metal Trades. This course of instruction involves learning theories of arc welding, gas welding and machine operations. Six semester hours. (180 hours of instruction)

VIM 1046—Metal Trades Laboratory. This course is the practical application phase. The student will perform such tasks as: making vertical, horizontal and overhead passes using the arc welding theories; utilize gas welding equipment; machine operating procedures. Six semester hours. (180 hours instruction)

VIM 1056—Introduction to Carpentry/Woodworking. This course will afford the student an opportunity to become familiar with the hand/power tools along with instructions on the utilization and care of these tools. Six semester hours. (180 hours instruction)

VIM 1066—Carpentry/Woodworking Laboratory. This course of instruction is the practical aspects of carpentry. The student will perform various tasks (projects) utilizing the various theories of carpentry. Six semester hours. (180 hours instruction)

VIM 1076—Introduction to Brick Laying. This course consists of the history and development of brick and blocklaying theories, tools and equipment required to perform these tasks and the fundamentals of laying bricks and blocks to a line. Six semester hours. (180 hours instruction)

VIM 1086—Brick/Blocklaying Laboratory. This course gives the student the opportunities of practical application of brick/blocklaying theories. Six semester hours. (180 hours instruction)

VIM 2006—Introduction to Industrial Electricity. This course is designed to train the student in the fundamentals and principles of basic electrical theory and its application to electrical trades. Six semester hours. (180 hours instruction)

VIM 2016—Industrial Electricity Laboratory. This course offers the student practical application of residential, commercial and industrial wiring concepts as outlined in the National Electrical Codes. Six semester hours. (180 hours instruction)

VIM 2026—Introduction to Air Conditioning; and Refrigeration. This course of instruction teaches the student the basic principles of the refrigeration/air conditioning theory and theoretical applications associated with a basic refrigeration system. Six semester hours. (180 hours instruction)

VIM 2036—Air Conditioning/Refrigeration Laboratory. Practical applications of the air conditioning/refrigeration theories which teach the student how to repair, service and install various air conditioning/refrigeration or systems. Six semester hours. (180 hours instruction)

PIPEFITTING/PLUMBING 8120

(Jackson County Campus)

The Pipefitting/Plumbing program is an open/entry open exit self paced, individualized program. It is a program to enable students the opportunity to successfully enter the progress in the piping industry at an advanced learners level. Students will choose either plumbing or pipefitting after completing 19 semester hours (570 clock hours) of basic courses. The pipefitting and plumbing courses will consist of 27 semester hours (810 clock hours) and 28 semester hours (840 clock hours) respectively. Students who have completed either plumbing or pipefitting may elect to complete both plumbing/pipefitting. Students completing plumbing/pipefitting will receive 74 semester hours (2220 clock hours) of instruction.

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 60).

FUNDAMENTALS OF PIPEFITTING/PLUMBING

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VFP 1001	Industrial Safety	1
VFP 1012	Fitting Identification	2
VFP 1022	Use and Care of Tools	2
VFP 1032	Applied Math	2
VFP 1041	Applied Science	1
VFP 1052	Basic Welding & Burning	2
VFP 1063	Blue Print Reading	3
VFP 1073	Drafting & Sketching	3
VFP 1083	Low Pressure Boilers	3
	PIPEFITTING	
VPF 2004	Mathematics Pipe Measurements	4
VPF 2014	Basic Pipe Fabrication	4
VPF 2022	Pipe Drafting	2
VPF 2031	Pipe Specifications & Systems	1
VPF 2041	Rigging & Signaling	1
VPF 2051	Steel Ship Building	1
VPF 2061	Marine Construction	1
VPF 2072	Welding, Burning, Brazing, & Soldering	2
VPF 2082	Advanced Pipe Blue Print Reading	2
VPF 2010	Advanced Pipefitting	10
	PLUMBING	
VPP 2002	Sewer Systems	2
VPP 2012	Heating Devices	2
VPP 2023	Drainage Systems	3
VPP 2033	Hot Water Systems	3
VPP 2043	Cold Water Systems	3
VPP 2053	Plumbing Codes	3
VPP 2063	Gas Codes	3
VPP 2071	Plumbing Fixtures	1
VPP 2081	Methane	1
VPP 2094	Solar	4
VPP 2112	Backflow Cross Connection	2
	(2220 Clock Hours of Instruction) Total Semester Hours	74

VFP 1001—Industrial Safety. This one semester hour (30 clock hours) will provide each student with an understanding of job safety and health, including first aid. It will also give students a general knowledge of occupational hazards and the scope of OSHA Law.

VFP 1012—Fitting Identification. This two semester hour (60 clock hours) course will include pipefitting and plumbing fittings, valves, hangers, general trade fitting ID. Including screwed, welded, flanged, soldered, brazed, glued, compression and flared fittings.

VFP 1022—Use and Care of Tools. This two semester hour (60 clock hours) course will consist of identification and use of pipefitting and plumbing tools used in todays piping industry.

VFP 1032—Applied Math. This two semester hour (60 clock hours) course that students will need in plumbing/pipefitting trade.

VFP 1041—Applied Science. This one semester hour (30 clock hours) course is to acquaint the student with basic scientific principles which consist of matter, pressure, expansion, compression, temperatures, heat, evaporation and properties of saturated steam as applied to the pipefitting/plumbing trade.

VFP 1052—Basic Welding and Burning. This two semester hour (60 clock hours) course will consist of students learning to strike an arc, run a bead, run a series of passes in the flat position, join metal together, set-up ox-acc burning, rig, and cut straight and level angles on flat steel and pipe.

VFP 1063—Blueprint Reading. This three semester hour (90 clock hours) course in which students will learn to interpret symbols, abbreviations, dimensions, terms, specifications, blueprint layout, structure of ships, structure of buildings, and isometric prints.

VFP 1073—Drafting & Sketching. This three semester hour (90 clock hours) course that consists of learning the symbols, abbreviations, types of lines, freehand sketching, drawing and lettering, sketching views of objects using the architects scale, isometrics drawing and drawing sketches from blueprints.

VFP 1083—Low Pressure Boilers. This three semester hour (90 clock hours) is to acquaint students with the operation of a low pressure boiler for heating, steam, water heating. You will be required to learn correct operating procedure and safety precautions.

VPF 2004—Mathematics Pipe Measurements. This four semester hour (120 clock hours) course will provide an indepth study of pipefitting calculation and pipe welding layout.

VPF 2014—Basic Pipe Fabrication. This four semester hour (120 clock hours) course is to acquaint students with the use of pipefitting tools and equipment, different ways of cutting and fitting pipe methods of calculating pipe fittings, various types of fit-ups.

VPF 2022—Pipe Drafting. This two semester hour (60 clock hours) will pick up where the drafting & sketching left off. Students entering pipe drafting must have completed drafting and sketching or an approved similar course of study.

VPF 2031—Pipe Specifications and Systems. This one semester hour (30 clock hours) course is to acquaint students with different metals used in making pipe; the sizes, weights and strengths and how they are manufactured. The pipe systems on ships and industrial plants are studied in addition to the cleanliness and testing of systems.

VPF 2041—Rigging and Signaling. This one semester hour (30 clock hours) course is to acquaint the student with basic use of chains, ropes, pulleys, levers, chainfalls, and working with operations of cherry pickers, cranes, etc.

VPF 2051—Steel Ship Building. This one semester (30 clock hours) course is to acquaint students with the structure of a ship and become familiar with the abbreviation of parts and sections of ships.

VPF 2061—Marine Construction. This one semester (30 clock hours) course is to acquaint the student with various types of piping systems. This will include both building and marine pipefitting systems.

VPF 2072—Welding, Burning, Brazing, Soldering. This two semester hour (60 clock hours) course will give students a more in-depth course of study in welding, burning, brazing, and soldering.

VPF 2082—Advanced Pipe Blueprint Reading. This two semester hour (60 clock hours) course will give the students a more indepth understanding of marine and structural blueprint readings.

VPF 2010—Advanced Pipefitting. This ten semester hour (300 clock hours) course is designed to develop competence in the area of advanced blueprint reading, lay-out, back flow cross connection and fabrication of piping system.

VPP 2002—Sewer Systems. This two semester hour (60 clock hours) course is to acquaint students with a history of plumbing and sewage treatment. The course is designed for the theoretical and practical aspects of disposal system elements, house sewer, septic tanks, tank size calculations, maintenance causes and removal of sewer obstructions.

VPP 2012—Heating Devices. This two semester hour (60 clock hours) course is designed to give the students background knowledge and psychomotor skills in the area of installing hot water tanks, furnace coils, panel ray heaters, central units, and floor furnaces.

VPP 2023—Drainage Systems. This three semester (90 clock hours) course is designed to give the practical and theoretical use of drainage systems, comprises the installation of the system in the house covering health aspects, disposal of poisonous gases arising from the discharge of traps.

VPP 2033—Hot Water Systems. This three semester (90 clock hours) course is designed to give the student background knowledge and practical application of installing a hot water system according to the unit fixture system.

VPP 2043—Cold Water Systems. This three semester (90 clock hours) course is designed to acquaint the student with portable water and sizing and installation of a portable cold water system.

VPP 2053—Plumbing Codes. This three semester (90 clock hours) course will acquaint students with the standard plumbing codes.

VPP 2063—Gas Codes. This three semester (90 clock hours) course will acquaint students with the Standard Gas Code.

VPP 2071—Fixtures. This one semester (30 clock hours) 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 used in the plumbing construction.

VPP 2081—Methane. This one semester hour (30 clock hours) course consists of history and development of methane gas production giving the student background knowledge and practical application.

VPP 2094—Solar. This four semester hour (120 clock hours) course consists of history and development of solar units, active and passive batch systems giving the students background knowledge and practical application of building and installing a hot water solar collector.

VPP 2112—Back Flow Cross Connection. This two semester (60 clock hours) course will acquaint students with different types of back flow devices, proper installation, testing and repairs of devices.

PRACTICAL NURSING 8140

(Jefferson Davis and Jackson County Campuses and George County Occupational Training Center)

This program is designed to prepare students to become Licensed Practical Nurses. Students spend the first few weeks in classroom and laboratory work, gradually progressing to clinical learning experiences under the supervision of qualified instructors.

A practical nurse is prepared by an approved educational program to care for the sick, to participate in the prevention of illness and to assist in the rehabilitation of patients. The practical nurse functions under the supervision of a licensed physician and/or a registered professional nurse. Graduates are eligible to write the State Board Examination for licensure.

Licensed practical nurses find employment in hospitals, nursing homes, physician's offices, community health agencies, or other health-related facilities.

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 60).

Admission to the Practical Nursing Program is limited and by special application only.

ADMISSION REQUIREMENTS ARE:

1. Make application to the program through the Vocational-Technical Counselor's office.
2. Take a battery of tests on a scheduled date.
3. The student must be physically and emotionally able to meet the requirements of the program.
4. After achieving satisfactory scores on all tests, the applicants will complete and/or supply the following:

a. Application of admission to the College.
b. Notarized health occupations application form.
c. Health form which includes phys4al and mental fitness, immunizations record, and examining physician's signature.
d. The names and addresses of three (3) references (other than relatives)
e. An official high school transcript verifying graduation date or General Education Development test scores certifying high school graduation equivalency
f. Be selected by the Admissions Committee

5. Qualified applicants are considered in the order in which they complete applications requirements.

MAJOR UNITS OF INSTRUCTIONS		SEMESTER HOURS
VPN 1101	Vocational Adjustments	1
VPN 1102	Body Structure and Function	2
VPN 1104	Nursing I	4
VPN 1111	Health	1
VPN 1121	Basic Nutrition	1
VPN 1131	Growth and Development	1
VPN 1202	Basic Techniques of Drug Administration	2
VPN 1203	Nursing II (Introduction to Medical Surgical Nursing Needs)	3
VPN 1213	Nursing III-A (Nursing Needs of Children	
VPN 1223	Nursing V (Nursing Needs of the Mentally and Emotionally Ill)	3
VPN 1224	Nursing IV (Nursing Needs of Newborns and Mothers)	3
VPN 1301	Drug Administration	1
VPN 1318	Nursing III-B (Nursing Needs of Adults)	18
VPN 1324	Vocational Adjustments II	1
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(1640 Clock Hours) Total Semester Hours	44

VPN 1101—Vocational Adjustments I. This course is designed to introduce the practical nursing program and to introduce the role of the practical nurse in the health care field. Twenty hours instruction. One semester hour.

VPN 1102—Body Structure and Function. This course provides basic information about the normal human body that is essential in giving safe, effective nursing care. Sixty hours instruction. Two semester hours.

VPN 1104—Nursing I, Introduction to Nursing Needs. This course presents a foundation of nursing care from which all other nursing courses are built. One hundred fifty hours instruction including theory and clinical laboratory experience. Four semester hours.

VPN 1111—Health. This course is the study of personal, family, and community health. It includes the relationship between sanitation and disease and the control of micro-organisms. Thirty hours of instruction. One semester hour.

VPN 1121—Basic Nutrition. This course provides the foundation that will enable the student to understand the relationship between health and proper nutrition. Forty hours instruction. One semester hour.

VPN 1131—Growth and Development. This course is designed to provide insight into the normal pattern of human growth and development from conception to death. Thirty hours of instruction. One semester hour.

VPN 1202—Basic Techniques of Drug Administration. This course provides basic information related to drugs: classifications, sources, measurement, regulatory requirements, and basic technique of drug administration. Forty hours of instruction. Two semester hours.

VPN 1203—Nursing II, Introduction to Medical Surgical Nursing Needs. This course is designed to introduce medical-surgical nursing needs which include causes, body's response, symptoms, diagnostic procedures, treatment, and related terminology. One hundred twenty hours of instruction including theory and clincal experience. Three semester hours.

VPN 1213—Nursing III-A, Nursing Needs of Children. This course is designed to help the learner meet the nursing care needs of children. One hundred hours of instruction including theory and clinical experiences. Three semester hours.

VPN 1318—Nursing III-B, Nursing Needs of Adults. This course is designed to prepare the student to meet nursing needs of adults with medical-surgical conditions. Six hundred sixty hours of instruction including theory and clinical experiences. Eighteen semester hours.

VPN 1224—Nursing IV, Nursing Needs of Mothers and Newborns. This course is designed to help the learner meet the special needs of the mother during pregnancy, labor and delivery, and post delivery. It also emphasizes the unique needs of the newborn. One hundred thirty hours of instruction including theory and clinical experiences. Three semester hours.

VPN 1223—Nursing V, Nursing Needs of the Mentally and Emotionally Ill. This course is designed to provide the student with an understanding of the basic mental and emotional needs in health and illness, and the role of the practical nurse as a member of the health team. One hundred hours of instruction including theory and clinical experiences. Three semester hours.

VPN 1301—Drug Administration. This course provides the learner with the opportunity to develop safe techniques and skills by supervised practice. Eighty hours of supervised clinical practice. One semester hour.

VPN 1324—Vocational Adjustments II. This course is a continuation of Vocational Adjustments I and prepares the learner for the transition from student to graduate and includes employability skills. Eighty hours of instruction. One semester hour.

PLUMBING 8160

(Jefferson Davis Campus)

This program is designed to satisfy the fundamentals of the beginner in the field of plumbing. It is programmed to enable the student to successfully enter and progress in the field of plumbing installation service and repair at an advanced learners level. Also to develop this basic knowledge and skill (after employment) for the improvement of his or her ability and employability. (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 on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCP 1004	Introduction to Plumbing	4
VCP 1015	Sewer Systems	5
VCP 1024	Drainage Systems	4
VCP 1035	Cold Water Systems	5
VCP 1045	Hot Water Systems	5
VCP 1055	Plumbing Code	5
VCP 1064	Fixtures	4
VCP 1074	Heating Devices	4
VCP 1085	Solar	5
VCP 1095	Methane	5
VRE 1000	Employability Skills	
VRE 1010-1020	Related Education	
	(1380 Clock Hours) Total Semester Hours	46

VCP 1004—Introduction to Plumbing. This course consists of history and development of plumbing, use of tools, safety and to describe the trade and its relation to health. Working conditions, opportunities and the ethics of the trade are also taught. Four semester hours. (120 hours instruction)

VCP 1015—Sewer Systems. This course is designed for the theoretical and practical aspects of disposal systems elements, house sewer, septic tanks, siphon action, tank size calculations, maintenance causes and removal of sewer obstruction. Five semester hours. (150 hours instruction)

VCP 1024—Drainage Systems. This course is designed to give the practical and theoretical use of drainage systems, comprises the installation of the system in the house covering health aspects, disposal of poisonous gases arising from the discharge and traps. Four semester hours. (120 hours instruction)

VCP 1035—Cold Water Systems. This course is designed to give the student a practical aspect and theory of the installation of cold water supply, health contamination, city water supply, rough in measurements and placement of fixture. Five semester hours. (150 hours instruction)

VCP 1045—Hot Water Systems. This course is designed to give the student the background knowledge and practical application of installing a hot water system according to the unit fixture system. Five semester hours. (150 hours instruction)

VCP 1055—Plumbing Coding. This course is designed to give the student an introduction to National, Southern, and Country Plumbing codes and their application. Five semester hours (150 hours instruction)

VCP 1064—Fixtures. This course is designed to give the student the background knowledge and practical application of installing the rough-in and finish fixtures for all types of plumbing fixtures used in construction. Four semester hours. (120 hours instruction)

VCP 1074—Heating Devices. THis course is designed to give the student the background knowledge and psychomotor skills in the area of installing: horizontal hot water tanks, furnace coils, tank heaters, blow off tanks and automatic storage gas heaters. Summer-winter hot water hookups, indirect heating and solar heaters are taught. Four semester hours. (120 hours instruction)

VCP 1085—Solar. This course consists of history and development of solar units, active and passive, batch systems giving the student background knowledge and practical application of building and installing a hot water solar collector. Five semester hours. (150 hours instruction)

VCP 1095—Methane. This course consists of history and development of methane gas production giving the student background knowledge and practical application. Will include research and actual production of methane by a combined use of solar collector and methane digester. Five semester hours. (150 hours instruction)

MACHINE TOOL OPERATION/ MACHINE SHOP 8197

(West Harrison County Occupational Training Center)

Precision Metal training is preparatory for job entry as a machinist or may be used to supplement the knowledge and skills of the employed machinist who desires increased competency in his/her occupation field.

Individuals completing this program will be capable in such areas as: blueprinting reading, production of shop sketches, precision and non-precision hand tools, power saws, lathe operations, milling and grinding machines. Industrial safety, welding and burning, shop math, and turret lathe operations.

This program leads to the MGCCC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue MGCCC Associate of Applied Science degree in occupational education. (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VMW 1121	Industrial Safety	1
VBW 1002	Introduction to Basic Welding	2
VBW 1021	Power Sources	1
VBW 1031	Identification of Electrodes	1
VBW 1061	Metal Cutting I	1
VBW 1083	Basic Welding I	3
VMS 1003	Benchwork	3
VMS 1021	Power Saws	1
VMS 1032	Elementary Lathe Operations	2
VMS 1045	Intermediate Lathe Operations	5
VMS 1055	Advanced Lathe Operations	5
VMS 1062	Drilling Machines	2
VMS 1083	Milling Machines	3
VMS 1094	Milling Machine Operations	4
VMS 1112	Grinding Machines	2
VMS 1142	Blue Print Reading	2
VMS 1163	Applied Science	3
VMS 2013	Advanced Blueprint Reading	3
VMS 2032	Turret Lathes	2
	TOTAL HOURS	46

Optional courses offered for students pursuing a structural welding certification.

VBW 1001	Industrial Safety I	1
VBW 1011	Industrial Safety II	1
VBW 1041	Methods of Welding	1
VBW 1053	Introduction to Fluxcore Welding	3
VBW 1072	Metal Cutting II	2
VBW 1094	Basic Welding II	4
VBW 1104	Basic Welding III	4
	TOTAL HOURS	16

VMW 1121—Industrial Safety. Safe use of shop equipment, First Aid procedures, and personal protective equipment. Thirty hours instruction. One semester hour.

VBW 1002—Introduction to Basic Welding. Equipment and theory learning to strike and arc, running downhand beads and a downhand pad of beads. Sixty hours instruction. Two semester hours.

VBW 1021—Power Sources. DC and AC sources: rectifiers; welding machine maintenance; accessory equipment. Thirty hours instruction. One semester hour.

VBW 1031—Identification of Electrodes. A.W.S. specification; types of electrodes; coating of electrodes; selection of electrodes. Thirty hours instruction. One semester hour.

VBW 1061—Metal Cutting I. Oxy-acetylene equipment; safety; equipment; assembly; lighting, and adjustment; hand cutting. Thirty hours instruction. One semester hour.

VBW 1083—Basic Welding I. Steel: stick welding techniques (E-6010): downhand T; vertical T; horizontal T; over head T. Ninety hours instruction. Three semester hours.

VMS 1003—Benchwork. Cut with hacksaw and cold chisels, thread with taps and dies, filing, reaming, polishing, hand drills and other power hand tools. Ninety hours instruction. Three semester hours.

VMS 1021—Power Saws. Straight drilling of flat and round stock, counterboring, countersinking, reaming, tapping, spot facing and feeds and speeds. Thirty hours instruction. One semester hour.

VMS 1032—Elementary Lathe Operations. Types, parts, care and lubrication of engine lathes. Cutting tools, speeds and feeds and types of operations. Sixty hours instruction. Two semester hours.

VMS 1045—Intermediate Lathe Operations. Types and usage of work holding devices. Turning between centers, drilling, boring and reaming operations. Use of face plates and collets, and associated math. One hundred fifty hours instruction. Five semester hours.

VMS 1055—Advanced Lathe Operations. Uses of steady and follower rests. Machining various types of tapers and angles, performing knurling operations. Types, calculating and machining external and internal threads. One hundred fifty hours instruction. Five semester hours.

VMS 1062—Drilling Machines. Straight drilling of flat and round stock; counterboring; reaming; tapping; spotfacing, counter-sinking for machine screws. Sixty hours instruction. Two semester hours.

VMS 1083—Milling Machines. Types, parts, care and lubrication of milling machines. Types of cutters, attachments, speeds and feeds, and operation principles. Work holding devices, set-up procedures and associsted shop math. Ninety hours instruction. Three semester hours.

VMS 1094—Milling Machine Operations. Perform horizontal and vertical surface milling. Perform slotting, keyseating and end milling operations with horizontal milling machines. Angle milling, boring, reaming, drilling, spot facing, counter-boring, and slotting operations on vertical milling machine. One hunderd twenty hours instruction. Three semester hours.

VMS 1112—Grinding Machines. Composition and manufacture of grinding wheels, grinding wheel markings, type of grinding wheels, wheel selection for work to be ground, grinding safety, installations of grinding wheel and machine set-up, grind lathe cutting tools, grind drill bits, grind metal cutting tools, recondition by grinding various types of hand tools. Sixty hours of instruction. Two semester hours.

VMS 1142—Blueprint Reading. Freehand sketch views of objects; read symbols as applied to the trade; read scales and dimensions. Prepare shop sketches and read working drawings as applied to the trade. Sixty hours instruction. Two semester hours.

VMS 1163—Applied Science. Basic scientific principles; matter; measurements; precision measuring instruments; principles of lubrication; transfer heat; properties of abrasives. Ninety hours instruction. Three semester hours.

VMS 2013—Advanced Blueprint Reading. Supplementary training for second year students. This course is intended to develop an ability to read typical shop drawings and blueprints for required dimensions, shape, description, machining operations, and other essential data required for the fabrication, construction, assembly, and operation of parts and mechanisms. Prerequisite MS 1142. Ninety hours instruction. Three semester hours.

VMS 2032—Turret Lathes. Study of various types of vertical and horizontal turret lathes. Parts and operation principles, tooling, production set-up, and practical application. Sixty hours instruction. Two semester hours.

VBW 1001—Industrial Safety I. Safe use of hand and power tools, use of firefighting equipment. First aid procedures and personal protective equipment. Thirty hours instruction. One semester hour.

VBW 1011—Industrial Safety II. Personal and team safety; working with others; protective equipment; safe handling of materials. Thirty hours instruction. One semester hour.

VBW 1041—Methods of Welding. Gas shielded arc welding (Tig, Mig, and spray arc welding); theory, introduction to Tig and Mig welding processes, class discussion of other processes. Thirty hours instruction. One semester hour.

VBW 1053—Introduction to Fluxcore Welding. Power sources; wirefeeders; special equipment. Running downhand beads and downhand "T" joints. Ninety hours instruction. Three semester hours.

VBW 1072—Metal Cutting II. Carbon arc cutting: safety; equipment assembly; cutting methods and automatic flame cutting. Sixty hours instruction. Two semester hours.

VBW 1094—Basic Welding II. Steel: stick welding techniques (E-7018); downhand T; vertical T; horizontal T; overhead T. One hundred twenty hours instruction. Four semester hours.

VBW 1104—Basic Welding III. Steel: stick welding techniques (E7018 and E-6010); vertical butt; horizontal butt; overhead butt. (Bend test required on vertical and overhead). One hunderd twenty hours instruction. Four semester hours.

RESPIRATORY THERAPY TECHNICIAN 8180

(Jackson County Campus)

The twelve month Respiratory Therapy Technician Certification program is designed to assist the student in the development of skills for entry-level employment as Graduate Respiratory Therapy Technicians. Graduates will be eligible to write the National Board of Respiratory Care to become certified Respiratory Therapy Technicians (CRTT).

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 60).

Admission requirements are:

1. The applicant must take the General Aptitude Test battery at the Mississippi State Employment Service Office with satisfactory scores.
2. The student must be physically and emotionally able to meet the requirements of the program.
3. Complete notarized Health Occupations Application form.
4. Take a battery of tests on a scheduled date.
5. Following successful scores on all tests, the applicant will complete the following:
   A. Application of Admission to the College.
   B. Health form which must be signed by a physician.
   C. Supply the names and addresses of three (3) references (other than relatives).
   D. 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.
   E. Have an interview with an admissions committee.
6. Qualified applicants are considered in the order in which they completed application requirements.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
SEMESTER ONE		
VRT 1008	Fundamentals I	8
VRT 1015	Fundamentals II	5
SEMESTER TWO		
VRT 2008	Fundamentals III	8
VRT 2018	Clinical I	8
SEMESTER THREE		
VRT 2307	Clinical II	7
VRT 2316	Clinical III	6
	(1520 Clock Hours) Total Semester Hours	42

VRT 1008—Fundamentals I. This is a general theory course designed to familiarize the student with the basic essentials associated with cardiopulmonary anatomy and physiology, math, physical sciences, microbiology and pharmacology.

Pathologies and anomalies emphasizing pulmonary and cardiovascular systems as well as basing nursing techniques will also be presented. Two hundred thirty five hours of instruction. Eight semester hours.

VRT 1015—Fundamentals II. This is an introductory course in respiratory care procedures which orient the student to the role of the technician and provides the basis for study of more complex respiratory care. The student will receive clinical orientation to gas administration, oxygen therapy, IPPB therapy, ultrasonic nebulizer therapy, chest physical therapy, and airway care. One hundred ten hours of instruction and forty hours of clinical experiences. Five semester hours.

VRT 2008—Fundamentals III. This course presents advanced theory dealing with pharmacology, arterial blood gas and pulmonary function studies, and respiratory therapy care. Two hundred fifteen hours of instruction. Eight semester hours.

VRT 2018—Clinical I. This course is designed to provide supervised learning experiences for students in the clinical setting to include introductory respiratory care techniques. Three hundred sixty hours of clinical experiences. Eight semester hours.

VRT 2307—Clinical II. This course is designed to provide supervised learning experiences in a clinical setting to include advanced respiratory care techniques. Three hundred hours of clinical experiences. Seven semester hours.

VRT 2316—Clinical III. This course is designed to provide supervised learning experiences in a clinical setting to include specialized respiratory care techniques: adult and neonatal intensive care. Two hundred sixty hours of clinical experiences. Six semester hours.

SECRETARIAL TRAINING 8190

(George County and West Harrison County Occupational Training Centers)

This program is preparatory to employment in the secretarial field. The student has the option to enter either the stenographic sequence or the machine transcription sequence.

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 60).

Administrative Sequence

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VST 1002	Elementary Typewriting	2
VST 1012	Intermediate Typewriting	2
VST 1022	Advanced Typewriting	2
VST 1032	Elementary Shorthand	2
VST 1042	Intermediate Shorthand	2
VST 1052	Advanced Shorthand	2
VST 1063	Business Communications	3
VST 1073	Business Mathematics	3
VST 1183	Electronic Calculators	2
VST 1193	Secretarial Accounting	3
VRE 1203	Computerized Accounting/Electronics Spreadsheet Applications	3
VST 1212	Filing & Data Base Management	2
VST 1223	Word Processing I	3
VST 1233	Word Processing II	3
VST 1243	Office Procedures	3
VST 1256	Office Simulation	6
VRE 1010-1020	Related Education	
	(1290 Clock Hours) Total Semester Hours	43

Machine Transcription Sequence

VST 1002	Elementary Typewriting	2
VST 1012	Intermediate Typewriting	2
VST 1022	Advanced Typewriting	2
VST 1132	Machine Transcription	2
VST 1142	Legal Machine Transcription I	2
VST 1152	Legal Machine Transcription II	2
VST 1063	Business Communications	3
VST 1073	Business Mathematics	3
VST 1182	Electronic Calculators	2
VST 1193	Secretarial Accounting	3
VST 1203	Computerized Accounting/Electronic Spreadsheet Applications	3
VST 1212	Filing & Data Base Management	2
VST 1223	Word Processing I	3
VST 1233	Word Processing II	3
VST 1243	Office Procedures	3
VST 1256	Office Simulation	6
VRE 1010-1020	Related Education	
	(1290 Clock Hours) Total Semester Hours	43

VST 1002—Elementary Typewriting. A course designed for beginners in typewriting with emphasis upon learning typewriter mechanisms, care and operation of the typewriter; the development of basic keyboard mastery using the touch method. Introduction of basic business letters, tabulation, and centering are taught. 60 hours instruction. Two semester hours.

VST 1012—Intermediate Typewriting. A course designed to review basic knowledge and techniques and continues with the typewriting of business letters with special features, tabulations with horizontal and vertical rulings, manuscripts, and special communications reviews. 60 hours instruction. Two semester hours.

VST 1022—Advanced Typewriting. A terminal course including the production of mailable letters, statistical reports, business forms, and specialized office simulation units as related to the legal, medical, and accounting offices. Speed and accuracy are also emphasized. 60 hours of instruction. Two semester hours.

VST 1032—Elementary Shorthand. A course designed to provide basic knowledge of theory, brief forms, phrasing and elementary dictation. Presentation of the theory and principles of Series 90 shorthand. 60 hours instruction. Two semester hours.

VST 1042—Intermediate Shorthand. A continuation of elementary shorthand with emphasis on speed development and mailability of short-letter dictation; grammar, punctuation, and letter placement are also taught. 60 hours instruction. Two semester hours.

VST 1052—Advanced Shorthand. This course provides students with highspeed dictation practice emphasis on transcribing mailable letter from dictation of new material. A minimum of 80 words a minute is required for course completion. 60 hours instruction. Two semester hours.

VST 1063—Business Communications. An introduction to the composition of business letters and short reports. Emphasis on the application of grammar, spelling, correct written and spoken verbage, and human relations skills. 90 hours instruction. Three semester hours.

VST 1073—Business Mathematics. Study of the fundamental processes, fractions, decimals, and percentages; application of business mathematics to include payroll, markup, insurance, depreciation, simple and compound interest, interest and bank discounts. 90 hours instruction. Three semester hours.

VST 1182—Electronic Calculators. A course designed to develop proficiency in the operation of printing and display calculators with business mathematics applications. The touch system of machine operation is taught. 50 hours instruction. Two semester hours.

VST 1193—Secretarial Accounting. A course designed to provide the student with fundamental knowledge in the principles of debits and credits, net profit and loss using the accounting cycles of service and merchandising business. 90 hours instruction. Three semester hours.

VST 1203—Computerized Accounting/Electronic Spreadsheet Applications. Application of the accounting cycles using the microcomputer; introduction to the electronic spreadsheet and the construction and use of spreadsheets. 90 hours instruction. Three semester hours.

VST 1212—Filing & Data Base Management. A course designed to teach the principles and rules governing the use of alphabetic, numeric, subject, and geographic filing systems; and introduction to microcomputer filing concepts using a database management program to create, enter and update data, and retrieve files. 60 hours instruction. Two semester hours.

VST 1223—Word Processing I. An introduction to word processing concepts as applied to the use of microcomputers; emphasis on keyboarding, editing, and printing documents. 90 hours instruction. Three semester hours.

VST 1233—Word Processing II. A continuation of Word Processing I. Emphasis upon editing, revisions, keying unarranged documents with emphasis on mailability. 90 hours instruction. Three semester hours.

VST 1243—Office Procedures. Study and application of modern office systems and practices. Emphasis on the training in the use of the push-button telephone, handling of correspondence, typing business forms, letter and compiling selected data from area offices. The microcomputer is also utilized in the completion of activities. 90 hours instruction. Three semester hours.

VST 1132—Machine Transcription. A general transcription course designed to provide fundamental skills in transcribing mailable copy through the use of transcribing equipment. Emphasis is placed upon the transcription skills of accuracy, punctuation, grammar, placement, and paragraphing. 60 hours instruction. Two semester hours.

VST 1142—Legal Machine Transcription I. Instruction in the use of transcribing machines to prepare legal documents and business correspondence. 60 hours instruction. Two semester hours.

VST 1152—Legal Machine Transcription II. A continuation of Legal Machine Transcription I. Emphasis upon the transcription, production, and mailability of legal documents. 60 hours instruction. Two semester hours.

VST 1256—Office Simulation. A terminal course designed to incorporate previously learned knowledges, duties, and secretarial skills and apply them to realistic office situations utilizing the offices of the local business community. 180 hours instruction. Six semester hours.

WELDING 8220

(Jackson County and Perkinston Campuses and George County Occupational Training 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 Arch 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 36 semester hours may elect to pursue the MGCCC Associate of Applied Science degree in occupational education (see requirements on page 60).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VWD 1005,1015, 1026	Shielded Metal Arc Welding	16
WVD 1037	Gas Metal Arc Welding	7
WVD 1105	Gas Tungsten Arc Welding	5
VWD 1114, 1124 1134	Pipe Welding	12
VWD 1143	Metal Cutting	3
VWD 1161	Industrial Safety	1
VWD 1182	Blueprint Reading and Sketching	2
VRE 1000	Employability Skills	*
VRE 1010,1020	Related Education	*
	(1380 Clock Hours) Total Semester Hours	46

*See RELATED EDUCATION COURSES.

VWD 1005—Shielded Metal Arc Welding. 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; art welding terms power sources, accessory equipment, machine maintenance and electrodes; safety. One hundred fifty hours instruction. Five semester hours.

VWD 1015—Shielded Metal Arc Welding. Tac welding techniques using E-6010 electrodes; surface welding build-up using stringer bead technique in flat position; tee-joint design fillet welding in the horizontal, vertical and overhead position.

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

VWD 1026—Shielded Metal Arc Welding. 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. One hundred eighty hours instruction. Six semester hours.

VWD 1037—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.

Flux Cored Arc Welding: Tee joint design fillet welding in the horizontal, vertical, and overhead positions. Vertical and overhead 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. Two hundred ten clock hours of instruction. Seven semester hours.

VWD 1105—Gas Tungsten Arc Welding. Horizontal, vertical and overhead fillet tee-joint design; horizontal, vertical and overhead open root 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 fifty clock hours of instruction. Five semester hours.

VWD 1114—Beginning Pipe Welding. Using uphill and downhill techniques with E-6010 electrodes; pipe welding positions; 2G (vertical fixed), 5G (horizontal fixed) and 6G (45°fixed).

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

Prerequisite: Completion of VWD 1026 or pass a pre-test. One hundred twenty clock hours of instruction. Four semester hours.

VWD 1124—Pipe Welding. Using uphill and downhill techniques with E-7018 electrodes in the 2G (vertical fixed), 5G (horizontal fixed) and 6G (45°fixed) positions.

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

Prerequisite: Completion of VWD 1026 and VWD 1114 or pass a pre-test. One hundred twenty clock hours of instruction. Four semester hours.

VWD 1134—Pipe Welding. 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°fixed).

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

Prerequisite: Completion of VWD 1114 and VWD 1124, or pass a pre-test. One hundred twenty clock hours of instruction. Four semester hours.

VWD 1143—Metal Cutting. Safety; oxyacetylene equipment and assembly; lighting and flame adjustment; manual cutting; automatic straight and bevel plate cutting; pipe beveling

Arc Gouging: theory; equipment, assembly; application. Grinding. Ninety clock hours of instruction. Three semester hours.

VWD 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.

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

COMBINATION WELDING 8230

(Mississippi Gulf Coast Applied Technology and Development Center)

This program is preparatory to job entry as a welder/fitter. Employed welder/fitters may be interested in this program as a means of increasing their knowledge and skill in the trade. Plate, pipe, and structural welding/fitting are included using the most advanced techniques and equipment in the welding/fitting field.

Individuals completing welding/fitting training can expect to fine employment in the fields of shipbuilding, automotive, railway car, aircraft manufacturing, bridge, dam, power plant, oil rig construction and maintenance of all types of facilities. Students will also receive related instruction pertaining to welding/fitting. 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 on page 60).

BASIC WELDING

MAJOR UNIT OF INSTRUCTION		SEMESTER HOURS
VBW 1002	Introduction to Welding	2
VBW 1001	Industrial Safety I	1
VBW 1011	Industrial Safety II	1
VBW 1021	Power Sources	1
VBW 1031	Identification of Electrodes	1
VBW 1041	Methods of Welding	1
VBW 1053	Introduction to Fluxcore Welding	3
VBW 1061	Metal Cutting I	1
VBW 1072	Metal Cutting II	2
VBW 1083	Basic Welding I	3
VBW 1094	Basic Welding II	4
VBW 1104	Basic Welding III	4
RE 1000	Employability Skills	*
RE 1010,1020	Related Education	*
	Total Semester Hours	24

*See RELATED EDUCATION COURSES.

VBW 1002—Introduction to Basic Welding. Equipment and theory learning to strike an arc, running downhand beads and a downhand pad of beads. Sixty hours instruction. Two semester hours.

VBW 1001—Industrial Safety I. Safe use of hand and power tools, use of firefighting equipment. First aid procedures and personal protective equipment. Thirty hours instruction. One semester hour.

VBW 1011—Industrial Safety II. Personal and team safety; working with others; protective equipment; safe handling of materials. Thirty hours instruction. One semester hour.

VBW 1021—Power Sources. DC and AC sources; rectifiers; welding machine maintenance; accessory equipment. Thirty hours instruction. One semester hour.

VBW 1031—Identification of Electrodes. A.W.S. specification; types of electrodes; coatings of electrodes; selection of electrodes. Thirty hours instruction. One semester hour.

VBW 1041—Methods of Welding. Gas shielded arc welding (Tig, Mig, and spray arc welding); theory, introduction to Tig and Mig welding processes, class discussion of other processes. Thirty hours instruction. One semester hour.

VBW 1053—Introduction to Fluxcore Welding. Power sources; wirefeeders; special equipment. Running downhand beads and downhand "T" joints. Ninety hours instruction. Three semester hours.

VBW 1061—Metal Cutting I. Oxy-acetylene equipment; safety; equipment; assembly; lighting, and adjustment; hand cutting. Thirty hours instruction. One semester hour.

VBW 1072—Metal Cutting II. Carbon arc cutting: safety; equipment assembly; cutting methods and automatic flame cutting. Sixty hours instruction. Two semester hours.

VBW 1083—Basic Welding I. Steel: stick welding techniques (E-6010); downhand T; vertical T; horizontal T; overhead T. Ninety hours instruction. Three semester hours.

VBW 1094—Basic Welding II. Steel: stick welding techniques (E-7108); downhand T; vertical T; horizontal T; overhead T. One hundred twenty hours instruction. Four semester hours.

VBW 1104—Basic Welding III. Steel: stick welding techniques (E-7018 and E-6010); vertical butt; horizontal butt; overhead butt. (Bend test required on vertical and overhead). One hundred twenty hours instruction. Four semester hours.

ADVANCED WELDING

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VAW 2002	Fluxcore Welding	2
VAW 2012	Structural Welding	2
VAW 2022	Introduction to GTAW (Gas Tungsten Arc Welding)	2
VAW 2031	Testing Welds	1
VAW 2042	Pipe Welding I	2
VAW 2052	Pipe Welding II	2
VAW 2062	Pipe Welding III	2
VAW 2072	Pipe Welding IV	2
VAW 2082	Structural MIG Welding	2
VAW 2093	MIG Pipe Welding	3
VAW 2111	Combination MIG and FCAW Welding	1
VAW 2123	GTAW Alloys (Gas Tungsten Arc Welding)	3
VRE 1000	Employability Skills	*
VRE 1010, 1020	Related Education	*
	Total Semester Hours	24

*See RELATED EDUCATION COURSES.

VAW 2002—Fluxcore Welding (FCAW). Fluxcore welding techniques on vertical, horizontal, and overhead T-Joints and vertical, horizontal, and overhead butt joints.

Related Information: safety; secondary accessories; applications; procedures and techniques; and defects. Sixty hours instruction. Two semester hours.

VAW 2012—Structural Welding. This course is designed to acquaint the student with different structural joints on the job. E-6010 and E-7018 electrodes will be used in flat, vertical, horizontal, and overhead positions. Also weld a 4" × 4" box. Sixty hours instruction. Two semester hours.

VAW 2022—Introduction to GTAW. Steel: gas welding techniques, flat, vertical, horizontal and overhead positions.

Related Instruction: introduction to gas tungsten arc welding; safety; secondary accessories/shielding gases; applications; procedures and techniques; defects; troubleshooting.

Sixty hours instruction. Two semester hours.

VAW 2031—Testing Welds. Welds will be tested in compliance with Structural Welding Code (steel) AWS D1.1, American Petroleum Institute API 1104, and American Society of Mechanical Engineers Section 9 (alloys).

Related Information: basic instruction in metallurgy, weldability of metals and troubleshooting

Thirty hours instruction. One semester hour.

VAW 2042—Pipe Welding I. Pipe welding techniques using gas tungsten arc welding process. Pipe will be rolled. Sixty hours instruction. Two semester hours.

VAW 2052—Pipe Welding II. Pipe welding techniques using gas tungsten arc welding process. Pipe will be in the vertical and horizontal fixed positions. Sixty hours instruction. Two semester hours.

VAW 2062—Pipe Welding III. Pipe welding techniques using gas tungsten arc welding and shielded metal arc welding processes. Using E-6010 and E-7018 electrodes. Pipe will be rolled. Sixty hours instruction. Two semester hours.

VAW 2072—Pipe Welding IV. Pipe welding techniques using gas tungsten arc welding and shielded metal arc welding processes. Using E-6010 and E-7018 for filler passes. Pipe will be in the fixed position. Sixty hours instruction. Two semester hours.

VAW 2082—Structural Mig Welding. Short arc; flat, vertical, horizontal, and overhead T-Joints. Related Instruction: introduction to gas metal arc welding; safety; gas metal arc welding power sources; secondary accessories/shielding gases; types of application; procedures and techniques. Sixty hours instruction. Two semester hours.

VAW 2093—MIG Pipe Welding. Pipe welding using gas metal arc welding process. Welding will be in the horizontal and vertical roll position. Ninety hours instruction. Three semester hours.

VAW 2111—Combination MIG and FCAW Welding. Root pass with MIG and fluxcore filler, on pipe and plate. Related instruction: introduction to

fluxcore weld process; safety; secondary accessories/ielding gases; applications; procedures and techniques. Thirty hours instruction. One semester hour.

VAW 2123—Gas Tungsten Arc Welding on Alloys. Gas welding techniques; horizontal fillet; overhead fillet; vertical butt open root; overhead butt open root. Ninety hours instruction. Three semester hours.

RELATED VOCATIONAL EDUCATION COURSES

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 does not count toward the hours required to complete the vocational education class in which enrolled.

Successful completion of 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.

COOPERATIVE EDUCATION PROGRAMS

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.

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 hull welding craft leading to a hull welding 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. The following additional courses must be taken:

9 semester hours - (English, Technical Writing, Speech)
6 semester hours - Mathematics (Technical Mathematics or College Algebra)
6 semester hours - Science (Technical Physics or College Physics)
9 semester hours - Social Studies (American History, World History, Geography, Sociology, Psychology, Economics)

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.

Adult and continuing education courses may lead to the MGCCC certificate.

Adult and continuing education courses are not the same as either the university parallel or occupational (technical and vocational) education listings.

Adult and Continuing Education Courses/Programs are four types: Special Interest Courses, Supplementary Occupational Adult Courses, Preparatory Occupational Adult Courses, and Special Programs. These are described below.

Special Interest Courses

Special interest courses include instruction in areas such as health and recreation, cultural and vocational topics that may be of interest to a wide spectrum of individuals in the college community, e.g., flower arranging, guitar, body building, etc.

*Codes:

JC	JD	PK	GC	KS	WHC	HC
9000	9075	9150	9225	9245	9254	9265
9074	9149	9224	9244	9253	9264	9284

Supplementary Occupational Adult Courses

Instruction in supplementary occupational adult courses is supplemental to the occupation of employed individuals and is designed to assist them in keeping abreast of new developments in their field, e.g., numerical control in the machine trades, advanced blueprint reading for carpenters, metallurgy, etc.

*Codes:

JC	JD	PK	GC	KS	WHC	HC
9285	9360	9435	9510	9530	9539	9550
9359	9434	9509	9529	9538	9549	9569

Preparatory Occupational Adult Courses

Preparatory occupational adult courses are short-term and designed to prepare the students for employment in a specific occupation, e.g., beginning typing, key punch, machine drafting, welder-tacker, etc.

*Codes:

JC	JD	PK	GC	KS	WHC	HC
9570	9620	9670	9720	9740	9749	9760
9619	9669	9719	9739	9748	9759	9779

Special Programs

Courses included in this category are those conducted to meet the specific needs of industries, secondary schools, apprenticeship groups, etc. Examples of special course offerings are: Start-Up Training; Blueprint Reading for Machinist Apprentices: In-Plant Welding.

*Codes:

JC	JD	PK	GC	KS	WHC	HC
9790	9850	9910	9930	9950	9959	9970
9849	9909	9929	9949	9958	9969	9990

*A separate and distinct UNIQUE number (College Code) will be assigned to each non-credit course/program offered in the college. Each campus/ center shall assign the college code to each course/program offered using the blocks of number shown above. Numbering of courses/programs will begin July 1 each year and ends June 30 the following year.

ADMINISTRATIVE OFFICERS

Central Office

Executive Officers

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

Administrative Assistant for Academic & General Instruction and Student Services ..... Anna Faye Kelley
Administrative Assistant for Accounting ..... Jerry A. Bryan
Administrative Assistant for Data Processing ..... Robert T. Smith
Administrative Assistant for Vocational Instruction ..... Dr. Larry E. Crane
College Director of Special Vocational Programs ..... Gerald Gartman
Cooperative Education Coordinator ..... Hilton Murray
Coordinator, Marketing/Recruitment ..... Mary Spring
Assistant District Director of Vocational Instruction ..... Zula Huffman
Director of District Printing ..... Frank Spring
Director of Planning ..... D. L. Anderson
Director of Publicity ..... VACANT
Director of Purchasing and Personnel ..... Johnnette Dees

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 ..... VACANT
Dean of Business Services ..... Dr. Houshang Moradmand
Dean of Vocational Instruction ..... Jerold L. Shepherd
Administrative Dean for Continuing Education ..... VACANT
Assistant Dean of Vocational Instruction ..... Ben Heidgerken
Library Director ..... Mary A. Palmer
Assistant Librarian ..... Cheryl J. Hinton
Assistant Librarian ..... Sandra K. Briggs
Director of Financial Aid ..... Kim Overstreet
Director of Learning Laboratory ..... Patricia Grady
Student Support Services Director ..... Tom Beavers
Assistant Dean for Learning Resources Center and Media Services Director ..... Dr. Elizabeth K. Nelms
TV Technician, Publicity Photographer ..... Paul D. Mansfield
Coordinator of Program Services ..... Barbara J. McCool
Director of Admissions ..... Linda Switzer
Vocational Counselors ..... Charles Koski
Linda Mizell

Recruitment Officer ..... Terri Ormes
Student Support Services Counselor ..... Joy Ask
Night Vocational Counselor ..... Carl King
Student Activities Counselor ..... Terry Fountain
Single Parent/Homemaker Counselor ..... VACANT
Vocational Resource Counselor ..... Gerry Partridge

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

Jefferson Davis Campus

Vice President ..... Dr. C.D. Taylor
Dean of Student Services ..... David R. Drye
Dean of Academic and General Instruction ..... Harry Stamps
Dean of Business Services ..... T.J. Smith
Dean of Vocational Instruction ..... M.W. Thornton
Assistant Dean of Vocational Instruction ..... R. H. McBroom
Director of Learning Laboratory ..... Elaine McDermott
Associate Dean of Evening College ..... Mike Romeo
Director of Admissions ..... Patricia Holloway
Director of Media Services ..... VACANT
Director of Financial Aid ..... VACANT
Counselor ..... Veta Griffith
Counselor, Veterans Affairs ..... VACANT
Counselor ..... Gene M. Rester
Counselor, Recruitment ..... Denise Daniel
Counselor, Vocational/Technical ..... Pamela Skinner
Counselor, Vocational/Technical ..... Sandra Johnson
Library Director ..... Charles Clark
Assistant Librarian ..... Louise Ward
Assistant Librarian ..... Dianne Hurlbert
Coordinator, Single Parent/Homemaker Services ..... Edna Boone
Single Parent/Homemaker Counselor ..... Elaine Dees

Keesler Center

Administrative Dean ..... S.J. D'Aquilla
Counselor ..... Tommy Adkins

West Harrison County Occupational Training Center

Administrative Dean ..... Larry Garvin
Counselor ..... Tommye Skinner

Mississippi Gulf Coast Applied Technology and Development Center

Administrative Dean ..... Johnny Tynes

Perkinston Campus
George County Occupational Training Center

Perkinston Campus

Vice President ..... Dr. Bobby S. Garvin
Dean of Student Services ..... Jeff Donahoe
Dean of Business Services ..... Dr. Richard Miller
Dean of Academic and General Instruction ..... Robert Rominger
Dean of Vocational Instruction ..... Dr. R. Travis Ferguson
Library Director ..... Elizabeth Mixon
Assistant Librarian ..... Dr. Brenda Rivero
Media Services Director ..... Richard Marlowe
Assistant Dean for Learning Resources Center and Learning Laboratory Director ..... Bennie Warren
Director of Admissions ..... Charles Cooper
Recruitment Officer/Counselor ..... Susan Lamey
Counselor ..... Jan Serpente
Vocational Counselor ..... James Ray Smith
Supervisor of Student Discipline and Housing ..... VACANT
Coordinator of Discipline and Housing for Women ..... Brenda Donahoe
Director of Athletics ..... VACANT
Literacy Director ..... Roxie Hatten
Counselor/Coordinator, Pre-Military Program ..... Lin Harper
Coordinator, Single Parent/Homemaker Services ..... Susan Bounds

George County Occupational Training Center

Administrative Dean ..... John W. Cooley
Counselor ..... Ronnie C. Mizell

STAFF

Central Office

Secretary, President's Office ..... Gloria Breland
Secretary, President's Office ..... April Grace
Secretary, President's Office ..... Delores Rayburn
Secretary, Vice President for Administration ..... Nancy Lee
Secretary, Vice President for Instructional Affairs ..... Karen McQueen
Secretary, Administrative Assistant of Academic & General Instruction & Student Services ..... Connie B. Tynes
Senior Bookkeeper ..... Helen Vernon
Purchasing Clerk ..... Vonda Ford
Personnel Analyst ..... Millie Taft
JTPA Bookkeeper, Finance Clerk ..... Marilyn Beckham
Finance Clerk ..... Jeanette Wells
Accounts Payable Clerk ..... Marleen Moore
Secretary, Director of Personnel and Purchasing ..... Margaret Bounds

Personnel/Insurance Clerk ..... Carolyn Brooks
Finance Clerk ..... Debbie Rogers
Office Machine Technician ..... Raymond Hatten
Office Machine Technician ..... Randall Cornell
Secretary, Institutional Relations ..... Shirlee Arkwright
Secretary, Vocational Instruction ..... Sistie Farris
Secretary, Special Vocational Programs ..... Dot Lyons
Publicity/Publications Clerk ..... VACANT
Manager of Publications ..... Gertie Brown
Manager of Publicity ..... VACANT
Alumni/Foundation Officer ..... Louise Brown
Publicity Assistant ..... VACANT
Computer Programmer/Operator ..... VACANT
Computer Programmer/Operator ..... James Sartain
Senior Programmer/Operator ..... Louis Boudreaux
Key Punch Operator ..... Betty Bennett
Courier/Clerk ..... Nettye Alexander
Duplicating Clerk ..... Joyce Galloway
Supervisor of Central Store ..... Brenda Donahoe
Mechanic/Operator ..... Gary Moore
Mechanic/Operator ..... Ronnie Sims
Driver/Mechanic ..... Mike Gilner
Driver/Mechanic ..... David Newbill
Computer Programmer/Operator ..... Joe Furr
District Printing Clerk ..... Toni Naramore
Secretary, Director of Planning ..... Judy Gator
Printer ..... Michael Anderson
Superintendent of Transportation ..... James Willis

Jackson County Campus

Secretary, Vice-President ..... Kathleen Lott
Secretary, Dean of Academic and General Instruction ..... Jan Holifield
Secretary, Dean of Student Services ..... Becky Rogers
Records Clerk ..... Shirley Millins
Secretary, Dean of Business Services ..... Julie Moradmand
Business Services Secretary ..... Barbara Blakely
Barbara Richerson
Secretary, Director of Admissions ..... Cathy Hulsey
Bookkeeper ..... Barbara McDonald
Secretary, Dean of Vocational Instruction ..... Violet Lett
Secretary, Assistant Dean of Vocational Instruction ..... Barbara Perry
Secretary, Vocational Counselor ..... Shirley Holliday
Secretary, Administrative Dean of Continuing Education ..... June Robertson
Secretary, Library Director ..... Johanna Martin
Audio Visual Clerk ..... Angie Bridges
Paula Thorp
Secretary, Academic Faculty ..... Susan McGruff

Secretary, Learning Laboratory Director.....Annie Andrews
Receptionist/Switchboard Operator/Secretary.....Janice Davis
Evening Receptionist/Switchboard Operator.....Mary Cluff
Secretary, Financial Aid.....Georgi Lander
Secretary, Health Occupations.....Patricia Thompkins
Secretary, Associate Degree Nursing.....Jo Ann Tisbury
Secretary, Maintenance Department.....Phyllis Bond
Career Center Manager.....Rebecca Williams
Media Technician and Graphic Artist.....Mary Dyle
Computer Lab Assistant.....Tina Dollar
Morgan Farmer
Superintendent of Buildings and Grounds.....Mark Thornton
Buildings and Grounds.....Lincoln Wise
Alvin Carter
Supervisor, Janitorial Services.....Namon Bangs
Chief of Security.....Milton Smith
Bookstore Manager.....Mary Shepherd
Bookstore Clerk.....Sandra Shannon
Game Room Supervisor.....Virginia Randolph
Secretary, Learning Lab.....Annie Andrews

Jefferson Davis Campus
Keesler Center
West Harrison County Occupational Training Center

Jefferson Davis Campus

Secretary, Vice President.....Nancy Sneed
Secretary, Dean of Student Services.....Maria McNally
Secretary, Dean of Academic and General Instruction.....June Bounds
Secretary, Dean of Business Services.....Gina Sessum
Secretary, Dean of Vocational Instruction.....Pat Lanning
Secretary, Learning Lab Director.....Joy Smith
Secretary, Associate Dean, Evening College.....Betty Towles
Secretary, Library Director.....Jane Boone
Secretary, Media Services Director.....Brenda Endris
Secretary, Director of Financial Aid.....Karen Parker
Secretary, Director of Admissions.....Tammy Richard
Records Clerk.....Anne Kempkes
Graphic Artist/Media Technician.....Linda Burns
Superintendent of Building/Grounds.....R.L. Stafford
Assistant Superintendent of Building/Grounds.....Mike Gentile
Day Janitorial Supervisor.....Donnie Reeves
Evening Janitorial Supervisor.....Alto Alexis
Bookstore Manager.....Tom Dempsey
Bookstore Clerk.....Dorothy Miller
Secretary/Receptionist, Vice President's Office.....VACANT
Clerk-Secretary, Business Services.....Becky Dannelly
Clerk-Secretary, Business Services.....Melissa Cox

Finance Clerk, Business Services.....Kay Williams
Secretary, Vocational/Technical Instruction.....Jackie Easterling
Secretary, Academic and General Instruction.....Barbara Glass
Secretary, Veterans Affairs.....Virginia Benefield
Secretary, Financial Aid.....Mary Ann Krivanec
Secretary, A.D. Nursing.....Bernice Gates
Secretary, Displaced Homemaker/Single Parent Services.....Thiel Gosnell
Records/Clerical.....Angela Higginbotham
Switchboard Operator/Secretary.....Mary Bailey
Computer Laboratory Assistant.....Jenny Barnes
Shipping & Receiving Clerk.....Robert Goodson
Secretary, Building/Maintenance.....Joe Gorman

Keesler Center

Secretary, Administrative Dean.....Lori Crisler

West Harrison County Occupational Training Center

Secretary, Administrative Dean.....Nancy Gaskill
Maintenance Supervisor.....Fred Kately

Mississippi Gulf Coast Applied Technology and Development Center

Secretary, Administrative Dean.....Barbara French
Maintenance Supervisor.....Michael Martin

Perkinston Campus
George County Occupational Training Center

Perkinston Campus

Superintendent, Building & Grounds.....William Berry
Assistant Superintendent, Building & Grounds.....Bennie Garner
Supervisor, Janitorial Services.....Cathy Garner
Supervisor, Grounds.....Billy J. Willis
Records Clerk/Veterans Affairs.....Tommie Weathers
Bookkeeper.....Elaine Stephens
Assistant Bookkeeper.....Marie Baggett
Secretary, Vice President.....Diane Sekul
Receptionist/Secretary, Admissions.....Rita Hunt
Secretary, Director of Admissions.....Arlene Owens
Secretary, Dean of Academic and General Instruction.....Gay Lott
Secretary, Dean of Student Services.....Carole Pearce
Secretary, Dean of Business Services.....Sandra Goble
Secretary, Library Director.....Glenda Redmond
Secretary, Financial Aid Manager.....Tammy Hall
Secretary, Media Services Director.....Trudy Byran
Secretary, Learning Laboratory Director.....Marjorie Batson
Secretary, Dean of Vocational Instruction.....Faye Cooley
Secretary, Faculty.....Jane Sullivan

Secretary, Science & Fine Arts ..... Marcia Marlowe
Secretary, Business Education and Math ..... Angela James
Secretary, Maintenance Department ..... Pam Farmer
Secretary, Housing ..... Maryanne Anthony
Secretary, Band Director ..... VACANT
Secretary, Pre-Military Coordinator ..... Carolyn Miller
Switchboard Operators ..... Joyce Henderson
Karen Hayes
Maryanne Anthony
Housemothers ..... Mary Cameron
Georgia Bond
Opal Ainsworth
Ernestine Breland
Aurelia Walker
Carole Peeples
Elaine Davis
Student Center Clerks ..... Nettie Lyons
Mercedes Jordon
Financial Aid Manager ..... Sheree Bond
Computer Laboratory Assistant ..... Dana Price
Career Center Supervisor &
Supervisor of Student Activities ..... Russell Hatten
Student Center Manager ..... Doris Strickland
Supervisors of Dormitories
and Student Activities ..... Ed Wilson
Tammie Weathers
Carl Graham
Michael Odenwald
Bookstore Manager ..... Charlene O'Neal

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, Bobby S. Garvin; 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, Bobby Garvin, Clifton D. Taylor, Royce Luke, Nell Murray, Larry Crane, Anna

F. Kelley, Jerry Bryan, Robert Smith, Johnnette Dees, Gerald Gartman, John Cooley, Sal D'Aquilla, Johnny Tynes, Larry Garvin, D.L. Anderson, William Martin, Houshang Moradmand, Rusty Johnson, Barbara Haygood, Travis Ferguson, Richard Miller, Jan Serpente, Tom Taylor, Bob Acuff, Barbara Ferrill, Wendell Thornton, David Drye.

JACKSON COUNTY CAMPUS

Committees

Administrative Committee: Luke, Moradmand, Martin, Shepherd.
Admissions Committee: Switzer, Mizell, Koski. (Admissions Committees for Health Programs are appointed annually by the appropriate deans.)
Judicial: Ormon, Chair; Melton; Burger; two students.
Faculty Publicity: Nelms, Fountain, Mansfield.
Graduation: Switzer, Moradmand, Jenner.
Guidance: Koski, Switzer, Beavers, Ormes.
Instructional Affairs: Luke, Chair; Martin; Shepherd; Heidgerken; Nelms; and appropriate department members.
Learning Resources: Nelms, Chair; Palmer; Grady; E.Shaw; Martin; Neumann; Berry; A. Johnson.
Scholarship: Martin, Haygood, Overstreet, Melton.
Student Activities: Presidents of the Student Council, VICA, and PTK, Treasurer of Student Council, Fountain, Ormes.
Student Publications: Fountain, Ormes, 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 ..... Walter Mullen
Mathematics ..... Ralph Smith
Social Studies ..... Dean Shaw
Science ..... Robert MacInnis
Developmental Studies ..... Barbara Haygood
Vocational Education ..... Robert Hudson
Technical Education ..... Charlie Neumann
Health Occupations ..... Sherry Whitmore

Vice President's Committee

Charlie Neuman	Elected	1989-92
Debra Smith	Appointed	1989-92
Barbara Haygood	Elected	1990-93
Gretchen Cunningham	Appointed	1990-93
Jim Dunn	Elected	1991-94
Ronald Ainsworth	Appointed	1991-94

JEFFERSON DAVIS CAMPUS

Committees

Administrative Committee: Taylor, Chair; D'Aquilla; Thornton; Drye; Garvin; Tynes

Admissions: Drye, Chair; Holloway; B. Stafford; Van Pham; Larsen. B. Ladner; Adkins; T. Skinner; Bourgeois

Judicial: Roberts, Chair; Stephens; Rutter; Johnson; Pigott; Scafide; Fayard; President of the Student Council and student appointed by the Student Council

Reception and Courtesy: Sinopoli, Chair; Shull; Ward; Bankston; Brown; Holleman; Weinberg

Food Service: Meadows, Chair; R. Smith; J. Smith; E. Boone; Van Court; Lanning; Gollotte; Weinberg; Holleman

Graduation: Drye, Chair; Catlett; Therrell; Andresen; Roberts; White; Hood; two students appointed by Student Council

Guidance: Daniel, Chair; Holloway; Adkins; T. Skinner; P. Skinner; Rester; Griffith; Drye (Ex-Officio)

Instructional Affairs: Taylor, Chair; Thornton; appropriate Deans or Department Chairpersons

Learning Resources: Ward, Chair; Clark; Burns; Mitchell; Roper; Black; Hurlbert; D. Waldorf; Davidson; Richards; McDermott

Physical Education and Health Services: Beacham, Chair; Ferrill; Dedeaux; Stephens; Miller; Lewis; Cuevas; McKay

Publications: Leonard, Chair; Bailey; Ferrill; Mead; Phillips; Sanders; Dedeaux; Hurlbert

Registration: White, Chair; R. Smith; T. J. Smith; Sellers; McDermott; Stamps; Romeo; Acuff; Jennings; Wise; Administrative Committee

Scholarships: T.J. Smith, Chair; Anastasio; Thompson; Therrell; Kibler; Stever; Tynes; Adkins; McDaniel; two students appointed by the Student Council

Department Chairpersons

Associate Degree Nursing ..... Wanda Brignac
Business and Office Administration ..... Ouida White
Fine Arts ..... Wayne Catlett
Developmental Studies ..... VACANT
Health, Physical Education & Recreation ..... Winston Beacham
Language Arts ..... Evelyn Webb
Mathematics ..... Larry Miller
Science ..... Shelia Brown
Social Studies ..... VACANT
Technical Programs ..... Ronnie Lee
Vocational Health Occupations ..... Verne Lamas
Vocational Trade Programs ..... Bobbie Acuff

Vice President's Committee

Steve Roberts	Appointed	1988-91
Christine Anastasio	Elected	1988-91
T. J. Smith	Appointed	1989-92
June Bounds	Elected	1989-92
David Dedeaux	Appointed	1990-93
Sidney Sellers	Appointed	1990-93
Marilyn Van Court	Elected	1990-93
Martha Marion	Elected	1990-93
Tommy Adkins	Appointed	1990-93
R. L. Stafford	Appointed	1990-93
Hal Kibler	Appointed	1990-93

PERKINSTON CAMPUS

Committees

Academic and Honors Scholarship: B. Rominger, Chair; Department Chairpersons.
Admissions: J. Donahoe, Chair; C. Cooper; J. Serpente; Dormitory Supervisor.
Campus Athletic: G. Sekul, Chair; D. Smith; B. Weathers; C. Cooper.
Christian Council: Dr. L. O'Neal; Dr. N. Mann; B.S.U Director; Presidents of Christian Organizations.
Faculty Housing: Dr. B. Garvin, Chair; Dr. B. Mellinger; E. Compston.
Graduation: G. Smith, Chair; J. Donahoe; E. McCoy; David Dueitt
Learning Resources: B. Warren, Chair; L. Mixon; R. Marlow; T. Taylor; C. Sullivan; Dr. D. Schwab; L. Howell; Student.
Scholarship: J. Donahoe, Chair; Dr. R. Miller; J. Lewis; S. Bond.
Student Activities: J. Donahoe, Chair; J. Donahoe, Chair; E. Wilson; T. Weathers; R. Hatten; C. Graham; Coordinator of Housing/Discipline.
Student Publication: J. Donahoe, Chair; D. Wallace, Annual Editor; D. Brokaw, Newspaper Editor.
Salvage: R. Marlow, Chair; L. Mixon; C. Cooper.
Student Housing: J. Donahoe, Chair; C. Cooper; Coordinator of Housing/Discipline; Dormitory Supervisors.

Department Chairpersons

Business and Office Administration ..... Alfred Byrd
Fine Arts ..... Kathryn Lewis
Health and Physical Education ..... George Sekul
Language Arts ..... Betty Malone
Mathematics ..... Jesse Jacobs
Science ..... Brenda Nalepa
Developmental Studies ..... Tom Taylor
Social Studies ..... Charles Sullivan
Vocational-Technical ..... Dr. Travis Ferguson

Vice President's Committee

Joe Allen	Elected	1989-92
Brenda Batey	Appointed	1989-92
Gloria Smith	Elected	1990-93
Marie Hightower	Appointed	1990-93
Bruce Layton	Elected	1991-94
Dr. John Jenkins	Appointed	1991-94
Dr. Travis Ferguson	Appointed	1990-93
Billy J. Willis	Appointed	1990-93
Jane Sullivan	Appointed	1990-93
Larry Burney (GCOTC)	Appointed	1990-93

ADMINISTRATION AND FACULTY

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

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.

Jerry Bryan, Administrative Assistant for Accounting (1977). B.S., University of Southern Mississippi.

Anna Faye Kelley, Administrative Assistant for Academic & General Instruction and Student Services (1969). B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Gerald Gartman, College Director of Special Vocational Programs (1964). A.S., Mississippi Gulf Coast Community College, Jefferson Davis Campus, B.S. and M.S., University of Southern Mississippi.

Mary Spring, Coordinator, Marketing/Recruitment (1987). B.S., M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Johnnette D. Dees, Director of Personnel and Purchasing (1987). B.S., Mississippi College. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Nell O. Murray, Executive Assistant for Institutional Relations (1981). B.S. and M.B.A., University of Southern Mississippi. Additional study, Spring Hill College.

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.

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.

D. L. Anderson, Director of Planning (1989). B.B.A., Texas A & M University. M.B.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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, Single Parent/Homemaker Instructor (1991). B.S., M.Ed., Mississippi State University

Joy Ask, Student Support Services Counselor (1988). B.S., Mississippi University for Women. M.S., University of Southern Mississippi. Additional study at Mississippi State University.

James Baggett, Science (1990). B.A., University of Mississippi. M.S., University of Southern Mississippi.

Floye Batchelor, Mathematics (1970). B.S., University of Southern Mississippi. M.A., Louisiana State University.

Thomas Beavers, Special Services Counselor (1984). B.S., Troy State University. M.Ed., Stetson University.

Mary Berry, Related Education (1984). B.S., University of Southern Mississippi. M.Ed., University of South Alabama.

Frances Kay Bevill, Physical Education (1991). B.S., M.S., University of Southern Mississippi.

John Blakeney, Medical Laboratory Technology (1971). Clinical Liaison for Biloxi V.A. Hospital. B.S. and M.T., University of Southern Mississippi.

Thomas Boone, Human Services (1980). B.A., Millsaps. M.A., Perkins School of Theology, Southern Methodist University.

Linda Brantley, Nursing (1989). B.S.N., University of Mississippi, M.S.N., University of Alabama.

Selina Breland, Student Support Services Academic Advisor (1991). A.S., Mississippi Gulf Coast Community College, Jackson County. B.S., University of Southern Mississippi.

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.

Cynthia Broome, Language Arts (1989). B.S., M.A., University of Southern Mississippi.

Lynne Pringle-Burger, Social Studies (1971). Diploma, Gulf Park Junior College. B.S., Vanderbilt University. George Peabody College, M.S.S., University of Mississippi.

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.

Evelyn Clark, Instructional Assistant (1980). B.A., William Carey College.

Kathy Clark, Language Arts (1979). B.A., Mississippi College. M.Ed., William Carey College.

Marsha J. Cluff, Fashion Merchandising (1980). B.S., University of Southern Mississippi.

Gale Collins, Practical Nursing 91973). R.N., South Mississippi Charity Hospital School of Nursing. Course work at Jones County Junior College. Additional study at University of Southern Mississippi.

Evelyn Cronier, Nursing (1990). B.S., M.S.N., University of Southern Mississippi.

Mary Frances Crown, Nursing (1991). B.S.N., University of Alabama. M.S., Florida Institute of Technology.

Gretchen Cunningham, Medical Laboratory Technology (1979). B.S., M.T. (ASCP), University of Southern Mississippi.

Eleanor M. Douglas, Practical Nursing (1988). R.N., A.S., Mississippi Gulf Coast Community College. Additional studies at William Carey College and University of Southern Mississippi.

Carl Duncan, Social Studies (1975). A.S., Mississippi Gulf Coast Junior College. B.S., M.A., University of Southern Mississippi.

Jim Dunn, Science (1989). B.S., Arkansas Tech University, M.S., Ph.D., University of Southern Mississippi.

K. Thomas Eason, Jr., Drafting and Design (1983). A.S., Mississippi Gulf Coast Junior College. B.S., Louisiana State University. M.A., University of Southern Mississippi.

Martha C. Farley, Nursing (1988). B.S.N., M.S.N., University of Alabama at Birmingham.

Terry Fountain, Student Activities Counselor (1983). B.S., University of Mississippi. M.S., University of Southern Mississippi.

Patricia Grady, Learning Laboratory Director (1978). B.S., M.A., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Leon Gray, Music (1987). B.M., Mississippi College. M.M., University of Tennessee.

David P. Greenwell, Psychology (1975). B.S., M.S., University of Southern Mississippi.

Leon Hammonds, Respiratory Therapy (1987). Certificate in Respiratory Therapy, Mississippi Gulf Coast Community College. Additional study at University of Southern Mississippi.

Pat Hancock, Reading (1988). B.S., Mississippi State University. M.S., University of Southern Mississippi.

William Harris, Welding (1977). Studies being done at University of Southern Mississippi toward B.S.

Barbara Haygood, Mathematics (1985). B.S., Mississippi University for Women. M.Ed., William Carey College.

Benedict C. Heidgerken, Assistant Dean of Vocational Instruction (1974). Certificate, Industrial Electricity, Mississippi Gulf Coast Junior College. B.S., University of Southern Mississippi. M.S., Adult Education, University of Southern Mississippi.

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.

Robert Hudson, Machine Shop (1976). B.S., M.S., University of Southern Mississippi.

Jane D. Irwin, Business (1965). B.S., M.S., University of Southern Mississippi.

Marna Iverson, Clinical Liaison for Medical Laboratory Technician-AD Program (1973). Staff Medical Technologist at Ocean Springs Hospital. B.S. and M.T., University of Minnesota.

Kevan Jenner, English (1989). B.S., M.A., University of Southern Mississippi.

Anne Johnson, Science (1984). B.S., University of North Alabama. M.Ed., Northeast Louisiana University.

Kimberly Johnson, Learning Lab Assistant (Science) (1990). B.S., University of Mississippi.

R. Deleah Johnson, Business (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.

Lynn Juhl, Single Parent Homemaker (1986). Ph.B. Marquette University. M.S., Inter-American University.

Charles Keith, Physical Education (1965). B.S., M.A., Ed.D., University of Southern Mississippi.

Carl King, Evening 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, Vocational Counselor (1980). B.S., University of Southern Mississippi, M.S., University of South Alabama.

Edward C. Krecker, 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, Instructional Assistant (1991). B.A., University of Southern Mississippi.

Michael LeBatard, Drafting & Design (1979). Associate Degree, MMGCCC/ Jefferson Davis Campus. Additional course work.

Yong Chun Lee, Science (1990). B.S., Fudan University. M.S., University of Mississippi.

Phillip J. Levine, Plumbing (1982). Study at University of Southern Mississippi, Purdue University, University of Florida and Mississippi Gulf Coast Community College.

Judy Lewis, Radiological Technology (1986). R.T. (R)A.S. Mississippi Gulf Coast Junior College. Additional study at University of Southern Mississippi.

Lynne Lohmeier, Science (1989). B.S., Miami University. Ph.D., Mississippi State University.

Royce Luke, Vice President (1956-60; 1965-66; 1969-88; 1992). B.S., M.A., University of Southern Mississippi. Ed.D., Mississippi State University.

Robert F. MacInnis, Science (1967). B.S., University of Southern Mississippi and Texas College of Arts and Industries. M.S., Middle Tennesee State University.

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, Instruction Television (1971). Study at Mississippi Gulf Coast Junior College and University of Southern Mississippi.

Sharon Marks, Nursing (1985). B.S., University of Alabama, MSN, University of South Alabama.

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.

Delema McCary, Nursing (1989). B.S., Evangel College. M.S., University of South Alabama.

Jean McCool, Coordinator, Single Parent/Homemaker Program (1978). B.S., University of Mississippi. M.S., University of Southern Mississippi. Specialist Degree, University of Southern Mississippi. Additional Doctorate study at University of Southern Mississippi.

Lena Melton, Science (1985). B.S., Hampton Institute. M.S., Ed.D., University of Southern Mississippi.

Linda Messer, English (1984). M.S., M.Ed., University of Southern Mississippi. Additional study at University of South Alabama.

Rosemary Miller, Nursing (1984). B.S., M.S., University of South Alabama.

Linda Mizell, Vocational Education (1979). B.S., University of Southern Mississippi. M.A., University of South Alabama.

Bessie M. Moffatt, Science (1990). B.S., Mississippi University for Women. M.S., University of Southern Mississippi.

Paul Moore, M.D., X-Ray Technology. Appointed to Advisory Committee for the X-Ray Technology July 1970. Singing River Radiology Group. P.A.

Carol Moradmand, Psychology (1990). B.S., Mississippi College. M.S., Specialist, University of Southern Mississippi.

Houshang Moradmand, Dean of Business Services (1976). B.S., Mississippi College. M.B.A., Mississippi College Ed. Doctrate, University of Southern Mississippi.

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.

Marilyn Moss, Language Arts (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.

Walter Mullen, English (1967). B.A.E., University of Mississippi. M.E., Auburn University. Additional study at Mississippi State University.

Janet M. Muncie, Nursing (1990). B.S., M.S., University of California.

Elizabeth Nelms, Assistant Dean for LRC and Media Services Director (1975). B.A., M.S. and Ph.D., University of Southern Mississippi.

Mary L. Nesbitt, Nursing (1989). B.S.N., Indiana University. M.A.N., Ball State University.

Charles Neumann, Distribution and Marketing (1977). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.

Richard Nolen, Machine Shop (1979). Mississippi Gulf Coast Junior College.

Patricia Odom, Art (1980). B.A., M.A., University of Southern Mississippi.

Alice O'Neal, Nursing (1991). B.S.N., University of South Alabama.

Charles E. Ormon, Electronics (1967). B.S., M.Ed., Mississippi State University.

Betty Oswald, Drama and Speech (1978). B.S., Mississippi College. M.A., University of Alabama.

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.

Gerry A. Partridge, Vocational Resource Educator (1990). B.S., M.S., University of Southern Mississippi.

Carol Pierce, Instructional Assistant (1989). B.S., William Carey.

Martha Reed, English (1979). B.A., University of South Alabama. M.A., Mississippi College.

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.

Harold Rogers, Automotive Mechanics (1972). B.S., M.S., University of Southern Mississippi.

Rebecca Rutz, Business (1983). B.S., Wright State University. M.B.A., University of Southern Mississippi.

L.J.Scripter, M.D., (1978). Pathologist at Ocean Springs Hospital. Member of Advisory Committee for Medical Laboratory Technician-AD 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.

Kaye Sims, English (1989). B.A., M.S., University of Southern Mississippi. Additional study at Temple University.

Debra Smith, Industrial Electricity (1986). Certificate in Industrial Electricity, Mississippi Gulf Coast Junior College. Additional study at University of Southern Mississippi.

Thomas Ralph Smith, Mathematics (1965). B.S., Louisiana State College. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Bertha E. Stanley, Instructional Assistant (1979). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

M.K. Stringfellow, Science (1967). B.S., University of Southern Mississippi. M.A., Middle Tennessee State University. Additional study at University of Southern Mississippi, Mississippi State University, Unviersity of Kansas, Trinity University, University of Missouri-Rolla, and University of Mississippi.

Wanda Stewart, Drama and Speech (1990). B.S., University of Southern Mississippi. M.S., University of Montevallo.

Amaryllis Stroud, Reading (1965). B.S., M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Linda Switzer, Director of Admissions (1979). B.S., M.Ed., University of Southern Mississippi.

Raymond Tanner, Mathematics (1983). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Jeanette B. Thomas, Business (1961). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Roxanne Towles, Student Support Services Transfer Coordinator (1991). B.S., University of Southern Mississippi.

Mary Trichell, Radiological Technology (1977). R.T. (R) A.S., Mississippi Gulf Coast Community College. B.S., William Carey College. Additional study at University of Southern Mississippi.

Andrew Tucker, Marine Maintenance (1988). Diploma, MGCCC. Additional study at University of Southern Mississippi.

Shira Usher, Practical Nursing (1970). R.N.A.S., Mississippi Gulf Coast Junior College. B.S., M.S., University of Southern Mississippi.

Bennie L. VanCourt, Drafting & Design Technology (1971). A.S., Mississippi Gulf Coast Junior College. B.S., 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.

Nancy Woods, English (1974). B.A., University of Southern Mississippi. M.A.C.T., Auburn University. Ph.D., University of Southern Mississippi.

Thomas R. Zito, Computer Science (1991). B.F.A., Chicago Institute. M.S., University of South Alabama.

Jefferson Davis Campus

Robert Abbenante, Industrial Electronics Technology (1974). A.A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Bobbie J. Acuff, Industrial Maintenance Mechanics (1972). Mississippi Gulf Coast Community College and University of Southern Mississippi.

Christine Anastasio, Social Studies (1978). B.A., Mississippi State University. M.S.W. and additional study, University of Southern Mississippi.

Margaret Andresen, Foreign Languages (1967). B.A. and M.A., University of Southern Mississippi. Additional study, 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, Language Arts (1969). A.A., East Central Junior College. B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Kay R. Bankston, Language Arts (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, University of Southern Mississippi.

Judith Benvenutti, A.D. Nursing (1979). ADN Greenfield Community College. B.S., University of Massachusetts. MPH/CHN, Tulane University. Ph.D., University of Southern Mississippi.

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 study, 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, Displaced Homemaker/Single Parent Services, (1985). B.A., Millsaps College. M.A., 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.

Wanda Brignac, A.D. Nursing (1972). B.S., University of Southwest Louisiana. M.S., University of Southern Mississippi.

Shelia Brown, Science (1985). Louisiana State University. M.S., Loyola University. Ph.D., Biology, University of Southern Mississippi.

Leslie Bruce, Science (1991). B.S., Oklahoma Christian College. M.S., Southwest Missouri State University.

Bernhard Bruhnke, Industrial Electronics Technology (1989). B.S., University of Southern Mississippi. M.S., Troy State University.

Don Burnett, Carpentry (1991). Graduate of Industrial Maintenance Program, Mississippi Gulf Coast Community College. Additional studies, military schools.

Sister Susan Carr, A.D. Nursing (1990). B.S.N., St. Louis University, M.S.N., University of Alabama.

John Carter, Science (1991). B.S., William Carey College. M.S., University of Southern Mississippi. Additional Study, Troy State University.

Bruce Carver, Food Preparation (1985). Harrison County Sheriff's Department Work Center. Five years experience.

Wayne Catlett, Speech/Theatre (1987). A.A., Meridian Junior College. B.F.A., University of Southern Mississippi. M.A., University of Southern Mississippi.

Elizabeth Chapman, A.D. Nursing (1988). B.S. and M.S., University of Southern Mississippi.

William Chatham, Science (1991). B.S., University of Southern Mississippi. M.S., Mississippi State University.

Leon Christodoulou, Drafting (1972). A.S., Mississippi Gulf Coast Community College. Additional study, University of Southern Mississippi.

Charles Clark, Library Director (1972). B.S., University of Miami. M.S., Florida State University.

Gary Colburn, Food Preparation (1987). Harrison County Sheriff's Department Work Center. A.S., Mississippi Gulf Coast Community College. Two years experience.

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.

Bridgett Davenport, A.D. Nursing (1990). B.S.N., University of Southern Mississippi. M.S.N., University of Southern Mississippi.

Mary Davidson, Art (1989). B.S., St. Mary's Dominican College. M.A.T., Tulane University. Additional studies, University of Southern Maine.

Charles R. Davis, Social Studies (1991). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

David L. Dedeaux, Social Studies (1975). B.A., Jackson State University. M.Ed., University of Southern Mississippi. Additional Study, 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.

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 study, 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, University of Southern Mississippi.

Deborah Lee Emery, Learning Lab Assistant (Reading) (1989). B.S., University of Montevallo. M.Ed., University of Alabama.

Karen Fayard, Mathematics (1991). B.S., M.E., and Ed. Specialist, University of Southern Mississippi. Additional Study, 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.

Elaine Dees, Displaced Homemaker Counselor (1988). B.S. and M.Ed., University of Southern Mississippi.

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, M.A., University of Arkansas. Ph.D., in English, University of Southern Mississippi. Additional study Princeton University, University of Virginia and the Academy in Rome.

Howard Geiselman, Social Studies (1990). B.S. and M.S., Mississippi State University. Additional study, University of Southern Mississippi.

Norman A. Gerlach, Dupont Controls (1980). A.S., Mississippi Gulf Coast Community College.

Lorie Kay Gollotte, Business and Office Administration (1973). B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi, William Carey College and Mississippi State University.

Angie Goodwin, Learning Lab Assistant (Math) (1985). B.S., Ed., Math from Delta State University. Additional study, University of Southern Mississippi & Vanderbilt University.

Patrick Gray, Remedial Studies/GED (1969). Harrison County Jails. B.S., Alcorn State University. Additional study at William Carey College and University of Southern Mississippi.

Veta F. Griffith, Counselor (1978). B.A., Jackson State University. M.Ed., Mississippi State University. Additional study, University of Southern Mississippi.

Troy Guider, Legal Environment of Business and Economics (1990). M.B.A., University of Southern Mississippi. Additional study, William Carey College and University of Southern Mississippi.

Raymond Harmon, Jr., Agriculture Production (1986). Harrison County Sheriff's Department. Three years experience.

Pat Hensley, Learning Lab Assistant (Math) (1989). B.S., Ed., Math, Louisiana State University. Additional study at William Carey College and University of Southern Mississippi.

Diane Holleman, Related Education (1982). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Carol D. Holley, Language Arts (1991). B.S., University of Southern Alabama. M.S., University of Southern Mississippi.

Patricia L. Holloway, Director of Admissions (1981). B.S., M.Ed., and additional study, University of Southern Mississippi.

Rhonda Hood, Music (1989). B.M., Mississippi College. M.M., University of Southern Mississippi.

Elaine Graves Hoops, Busines Education (1958). B.S. and M.E., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Edmund J. Huquet, Auto Body/Auto Mechanic (1989). Harrison County Sheriff's work center.

Dianne Y. Hurlbert, Assistant Librarian (1980). B.A., University of Southern Mississippi. M.L.S., University of Southern Mississippi.

Tom Jennings, Criminal Justice (1987). B.P.A., University of Mississippi. M.S., Criminal Justice, University of Southern Mississippi. Additional study at Tulane University.

Gwendolyn Jones, Mathematics (1980). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Kay Jones, Learning Lab Assistant (1991). B.A., Ed., University of Mississippi. M.Ed., Southeastern Louisiana University. Additional study, University of Houston.

Susan M. Kallas, Associate Degree Nursing (1983). B.S.N., Northern Illinois University. M.S., Northern Illinois University. M.S.N., Northern Illinois University.

Dorothy R. Knight, Language Arts and Developmental English (1978). B.S., Jackson State University. M.S., William Carey College.

Judith T. Krecker, A.D. Nursing (1984). Diploma, Louisville General Hospital School of Nursing. B.S.N., William Carey College. M.S.N., University of Mississippi Medical Center.

Verne B. Lamas, Practical Nursing (1971). Diploma, Nursing, Hotel Dieu School of Nursing. Additional study, Mississippi Gulf Coast Community College, University of Southern Mississippi, Mississippi State University & Hinds Community College.

Janie Languirand, Biology and Chemistry (1969). B.S., Belhaven College. M.S., University of Mississippi. A.D.N., Mississippi Gulf Coast Community College. Ph.D., Biology University of Mississippi.

Cheryl W. Larsen, Speech (1977). B.S., M.S., Communications, University of Southern Mississippi

Archae Laubmeier, A.D. Nursing (1990). B.S.N. and M.S.N., University of Southern Mississippi.

Ronnie W. Lee, Distribution and Marketing Technology (1975). B.S., University of Southern Mississippi. M.S., Mississippi State University. Additional study, Mississippi College and University of Southern Mississippi.

Paula Leonard, Paralegal Technology (1990). B.S., Paralegal Studies, University of Southern Mississippi

Charles Lewis, Secondary Automotive Mechanics, (1985). 31 years work experience.

Alton Lindsay, Plumbing (1987). B.S., Industrial Vocational Education, University of Southern Mississippi.

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 study, University of Southern Mississippi, Mississippi State & 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.

Ralph H. McBroom, Assistant Dean of Vocational Instruction (1978). B.S., M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Michael A. McCaleb, Remedial Related/GED (1987). Sheriff's Department Program. B.S., M.S., Ed. Specialist, and Ed. D. University of Southern Mississippi.

Kathleen McCall, Language Arts (1980). B.A. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Alton G. McDaniel, Welding (1974). A.A., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. M.S., University of Southern Mississippi.

Elaine M. McDermott, Learning Lab Director (1972). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. M.Ed., William Carey College. Additional study, William Carey College.

Jimmy W. McKay, Welding (1987). Harrison County Sheriff's Work Center. Two years experience.

Paul G. McKay, Mathematics (1967). A.A., East Central Juior 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.

Carole Meadows, Business Education, (1985). M.Ed., University of Mississippi.

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.

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.

Donald Moran, Drafting (1976). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Jerome Morgan, Accounting (1991). B.S., University of Southern Mississippi. M.S., George Washington University. Additional study, Mississippi State University.

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, Mississippi State University.

Susan S. Pagano, Mathematics (1972). B.S. and M.S., University of Mississippi.

Long Van Pham, Computer Technology (1988). A.A., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

H. Walton Pigott, Biology (1966). B.S., University of Southern Mississippi. M.N.S., Louisiana State University. Additional Study, University of Mississippi.

Gene M. Rester, Counselor (1973). B.S. and M.E.D., University of Southern Mississippi. A.B.D., University of Southern Mississippi.

Norma Jane Richards, Associate Degree Nursing (1972). B.S.N., Louisiana State University School of Nursing. M.S., Texas Woman's University.

Glenn F. Rishel, Building Trades (1987). Harrison County Sheriff's Work Center. Two years experience.

Stephen Roberts, Science (1978). A.A., Jones Junior College. B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Mike Romeo, Jr., Associate Dean of Evening College (1980). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Denise Roper, Biology (1984). B.S., University of Mary Hardin-Baylor. M.S., Baylor University.

Lynn R. Rutter, A.D. Nursing (1979). B.S., University of South Carolina. M.N., Emory University

James Sanders, Air Conditioning/Refrigeration (1970). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi.

Jean Scafide, Mathematics and Computer Science (1988). B.A.E. and M.S., University of Southern Mississippi. Additional study, University of South ern Mississippi.

R. Elaine Schmidtling, 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.

Cecil V. Sessum, DuPont Mechanical Controls (1980). Nine years experience.

Alma E. Shull, Language Arts and Development English (1968). B.A., Union University. M.A., Memphis State University. Specialist Certificate and additional study, University of Southern Mississippi, Appalachian State University, Grambling State University.

Himbert J. Sinopoli, Hotel, Motel, Restaurant (1972). B.S. and M.S., University of Southern Mississippi. Additional study, Mississippi State University.

Pamela M. Skinner, Counselor (1982). B.S. and M.Ed., University of Southern Mississippi. Additional study, William Carey College and University of Southern Mississippi.

Jerry Smith, Industrial Maintenance Mechanics Instructor (1989). B.A., Economics/ Business Administration, University of Southern Mississippi. M.IVE, and Specialist, University of Southern Mississippi.

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

T.J. Smith, Director Financial Aid (1975). B.S., Delta State University. M.S., University of Southern Mississippi. Additional study, 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.

Harry W. Stamps, Social Studies (1962). B.S. and M.S., Mississippi College. Additional study, Mississippi State University and University of Mississippi.

Lawrence E. Stephens, Business Administration (1979). B.S. and M.B.A., University of Southern Mississippi. Additional study, University of Southern Mississippi and William Carey College.

Clifton D. Taylor, Campus Vice President (1965). B.M.E. and M.M.E., University of Southern Mississippi. Ph.D., University of 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.

Marilyn S. VanCourt, Fashion Merchandising (1976). A.S. Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi., 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, Northeastern University.

Janie Walters, Speech/Theatre (1990). B.S. and M.S., University of Southern Mississippi.

Louise Ward, Assistant Librarian (1967). B.S., Mississippi State College for Women. M.Ln., Emory University. Additional study, Louisiana State University.

Debra Watson, Displaced Homemaker/Single Parent Services (1990). B.S. and M.S. University of Southern Mississippi University. Additional study, Indiana University and University of Southern Mississippi.

Evelyn Webb, Language Arts (1972). B.A., Jackson State University. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Sandra Weinberg, Early Childhood Education (1988). B.S., University of Southern Mississippi.

Ouida White, Business Education (1966). B.S. and M.S., University of Mississippi. Additional study, University of Southern Mississippi.

Sarah Williams, Business Education (1975). B.S., Alcorn State University. M.B.E., Jackson State University. Additional study, 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.

Keesler Center

Tommy Adkins, Counselor (1978). B.S., M.S., and Ed.S., University of Southern Mississippi.

Clara D'Aquilla, Social Studies and English (1976). B.A. and M.A., University of Southern Mississippi. Ph.D., Tulane University.

Sylvester J. D'Aquilla, Administrative Dean of Keesler Center (1973). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

West Harrison County Occupational Training Center

Eugene Anderson, Secondary Auto/Body Frame Repair (1986). 12 years experience. Undergraduate study, University of Southern Mississippi

Harold Dean Belton, Post-secondary Drafting (1987). A.A.S., Mississippi Gulf Coast Community College. Additional study, University of Southern Mississippi.

John E. Conley, Secondary Auto Mechanics (1987). 11 years experience. Undergraduate study, University of Southern Mississippi.

Bill Donna, Post-secondary Automotive Mechanics (1985). 31 years experience. Undergraduate study. University of Southern Mississippi.

Marla Eason, Secondary Health Occupations (1985). A.S., Dekalb Community College. Additional study, University of Southern Mississippi.

Larry Garvin, Administrative Dean, West Harrison County Occupational Training Center (1990). B.S., Mississippi College, B.S., University of Southern Mississippi. M.Ed., Delta State University. Ed.S., Mississippi State University. Additional Study, Delta State University.

Billy Wayne Johnson, A.W.S., C.W.I., Post-secondary Precision Metalwork (1989). B.S., Mississippi State University. Additional study, University of Southern Mississippi, University of Florida, Purdue University and Michigan State University.

Hal Kibler, Secondary Metal Trades (1985). 22 years experience. Undergraduate study, 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.

Ray Phillips, Diversified Technology (1985). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.

Sarah Senseny-Herring, Secondary Food Production, Management and Service (1991). Ten years experience Undergraduate study, Washington State University, University of Washington, University of Kentucky, Indiana University Extension, and University of Southern Mississippi.

Gary Shirley, EMT-Paramedic (1988). 12 years experience. Undergraduate study, University of Southern Mississippi.

Tommye Skinner, Vocational Counselor (1985). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Wendell Smith, Post-secondary Cook/Baking (1986). A.A.S., Mississippi Gulf Coast Community College. 22 years experience. Additional study, University of Southern Mississippi.

Jessie Stever, Secondary Intensive Business Training (1985). A.S., Mississippi Gulf Coast Community College. B.S., University of Southern Mississippi. M.Ed., William Carey College. Graduate study, University of Southern Mississippi.

Thomas Stopson, Secondary Electricity/Electronics (1985). A.A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.

George Wilson, Post-secondary Industrial Electricity (1986). 20 years experience. Undergraduate study, University of Southern Mississippi.

Mississippi Gulf Coast Applied Technology and Development Center

Laura Bragg, Workplace Coordinator (1991). B.S. and additional study, University of Southern Mississippi.

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

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.

Alton McDaniel, Welding (1974). A.A., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.

Johnny Tynes, Administrative Dean (1988). A.A., Southwest Mississippi Junior College. B.S., Mississippi State University. M.S., Specialist, University of Southern Mississippi, and Economic Development Institute. Graduate, 1989, University Oklahoma.

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.S. and M.S., University of Alabama. Additional study, University of Alabama.

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

W. Brad Barrett, Secondary Automotive Mechanics (1989). Diploma Mississippi Gulf Coast Community College. Additional Studies, 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, University of Arkansas. Fulbright study in Costa Rica.

Doug Borries, Coach (1989). B.S. and M.Ed., University of Southern Mississippi.

Susan 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.

Alfred Byrd, Business Education (1984). B.S., M.Ed., University of Southern Mississippi.

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

Charles Cooper, Director of Admissions (1974). B.S. and M.Ed., William Carey College.

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

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

Jo Anne Ellis, Speech (1991). B.S., M.Ed., University of Southern Mississippi. Additional study, University of Mississippi, University of Southern Mississippi.

Cooper Farris, Coach (1989). B.S.E. and M.S., Delta State University.

Bobby Fayard, Assistant Band Director (1991). B.M.E., University of Southern Mississippi.

R. Travis Ferguson, Dean of Vocational Instruction (1965). A.A., East Central Junior College. B.S. and M.Ed., Mississippi State University. Graduate study, University of Southern Mississippi. Ed.D., Nova University

Bobby Garvin, Campus Vice President (1972-78)-(1987). B.S., M.Ed., Mississippi State University, Ed.D., University of Southern Mississippi.

Jimmy Green, Commercial Truck Driving (1983). Attended Hinds Community College and University of Southern Mississippi.

Lin Harper, Counselor/Coordinator Pre-Military Program (1990). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Shirley Harris, Learning Laboratory English Instructor (1979). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Roxie Hatten, Related Education (1991). B.S., University of Southern Mississippi. Additional study, William Carey College, 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.

Nellie G. Henderson, English (1968). B.S. and M.A. University of Southern Mississippi. Additional study, University of Southern Mississippi.

Marie Hightower, Political Science (1988). B.S. and M.S., University of Southern Mississippi.

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.

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.

Susan Lamey, Recruitment Officer (1988). B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Bruce Layton, Physics and Mathematics (1988). B.S. and M.S., Ouachita Baptist University. Additional study, 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, University of Southern Mississippi.

Kathryn Ann Lewis, Speech/Theatre (1969). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Helen Lott, English/Reading, Pre-Military Program (1990). B.S. and M.S.W., University of Southern Mississippi.

Betty Malone, English (1965). B.A., William Carey College. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Angelyn Kaye Mann, Chemistry (1975). B.S., Mississippi State University. M.S., Delta State University. Additional study, 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 Horiculture (1991). B.S., Louisiana State University.

John McQuagge, Athletic Trainer (1964). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Richard Miller, Dean of Business Services (1970). B.S., Southeastern Louisiana College. M.Ed., Auburn University. M.S., Oklahoma State. Additional study. University of Southern Mississippi and University of Alabama. Ph.D., University of Alabama.

Elizabeth A. Mixon, Library Director (1988). B.S. and M.L.S., University of Southern Mississippi.

Brenda Nalepa, Biology (1987). A.A., Hinds Junior College. B.S., Mississippi University for Women. M.Ed., Mississippi State University. Ed.S., 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.

Candace Probst, Mathematics Pre-Military Program (1990). B.S. Mississippi College. M.B.A. Mississippi State 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.

Robert Rominger, Dean of Academic Instruction (1970). B.A. and M.A., University of West Florida. Additional study, University of Southern Mississippi.

Charles David Schwab, Biology (1973). B.S. and M.S., Southeastern Louisiana University. Ph.D., University of Southern Mississippi.

Charles Serpente, Mathematics Pre-Military Program (1990). B.A. St. Bernard College, Cullman, AL. M.Ed. University of Florida.

Jan Serpente, Counselor (1989). B.S.E. and M.E., University of Southern Mississippi.

David Smith, Computer Repair Technology (1987). A.A., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.

Doris E. Smith, Coach and Health and Physical Education (1972). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Gloria Smith, Business Education (1988). B.S. & M.Ed., University of Southern Mississippi.

James Ray Smith, Vocational Counselor (1974). B.S. and M.Ed., Mississippi College.

Marilyn Smith, Music (1990). B.S. University of Southern Mississippi.

Charles L. Sullivan, Social Studies (1967). B.S. and M.S., University of Southern Mississippi. Additional study, University of 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, Mathematics (1976). B.S.E., University of Arkansas. M.E.D., University of Southern Mississippi.

Bary Thrash, Drafting & Design Technology (1987). A.S., Mississippi Gulf Coast Community College. B.S. and M.S., University of Southern Mississippi.

Betty Wallace, Commercial Art and Advertising (1987). B.S., University of Southern Mississippi.

Bennie T. Warren, Assistant Dean for Learning Resources Center and Learning Laboratory Director (1958). B.S., William Carey College. M.R.E., New Orleans Baptist Theological Seminary. Additional study, 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, William Carey College.

Harper Wilson, Industrial Arts (1976). B.S. Alcorn State University. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

James David Wittman, Music (1969). B.M. and M.M., University of Southern Mississippi.

George County Occupational Training Center

Donna Renee Boudreaux, Practical Nursing (1991). Associate Degree Nursing, Kennesaw State College.

Larry Burney, Secretarial (1976). B.S., Albany State College. M.B.Ed., Jackson State University. Additional study, Alabama State University.

Harry Cochran, Metal Trades Instructor (Welding) (1983). Four years work experience.

John Ward Cooley, Administrative Dean (1972). A.S., Perkinston Campus. B.S., and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Shirley R. Cossey, Cosmetology (1985). Eight years experience.

Michael Havard, Building Trades Instructor (1979). B.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Lonnie Howell, Related Education (1978). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Benjamin Johnston, Welding (1978). Two years Assistant Instructor. Additional study.

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

Donna Rozniak, Business Computer Application Instructor (1989). A.A., Mississippi Gulf Coast Community College. B.S.B., University of Southern Mississippi. M.B.A., University of Southern Mississippi.

Evelyn Vickers, Practical Nursing (1991). Associate Degree Nursing, Jackson County Campus, Mississippi Gulf Coast Community College.

INDEX