CATALOG
87-88

MISSISSIPPI *Gulf Coast* JUNIOR COLLEGE

CAROLE PEARCE

Mississippi's First Tri-Campus College

CENTRAL OFFICE

Perkinston, Mississippi 39573
Telephone: 928-5211

JACKSON COUNTY CAMPUS

(Established 1965)
Gautier, Mississippi 39553
Telephone: 497-9602

JEFFERSON DAVIS CAMPUS

(Established 1965)
Handsboro Station, Gulfport, Mississippi 39501
Telephone: 896-3355

PERKINSTON CAMPUS

(College division established 1925)
Perkinston, Mississippi 39573
Telephone: 928-5211

GEORGE COUNTY OCCUPATIONAL TRAINING CENTER

(Established 1972)
Lucedale, Mississippi 39452
Telephone: 947-4201

HARRISON COUNTY OCCUPATIONAL TRAINING CENTER

(Established 1964)
Gulfport, Mississippi 39501
Telephone: 896-4822

WEST HARRISON COUNTY OCCUPATIONAL TRAINING CENTER

(Established 1985)
Long Beach, Mississippi
Telephone: 868-6057

KEESLER CENTER

(Established 1973)
Keesler Air Force Base, MS 39534
Telephone: 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 Junior College.

The Mississippi Gulf Coast Junior College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, national origin, sex, or handicap.

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 Junior 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, Harrison County Occupational Training 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 Southern Association of Colleges and Schools. Students transferring to senior institutions will receive recognition for credits earned at Mississippi Gulf Coast Junior 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.

CALENDAR 1987-88

1987

JANUARY

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1988

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NOVEMBER

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DECEMBER

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COLLEGE CALENDAR
1987-88

Monday and Tuesday, August 17 and 18, 1987 — Faculty Workshops

Fall Semester, 1987

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 21, 24, 25	Friday, Monday, Tuesday	Registration, all campuses.
August 26	Wednesday	Continuation of registration, class schedule changes.
August 21	Friday	Dormitories open; Perkinston boarding students report; first semester fees due; semester room rent, first month's board due at Perkinston.
August 27	Thursday	Day classes begin.
September 1 & 2	Tuesday & Wednesday	Advisor/Advisee meetings.
September 3	Thursday	Last day to drop a class without a grade and last day to enter a first-semester course.
September 7	Monday	Labor Day holiday.
September 18	Friday	Second month's board due at Perkinston.
October 2	Friday	End of sixth week.
October 12 & 13	Monday & Tuesday	Fall break/Columbus Day Holiday (all offices closed).
October 16	Friday	Balance of semester's board due at Perkinston
October 23	Friday	End of ninth week; mid-term grades due.
October 30	Friday	Last day to drop a course with a "W".
November 25	Wednesday	Thanksgiving holidays begin after fourth period class; administrative offices close at 2 p.m.
November 26 & 27	Thursday & Friday	Thanksgiving holidays.
November 30	Monday	Classes resume.
December 14-17	Monday-Thursday	Final examinations.
December 18	Friday	Semester ends; Christmas holidays begin; administrative offices close at 3 p.m.

Spring Semester, 1988

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, 6 & 7	Tuesday, Wednesday & Thursday	Registration; second semester fees due at assigned registration time; semester room rent and first month's board due at Perkinston Campus.
January 8	Friday	Classes begin.
January 12 & 13	Tuesday & Wednesday	Advisor/Advisee meetings.
January 18	Friday	Last day to enter a second semester course and last day to drop a course without a grade.
February 2	Tuesday	Second month's board due at Perkinston.
February 15 & 16	Monday & Tuesday	Mardi Gras holidays; night classes may be scheduled to meet at the discretion of the instructors; in the event they do not meet, make-up classes must be scheduled. Administrative offices open.
February 19	Friday	End of sixth week.
March 1	Tuesday	Balance of semester's board due at Perkinston.
March 11	Friday	End of ninth week; mid-term grades due.
March 11	Friday	Spring holidays begin after classes.
March 14-18	Monday-Friday	Spring holiday. Administrative offices open March 14, closed March 15-18.
March 21	Monday	Classes resume.
March 25	Friday	Last day to drop a course with a "W".
April 1	Friday	Good Friday holiday. Offices closed.
April 4	Monday	College-wide counterpart/ departmental meetings. Holiday for students.
May 2-5	Monday-Thursday	Final examinations.
May 9, 10 or 11	Monday, Tuesday, or Wednesday	Separate graduation exercises for the three campuses.
May 11	Wednesday	Session ends.

Summer Session, 1988

May 31 & June 1	Tuesday & Wednesday	Registration. Tuesday and Wednesday night classes meet.
June 2	Thursday	Classes begin (first session).
July 1	Friday	First session ends. Registration for second session of day classes.
July 4	Monday	Independence Day holiday.
July 5	Tuesday	Classes begin (second session).
August 3	Wednesday	Summer session ends.

1987-88 Calendar for Keesler Center of the Jefferson Davis Campus

Fall Term (September 7, 1987, through November 20, 1987)

August 24	Monday	Registration begins.
September 4	Friday	Registration ends.
September 7	Monday	Labor Day holiday.
September 8	Tuesday	Classes begin.
November 16-19	Monday-Thursday	Final examinations.

Winter Term (November 30, 1987 through February 26, 1988)

November 16	Monday	Registration begins.
November 25	Wednesday	Registration ends.
November 26 & 27	Thursday & Friday	Thanksgiving holidays.
November 30	Monday	Classes begin.
December 18	Friday	Christmas holidays begin.
January 4	Monday	Classes resume.
February 22-25	Monday-Thursday	Final examinations.

Spring Term (March 7, 1988, through May 20, 1988)

February 22	Monday	Begin registration.
March 4	Friday	End registration.
March 7	Monday	Classes begin.
April 1	Friday	Good Friday holiday.
May 16-19	Monday-Thursday	Final examinations.

Summer Session (May 31, 1988, through August 12, 1988)

May 23	Monday	Begin registration.
May 27	Friday	End registration.
May 30	Monday	Memorial Day holiday.
May 31	Tuesday	Classes begin.
July 4	Monday	Independence Day holiday.
August 8-11	Monday-Thursday,	Final examinations.

SEMESTER TESTING SCHEDULES

Fall Semester, 1987
Jackson County Campus

Date	Exam Time	Class Time
Monday, December 14	8:00 a.m.-10:00 a.m.	8:00- 8:53 a.m. MWF
	10:00 a.m.-12:00 Noon	10:00-10:53 a.m. MWF
	1:00 p.m.-3:00 p.m.	12:00-12:53 p.m. MWF
Tuesday, December 15	8:00 a.m.-10:00 a.m.	8:00- 9:20 a.m. and 8:00-10:00 a.m. TT
	10:00 a.m.-12:00 Noon	9:30-10:50 a.m. and 10:00 a.m.-12 Noon TT
Wednesday, December 16	8:00 a.m.-10:00 a.m.	9:00- 9:53 a.m. MWF
	10:00 a.m.-12:00 Noon	11:00-11:53 a.m. MWF
	1:00 p.m.- 3:00 p.m.	1:00- 1:53 a.m. MWF
Thursday, December 17	8:00 a.m.-10:00 a.m.	11:00 a.m.-12:20 p.m. TT
	10:00 a.m.-12:00 Noon	1:00 p.m.- 2:20 p.m. and 1:00 p.m.- 3:00 p.m.

Spring Semester, 1988
Jackson County Campus

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

Fall Semester, 1987
Jefferson Davis Campus

Monday, December 14	8:00 a.m.-10:00 a.m	1 MWF classes
	10:00 a.m.-12:00 Noon	3 MWF classes
	1:00 p.m.- 3:00 p.m.	5 MWF classes
Tuesday, December 15	8:00 a.m.-10:00 a.m.	1, 2 TT classes
	*10:00 a.m.-12:00 Noon	3 TT classes
	1:00 p.m.- 3:00 p.m.	7 MWF classes
Wednesday, December 16	8:00 a.m.-10:00 a.m.	2 MWF classes
	10:00 a.m.-12:00 Noon	4 MWF classes
	1:00 p.m.- 3:00 p.m.	6 MWF classes
Thursday, December 17	8:00 a.m.-10:00 a.m.	5, 6 or 6, 7 MWF classes
	10:00 a.m.-12:00 Noon	0 MWF classes
	1:00 p.m.- 3:00 p.m.	4 TT classes

**Students taking a 3TU-2,3 TT class will take exam at this time.*

Spring Semester, 1988
Jefferson Davis Campus

Monday, May 2	8:00 a.m.-10:00 a.m.	1 MWF classes
	10:00 a.m.-12:00 Noon	3 MWF classes
	1:00 p.m.- 3:00 p.m.	5 MWF classes
Tuesday, May 3	8:00 a.m.-10:00 a.m	1, 2 TT classes
	*10:00 a.m.-12:00 Noon	3 TT classes
	1:00 p.m.- 3:00 p.m.	7 MWF classes
Wednesday, May 4	8:00 a.m.-10:00 a.m.	2 MWF classes
	10:00 a.m.-12:00 Noon	4 MWF classes
	1:00 p.m.- 3:00 p.m.	6 MWF classes
Thursday, May 5	8:00 a.m.-10:00 a.m.	5, 6 or 6, 7 MWF classes
	10:00 a.m.-12:00 Noon	0 MWF classes
	1:00 p.m.- 3:00 p.m.	4 TT classes

**Students taking a 3TU-2,3 TT class will take exam at this time.*

Fall Semester, 1987
Perkinston Campus

Monday, December 14	8:00 a.m.-10:00 a.m.	1 MWF classes
	10:10 a.m.-12:10 Noon	3 MWF classes
	1:00 p.m.- 3:00 p.m.	6 MWF classes
Tuesday, December 15	8:00 a.m.-10:00 a.m	1, 2 TT classes
	10:10 a.m.-12:10 Noon	3, 4 TT classes
	1:00 p.m.- 3:00 p.m.	7 MWF classes
Wedneday, December 16	8:00 a.m.-10:00 a.m.	2 MWF classes
	10:10 a.m.-12:10 Noon	4 MWF classes
	1:00 p.m.- 3:00 p.m.	5 MWF classes
Thursday, December 17	8:00 a.m.-10:00 a.m.	5, 6 or 6, 7 TT classes

Classes which meet daily may choose their testing date. For classes not covered by this schedule, tests should be arranged with the Dean of Instruction. Night classes will test on regularly scheduled meeting nights.

Spring Semester, 1988
Perkinston Campus

Monday, May 2	8:00 a.m.-10:00 a.m.	1 MWF classes
	10:10 a.m.-12:10 Noon	3 MWF classes
	1:00 p.m.- 3:00 p.m.	6 MWF classes
Tuesday, May 3	8:00 a.m.-10:00 a.m.	1, 2 TT classes
	10:10 a.m.-12:10 Noon	3, 4 TT classes
	1:00 p.m.- 3:00 p.m.	7 MWF classes
Wednesday, May 4	8:00 a.m.-10:00 a.m.	2 MWF classes
	10:10 a.m.-12:10 Noon	4 MWF classes
	1:00 p.m.- 3:00 p.m.	5 MWF classes
Thursday, May 5	8:00 a.m.-10:00 a.m.	5, 6 or 6, 7 TT classes

Classes which meet daily may choose their testing date. For classes not covered by this schedule, tests should be arranged with the Dean of Instruction. Night classes will test on regularly scheduled meeting nights.

BOARDS OF SUPERVISORS

HARRISON COUNTY

Bobby Eleuterius	Beat 1	Biloxi
Eddie Moffat	Beat 2	Gulfport
Billy McDonald	Beat 3	Gulfport
Hue B. Snowden	Beat 4	Gulfport
C. T. Switzer, Sr.	Beat 5	Gulfport
G. N. Creel	Chancery Clerk	Gulfport

STONE COUNTY

Freddie George Pearson	Beat 1	Wiggins
Buster Dean Shaw	Beat 2	Perkinston
Bobby Parker	Beat 3	McHenry
Orbin Mallett	Beat 4	Wiggins
Glennis Hunt	Beat 5	Perkinston
Gerald Bond	Chancery Clerk	Wiggins

JACKSON COUNTY

A. E. "Pete" Pierce	Beat 1	Escatawpa
Fred Robinson	Beat 2	Moss Point
J. C. May	Beat 3	Pascagoula
Tommy Brodnax	Beat 4	Ocean Springs
Douglas Holden	Beat 5	Ocean Springs
Lynn Presley	Chancery Clerk	Pascagoula

GEORGE COUNTY

Clyde Eubanks	Beat 1	Lucedale
Mrs. K. M. Brannon	Beat 2	Lucedale
Ralph B. Fairley	Beat 3	Lucedale
Larry Havard	Beat 4	Lucedale
Clint Williams	Beat 5	Leaf
Jerry Harvey	Chancery Clerk	Lucedale

BOARD OF TRUSTEES

HARRISON COUNTY

Name	Term Expires		Beat	Address
Richard Creel	December	1987	1	Biloxi
Frank Gruich	June	1988	1	Biloxi
Joseph H. D'Angelo	December	1988	2	Gulfport
Mrs. Jean Peden	June	1991	2	Gulfport
Murrell Hilton	December	1989	3	Pass Christian
Eddie P. Antoine	June	1989	3	Pass Christian
Albert Necaise	December	1985	4	Gulfport
Mrs. C. T. Switzer, Sr.	June	1990	4 & 5	Gulfport
Alton Bankston	December	1986	5	Biloxi
Henry Arledge	December	1987		Gulfport
	Supt. of Education			

STONE COUNTY

James E. Bryan, Jr.	December	1987	1	Wiggins
C. G. Odom	December	1988	2	Perkinston
John R. Dedeaux	December	1989	3	Perkinston
Parnell Anderson	December	1990	4	Wiggins
Gordon G. Bond	December	1986	5	Perkinston
Eddie Danzey	December	1987		Wiggins
	Supt. of Education			

JACKSON COUNTY

Franklin Hamilton	December	1987	1	Hurley
Mary Alfred	December	1988	2	Moss Point
R. H. Slaughter, Jr.	December	1989	3	Pascagoula
Delores P. Sumrall	December	1990	4	Ocean Springs
J. B. George	December	1986	5	Pascagoula
Warner Peterson	June	1987		Pascagoula
	County at Large			
Jimmy Smithie	December	1987		Pascagoula
	Supt. of Education			

GEORGE COUNTY

Wilbur G. Ward	December	1987	1	Lucedale
Charles Jones	December	1988	2	Lucedale
William Larry Ivey	December	1989	3	Lucedale
Arlie Howell	December	1990	4	Lucedale
M. C. Murrah	December	1986	5	Lucedale
Barbara P. Massey	December	1987		Lucedale
	Supt. of Education			

ADMINISTRATIVE OFFICERS

Central Office

President ..... Dr. Barry L. Mellinger
Vice President for Administration & Finance ..... Everett Compston
Vice President for Instructional Affairs ..... VACANT
Administrative Assistant for Academic & General Instruction and Student Services ..... VACANT
Administrative Assistant for Accounting ..... Jerry Bryan
Administrative Assistant for Auditing/Human Resources ..... Mark O. Haley
Administrative Assistant for Business ..... VACANT
Administrative Assistant for Data Processing ..... Robert T. Smith
Administrative Assistant for Institutional Relations ..... VACANT
Administrative Assistant for Institutional Research and Resource Development ..... Mrs. Nell Murray
Administrative Assistant for Vocational Instruction ..... Edward A. Evans
Industrial Training Specialist ..... VACANT
College Director of Vocational Instruction ..... Dr. R. Travis Ferguson
College Development Officer ..... Mrs. Louise Brown
Coordinator of Health Occupations and Title IX Coordinator ..... Mrs. Louise Jones
Coordinator of Transportation & Special Projects ..... James Willis
Director of Athletics ..... VACANT
Director of Public Information ..... Winfred Moncrief
Title III and Instructional Support Unit Coordinator ..... Dr. Brenda Rivero
Title VIII Cooperative Education Coordinator ..... Hilton Murray

Jackson County Campus

Vice-President ..... Mr. Curtis L. Davis
Dean of Academic and General Instruction ..... Mr. William F. Martin
Dean of Student Services ..... Mr. Billie J. Lofton
Dean Business Services ..... Mr. Houshang Moradmand
Dean of Vocational Instruction ..... Mr. Jerold L. Shepherd
Associate Dean of Campus Evening College ..... Mr. Larry E. Crane
Assistant Dean of Vocational Instruction ..... Mr. Ben Heidgerken
Library Director ..... Mrs. Mary A. Palmer
Assistant Librarian ..... Mrs. Cheryl J. Hinton
Assistant Librarian ..... Miss Sandra K. Abraham
Director of Financial Aid ..... Ms. Carolyn Allen
Special Services Program Director ..... Dr. Anne Jordan
Learning Lab Coordinator ..... Miss Patricia Grady
Media Service Director ..... Dr. Elizabeth K. Nelms
TV Technician, Publicity Photographer ..... Mr. Paul D. Mansfield
Coordinator of Program Services ..... Mrs. Barbara J. McCool
Director of Admissions ..... Dr. Bruce W. Fisher
Vocational Counselors ..... Mr. Charles Koski
Mr. Bert Phelps
Recruitment/Placement Career Counselor ..... Mrs. Linda Switzer
Special Services Counselor ..... Mr. Thomas Beavers
Night Counselor ..... Mr. Carl King
Student Activities Counselor ..... Mrs. Terry Fountain

Jefferson Davis Campus

Vice President ..... Mr. Glen W. Cadle
Dean of Student Services ..... Mr. David Drye
Dean of Academic and General Instruction ..... Mr. Quincy Long
Administrative Dean of Keesler Center ..... Mr. S. J. D'Aquilla
Administratie Dean of West Harrison
County Occupational Training Center ..... Mr. Sam Kirsch
Dean of Business Services ..... Dr. C. D. Taylor
Dean of Vocational Instruction ..... Mr. W. M. Thornton
Assistant Dean of Vocational Instruction ..... Mr. R. H. McBroom
Assistant Dean of Vocational Instruction
Harrison County Occupational Training Center ..... Mr. Gerald Gartman
Associate Dean of Evening College ..... Mr. Jack Rogers
Director of Admissions ..... VACANT
Director Media Center ..... Mr. Ray Landry
Director of Financial Aid ..... Mr. T J Smith
Counselor ..... Miss Patti Holloway
Counselor, Veterans ..... Mr. Mike Romeo
Counselor, Placement/Recruitment ..... Mr. Gene M. Rester
Counselor, Vocational/Technical ..... VACANT
Counselor ..... Mrs. Veta Griffith
Counselor, HCOTC ..... Mr. Norman Otto
Counselor, Keesler Center ..... Mr. Tommy Adkins
Counselor, WHCOTC ..... Ms. Tommye Skinner
Librarian ..... Mr. Jack V. Burford
Assistant Librarian ..... Ms. Louise Ward
Assistant Librarian ..... Mrs. Mary Benbow
Coordinator, Learning Skills Center ..... Mrs. Millie Collins
Coordinator, Displaced Homemarkers ..... Mrs. Edna Boone

Perkinston Campus

Vice President ..... Dr. Clyde E. Strickland
Dean of Student Services ..... Dr. Larry O'Neal
Dean of Business Services ..... Dr. Richard Miller
Dean of Academic and General Instruction ..... Dr. Woodley Lott
Dean of Vocational Instruction ..... Dr. R. Travis Ferguson
Librarian ..... Mr. Charles M. Clark
Assistant Librarian ..... Ms. Janice Chumbley
Media Coordinator ..... Mr. Richard Marlowe
Director of Admissions ..... VACANT
Recruitment-Placement Counselor ..... Mr. Charles Cooper
Vocational Counselor ..... Mr. James Ray Smith
Supervisor of Student Discipline and Housing ..... Mr. Jeff Donahoe
Coordinator of Discipline and
Housing for Women ..... Mrs. Brenda Donahoe
Coordinator of Learning Laboratory ..... Mr. Bennie Warren
Director of Athletics ..... VACANT

STAFF

Central Office

Secretary to the President ..... Mrs. Ethel Bond
Secretary, President's Office ..... Mrs. April Grace
Secretary, President's Office ..... Mrs. Gloria Breland
Secretary, Vice President for Administration ..... Miss Nancy Lee
Secretary, Vice President for Instructional Affairs ..... Mrs. Karen McQueen
Senior Bookkeeper ..... Mrs. Helen Vernon
Secretary, Administrative Assistant for Business ..... Mrs. Vonda Ford
Personnel Monitor ..... Mrs. Millie Taft
JTPA Bookkeeper, Finance Secretary ..... Mrs. Gabrielle Alexander
Finance Clerk ..... Mrs. Jeanette Wells
Accounts Payable Clerk ..... Mrs. Marleen Moore
Accounts Payable/Purchasing Clerk ..... VACANT
Finance Clerk ..... Mrs. Carolyn Brooks
Finance Clerk ..... Mrs. Debbie Rogers
Office Machine Technician ..... Mr. Raymond Hatten
Office Machine Technician ..... Mr. Randall Cornell
Secretary, Institutional Research and
Resource Development ..... Mrs. Shirlee Arkwright
Secretary, Vocational Instruction ..... Mrs. Sistie Farris
Secretary, Industrial Training and JTPA ..... VACANT
Secretary, Vocational Instruction ..... Ms. Dot Lyons
Secretary, Institutional Relations ..... VACANT
Manager of Publicity ..... Mrs. Joyce Rogers
Alumni/Foundation Officer ..... Mrs. Louise Brown
Publicity Assistant ..... VACANT
Computer Programmer/Operator ..... Ms. Carol Board
Junior Computer Programmer/Operator ..... Mr. James Sartain
Senior Programmer/Operator ..... Mr. Louis Boudreaux
KeyPunch Operator ..... Mrs. Betty Bennett
Courier/Clerk ..... Mrs. Nettye Alexander
Duplicating Clerk ..... Ms. Joyce Galloway
Supervisor of Central Stores and Central Duplicating ..... Mrs. Sue Amacker
Mechanic/Operator ..... VACANT
Mechanic/Operator ..... Mr. Ronnie Sims
Driver/Mechanic ..... Mr. Walter Corbett
Title III Secretary ..... Ms. Sandra Pendarvis
Title III Computer Programmer/Operator ..... Mr. Joe Fur
Title III Computer Programmer/Operator ..... Ms. Dorothy Byrd
Director of District Print Shop ..... Mr. Frank Spring
District Printing Clerk ..... Ms. Pam McCallister
District Printing Assistant ..... Mrs. Gertie Brown
District Duplicating Clerk ..... Ms. Joyce Galloway

Jackson County Campus

Secretary to Vice-President ..... Miss Kathleen Lott
Secretary to Dean of Academic and General Instruction ..... Mrs. Greta Thornton
Secretary to Dean of Student Services ..... Mrs. Becky Rogers
Records Clerk ..... VACANT
Secretary to Dean of Business Services ..... Mrs. Barbara McDonald
Business Services Secretary ..... Mrs. Julie Mansfield
Mrs. Barbara Richerson
Admissions Secretary ..... Mrs. Tammy Kite
Bookkeeper ..... Mrs. Sue Fisher
Secretary to Dean of Vocational Instruction ..... Mrs. Violet Lett
Vocational Counselor Secretary ..... Mrs. Shirley Holliday
Secretary to Assistant Dean of Vocational Instruction ..... Ms. Shirley Cox
Secretary to Associate Dean of Campus Evening College ..... Mrs. June Robertson
Library Secretary ..... Mrs. Johanna Martin
Audio Visual Clerk ..... Miss Angie Bridges
Duplicating Machine Operator/Faculty Secretary ..... Ms. Annie Andrews
Receptionist/Switchboard Operator/Secretary ..... Mrs. Ernestine Dailey
Evening Receptionist/Switchboard Operator/Program Services ..... Ms. Donna Ward
Secretary, Financial Aid ..... VACANT
Secretary, Health Occupations ..... Mrs. Sheila Nerenberg
Secretary, Associate Degree Nursing ..... Mrs. Jo Ann Tisbury
Secretary, Career/Placement Center ..... Mrs. Rebecca Williams
Media Technician and Graphic Artist ..... Mrs. Mary Dyle
Computer Lab Assistants ..... Mrs. Nancy Wallace
Mrs Tina Dollar
Superintendent of Buildings and Grounds ..... Mr. Mark Thornton
Buildings and Grounds ..... Mr. Lincoln Wise
Buildings and Grounds ..... Mr. Alvin Carter
Supervisor, Janitorial Services ..... Mr. Namon Bangs
Chief of Security ..... Mr. James E. McCraw
Bookstore Manager ..... Mrs. Mary Shepherd
Bookstore Clerk ..... Mrs. Sandra Shannon
Game Room Supervisor ..... Mrs. Virginia Randolph
Secretary, Learning Lab ..... Mrs. Sherra Grubbs

Jefferson Davis Campus

Secretary to Vice President ..... Ms. Rita Wales
Secretary to Dean of Student Services ..... Mrs. Sammie Baxter
Secretary to Dean of Academic and General Instruction ..... Mrs. June Bounds

Secretary to Administrative Dean of West Harrison County Occupational Training Center..... VACANT
Secretary to Dean of Business Services..... Mrs. Gina Sessum
Secretary to Dean of Vocational Instruction .....Mrs. Pat Lanning
Secretary to Administrative Dean of Keesler Center .....Mrs. Lori Sutton
Records Clerk .....Mrs. Ann Kempkes
Superintendent of Building/Grounds .....Mr. R. L. Stafford
Assistant Superintendent of Building/Grounds.....Mr. Mike Gentile
WHCOTC Maintenance Supervisor .....Mr. Tommy J. Jackson
Bookstore Manager..... Mr. John Dempsey
Bookstore Clerk.....Mrs. Dorothy Miller
Clerk-Secretary, Business Services..... Mrs. Kay Williams
Finance Clerk, Business Services..... Mrs. Dorothy Edge
Secretary, Vocational/Technical..... VACANT
Secretary, Health Occupations.....Mrs. Mary Bailey
Secretary, A. D. Nursing .....Mrs. Bernice Gates
Secretary, Director of Financial Aid ..... Mrs. Becky Dannelley
Secretary, Director of Admissions .....Mrs. Maria McNally
Secretary, Library .....Mrs. Joy Smith
Secretary, Assistant Dean of Vocational Instruction Harrison County Occupational Training Center.....Mrs. Barbara French
Learning Resources Assistant ..... VACANT
Clerical Records.....Mrs. Betty Conn
Receptionist..... VACANT
Receptionist/Secretary to Vice President .....Mrs. Margaret Bounds
Switchboard Operator/Secretary..... VACANT
Computer Laboratory Assistant ..... VACANT
Shipping & Receiving Clerk ..... Mr. Robert Goodson
Secretary, Learning Lab.....Mrs. Nancy Sneed
Secretary, V.A. Counselor.....Ms. Teresa wales
Secretary, Associate Dean of Evening College ..... VACANT

Perkinston Campus

Superintendent, Building & Grounds.....Mr. William Berry
Assistant Superintendent, Building & Grounds .....Mr. Bennie Garner
Supervisor, Janitorial Services.....Mr. Bill Finnan
Supervisor, Grounds.....Mr. Billy J. *Willis*
Records Clerk, Veterans Affairs ..... Mrs. Tommie Weathers
Bookkeeper..... VACANT
Assistant Bookkeeper, Cashier..... Mrs. Elaine Stephens
Secretary to Vice President.....Mrs. Alisa Strickland
Receptionist/Secretary..... Mrs. Tammy Hall
Secretary to Director of Admissions.....Ms. Carole Pearce
Secretary, Student Services .....Ms. Teresa Belton
Secretary to Librarian .....Mrs. Glenda Redmond
Secretary, Media Center .....Mrs. Trudy Bryan

Secretary, Faculty ..... Mrs. Diane Sekul
Secretary, Science & Fine Arts ..... Mrs. Patricia Spring
Secretary, Business Education and Math ..... Ms. Angela James
Secretary, Maintenance ..... VACANT
Secretary, Vocational Instruction ..... Mrs. Faye Cooley
Secretary to Dean of Business Services ..... Mrs. Robin Spruill
Secretary, Learning Laboratory ..... Mrs. Marjorie Batson
Secretary, Housing ..... VACANT
Switchboard Operators ..... Mrs. Joyce Henderson
Ms. Karen Cochran
Housemothers ..... Mrs. Alice Arkwright
Ms. Georgia Bond
Mrs. Ernestine Breland
Student Center Attendants ..... Mrs. Nelda Alexander
Mrs. Mercedes Jordon
Financial Aid Manager ..... Mrs. Sheree Bond
Computer Laboratory Assistant ..... Ms. Nelda Lyons
Career Center Supervisor &
Supervisor of Student Activities ..... Mr. Russell Hatten
Student Center Manager ..... Mrs. Doris Strickland
Supervisors of Dormitories
and Student Activities ..... Mr. Ed Wilson
Ms. Lisa Oleson

George County Occupational Training Center

Administrative Dean ..... Mr. John W. Cooley
Counselor ..... Mr. Ronnie C. Mizell
Secretary ..... Mrs. Brenda Roberts
Maintenance, Security ..... Mr. Means B. Turner
Secretary ..... Mrs. Jannie Smith

COLLEGE EXECUTIVE COUNCIL

President Barry L. Mellinger; Vice Presidents Everett Compston, Curtis L. Davis, Glen W. Cadle, and Clyde E. Strickland.

College Council

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

President Barry L. Mellinger; Vice Presidents Everett Compston, Curtis L. Davis, Glen W. Cadle, Clyde E. Strickland; Nell Murray, Sal D'Aquilla, Ed Evans, Jerry Bryan, Robert Smith, John W. Cooley, Louise Jones, Travis Ferguson, Winfred Moncrief, Mark Haley, Sam Kirsch, Quincy Long, Jesse Jacobs, Bennie Warren, Wanda Brignac, C.D. Taylor, Jerold Shepherd, Billie Lofton, Houshang Moradmand, Sue Ross, Jeanette Thomas.

JACKSON COUNTY CAMPUS

Committees

Administrative Committee: Davis, Lofton, Moradmand, Martin, Shepherd.
Admissions Committee: Fisher, Lofton, Ross, Koski, Jordan, Switzer. Sub-Committees for Health Programs:
X-Ray: Trichell, Fisher, Koski, Phelps, Moore, Crawford, Pohlman, Usher, Shepherd or Heidgerkin.
PN: Phelps, Usher and other representatives as required by State regulations.
RN: Fisher, Flood, Davis, Hill, P., Hill, D., Switzer.
MLT: Phelps, S. Whitmore, Cunningham, Iverson, D. Hudson, Krecker.
Judicial: Luke, Ormon, Melton, two students.
Faculty Publicity: Nelms, Fountain, Mansfield, Lofton.
Graduation: Fisher, Moradmand, Shaw, E., Johnson, A., Lofton.
Guidance: Fisher, Lofton, Koski, Switzer, Jordan, Allen.
Instructional Affairs: Davis, C., Martin, Shepherd, Crane, Heidgerken, Grady, Nelms, Palmer and appropriate department members.
Learning Resource: Palmer, Nelms, Davis, K., Neumann, Martin, Hudson, Froman.
Physical Education & Intramurals: Keith, Ross, Fountain.
Scholarship: Allen, Shaw, D., Nelms, Moradmand, Switzer.
Student Activities: Presidents of the Student Council, VICA, and PTK, Treasurer of Student Council, Fountain, Lofton, Switzer.
Student Publications: Fountain, Lofton, Switzer, editors of student newspaper and yearbook.
Learning Lab: Grady, Martin, Mullen, Smith, Tanner, Herrington, Nelms, and instructors from each department on a rotating basis.

Department Chairpersons

Associate Degree Nursing ..... Mrs. Nica Flood
Business and Office Administration ..... Ms. Jeanette Thomas
Fine Arts ..... Mrs. Martha Richardson
Health and Physical Education ..... Dr. Charles Keith
Language Arts ..... Mr. Walter Mullen
Mathematics ..... Mr. Ralph Smith
Social Studies ..... Mr. Dean Shaw
Science ..... Mr. Robert Herrington
Developmental Studies ..... Mr. Raymond Tanner
Health Occupations ..... Ms. Shira Usher
Vocational Education ..... Robert Hudson
Technical Education ..... Mr. Mike LeBatard

Faculty Advisory Committee

Mr. Ralph Jones	Appointed	1984-87
Dr. Mary Miller	Elected	1984-87
Mrs. Sherry Whitmore	Elected	1985-88
Ms. Nica Flood	Appointed	1985-88
Mrs. Katheryn Webb	Elected	1986-89
Mr. M. K. Stringfellow	Appointed	1986-89

JEFFERSON DAVIS CAMPUS

Committees

Administrative Committee: Cadle, D'Aquilla, Taylor, Thornton, Kirsch, Long, D'Aquilla

Admissions: Drye, Chair; Griffith, Drye, Abbenante, Krecker, Rogers

Judical: Decker, Chair; E. Waldorf, Papania, Boone, Gollote, Johnson, President of Student Council, student appointed by Student Council

Faculty Reception and Courtesy: L. Ward, Chair; Bankston, Sinopoli, Harrison, D. Green, Shull

Food Service: B. Lee, Chair; B.Stafford, Moran, Herring, Gentile, Landry, Boudreaux, President of Student Council

Graduation: Drye, Chair; Long, Moore, Therrell, Andresen, S. Roberts, White, Ortiz, two students appointed by Student Council

Guidance: Holloway, Chair; Drye, Rester, Griffith, Romeo, Adkins, Otto

Instructional Affairs: Cadle, Chair; Long, Thornton, appropriate Department Chairperson(s)

Learning Resources: Long, Chair; Burford, Ward, Benbow, Landry, Cavanaugh, Rogers, two students appointed by Student Council

Physical Education and Health Service: Burns, Chair; Beacham, Mire, Paganol, Dedeaux, two students appointed by Student Council

Publications: Duncan, Chair; Ward, Stever, Languirand, Skinner, editors of Annual and Mississippi Sound

Registration: White, Chair; R. T. Smith, Otto, Long, T. J. Smith, Drye, Shows, Collins, H. Stamps, J. Rogers, Taylor, Acuff, Thornton, Moran

Scholarship: T. J. Smith, Chair; Scofield, Bailey, D. Knight, Sellers, B. Davis, two students appointed by Student Council

Department Chairpersons

Associate Degree Nursing ..... Mrs. Wanda Brignac
Business and Office Administration ..... Mrs. Ouida White
Fine Arts ..... Mr. Don Moore
Departmental Studies ..... Mrs. Elaine Duncan
Health, Physical Education & Recreation ..... Mr. Steve Burns
Language Arts ..... Mrs. Evelyn Webb
Mathematics ..... Mr. Larry Miller
Science ..... Mr. James Knight
Social Studies ..... Mr. Harry Stamps
Technical Programs ..... VACANT
Vocational Health Occupations ..... Mrs. Verne Lamas
Vocational Trade Programs ..... Mr. Bobby Acuff

Faculty Advisory Committee

Mr. Steve Roberts	Appointed	1985-88
Mr. Sidney Sellers	Elected	1984-87
Mrs. Dorothy Knight	Appointed	1984-87
Mr. Leon Christodoulou	Elected	1985-88
Mr. Harry Stamps	Appointed	1986-1989
Ms. Jane R. Hickman	Elected	1986-89

PERKINSTON CAMPUS

Committees

Academic Scholarship: R. Miller, Chair; Department Chairpersons.
Admissions: J. Donahoe, Chair; L. O'Neal, J. R. Smith, Cooper.
Campus Athletic: Chair; Sekul, D. Smith, Weathers, Cooper.
Christian Council: Walden, Warren; BSU Director, Presidents of Christian Organizations.
Judicial: Jacobs, Miller, Chair; Heim, two students.
Faculty Housing: Strickland, Chair; Mellinger, Compston.
Graduation: McInnis, Chair; L. O'Neal, W. Batson, Jenkins.
Guidance: L. O'Neal, Chair; James, Cooper, J. R. Smith.
Learning Resource: Clark, Marlowe, Catalano, Jerkins, Sullivan, Mizell, Student Council President.
Scholarship: Chair; L. O'Neal, Strickland, W. Lott, Kelly.
Student Activities: L. O'Neal, Chair; Wilson, Oleson, J. R. Smith, D. Smith, J. Donahoe
Student Housing: L. O'Neal, Chair; J. Donahoe, Cooper, B. Donahoe, Dormitory Supervisors.
Student Publications: L. O'Neal, Chair; Moncrief, Yearbook Editors.

Department Chairpersons

Business and Office Administration ..... Mrs. Kay McInnis
Fine Arts ..... Mrs. Kathyrn Lewis
Health and Physical Education ..... VACANT
Language Arts ..... Dr. Nelda Lott
Mathematics ..... Mr. Jesse Jacobs
Science ..... Dr. Richard Miller
Developmental Studies ..... Mr. Tom Taylor
Social Studies ..... Mr. Charles Sullivan
Vocational-Technical ..... Dr. R. Travis Ferguson

Faculty Advisory Committee

Mr. Jon Lewis	Elected	1985-88
Mr. Don Holman	Appointed	1985-88
Mr. Robert Rominger	Elected	1984-87
Mrs. Barbara O'Neal	Appointed	1984-87
Dr. David Schwab	Elected	1986-89
Mr. Jim Wittman	Appointed	1986-89

ADMINISTRATION AND FACULTY

Barry L. Mellinger, President (1979). A.S., MGCJC, 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.

Edward A. Evans, Administrative Assistant for Vocational Instruction (1956). B.S., Mississippi State University. Additional study, University of Southern Mississippi.

Mark O. Haley, Administrative Assistant for Internal Auditing/Human Resources (1979). B.S. and M.B.A., Mississippi State University.

Nell O. Murray, Administrative Assistant for Institutional Research and Resource Development (1981). B.S. and M.B.A., University of Southern Mississippi.

Robert T. Smith, Administrative Assistant for Data processing (1965). A.S., Perkinston Campus. B.S., University of Southern Mississippi. Additional study, Mississippi State University.

R. Travis Ferguson, College Director 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.

Louise Jones, Coordinator of Health Occupations (1961). R.N., Charity Hospital. Additional study, University of Southern Mississippi.

Winfred Moncrief, Director of Public Information (1971). B.S., University of Southern Mississippi.

Brenda S. Rivero, Title III and Instructional Support Unit Coordinator (1982). B.A., M.Ed., and Ph.D., University of Southern Mississippi.

Hilton Murray, Cooperative Education Coordinator (1978). A.S., Mississippi Gulf Coast Junior College, Perkinston Campus. B.S. and additional study, University of Southern Mississippi.

Jackson County Campus

Sandra Abraham, Assistant Librarian, (1978). B.S., Delta State University, M.S., University of Mississippi.

Robert Adams, English (1984). B.A., M.A., University of Southern Mississippi.

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.

Carolyn Allen, Director of Financial Aid (1981). B.S. and M.Ed., Mississippi State University.

Floye Batchelor, Mathematics (1970). B.S., University of Southern Mississippi. M.A., Louisiana State University.

Mable J. Bates, Business (1985). M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.

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.

Robert Blakely, (1985) JTPA Industrial Electricity. Electronics U.S. Air Force. Additional study at Mississippi State University.

Thomas Boone, Human Services (1980). B.A., Millsaps. M.A., Perkins School of Theology, Southern Methodist University.

Helen Brinkman, Respiratory Therapy (1981). A.A., American River College.

Carolyn Buancore, Nursing (1983). B.S., William Carey College. M.S., Louisiana State University.

Lynne Pringle-Burger, Social Studies (1971). Diploma, Gulf Park Junior College. B.S., Vanderbilt University. George Peabody College, M.S.S., University of Mississippi.

Brenda Calhoun, Mathematics (1984). B.S., Delta State University. M.Ed., William Carey College.

Carol Carlson, Nursing (1982). B.S., Michigan State University. M.S., University of Southern Mississippi.

Charles Caston, (1985) Telecommunications - JTPA Electronics, U.S. Air Force.

James Christine, Electronics (1979). Mississippi Gulf Coast Junior College. Additional study at University of Southern Mississippi.

Evelyn Clark, Instructional Assistant (1980). B.A., William Carey College.

Kathy Clark, Instructional Assistant (1979). B.A., Mississippi College. M.Ed., William Carey College.

Marsha J. Cluff, Fashion Merchandising (1980). B.S., University of Southern Mississippi.

Lorena Conn, Practical Nursing (1971). R.N., South Mississippi Charity Hospital School of Nursing. A.S., Pearl River Jr. College. B.S., and M.Ed. Industrial Education, University of Southern Mississippi.

Larry Crane, Associate Dean of Campus Evening College (1970). B.S., M.S., Industrial Education, University of Southern Mississippi. Ed.S., Education Administration, University of Southern Mississippi.

Gretchen Cunningham, Medical Laboratory Technology (1979). B.S., M.T. (ASCP), University of Southern Mississippi.

Curtis L. Davis, Vice-President (1950). B.S., Mississippi State University. M.S., University of Southern Mississippi. Completed course work for doctoral program.

Karen Davis, Nursing (1974). B.S., Northeast Louisiana University. M.S., University of Southern Mississippi.

Tom A. David, Welding (1978). High School. Additional study, University of Southern Mississippi.

Carl Duncan, Social Studies (1975). A.S., Mississippi Gulf Coast Junior College. B.S., M.A., 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.

William R. Ehlert, M.D., X-Ray Technology. Appointed to Advisory Committee November 18, 1976. Singing River Radiology Group, Pascagoula, MS.

Jeanne Ello, Tutor Technician (1982). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Joseph Ello, Jr., Psychology (1966). B.M.E., Loyola University. M.M.E., Louisiana State University. Ed.D., Nova University.

Bruce W. Fisher, Director of Admissions (1966). B.A., Mississippi College. M. Div., Southern Baptist Theological Seminary. M.S., University of Southern Mississippi. Ed.D., Nova University.

Nica Flood, Nursing (1981). B.S.N., University of Texas. M.S., Nursing, University of Southern Mississippi.

Thomas R. Forester, Electronics (1983). B.S., M.E., University of Southern Mississippi.

Terry Fountain, Student Activities Counselor (1983). B.S., University of Mississippi. M.S., University of Southern Mississippi.

Howard Froman, Social Studies (1972). A.B., Syracuse University. M.S., University of Colorado. M.A., M.S., AB.D., University of Southern Mississippi.

Patricia Grady, Learning Lab Coordinator (1978). B.S., M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

David P. Greenwell, Psychology (1975). B.S., M.S., University of Southern Mississippi.

James T. Harper, Diesel Mechanics (1979). Murray Vocational School. Additional work, 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.

Teresa Heidelberg, English (1983). B.S., Valdosta State College, M.S., University of Southern Mississippi. Ph.D., University of Southern Mississippi.

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.

Emily Helveston, Nursing (1981). B.S., University of South Alabama. M.S., University of Southern Mississippi.

Joseph L. Henry, Industrial Electricity (1983). B.S., University of Southern Mississippi.

Robert Herrington, Science (1968). B.A., M.S., University of Southern Mississippi. Completed course work for doctoral program.

Deborah Hill, Nursing (1983). B.S., Mississippi University for Women, M.S., 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.

Perry Hockaday, M.D., Practical Nursing. Appointed to the Advisory Committee for Practical Nursing October 9, 1974. Singer River Hospital, Pascagoula, MS.

Rhonda Hood, Music (1984). B.M., M.M., Mississippi College.

Robert Hudson, Machine Shop (1976). B.S., M.S., University of Southern Mississippi.

Annette Hutcherson, Nursing (1978). B.S., M.S., Nursing, Ed.D., University of Southern Mississippi.

Jane E. 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.

Anne Johnson, Science (1984). B.S., University of North Alabama. M.Ed., Northeast Louisiana University.

R. Deleah Johnson, Business (1970). Graduate, Henderson Business College. B.S., Rust College. M.Ed., University of Southern Mississippi.

Ralph Jones, Mathematics (1966). B.S., University of Southern Mississippi. M.S., Mississippi State University.

Anne M. Jordan, Special Services Program Director (1981). B.S., M.Ed., University of Southern Mississippi. Ed.D., University of Mississippi.

E. Lynn Juhl, Counselor, Ph.B., Marquette University, M.A., InterAmerican University, P.R., additional study at University of South Florida.

Charles Keith, Physical Education (1965). B.S., M.A., Ed.D., University of Southern Mississippi.

Carl King, Evening Counselor (1984). M.S., University of South Alabama.

Charles Koski, Vocational Counselor (1980). B.S., University of Southern Mississippi. M.S., University of South Alabama.

Edward C. Krecker, M.D., University of Louisville, 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.

Michael LeBatard, Drafting & Design (1979). Associate Degree, MGCJC/Jefferson Davis Campus. Additional course work.

Travis Lewis, Nursing (1981). B.S., Mobile College. M.S., Medical College of Georgia.

Billie J. Lofton, Dean of Student Services (1964). B.S., University of Southern Mississippi. M.S., University of Mississippi. Additional study at University of Southern Mississippi.

Royce B. Luke, Business (1965). 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 Tennessee 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. Additional study at University of Southern Mississippi.

Douglas Mansfield, Instructional 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.

Jean McCool, Cooperative Education (1978). B.S., University of Mississippi. M.S., Mississippi State University. Specialist Degree, University of Southern Mississippi. Additional 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.

Mary M. Miller, Business (1964). B.S., M.S., and Ed.D., University of Southern Mississippi.

Rosemary Miller, Nursing (1984). B.S., M.S., University of South Alabama.

James Minor, Computer Technology (1986). B.S. IVE University of Southern Mississippi. Additional study at University of Southern Mississippi.

Linda Mizell, Related Education (1979). B.S., University of Southern Mississippi. M.A., University of South Alabama.

Paul Moore, M.D., X-Ray Technology. Appointed to Advisory Committee for the X-Ray Technology July, 1970. Singing River Radiology Group. P.A.

Houshang Moradmand, Dean Business Services (1976). B.S., Mississippi College. M.B.A., Mississippi College.

Paul Morgan, Business (1984). B.S., University of Southern Mississippi. MBA, University of South Alabama.

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 E. Mullen, English (1967). B.A.E., University of Mississippi. M.E. Auburn University. Additional study at Mississippi State University.

Elizabeth Nelms, Media Services Director (1975). B.A., M.S. and Ph.D., University of Southern Mississippi.

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 Nolan, Machine Shop (1979). Mississippi Gulf Coast Junior College.

Patricia Odom, Art (1980). B.A., M.A., University of Southern Mississippi.

Charles E. Ormon, Electronics (1967). B.S., M.Ed., Mississippi State University.

Betty Oswald, Music and Education (1978). B.S., Mississippi College. M.A., University of Alabama.

Mary A. Palmer, Library Director (1968). B.A., University of Mississippi, M.L.S., George Peabody College.

Bert Phelps, Jr., Evening Counselor (1969). B.S., University of Southern Mississippi. M.Ed., Mississippi State University.

Adrianne S. Plaswirth, Respiratory Therapy (1980). Providence School of Nursing; R.R.T. University of Chicago School of Respiratory Therapy.

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 at University of Southern Mississippi.

Barbara Sue Ross, Health and Physical Education (1960). B.S., M.S., University of Southern Mississippi. Additional study, 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., University of Pittsburg (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.

Thomas Ralph Smith, Mathematics (1965). B.S., Louisiana State College. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Fred Spell, Pipefitting/Plumbing (1975). Diploma in Pipefitting/Plumbing, Mississippi Gulf Coast Junior College. Additional study at University of Southern Mississippi.

Bertha E. Stanley, Instructional Assistant (1979). B.S., M.Ed., University of Southern Mississippi.

Patricia Striegel, Nursing Skills Instructor (1986). B.S., Louisiana State University Medical Center, School of Nursing.

M. K. Stringfellow, Science (1967). B.S., University of Southern Mississippi. M.A., Middle Tennessee State University. Additional study, University of Southern Mississippi, Mississippi State University, University of Kansas, Trinity University, University of Missouri-Rolla, and University of Mississippi.

Amaryllis Stroud, Reading (1965). B.S., M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Linda Switzer, Recruitment/Placement/Career Counselor (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, University of Southern Mississippi.

Nancy G. Thomas, Practical Nursing (1973). R.N., South Mississippi Charity Hospital School of Nursing. Course work at Jones County Jr. College. Additional study at University of Southern Mississippi.

Judy Toney, Nursing (1983). B.S., University of South Alabama. M.S., University of Alabama at Birmingham.

Mary Trichell, Radiological Technology (1977). R.T. (R) A.S., Mississippi Gulf Coast Junior College. B.S. William Carey College. Additional study at University of Southern Mississippi.

Milton L. Turney, Speech (1969). Th.B., Trevecca Nazarene College. M.S., Ph.D., University of Southern Mississippi. Post doctoral work, Northwestern University, University of Oklahoma, and Mississippi State University.

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.

Kathryn L. Webb, Nursing (1960). B.S., Northwestern State College. Diploma, Nursing, North Louisiana. M.S., University of Southern Mississippi.

Charles Whitmore, Computer Science (1971). A.S., Mississippi Gulf Coast Junior College. B.S., Mississippi State University. M.S., University of Southern Mississippi.

Sherry Ann Whitmore, Medical Laboratory Technology (1971). A.S., Mississippi Gulf Coast Junior College. B.S., MT (ASCP), M.S., 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.

William Yeager, Marine Maintenance (1979). USAF Technical School. Diploma, Mississippi Gulf Coast Junior College. Additional study, Mississippi Gulf Coast Junior College and University of Maryland.

Jefferson Davis Campus

Robert Abbenante, Industrial Electricity (1974). A.A.S., Mississippi Gulf Coast Junior College. B.S. University of Southern Mississippi. Additional study, University of Southern Mississippi.

***Bob* J. Acuff,** Operating Engineer (1972). Mississippi Gulf Coast Junior College and University of Southern Mississippi.

Russell G. Acuff, WHCOTC Post-secondary Industrial Drafting (1986). Mississippi Gulf Coast Junior College. Additional study at University of Southern Mississippi.

Tommy J. Adkins, Counselor (1978). B.S., M.S., Ed.S., University of Southern Mississippi.

Randall J. Anastasio, Physical Education (1973). B.S. and M.S., Special Education, MS., Health Education, University of Southern Mississippi. Additional certification Rehabilitation Therapy. Additional studies, University of Tennessee.

Dainel Eugene Anderson. WHCOTC, Secondary Auto Body/Frame Repair (1986). 12 years experience.

Margaret Andresen, Foreign Languages (1967). B.A. and M.A., University of Southern Mississippi. Additional study, University of Florida, University Puget Sound, Washington and University of Southern Mississippi.

David Arkwright, Post-secondary Auto Body and Frame Repair, (1985). Five yrs. experience. Additional study, Beaver County Community College.

June J. Bailey, English (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, English (1984). 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.

Mary M. Benbow, Assistant Librarian (1978). Master of Library Science, and B.A., University of Mississippi.

Judith Benvenutti, Nursing (1979). ADN Greenfield Community College. B.S., University of Massachusetts. MPH/CHN, Tulane University.

Henry W. Black, Social Studies (1969). B.G.E., The Municipal University of Omaha. M.A. and Ph.D., University of Southern Mississippi.

Edna K. Boone, Coordinator, Displaced Homemaker/Single Parent Services, (1985). B.A., Millsaps College. Additional study, University of Southern Mississippi.

Wanda Brignac, Nursing (1972). B.S., University of Southwest Louisiana. M.S., University of Southern Mississippi.

Shelia Brown, Science (1985). B.S., Louisiana State University; M.S., Loyola University; Ph.D., Biology, University of Southern Mississippi.

James V. Burford, Librarian (1962). B.S., University of Mississippi. Graduate study, English, Columbia University. M.A., Library Science, Peabody Library School Peabody College.

C. Steve Burns, Health and Physical Education (1980). A.A. Wingate College, B.S., High Point College, N.C., M.A., William Carey. Additional study, University of Southern Mississippi and William Carey College.

Glen W. Cadle, Campus Vice President (1961). B.S. and M.S., University of Southern Mississippi. Additional graduate study, University of Southern Mississippi and Mississippi State University.

Sheila Cavanaugh, Associate Degree Nursing (1983). B.S.N., University of West Florida. M.S.N., University of Alabama.

Leon Christodoulou, Drafting (1972). A.S., Mississippi Gulf Coast Junior College, Additional study, University of Southern Mississippi.

Millie Collins, Learning Lab Coordinator (1975). B.S. and M.S., University of Southern Mississippi. Additional study, University of Texas and University of Southern Mississippi.

Harry E. Crawford, Machine Shop (1982). A.A., Mississippi Gulf Coast Junior College. Additional study, University of Southern Mississippi.

Floyd R. Curtiss, Jr., Industrial Electricity/Electronics (1981). A.A., Mississippi Gulf Coast Junior College/Jefferson Davis Campus. Additional study, University of Southern Mississippi and University of Maryland.

Clara L. D'Aquilla, Social Studies and English (1976). B.A. and M.A., University of Southern Mississippi. Ph.D., Tulane University.

Sylvester, J. D'Aquilla, Jr., Director of Keesler Center (1973). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Bonnie Davis, Nursing (1977). Diploma, Lillie Jolly School of Nursing. B.S.N., Texas Christian University, M.S., University of Southern Mississippi. Additional study, Southwestern Baptist Theological Seminary, Louisiana State University.

Ed R. Decker, Science (1974). B.S., Georgia Tech. 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.

Bill Donna, Postsecondary Automotive Mechanics, (1985). 30 yrs. experience.

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. Additional study, University of Southern Mississippi and University of Mississippi.

Elaine Duncan, Reading (1967). B.S. and M.S., University of Southern Mississippi. Additional study, Mississippi State University and University of Southern Mississippi.

Marla Eason, Health Occupations, (1985). A.S. Dekalb Community College.

Glenn E. Endris, Business Administration (1965). B.S. and M.S., University of Southern Mississippi.

Joan E. Fitch, Language Arts (1972). B.A. in German and English, M.A. and Ph.D. in English, University of Southern Mississippi. Additional study, Princeton University.

Gerald Gartman, Assistant Dean Vocational Instruction, Harrison County Occupational Training Center, (1964). B.S., University of Southern Mississippi. M.S., University of Southern Mississippi.

(Chef) Ernie Giles, Quantity Foods Preparation and Service, (1985). 26 years work experience. Additional study H.M.R. Wayne State University Detroit, Michigan.

Joseph O. Goforth, Jr., Developmental Reading (1965). A.B., Syracuse University. M.S., University of Southern Mississippi. Course work completed for doctorate, University of Southern Mississippi.

Lorie Kay Gollotte, Business and Office Administration (1973). B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi and William Carey College.

Angie Goodwin, (1985) Learning Skills Math Instructor, B.S., Ed., Math from Delta State University. Additional study, University of Southern & Vanderbilt University.

M. Elaine Graves, Business Education (1958). B.S. and M.E., University of Southern Mississippi. Additional study, University of Southern Mississippi and Wisconsin State University-EAU Claire.

Diane H. Greene, Related Education (1982). B.S. and M.Ed., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Veta F. Griffith, Vocational Counselor (1978). B.A., Jackson State University. M.Ed., Mississippi State University. Additional study, University of Southern Mississippi.

Sarah Harrison, Early Childhood Education Paraprofessional Instructor, (1985). B.S., Mississippi University for Women, M.Ed., Ed.S., University of Southern Mississippi. Ph.D., University of Southern Mississippi.

A. Doug Hendon, Radio Broadcasting (1967). B.S., and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Edmond A. Herring, Art (1976). B.F.A. and M.A.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Jane Reid Hickman, Practical Nursing (1967). Diploma, University of Tennessee School of Nursing. B.S., University of Southern Mississippi. Additional study, University of Mississippi and M.S., University of Southern Mississippi.

Patricia L. Holloway, Counselor (1981). B.S., M.Ed., and additional study, University of Southern Mississippi.

Patricia B. Howorth, Nursing (1972). Diploma, Women's College Hospital. B.S.N., University of Mississippi. M.S., Texas Woman's University. Additional study, University of Southern Mississippi.

Dianne Y. Hurlbert, Writing Lab Assistant/Language Arts (1980). B.A., University of Southern Mississippi. Additional study of Library Science University of Southern Mississippi.

Arthur Ross Irby, Post-secondary, Metal Trades (1986). A.S., Mississippi Gulf Coast Junior College, University of Southern Mississippi.

Billy W. Johnson, Welder/Fitter (1980). B.S., Mississippi State University. Additional study, University of Southern Mississippi. NAWS Certified Welding Instructor.

Gwendolyn Jones, Mathematics (1980). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Susan M. Kallas, Associate Degree Nursing (1983). B.S.N., Northern Illinois University. M.S., Northern Illinois University. M.S.N., Northern Illinois University

Hal Kibler, Metal Trades, (1985). 22 years experience.

Samuel H. Kirsch, Dean, West Harrison County Occupational Training Center (1972). B.S., M.Ed., Ed.S., and additional studies, University of Southern Mississippi.

Dorothy R. Knight, Developmental English (1978). B.S., Jackson State University. M.S., William Carey College.

James M. Knight, Chemistry and Biology (1969). B.S., University of Southern Mississippi. Pre-doctoral work, University of Southern Mississippi and Gulf Coast Research Laboratory.

Judith T. Krecker, 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, MGCJC/Jefferson Davis Campus and University of Southern Mississippi, Mississippi State & Hinds Junior College.

P. Ray Landry, Director, Media Center (1972). B.S. and M.Ed., University of Southern Mississippi.

Janie Languirand, Biology and Chemistry (1969). B.S., Belhaven College. M.S., University of Mississippi. A.D.N., MGCJC/Jefferson Davis Campus. Ph.D., Biology University of Mississippi.

Cheryl W. Larsen, Speech (1977). B.S., M.S., Communications, University of Southern Mississippi.

Betty June Lee, Business Education (1965). B.S., Mississippi State College for Women. M.Ed., Mississippi State University. Additional study, 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.

Stephen Leker, Horticulture, (1985). B.S. Mississippi State University.

Phillip J. Levine, Plumbing (1982). Study at University of Southern Mississippi.

Charles Lewis, Secondary Automotive Mechanics, (1985). 30 years work experience.

Quincy A. Long, Dean, Academic & General Instruction (1965). B.S. and M.S., University of Southern Mississippi. Course work completed for doctorate, University of Southern Mississippi.

Betty P. Malone, English (1965). B.A., William Carey College. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Howard Malone, Data Processing (1963). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional study, Mississippi State University and IBM Corporation.

Ronald M. Marcy, Biological Science (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 Junior College.

William P. Markopoulas, EMT/Paramedic (1985). B.S., Administration of Justice, William Carey College.

Anna C. Martin, Hotel, Motel, Restaurant (1979). B.S., Mississippi University for Women. M.S., University of Southern Mississippi.

Ralph H. McBroom, Assistant Dean of Vocational Instruction (1978). B.S., M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Kathleen McCall, Coordinator English Writing Lab (1980). B.A. and M.A., University of Southern Mississippi.

Alton G. McDaniel, Welding (1974). A.A., MGCJC/Jackson County Campus, B.S., University of Southern Mississippi. M.S., University of Southern Mississippi.

Elaine M. McDermott, Writing Lab Assistant/Learning Lab (1983). A.S., MGCJC/ Jefferson Davis Campus. B.S., University of Southern Mississippi. M.E.D., William Carey College. Additional study, William Carey College.

Paul G. McKay, Mathematics (1967). A.A., East Central Junior College. B.S. and M.Ed., Mississippi State University. A.B.D., University of Mississippi.

Ann F. Mead, Nursing (1984). B.S., Medical college of Georgia. N.N., Louisiana State University.

Carole Meadows, Business & Office Instructor, (1985). M.Ed., University of Mississippi.

Chris A. Melton, Social Studies (1978). B.A., Mississippi State University. M.S.W. and additional study, University of Southern Mississippi.

Deolinda Mignor, Nursing (1977). Diploma, Newport Hospital School of Nursing. B.S., Salve Regina College. M.N., Louisiana State University.

Larry L. Miller, Mathematics (1978). B.S.E., Delta State University. M.S., Mississippi State University.

Harry P. Mire, Computer Technology (1984). A.A.S., Jefferson Davis Campus. B.S., University of Southern Mississippi.

Edgar A. Mixon, Mathematics (1967). B.A.E., University of Mississippi. M.A.E., Delta State University. M.L.S., University of Southern Mississippi.

Donald E. Moore, Speech and Theater (1969). B.S. and M.Ed., M.F.A., University of Southern Mississippi. Doctoral study, University of Mississippi.

Donald Moran, Drafting (1976). A.S., MGCJC/Perkinston Campus. B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Sarah Mulvaney, Secretarial/Word Processing (1986). A.S., Mississippi Gulf Coast Junior College, B.S., University of Southern Mississippi.

Adam J. Ortiz, Music (1969). B.M.E. and M.M., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Norma Otto, Vocational Counselor, (1984). M.Ed., Mississippi State University.

Judith A. Ownbey, Business Education, (1985). B.S., Florida State University. M.Ed., University of Western North Carolina.

Susan S. Pagano, Mathematics (1970). B.S. and M.S., University of Mississippi.

Michael J. Papania, Nursing (1983). B.S., Mississippi College. B.S.N., Mississippi College. M.S., University of Southern Mississippi.

Ray Phillips, Diversified Technology, (1985). A.S., Jefferson Davis Junior College, B.S., M.S., 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, Recruitment/Placement Counselor (1973). B.S. and M.E.D., University of Southern Mississippi. A.B.D., University of Southern Mississippi.

Norma Jane Richards, Nursing (1972). B.S.N., Louisiana State University School of Nursing. M.S., Texas Woman's University.

Stephen Roberts, Biology (1978). A.A., Jones Junior College. B.S. and M.S., University of Southern Mississippi.

R. Jack Rogers, Associate Dean of Evening College (1984). A.A., Meridian Junior College. B.S., M.S., University of Southern Mississippi. Candidate for Ph.D., History, University of Mississippi.

Mike Romeo, Jr. V.A. Counselor (1985). B.S., and M.S., Mississippi State University and 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, Nursing (1979). B.S., University of South Carolina. M.N., Emory University.

James Sanders, Air Conditioning/Refrigeration (1970). A.S., MGCJC/Jefferson Davis Campus. B.S., University of Southern Mississippi.

R. Elaine Schmidtling, Nursing (1978). Diploma, John Peter Smith School of Nursing. B.S.N., William Carey College. M.S.N., University of Southern Mississippi.

Carlie D. Scofield, Air Conditioning/Refrigeration (1970). A.S., MGCJC/ Perkinston Campus. B.S., Mississippi State University. M.S., University of Southern Mississippi.

Sidney Sellers, Auto Mechanics (1972). MGCJC/Jefferson Davis Campus. B.S., University of Southern Mississippi.

Charles R. Shows, Social Studies (1965). B.S. and M.A., course work completed for Ph.D., University of Southern Mississippi.

Alma E. Shull, English (1968). B.A., Union University. M.A., Memphis State University. Specialist Certificate and additional study, University of Southern Mississippi.

Himbert J. Sinopoli, Hotel, Motel, Restaurant (1972). B.S. and M.S., University of Southern Mississippi. Additional study, Mississippi State University.

Pamela M. Skinner, Related Education (1982). B.S. and M.Ed., University of Southern Mississippi. Additional study, William Carey College and University of Southern Mississippi.

Tommye Skinner, Vocational Counselor, (1985). B.S., M.S., University of Southern Mississippi.

Glenn R. Slote, Operating Engineer (1979). B.S., University of Southern Mississippi.

James P. Smith, Social Science (1979). B.A., Mississippi College. M.A., Vanderbilt University. Ph.D., Vanderbilt University. Adiitional study, Auburn University and University of Alabama.

TJ Smith, Financial Aid (1975). B.S., Delta State University. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Wendell Smith, Post-secondary (1986). Cook/Baking, 22 years experience.

Betty Stafford, 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.

Jessie Stever, Intensive Business Training, (1985), A.S. Perkinston Junior College, B.S. University of Southern Mississippi, M.Ed., William Carey College.

Thomas Stopson, General Electricity, (1984). 22 years work experience. Additional study, MGCJC and University of Southern Mississippi.

Clifton D. Taylor, Dean of Business Services (1965). B.M.E. and M.M.E., University of Southern Mississippi. Ph.D., University of Mississippi.

William E. Therrel, 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.A., Mississippi State University. Additional study, University of Southern Mississippi.

Bary Thrash, General Drafting, (1985). A.S. Perkinston Campus, B.S. University of Southern Mississippi.

Ray Vallimont, Industrial Electronics Technology, (1985). A.S., Instrumentation Technology, Community College of the Air Force, B.S., M.S., IVE, University of Southern Mississippi. Additional study USM.

Marilyn S. VanCourt, Fashion Merchandising (1976). A.S., MGCJC/Perkinston Campus. B.S., University of Southern Mississippi. M.S., University of Southern Mississippi.

David Waldorf, Science and Physics, (1985). B.S., Montana State University, M.S., Purdue University, Ph.D., Ohio State University.

Elizabeth S. Waldorf, Science (1984). B.A., University of Mississippi. M.A., Indiana University. Ph.D., Ohio State University. Additional Study, Northeastern University.

Desmond R. Walker, Carpentry (1972). Study at Mississippi Gulf Coast Junior College and 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.

Evelyn Webb, English (1972). B.A., Jackson State University. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Ouida White, Business Education (1966). B.S. and M.S., University of Southern 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.

Perkinston Campus

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

Sandra T. Acres, English, Writing Laboratory (1977). B.S. and M.S., University of Alabama, Additional study University of Alabama.

Joe Allen, Coach (1985). B.S., Delta State. Additional study, University of Southern Mississippi.

Wentz Batson, Ornamental Horticulture (1974). B.S., Mississippi State University.

***John* B. Brown,** Welding (1974). A.S., Pearl River Junior College. B.S., University of Southern Mississippi. Additional graduate work.

Alfred Byrd, Business Education, Math (1984). M.A., University of Southern Mississippi.

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

Jan Chumbley, Assistant Librarian (1974). B.A., Vanderbilt University. M.L.S., George Peabody College.

Charles M. Clark, Librarian (1972). B.S., University of Miami. M.S., Florida State University.

Charles Cooper, Recruitment-Placement Counselor (1974). B.S. and M.Ed., William Carey College.

Delta DeLafuente, Dance/Auxiliary Groups (1978). B.F.A., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Clem Dellenger, Coach and Health and Physical Education (1966). B.A., Tulane University. M.Ed., University of Southern Mississippi.

Brenda G. Donahoe, Coordinator of Discipline and Housing for Women (1982). M.Ed., University of Southern Mississippi.

Jeff Donahoe, Housing and Discipline (1982). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Virgel Fulcher, Band (1983). A.A., Mississippi Gulf Coast Junior College; B.M.E., Delta State University; M.M.E., University of Southern Mississippi.

Jimmy Green, Truck Driving (1983). Attended Hinds Junior College.

Shirley Harris, Developmental Studies English Instructor (1979). B.S., University of Southern Mississippi. M.Ed., William Carey College.

Earline Hart, Mathematics Instructor (1985). M.A., George Peabody College.

Marie Heim, Reading (1979). B.S., University of Southern Mississippi, M.Ed., William Carey College.

Nellie G. Henderson, Speech and English (1968). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Donald L. Holman, Auto Mechanic (1980). Two years junior college study. Nine years working experience.

Hugh S. Hu, Business (1972). B.S., Singnam University China. M.S., University of Toronto, Ph.D., George Peabody College.

Jesse Jacobs, Mathematics Instructor (1979). A.A., Meridian Junior College, B.A.E., University of Mississippi; M.S. and M.Ed., University of Southern Mississippi.

John E. Jenkins, Choir (1978). B.S., Louisiana Tech., M.S. and Ph.D., University of Southern Mississippi.

Anna Faye Kelley, Business Education (1969). B.S. and M.Ed., University of Southern Mississippi. Additional study, 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.

Hershel Woodley Lott, Dean of Academic and General Instruction, English (1960). B.S., M.A., and Ph.D., University of Southern Mississippi. Additional study, Tulane University.

Nelda Lott, English (1960). B.S., M.A., and Ph.D., University of Southern Mississippi.

Conception MacMillan, Foreign Language (1979). B.A., and M.S., University of Southern Mississippi. Additional study, Foreign Language Institutes.

Richard Marlowe, Media Coordinator (1979). M.F.A., University of Alabama.

Kay McInnis, Business Education (1960). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

John McQuagge, Health and P.E. (1964). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Angelyn Kaye Mann, Chemistry (1975). B.S. 1970 Mississippi State University. M.S. 1971 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 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.

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, Dean of Student Services (1967). B.S. and M.Ed., Mississippi State University. Ph.D., University of Mississippi.

Robert Rominger, Social Studies (1970). B.A. and M.A., University of West Florida.

Hugh C. Satterwhite, Petroleum Technology, (1985). B.S., University of Kansas.

Charles David Schwab, Biology (1973). B.S. and M.S., Southeastern Louisiana University. Ph.D., University of Southern Mississippi.

George Sekul, Coach (1961). B.S., Business Administration, and M.E., Education Administration, 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.

James Ray Smith, Vocational Counselor (1974). B.S. and M.Ed., Mississippi College.

Clyde E. Strickland, Vice President (1960). B.S., M.S., M.E., and Ph.D., University of Southern Mississippi.

Charles L. Sullivan, Social Studies (1967). B.S. and M.S., University of Southern Mississippi. Additional study, University of Mississippi.

Thomas G. Taylor, Mathematics (1976). B.S.E., University of Arkansas; M.E.D., University of Southern Mississippi.

Robert T. Walden, Physics (1973). B.S. and M.S., Murray State College. Ph.D., Mississippi State University.

Roney Walker, Drafting & Design (1974). A.S., Mississippi Gulf Coast Junior College. Four years work experience.

Harry Warner, Petroleum Technology (1984). B.S., Louisiana State University.

Bennie T. Warren, Learning Lab Coordinator. (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.

Elwyn J. Wilkinson, Jr., Bible/PT (1978). B.S., Mississippi College; M.S. and Ph.D., New Orleans Baptist Theological Seminary.

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

Larry Burney, Secretarial (1976). B.S., Albany State College. M.B.Ed., Jackson State University. Additional study, Alabama State University.

Charles Churchwell, Auto Body Repair (1985). Twelve years experience.

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.

Frieda Cooper, R.N., Practical Nursing (1972). Diploma Methodist Hospital School of Nursing, Hattiesburg. 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.

Linda Hill, Business Computer Application Instructor (1984). B.S., University of South Alabama.

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.

Lisa Taylor, JTPA Clerical Cluster (1985). B.S. and M.Ed., University of Southern Mississippi.

Paschal Walters, Industrial Electricity, (1985). Ten years experience.

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 Junior College. As an inducement to locate the school at the little town of Perkinston, a number of prominent citizens donated 656 acres of land and 626 dollars. Their efforts were successful and, with three buildings, the institution began operation in 1912.

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

Realizing that a new educational concept, the Junior college, was ideally suited to the needs of Mississippi, the Legislature enabled the counties to cooperate with the state in offering education beyond the high school level to all who could profit from it and in their home community. One of the first junior colleges to be organized was founded as an addition to the Harrison County Agricultural High School.

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

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

In 1962, exactly 50 years after its organization, the Agricultural High School division was discontinued since local high schools adequately provided for the youth of the community. Perkinston Junior College continued to grow, 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 of-

ferings 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.

PURPOSE

The Mississippi Gulf Coast Junior 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. It is designed to develop responsible citizenship and leadership in a constantly changing and highly complex society.

OBJECTIVES

The campuses are dedicated to the premise that community colleges or junior colleges can accomplish the above purposes by:

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

B. Providing technical and vocational programs designed to prepare the student 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 and cultural activities in the community through the facilities and resources of the college.

The students at Mississippi Gulf Coast Junior College are able to further their education at a comparatively low cost. This is due in part to the three conveniently located campuses which enable many to live at home while they are full-time students and others to hold a job in their home communities while earning college credits as part-time students.

Mississippi Gulf Coast Junior 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 Junior College is that it is a single, institutional entity with three campus locations and three 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 fac-

tors, 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 in 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 Junior 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. is 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. a 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 computer science, data processing, secretarial science, 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. is the newest of the vocational-technical education buildings and provides office, classroom and laboratory facilities for diesel mechanics, automotive mechanics, industrial/chemical technology and machinist programs.

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

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, four electric typrwriters, 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.

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 MGCJC to provide fully articulated programs entailing freshmen/sophomore work through the junior 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 17 structures laid out to include several landscaped courts. Covered walks along the buildings not only provide sheltered passage but form a visual tie for the complex and carry utilities throughout the complex, including air-conditioning.

The buildings on the Jefferson Davis Campus are:

Building A - Maintenance and Classroom Building: Houses office for superintendent of buildings 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: Contains area for Computer, which services all campuses, classrooms and offices for Data Processing Instruction.

Building D - Fine Arts: Actually two buildings, the smaller building contains 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 green-

house, 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 and a learning skills center.

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

Building I - Library, Learning Resources 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 librarian's office plus a large workroom are adjacent. Five special study or listening rooms provide privacy for small groups. The Media Center consists of a laboratory with audio and visual learning media for individual use and areas for faculty members to assist individual students in specific subjects, one reading laboratory, two offices, storage room for media aids and a recording booth. The student services section contains offices for all counselors, financial aid officer and director of student services.

Building J - Student Center and Administration: Contains central kitchen with food preparation facilities for serving the large main dining area, private dining room and student activity area. In addition to the three dining areas, this building houses a bookstore, large commons area for student lounging, general circulation area, the central administration offices, and career center. Administrative offices include offices for the vice president and the deans of finance, and instruction, in addition to a conference room, lounge area and lobby area.

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

Building L - Health and Physical Education: Contains two classrooms, first aid room, faculty conference room, four offices, storage and supply rooms, two boys' and two girls' dressing rooms, and 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. The building is bound on the east end by the covered recreation shelter and an Olympic-size, heated swimming pool on the west.

Building M - Refrigeration, Air Conditioning, Plumbing, and Trowel Trades: Contains four large laboratories, one for each program, and also 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 Machine Shop: Contains two large laboratories, one for industrial electricity and the other for metal trades. 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.

Harrison County Occupational Training Center

The Center is located on Lorraine Road in the Bayou Bernard Industrial Seaway Park.

The Center was established to provide easy access to local and new industries for meeting their industrial needs in training of new employees and up-grading skills of present employees.

The Vocational Center offers full-time vocational programs with a saleable skill upon completion.

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, Metal Trades, EMT/Parademic, Diversified Occupations, Drafting, Automotive Body Repair, Automotive Mechanics, and Horticulture.

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 explore 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.

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 learning resources center, 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 a visitor's quarters and maintenance supply rooms.

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 department.

Heidelberg Hall, constructed in 1959, houses the cafeteria and student center. The main floor of this building houses the cafeteria, grill, and private dining room. The lower houses a merchandise and bookstore, lounge, student offices, and student post office.

Megehee Building, occupied in the spring of 1962, contains a living suite and bedrooms, a foods laboratory and a clothing laboratory.

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 a dressing room.

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. This dormitory houses 64 male students and was completely renovated and air conditioned in 1974.

Jackson Hall is a two-story brick building constructed for male students in 1915 and was completely renovated in 1956 and again in 1978. This building houses 40 male students.

Stone Hall is a two-story brick dormitory constructed for male students in 1915 and was completely renovated in 1956 and again in 1978. The air conditioned dormitory will house 42 male students. The public information office is located in the basement of this building.

Huff Hall is a two-story brick dormitory constructed in 1911 for male students. This is the oldest building on campus. Huff Hall was partially renovated in 1952 and additional improvements were effected in 1956 and 1963. The building was carpeted and air conditioned in 1978 and will house 42 male students.

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 sixteen 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, speech, ROTC, and the Developmental Studies Laboratory.

Malone Hall, constructed in 1972, is a fine arts center with the music, art, ceramics, and drama departments located in the building. 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.

George County Occupational Training Center

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

The half-million dollar facility 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 bussed to and from the center five days a week. They are permitted to take courses and earn credit in building trades (carpentry, electricity, masonry and plumbing), health occupations, welding, and pipefitting.

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

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

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

PART III: GENERAL ADMISSION REQUIREMENTS

An awareness of procedures and policies is important to success in college. It is understood that by enrolling at Mississippi Gulf Coast Junior College the student agrees 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.

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.

1. **The prospective student should submit an application for admission with an application fee.**
2. **The campus Director of Admissions should receive by mail an official transcript showing all high school (or GED) and/or college work.**
3. **Results of the American College Test should be sent to the Admissions Office. Students 21 or older are not required to take the American College Test unless they are planning to enter a Health Occupations Program or Computer Technology Program that requires it.**
4. **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.**
5. **Entering Freshman must participate in an orientation and testing session on the campus of the student's choice. Students will be notified as to the date of these sessions.**
6. **Students are not officially accepted for admission until the above requirements are satisfactorily completed.**

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

Vocational Programs

Vocational Program requirements are:

1. **The prospective student should submit an application for admission.**
2. **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 or guardian's permission.**
3. **An applicant may be required to take a vocational aptitude test to determine admission to a specific vocational program.**
4. **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 cer-**

tificates must be provided. Other entrance tests are required, and students are selected by a health occupations admissions committee.

5. **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.**
6. **Students are not officially accepted until the above admission requirements are satisfactorily completed.**
7. **All 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, except Vocational Secretarial Training at the George County Occupational Training Center and all of the Health Occupations programs of the College. 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.**

Senior Citizens

Persons above the age of 65 will be admitted on the first day of classes on a space available basis, to any program 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.

University Parallel and Technical Courses

From many years' experience, colleges have found that students making a composite score of 15 or above on the American College Test have the best chance of success in a college transfer curriculum or college technical curriculum. Those making below 15 have a poorer chance. Based on these facts, the following admission policies have been established.

1. **An applicant for admission to the freshman class on any campus must be a graduate of an accredited high school with at least 15 units of work in college preparatory subjects. Students enrolling in technical programs are not bound to the 15 units of work in college preparatory subjects since it has been determined that many secondary vocational subjects establish a good foundation for college technical programs.**
2. **An applicant who has not completed high school may be accepted if scores are presented on the General Education Development (GED) Test that are acceptable to the college.**
3. **All students displaying overall weakness in high school grades and a low composite ACT score will be encouraged to enroll in Developmental Studies.**
4. **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.**

Admission Policies

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 curric-

ulum. Admission to the college, therefore, does not necessarily imply immediate admission to the curriculum desired by the student.

Should the campus admissions committee become aware of information that would lead the committee to believe the applicants' 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. **Felonious conviction.**
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.**

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 Junior College.**
2. **A limited number of foreign students who meet the following admission requirements will be accepted for admission to Mississippi Gulf Coast Junior College.**
   a. **Satisfactorily complete English language training at an accredited English Language Institute.**
   b. **Complete Application for admission.**
   c. **Provide high school and/or college transcripts with English transaction.**
   d. **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.**
   e. **Should the Admissions Committee deem necessary, the student may be asked to provide a score of 500 on the Test of English as a Foreign Language.**
   f. **Take the course "English as a Foreign Language" during the first semester of attendance if the course is available.**
   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 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 Junior 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 Deleware
   914 Pickett Lane
   Neward, 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 credit evaluation prior to enrolling or must satisfactorily pass the G.E.D. test.**

Auditing a Course

Students may enroll for audit purposes in the following ways. First, a student may initially enroll as an irregular student in a course and attend in the ususal manner but without credit. A student may, in special cases, be permitted to audit a course for review purposes. However, regular tuition will be charged for such services. The auditing of a course should not be confused with repeating a course to raise a grade.

Secondly, a student may change his status in a course from credit to audit with approval of instructor and administration. The deadline for changing to an audit status will be the same as the deadline for withdrawing.

A grade of "AU" will be assigned at the end of the semester for a student auditing a course.

Students who are enrolled for audit purposes but terminate their attendance are responsible for normal withdrawal procedures and are subject to the same policies that govern students in credit courses.

Regular and Special Students

A regular student is required to take day 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.

Occassionally conditions may make it advisable to permit an entering student to take less than 12 hours of work. An applicant admitted as a special student does not have to take the ACT until he/she has accumulated 15 hours credit.

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.

Transfer Students

The applicant must present ACT scores, high school and/or college transcripts and have a personal interview with the director of admissions. An evaluation of work previously taken at other institutions will be made by the admissions office staff and credit given for appropriate courses. The applicant with less than 12 hours credit and under 21 years of age must present ACT scores and high school and/or college transcripts, and must have an interview with the director of admissions.

Any student on suspension from another institution cannot be admitted by Mississippi Gulf Coast Junior 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 no established policy for re-admission, the rules of Mississippi Gulf Coast Junior College will apply.

Policy of Probation and Suspension

At the end of each semester grade point averages for all students will be reviewed. Those falling below a cumulative average of 2.0 will be referred to the counseling and guidance personnel. At the end of four semesters of fulltime attendance; or at anytime a member of the faculty or administration so recommends, a student's progress will be reviewed. If the student's average or progress is still below the 2.0 standard, the guidance committee will be asked to evaluate

the student's progress and take whatever disposition including dismissal, they consider to be in the best interest of the student and the college.

For purposes of this policy a vocational education student's grade point average will be based on grades awarded at the end of his/her first regular semester of attendance and each succeeding regular semester. (See policy for students enrolled under chapter 34 or 35, Title 38 United States Code, at end of this catlaog section.)

Absentee Policy for Vocational Students

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

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

Veterans, while complying with this absentee policy, must recognize that the Veterans Administration allows only 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.**

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 shall drop a student after the student misses more than the number of absences per semester hours 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 part of an official college group, such as athletic teams, band, choir, drama groups, 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.

Withdrawal Procedures

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

Guidance Services

The basic objective of the guidance and counseling services of the college is to assist students in achieving the maximum development of their individual abilities. This is done in the following ways:

1. **Pre-registration counseling is available to all students. Prospective students may make scheduled visits to their respective campuses during which each is interviewed by the Dean of Student Services or a guidance counselor. Using placement test scores as a guide, they assist students in preparing schedules for fall classes.**
2. **At the opening of each semester, brief orientation programs are given for *new* students. They are presented the Student Handbook outlining specific college and campus regulations and policies. In subsequent sessions, students may be instructed in college community living by the dean of student services and others.**
3. **A faculty member is assigned to each student for advisement with respect to his/her academic program and progress. In addition to advising specific students, members of the faculty are available for consultation with any student when it is mutually convenient.**
4. **The Dean of Student Services, guidance counselors, and career counselors give particular care and attention to counseling students in such matters as fields of study, vocational choices and student programs.**
5. **On each campus a Veterans Affairs advisor is available to assist students attending academic, technical or vocational courses under one of the public laws dealing with veterans or their dependents (if eligible).**

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, meaning the prescribed work was not finished at 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, meaning 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 for completion of a course for non-credit.

W-Withdrawn, indicating that the student officially withdrew before the end of the first ten weeks of a semester.

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 MGCJC.

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.

President's and Vice President's List

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".

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.

Compliance Policy

The Mississippi Gulf Coast Junior College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, national origin, sex 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 Junior 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: Barry Mellinger, Louise Jones, Travis Ferguson
Jackson County Campus: Houshang Moradmand, William Martin (alternate).
Perkinston Campus: Richard Miller, Larry O'Neal (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: Sam Kirsh, Tommye Skinner (alternate).
Harrison County Occupational Training Center: Gerald Gartman, Patrick Gray (alternate).
Central Office:
Title IX (sex discrimination): Louise Jones
Section 504 of the Rehabilitation Act of 1973: Travis Ferguson

Standards of Progress for Students Enrolled Under Chapter 34 or 35, Title 38, United States Code

I. EXAMINATION OF RECORDS

Records pertaining to students enrolled under Chapter 32, 34 or 35, Title 38, United States Code, 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.

Jackson County Campus permanent records (academic, technical, and vocational) are maintained by the Dean of Student Service's office under the supervision of the Records Clerk. Veterans Certifications are the responsibility of the Dean of Student Services or the dean's secretary. Current financial records are maintained by the Dean of Business Services.

Permanent records (academic and technical) at the Jefferson Davis Campus are maintained by the Dean of Student Services; permanent vocational records are kept by the Dean of Vocational Instruction; financial records are kept by the Dean of Business Services; and Veterans Certifications are done by the Veterans' Counselor.

Permanent records at Jefferson Davis Campus-Keesler Center are maintained by the counselor; Veterans' Certification is the responsibility of the Veterans' Counselor on the Jefferson Davis Campus. Current financial records are maintained by Jefferson Davis Campus Dean of Business Services.

Perkinston Campus permanent records are maintained in the records office in Dees Hall on the Perkinston Campus under the supervision of the Records Clerk. When George County Occupational Training Center students terminate, duplicate copies of their permanent records are also sent to the Records Clerk on the Perkinston Campus so that information may be obtained from the George County Occupational Training Center and the Perkinston Campus. Veterans' Certification is the responsibility of the Veterans' Secretary; however, Veterans' Certification for the George County Training Center is handled by the Counselor. Current financial records of the Center are maintained by Secretary to the Administrative Dean of the Center.

Records for the Harrison County Occupational Training Center are maintained on the Jefferson Davis Campus. Records for the West Harrison County Occupational Training Center are maintained at that Center in the office of the Administrative Dean.

II. ENTRANCE REQUIREMENTS

A form indicating that the student has met entrance requirements and containing an evaluation of his or her prior record will be filed in the student's record folder and will be signed by the necessary authorized campus personnel.

III. 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 admissions officials of the college of a student's previous educational experiences to include USAFI courses, IDEA programs, CLEP, military service schools (verified by CASE), applicable courses taken at other accredited institutions and certificates of equivalency earned by satisfactory achievement on the GED test.

A prospective student should make known to college admissions personnel that his or her past record includes creditable courses. College admissions officials will be alert to the possibility that a person eligible under Chapter 34 or 35, Title 38, United States Code, might already have taken exactly the same work for which he or she is seeking admission and certification by 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 in precisely the same subject matter is not repeated and counted toward an eligible person's credit load.

IV. 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/her 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.

MINIMUM STANDARDS OF PROGRESS

Semester	Cumulative GPA
1	1.0
2	1.5
3	1.75
4	2.0

Students must maintain a 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 Junior 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.

V. ATTENDANCE RECORDS

It is important to the student, the college, and the Veterans Administration that persons eligible under Chapter 32, 34 or 35, Title 38, United States Code, 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 slip and notice given to the Veterans Administration that the student is carrying a reduced load and has been discontinued. 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.

VI. 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.

PART IV: FINANCIAL INFORMATION

A. 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

Expenses each semester (George, Harrison, Jackson, Stone Counties)

	Dormitory Student	Day Student
Application fee (payable in advance)	$ 30.00	$ 30.00
Matriculation fee	265.00	265.00
Registration fee	5.00	5.00
Book Service	22.00	22.00
TOTAL FEES	$322.00	$322.00
ROOMS:		
Stone, Jackson, Huff Halls	125.00	
Harrison, George Halls	143.00	
Owen, Moran Halls	161.00	
Andrews Hall	170.00	
*BOARD:		
Five-Day Meal Plan	355.00	
Seven-Day Meal Plan	464.00	

TOTAL COST PER SEMESTER:	5-Day	7-Day	Day Student
Stone, Jackson, Huff Halls	$802.00	$911.00	$322.00
Harrison, George Halls	820.00	929.00	
Owen, Moran Halls	838.00	947.00	
Andrews Hall	847.00	956.00	

*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.

Students who pay the $30 application fee for one semester and fail to attend will be required to pay an application fee for the immediate following semester.

Residents of Mississippi outside the district, with the exception of Wilkinson County must add an additional $45 per semester to amount payable at registration. Residents of Wilkinson County must add $90 each semester to the amount payable at registration.

Full-time (regular) out-of-state residents must pay an additional tuition fee of $240.00 each semester at the time of registration. Part-time out-of-state resident students pay a prorata share of this fee.

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 $215, except during summer session. The cost of courses during the summer is $31 per semester hour. Exception: 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 day student in transfer or technical programs taking less than twelve (12) semester hours of work is charged a tuition fee of $35 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 day 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 $35 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 $35.00 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 registration fee. This fee includes parking privileges for one motor vehicle for one semester for those students taking evening classes only.

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

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

Explanation of Fees

Matriculation — entitles a student to the following:

1. To attend MGCJC athletic events without charge.
2. To receive the student newspaper and college yearbook (when paid for both semesters).
3. To attend lyceum programs.
4. To use science laboratories and equipment in scheduled courses.
5. To receive private music lessons and use instruments and practice facilities required in their curriculum.
6. 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-District - pays for lights, heat, water and upkeep of the college plant used for non-boarding purposes by students whose parents reside outside the college district.

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, I.D. cards, and annual pictures.

Book Service - The book service fee will entitle a student to one book per course up to a maximum of 5 books. Students enrolled for more than five courses for which a textbook is required will pay an additional $5.50 per book loan fee. Workbooks and dated material that cannot be reused will be purchased separately by the student.

Miscellaneous Fees

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 not refundable.

Medical Insurance - It is recommended that students enroll in a medical and hospitalization insurance plan. If student is not covered, he or she may enroll in the student health program, a group plan made available through the college. NOTE: The college attemps to select a group insurance plan that will offer comprehensive coverage at a reasonable cost.

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 $1 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 provisions:

Application fee	Non-refundable
Registration fee	Non-refundable
Medical Malpractice Insurance	Non-refundable
Parking fee	Non-refundable after the parking decal is issued.
Room rent (Perkinston Campus)	Non-refundable after the semester begins.
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% if official withdrawal and request for refund is received prior to the start of classes, 60% through the first four 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, 60% if official withdrawal occurs during the first two weeks of the session. For classes of five weeks duration, 60% if official withdrawal occurs during the first week of the semester.

Exceptions to the above are as follows:

Veterans for Students pursuing vocational programs under Chapters 32, 34, or 35, Title 38, United States Code, the only non-refundable fee is the $10 of the application fee. All other 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. Lab fee and registration fee will not 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 Students - Students in certain vocational programs are allowed to pay their fees on something other than a semesterly basis, i.e., quarterly, monthly, etc. When such a student officially withdraws, he or 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.

B. Student Aid: Scholarships & Employment Opportunities

Whenever possible, the college employs students to assist in the library, drive buses, work in the cafeteria and perform clerical and secretarial tasks. Students

from Harrison, Stone, Jackson and George counties are given priority to work, but an effort is made to provide assistance to all students who need help to meet college expenses.

The college administrators feel that they have the right to expect the following considerations from student employees:

1. That they give proper attention to their work.
2. That they do satisfactory class work.
3. That students accept the job for a whole semester and not ask to be relieved without good cause.

The American College Test Family Financial Statement should be completed and submitted with a student's application for a scholarship. Forms may be obtained from high school counselors or by writing the director of student services of the campus where the student is applying (College Scholarship Service Parents Confidential Statement also is acceptable.)

Basic Education Opportunity Grants are available to students who qualify on the basis of need.

Some band and choir scholarships are available and a number of athletic scholarships are awarded.

Many civic and other organizations sponsor scholarships for students. Some of these organizations are Pascagoula Rotary Club; Wiggins Rotary Club; Biloxi Pilot Club; Wiggins, Biloxi and Gulfport P.T.A.'s; Susie Cooley scholarships given by the local chapter of Phi Theta Kappa; local chapter of Circle K; Crown-Zellerbach Corporation; Gulfport Civitan Club, and Mississippi Gulf Coast Junior College Alumni Association.

Other work scholarships are offered through Singing River Hospital, Pascagoula. Also, the Becky Bacot Nursing Education Scholarship is offered at Singing River Hospital (application should be made to the Director of Nursing Education, Mississippi Gulf Coast Junior College, Jackson County Campus, Gautier, Mississippi 39533).

The Sarah Bailey Emerson Scholarship-Loan Fund provides a loan of up to $750 to a male or female graduating from MGCJC for attendance at a senior college.

The campus deans of student services can supply the latest information available.

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 Junior 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.

Special Services Program

The purpose of the Special Services Program is to assist disadvantaged students attending Mississippi Gulf Coast Junior College to complete their education goals. These students might be disadvantaged in any of the following ways: educationally, economically, physically handicapped or limited english speaking ability. Services provided by the program are: tutorial assistance, counseling, career information, and referrals to health, employment, housing and legal agencies to resolve non-educational problems related to academic success.

The goal of the program is to increase retention and graduation rates of students enrolled at the Jackson County Campus. The Special Services Program is funded through the Department of Education. Further information may be obtained at the Special Services Office on the Jackson County Campus.

Program Services (Jackson County and Jefferson Davis Campuses)

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 categories:

A. Homemaker - marriage dissolved
   1) divorced
   2) widow or widower
   3) separated
B. Single heads of household
C. Homemakers who wish skill development in order to secure full time work.
D. Persons who wish to enter a non-traditional work field.

The persons most often assisted by the Program are Displaced 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 secruity and unable to gain employment because of age, sex, lack of vocational training, or any recent paid work experience.

The Program Service Office attempts to meet the many needs of these individuals who are "caught in the middle" by providing referral service, counseling, career planning, 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 compete with younger students. SAFETY IN NUMBERS enables older students to attend college classes as a group which helps them build confidence and to better cope with the classroom situations.

Credit by Non-Traditional Means

I. **Credit for College Level Examination Program (CLEP)—**

No matter how, where, or when you gained your knowledge, you now have the opportunity to receive academic credit for your achievement that can be counted toward an undergraduate degree. The College-Level Examination Program (CLEP) enables colleges to evaluate your achievement and give you credit. A wide range of college-level examinations are offered by CLEP to anyone who wishes to take them. Scores on the tests are reported to you and, if you wish, to a 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 86 percentile is required, is attained on each area tested.

B. All courses listed in the Mississippi Gulf Coast Junior 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 the MGCJC 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. Credit for the CLEP General Examination will be awarded as follows:

Test Area	MGCJC 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 1113	3
Natural Science		
Biological	BIO 1133	3
Physical Science	PHY 2243	3
Mathematics (any two)	BAD 1313, MAT 1213, 1723, 1733, 1233 1313, or 1333	6
Humanities		
Fine Arts	ART 1113 or MUS 1113	3
Literature	ENG 2323 or 2213	3

F. Credit for the CLEP Subject Examinations will be awarded in the following courses: (Students in health programs should consult department chairperson about acceptance of credit.)

Subject Test	MGCJC Equivalent	Sem. Hrs.
Business:		
Computers & Data Processing	CTY 1013	3
Elementary Computer Programming	CTY 1214	4
Introduction to Bus. Management	BAD 2513T	3
Introductory Accounting	ACC 1213, 1223	3
Introductory Business Law	BAD 2413	3
Introductory Marketing	BAD 2213	3
Education:		
Human Growth & Development	PSY 2513	3
Humanities:		
American Literature	ENG 2213	3
College Composition	ENG 1113 & 1123	6
English Literature	ENG 2323 & 2333	6
Freshman English	ENG 1113	3
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 1314 & 2414	8
General Chemistry	CHE 1214	4
Social Sciences:		
American Government	PSC 1113	3
American History	HIS 2213 & 2223	6
General Psychology	PSY 1513	3
Introductory Macroeconomics	ECO 2113	3
Introductory Microeconomics	ECO 2123	3
Introductory Sociology	SOC 2113	3
World Civilization	HIS 1163 & 1173	6

II. Advanced Placement

Students entering Mississippi Gulf Coast Junior College will be allowed credit on the Advanced Placement Examination administered by the College Entrance Examination Board and sponsored by participating high schools. A maximum of eighteen (18) hours with no more than six (6) hours in one subject area may be allowed. Credit will be awarded only for minimum scores of three (3) or more.

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

III. 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 that teach the course and an 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 $15 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.

IV. 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.

V. Credit for 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 Hygiene, 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.

VI. **Credit in certain law enforcement courses may be allowed for completion of specific courses, programs, academies 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 2333B**	**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**

VII. **The total of credit by non-traditional means may not exceed 32 semester hours.**

TWO PLUS TWO PROGRAM

—a coordinated program between the Mississippi Gulf Coast Junior College and the University of Southern Mississippi through its regional campus in Long Beach—

This higher education package offers course work in certain areas for the bachelors and master's degrees without students having to leave the Gulf Coast area to attend classes. Students should consult their academic advisors and/or counselors upon entering the junior college if they plan to enter the Two Plus Two program.

PART V: STUDENT LIFE AND ACTIVITIES

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.

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 councils plan wholesome recreational and social activities for the students, encourage student discussion of campus concerns, present helpful recommendations to the faculty and administration, and generally act 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 Junior 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.

Publications

Student Newspapers. The student at Perkinston Campus publish "The Perkinston Bulldog" on a biweekly basis. Jackson County Campus publishes a biweekly newspaper. "Coastliner". **News Magazines.** "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 now has its own yearbook with a section in each on central administration. Material is compiled and edited by students under a faculty advisor.

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.

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.

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.**

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 two campuses:

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

An organization active on two campuses (Jackson County and Perkinston) is the **VICA Club** (Vocational and Industrial Clubs of America) Also active at the George County Occupational Training Center.

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 **Black Cultural Society.**

There are also on each campus student religious organizations such as **Baptist Student Union, Newman Club** (Catholic), **Canterbury Club** (Episcopalian) **Westminister 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.

Music

Perkinston Campus has a marching band, stage band, parade unit and choir with its smaller vocal ensembles. Students at Jefferson Davis and Jackson County campuses may participate in the marching band. Both of the coast campuses have choral groups and smaller vocal ensembles.

The Mississippi Gulf Coast Junior 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 Junior 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 year 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 Project: 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.

Foundation

The Mississippi Gulf Coast Junior College Foundation, Inc., was established and chartered in 1974 to administer an endowment fund for the extension of educational services 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 Baord.

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

Athletics

Mississippi Gulf Coast Junior 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 Junior College Athletic Conference in football, basketball, baseball, track, softball, and tennis and have won many honors in recent years.

Intra-mural athletic contests are held on each campus under the supervision of the physical education instructors by teams representing the three campuses with games being conducted in the afternoon. These events provide exercise and fun while building teamwork and character.

Student Centers

There are popular spots 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, purchase food in the cafeteria or grill and purchase books and class supplies in the bookstore.

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.

Conduct and Discipline

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

Each student receives a copy of a *Student Handbook* on admission. The essential information required by recent Veterans' Administration statements is as follows:

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 the 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, 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 Junior 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 which the college has the right to inquire.
   e. Engaging in a riot or other activity which results in the disruption of the educational mission of the college, or hinders the free exercise by others of their lawful rights or discharge of their duties on and about the campus or in connection with an off-campus college-related activity.
   f. Violations of municipal, state or federal law, or of promulgated rules and regulations of the college or its board of trustees upon any campus of the college or off the campus but in connection with any college-related activity, regardless of any decision or action by other public authority as to prosecution for such offense.

g. Possession, on campus or while present at or near any college-related activity of any firearm, including devices for firing blank cartridges or charges, or of any incendiary device or of stink bombs, tear gas or other dangerous chemicals.
h. Refusal to appear and testify as a witness before the discipline committee.
i. Any conduct of such a nature as to be likely to interfere with the educational mission of the college, or interfere with the rights or duties of others, damage or endanger public or private property and in which the student persists after being requested to desist by a college official or member of the family.

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.

PART VI: INSTRUCTIONAL PROGRAM

Advantages of Graduation

The advantages of graduation from a junior 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 worthy, 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 junior 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 junior 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

Three degrees may be awarded students of the Mississippi Gulf Coast Junior College. To receive one of these degrees, the student must meet all general graduation requirements as well as specific requirements for each degree as specified below.

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 each semester hour 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 the vice-President grants approval in advance and the student signs a substitution of course form.) When a course is repeated the higher grade is used in computing quality point average.

Transfer students must earn a minimum of 12 semester hours at a Mississippi Gulf Coast Junior Campus to be eligible to receive a degree from the college. (This policy may not be applicable in cases where the Mississippi Gulf Coast Junior College has been used as a Serviceman's Opportunity College. In these cases the vice-President may waive the 12 semester hours minimum).

All degree programs include a core of general education requirements and all degree recipients must complete the following to receive a degree:

6 Sem. hrs. - English
3 Sem. hrs. - Mathematics
6 Sem. hrs. - Science and/or Social Studies

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 semester hours (MAT 1313 or higher math)
Science, 6 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, 35 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 specific courses. The minimum core courses are listed under University Parallel Programs prior to 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 the four-year college/university baccalaureate degree.

This degree encompasses programs listed in Group VII in this catalog. Completion of all courses for any program listed in Group VII with an overall average of 2.0. Each program must have a minimum of 64 hours including the general core requirements as follows:
6 sem. hrs. - English (English, technical writing or speech)
3 sem. hrs. - Mathematics (technical mathematics or college algebra)
6 sem. hrs. - Physics (technical physics or college science) and/or social studies.

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:

9 sem. hrs. - English (English, technical writing, speech)
6 sem. hrs. - Math (technical math or college algebra)
6 sem. hrs. - Science (technical physics or college science)
9 sem. hrs. - Social Studies (American history, world history, geography, sociology, psychology, economics)

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.

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 only successfully completes some major units of instruction in a program listed in this catalog may be granted a Certificate of Completion.

Numbering of Courses

Courses of study are identified by name and number. Those numbered from 1113 to 1999 are considered freshman courses and those from 2113 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.

Developmental Studies

All entering freshmen, before admission to any curriculum, must have taken 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 class 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 toward graduation from Mississippi Gulf Coast Junior College.

Cooperative Education Program

Cooperative Education is an educational process designed to intergrate 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 intergral part of the student's education and are arranged with the employers by Mississippi Gulf Coast Junior College. Mississippi Gulf Coast Junior 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 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. 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 Junior College.

The program is coordinated through the Office of Cooperative Education.

Learning Resources Center

Statement of Purpose: The purpose of the Learning Resources Center—made up of the library, media services and Learning Skills Center on the three Mississippi Gulf Coast Junior 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 Skills Center is designed to provide assistance to students in overcoming academic deficiencies in mathematics, writing, reading/study skills, and science. Since the labs provide an environment conducive to individual acquisition of basic skills, students can enter the labs and receive remediation based on individual needs. Staffed by instructors whose commitment is individualized instruction, the Learning Skills Center is a resource center for students to receive supplemental instruction to correct academic deficiencies or needs that cannot be met in the constraints of the regular classroom.

Choosing a Program of Study

Mississippi Gulf Coast Junior 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 Junior 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 the Mississippi Gulf Coast Junior 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 the Mississippi Gulf Coast Junior College.

The following programs and sequences of courses are those normally recommended by counselors. These programs meet not only Mississippi Gulf Coast Junior 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

Programs designed as the first two years of a four-year college/university program (curriculum) leading to a baccalaureate degree.

Encompasses programs listed below in Group I through Group IV. University parallel programs lead to the MGCJC Associate of Arts degree.

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

OCCUPATIONAL EDUCATION PROGRAMS

Programs 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.

Encompasses programs listed below in Group VII and Group VIII.

Group VII - Technical

Occupational education programs leading to MGCJC Associate of Applied Science degrees.

Group VIII - Vocational

Occupational education programs leading to MGCJC diplomas.

Students who earn diplomas may elect to pursue the MGCJC Associate of Applied Science degree in Occupational Education. (See details on page 79).

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

COOPERATIVE EDUCATION PROGRAMS

ADULT AND CONTINUING EDUCATION PROGRAMS

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. MGCJC can then parallel freshman and sophomore courses required in the lower division of that institution according to various majors or programs. Students undecided about which senior institution they will attend should consult the B.A. or B.S. Preparatory Curriculum found below.

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 ..... 6 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 as to 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.

FRESHMAN YEAR			
ENG 1113, 1123	English Composition	3	3
MFL 1113, 1123 or	French or		
MFL 1213, 1223	Spanish	3	3
MAT 1313*	College Algebra	3	3
MAT ELECTIVE	Any Math above College Algebra		3
BIO 1133, 1143 or	Biology w/lab or		
PHY 2243, 2253	Physical Science w/lab	3	3
FINE ARTS ELECTIVE	ART, MUS or THE	3	
SOCIAL SCIENCE ELECTIVE	Any ECO, EPY, GEO, PHI, PSY, PSC or SOC course		3
HPR ELECTIVE	Physical Education	1	1

SOPHOMORE YEAR			
LITERATURE ELECTIVE	**American, English or World Literature**	**3**	**3**
MFL 2113, 2123 or MFL 2213, 2223	**French or Spanish**	**3**	**3**
HIS 1163, 1173 or HIS 2213, 2223	**World Civilization I & II or American History**	**3**	**3**
SCIENCE ELECTIVE	**Any BIO, CHE or PHY course**	**3**	
SPT 1113	**Oral Communication**		**3**
CSC 1213 or ELECTIVE	**Basic Computer Programming**	**3**	
SOCIAL SCIENCE ELECTIVES	**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 as to a particular university or for the student undecided on a future career.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English	3	3
BIO 1133, 1143 or	Biology w/lab or		
PHY 2243, 2253	Physical Science w/lab	3	3
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			
ELECTIVE	Any ECO, EPY, GEO, PHI, PSC 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, PSC or SOC course	3	3
SCIENCE ELECTIVES	Any BIO, CHE or PHY course	3 or 4	3 or 4
FINE ARTS			
ELECTIVE	Any ART, MUS, THE		3
CSC1213 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. If students do not make satisfactory progress after one semester, they may be awarded a non-punitive grade of In Progress (IP) and permitted to re-enroll.

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 Junior 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 group is designed for students who plan to secure a degree in business at a senior institution. The junior college Business Bachelor of Science Degree preparatory curriculum will prepare business majors in such fields as: accounting and auditing; business administration; economics; marketing; office management; personnel management; institutional and industrial management; hospital management; hotel management; banking; life insurance; property and casualty insurance; or public administration.

The junior 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

			1 Sem.		2 Sem.
FRESHMAN YEAR					
ENG	1113, 1123	English	3		3
HIS	1163, 1173	World Civilization I & II	3		3
BIO	1133, 1143	Biology or			
PHY	2243, 2253	Physical Science	3		3
MAT	1313*, 1323				
	or 1333	Mathematics	3		3
PSC	1113	Government	3	or	3
BAD	2413	Business Law	3	or	3
HPR		Physical Education	1		1
SOPHOMORE YEAR					
ACC	1213, 1223	Accounting	3		3
ECO	2113, 2123	Economics	3		3
ENG	2323, 2333	Literature	3		3
PSY	1513	Psychology	3	or	3
SOC	2113	Sociology	3	or	3
CSC	1313	Fundamentals of Fortran	3	or	3
SPT	1113	Speech	3	or	3
		Fine Arts Electives	3	or	3

***First semester, students take MAT 1313. Second semester, they have a choice of taking either MAT 1323 or 1333. USM prefers that students take MAT 1333.**

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

Business Education** 2010

FRESHMAN YEAR			1 Sem.		2 Sem.
ENG	1113, 1123	English	3		3
MAT	1313	Mathematics	3		
HIS	1163, 1173	World Civilization I & II	3		3
BIO	1133, 1143	Biology	3		3
SEC	1113 or				
	1123	Typewriting	3		
PSY	1513	Psychology			3
SPT	1113	Speech			3
HPR		Physical Education	1		1
SOPHOMORE YEAR					
ENG	2323, 2333	Literature	3		3
ACC	1213, 1223	Accounting	3		3
SEC	1213*, 1223	Shorthand	3		3
PHY	2243, 2253	Physical Science	3		3
ECO	2113, 2123	Economics	3		3
ART	1113 or	Art Appreciation or			
MUS	1113	Music Appreciation	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 SEC 1213.

**See statement on policy concerning admission to teacher education programs on page 114.

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	3	3
SPT 1113	Speech	3	
MAT 1313	Mathematics		3
PSY 1513	Psychology		3
MUS 1214, 1224	Theory	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	3	3
HIS 1163, 1173	World Civilization I & II	3	3
PHY 2243, 2253	Physical Science	3	3
MUS 2214, 2224	Theory	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
MUO 2211, 2221	Choir	1	1
	VOICE EMPHASIS		
MUA 2772, 2782	Private Voice	2	2
MUA 2572, 2582	Private Piano	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	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English Composition	3	3
ART 1313, 1323	Drawing I & II	3	3
BIO 1133, 1143	General Biology	3	3
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 2413	Survey of World Literature	3	
SPT 1113	Oral Communication		3
PHY 2243-2253	Physical Science Survey I & II	3	3
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				
ENG	1113-1123	English Composition	3	3
HIS	1163-1173	World Civilization I & II	3	3
BIO	1133-1143	General Biology	3	3
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	2413	Survey of 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 on Science Elective	3	
		Art Elective	3	
		Social Science Elective		3

*See statement on policy concerning admission to teacher education programs on page 114.

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

GROUP IV: MATHEMATICS AND ENGINEERING

Engineering 4000

The courses required for freshmen and sophomores are much the same for all branches of engineering.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English	3	3
GRA 1112	Engineering Drawing	2	
GRA 2253	Descriptive Geometry		3
MAT 1613, 1623	Calculus	3	3
CHE 1214, 1224	Chemistry	4	4
HPR 1111	Physical Education	1	1
	Fine Arts Elective	3	
SOPHOMORE YEAR			
ENG 2213	English	3	
PSC 1113 or HIS 2213	Government or American History I		3
PHY 2514, 2524	Physics	4	4
MAT 2613, 2623	Calculus	3	3
	Social Science Elective	3	
ECO 2113	Economics		3
EGR 2413, 2433	Engineering Mechanics	3	3
MAT 2913	Differential Equations		3

NOTE: ENG 2323, 2333 or 2413 may be substituted for ENG 2213 the sophomore year.
NOTE: CSC 1313 and 2323 are not required but are strongly recommended.

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

NAVAL ARCHITECTURE *4005

FRESHMAN YEAR		SEMESTER HOURS
ENG 1113	English Composition I	3
ENG 1123	English Composition II	3
	Humanities or Social Science Elective	3
MAT 1613	Calculus I	3
MAT 1623	Calculus II	3
CHE 1214	Chemistry I	4
CHE 1224	Chemistry II	4
PHY 2514	Physics I	4
CSC 2323	Fortran	3
RT 1073	Technical Drawing	
or		
GRA 1112	Engineering Drawing	2 or 3
SOPHOMORE YEAR		
MAT 2613	Calculus III	3
MAT 2623	Calculus IV	3
MAT 2913	Differential Equations	3
PHY 2524	Physics II	4
ECO 2113	Principles of Economics, I	3
ECO 2123	Principles of Economics, II	3
RT 1063	Technical Writing	3
EGR 2413	Mechanics (Statics, Strength, Dynamics)	3
EGR 2433	Mechanics of Materials	3
EGR 2513	Introduction to Ship and Off-Shore Structures Design and Construction	3
EGR 2523	Form Calculations and Stability	3

***A Two Plus Two program with the University of New Orleans. Consult a guidance counselor for advisement.**

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

Computer Science 4010

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
ENG 1113, 1123	English Composition	3	3
BIO 1133, 1143	General Biology I, II	3	3
CSC 1213	Basic Programming	3	
MAT 1313	College Algebra*	3	
HIS 1163, 1173	World Civilization I & II	3	3
	Fine Arts Elective	3	
HPR	Physical Education	1	1
MAT 1323	Trigonometry*		3
PSC 1113	American Government		3
CSC 1613	Computer Programming I		3

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
ENG 2323	English Literature I	3	
	Lab Science**	4 or 5	4 or 5
MAT 1613, 1623	Calculus I-A, II-A	3	3
	Social Science Elective		3
CSC 2413	Cobol Programming		3
CSC 2323	Fortran Programming	3	
CSC 2623	Computer Programming II	3	
CSC 2813	RPG II***		3

*This course can be replaced with any higher Mathematics course.

**Students who wish to work in Computer hardware should take Physics 2414 and 2424. The eight semester hours of Lab Science required in the Sophomore year can be met by taking CHE 1314-Principles of Chemistry and CHE 1324 or PHY 2414, 2424-Physics I and II.

***Not required but recommended for Computer Science Majors.

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

Mathematics Education *4020

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
HIS 1163, 1173	World Civilization I & II	3		3
BIO 1133, 1143	Biology	3		3
MAT 1313	College Algebra	3		
MAT 1323	Trigonometry			3
MAT 1613, 1623	Calculus	3		3
HPR	Physical Education	1		1
	Electives	1	or	1
SOPHOMORE YEAR				
ENG 2323, 2333	English	3		3
MUS 1113	Music Appreciation or			
ART 1113	Art Appreciation	3		
SPT 1113	Speech	3		
HPR 1213	Health			3
MAT 2613, 2623	Calculus	3		3
ECO 2113	Economics			3
PHY 2243, 2253	Physical Science	3		3

NOTE: ENG 2413, 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 114.**

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

Industrial Technology 4030

(Perkinston Campus)

Industrial technology courses deal with the production areas of industry. This program is designed for students interested in employment as supervisors, administrators and other leadership positions. A student who completes this course will have the foundation in mathematics, science, human relations, and skill in handling machines, tools and materials which will prepare the student to cope with job problems.

Students who plan to pursue a Bachelor in Science Degree in industrial technology at a senior college should enroll in this course.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
GRA 1112, 1122	Engineering Drawing	2		2
ENG 1113, 1123	English	3		3
HIS 1163, 1173	World Civilization I & II	3		3
MAT 1313, 1323	Mathematics	3		3
IED 1213, 1223	Woodwork	3		3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
ENG 2323, 2333	English	3		3
PHY 2414, 2424	Physics	4		4
IED 2313	General Metal Work	3	or	3
PSY 1513	Psychology	3	or	3
SPT 1113	Speech	3	or	3
GRA 2253	Descriptive Geometry	3	or	3
ECO 2113	Economics	3	or	3
PSC 1113	Government	3	or	3
	Fine Arts Elective	3		3

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	3	3
MAT 1313	College Algebra	3	
DR 1105	Fundamentals of Drafting	5	
HPR	Physical Education	1	1
	Science Elective*	3	3
MAT 1323	Trigonometry		3
	Humanities Elective**		3
	Social Science Elective***		3
	Fine Arts Elective	3	
SOPHOMORE YEAR			
RT 2093	Plane Surveying	3	
DR 2055	Architectural Drafting & Design	5	
PHY 2414, 2424	General Physics	4	4
BAD 2413	Business Law	3	
ART 1213	Introductory Art	3	
	Humanities Elective**		3
ECO 2113	Economics		3
MAT 1613	Calculus		3

*Science Electives (suggested): Geology, 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	3	3
MAT 1313	College Algebra	3	
GRA 1112, 1122	Engineering Drawing* or		
DR 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
DR 1163	Constructional Materials and Cost Estimating		3
	Fine Arts Elective	3	
SOPHOMORE YEAR			
RT 2093	Plane Surveying	3	
BAD 2513	Principles of Management	3	
BAD 2413	Business Law	3	
MAT 1613	Calculus	3	
PHY 2414, 2424	Physics	4	4
ACC 1213	Principles of Accounting		3
ECO 2113	Economics		3
	Social Science Elective***		6

*GRA 1122 is to be taken if DR 205 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	3	3
MFL 1113, 1123	French*	3	3
MAT 1313, 1323	Mathematics	3	3
BIO 2414, 2424	Zoology	4	4
CHE 1214, 1224	Chemistry	4	4
HPR	Physical Education	1	
SOPHOMORE YEAR			
ENG 2323, 2333	English	3	3
HIS 1163, 1173	World Civilization I & II	3	3
CHE 2425, 2435	Chemistry	5	5
PHY 2414, 2424	Physics	4	4
	Fine Arts Elective	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.**

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	3		3
BIO 2414, 2424	Zoology	4		4
MAT 1313, 1323	Mathematics	3		3
CHE 1214, 1224	Chemistry	4		4
PSC 1113	Government	3	or	3
ECO 2113	Economics	3	or	3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
ENG 2323, 2333	English	3		3
CHE 2425, 2435	Chemistry	5		5
MFL 1113, 1123	French*	3		3
PHY 2414	Physics	4		4
BIO 2924	Microbiology			4
	Fine Arts Elective	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		
FRESHMAN YEAR			1 Sem.		2 Sem.
ENG	1113, 1123	English	3		3
CHE	1214, 1224	Chemistry	4		4
BIO	2414	Zoology	4	or	4
BIO	1314	Botany	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	Chemistry	5		5
PHY	2414, 2424	Physics	4		4
BIO	2924	Microbiology	4	or	4
ECO	2113	Economics	3	or	3
		Fine Arts Elective	3		6
		Humanities	3		3
HPR		Physical Education	1		1

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	3		3
CHE 1214, 1224	Chemistry	4		4
MAT 1313, 1323	Mathematics	3		3
BIO 2414, 2424	Zoology	4		4
PSY 1513	Psychology	3		
SOC 2113	Sociology			3
SOPHOMORE YEAR				
PHY 2414, 2424	Physics	4		4
	English Elective	3		
HIS 2213, 2223	History	3		3
EPY 2513	Child Psychology			3
PSY 2553	Psychology	3		
SPT 1113	Speech			3
HPR	Physical Education	1		1
	Humanities Elective	3	or	3
	Fine Arts Elective			3

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	3		3
MAT 1313, 1323	Mathematics	3		3
CHE 1214, 1224	Chemistry	4		4
PSC 1113	Government	3	or	3
SPT 1113	Speech	3	or	3
BIO 2414	Zoology	4		
HPR	Physical Education	1		1
SOPHOMORE YEAR				
HIS 2213, 2223	History	3		3
PHY 2414, 2424	Physics	4		4
ENG 2323, 2333	English	3		3
PSY 1513	Psychology	3	or	3
BIO 2924	Microbiology	4		
MAT 1623	Calculus I A	3		
	Fine Arts Elective			3

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	3		3
CHE 1214, 1224	Chemistry	4		4
MAT 1313, 1323	Mathematics	3		3
BIO 2414, 2424	Zoology	4		4
HPR	Physical Education	1		1
SPT 1113	Speech	3		
	Fine Arts Elective			3
SOPHOMORE YEAR				
HIS 2213, 2223	History	3		3
PHY 2414, 2424	Physics	4		4
BIO 2514, 2524	Human Anatomy & Physiology I & II	4		4
SOC 2113	Sociology	3	or	3
ENG 2323	English	3	or	3
PSY 1513	Psychology	3	or	3

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

Medical Record Administration 5050

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English	3	3
BIO 2414, 2424	Zoology	4	4
PSY 1513	Psychology	3	
PSC 1113	Government	3	
SPT 1113	Speech		3
HPR	Physical Education	1	1
	Electives	3	3
	Fine Arts Elective		3
SOPHOMORE YEAR			
ENG 2323, 2333	English	3	3
CHE 1214, 1224	Chemistry	4	4
MAT 1313, 1323	Mathematics	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, Typing, and Computer Science.**

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	3		3
	Science Elective	4		4
CSC 1313	Fortran	3		
MAT 1313, 1323	Mathematics	3		3
PSC 1113	Government			3
HIS 1163, 1173	World Civilization I & II	3		3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
ENG 2323, 2333	English	3		3
	Science Elective	4 or 5		4 or 5
EDU 1613	Education	3	or	3
SPT 1113	Speech	3	or	3
PSY 1513	Psychology	3	or	3
SOC 2113	Sociology	3	or	3
PHY 2414	Physics	4		
	Fine Arts Elective			3

NOTE: ENG 2413, 2213 may be substituted for ENG 2323, 2333.
NOTE: Students may select a program placing emphasis in Biology, Chemistry or Physics.
***See statement on policy concerning admission to teacher education program on page 114.**

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	3	3
CHE 1214, 1224	Chemistry	4	4
BIO 2414, 2424	Zoology	4	4
AGR 1313	Plant Science	3	
AGR 1214	Animal Science		4
HPR	Physical Education	1	1
SOPHOMORE YEAR			
MAT 1313, 1323	Mathematics	3	3
SPT 1113	Speech	3	
AGR 2314	Soils	4	
BIO 1314	Botany		4
CHE 2425	Chemistry	5	
ART 1113	Art Appreciation		3
	Humanities Electives	3	3

***See statement on policy concerning admission to teacher education program on page 114.**

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	3		3
CHE 1214, 1224	Chemistry	4		4
AGR 1313	Plant Science	3		
HIS 2213	American History			3
MAT 1613, 1623	Calculus I-A, II-A	3		3
HPR	Physical Education	1		1
	Fine Arts Electives	3	or	3
SOPHOMORE YEAR				
PHY 2414, 2424	Physics	4		4
BIO 2414	Zoology	4		
PSC 1113	Government			3
SPT 1113	Speech			3
AGR 2314	Soils	4		
MAT 2613	Calculus III-A	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.

Forestry 5090

Preparatory for MSU

FRESHMAN YEAR			SEMESTER HOURS
BIO	1314	Botany	4
BIO	2424	Zoology	4
MAT	1613	Calculus IA*	3
ENG	1113, 1123	English	6
CHE	1214	General Chemistry I	4
CHE	1224	General Chemistry II**	4
		Fine Arts Electives	3
		Social Science Elective	3

SOPHOMORE YEAR			
SPT	1113	Oral Communication	3
AGR	2314	Soils	4
CSC	1113	Introduction to Computer Concepts	3
RT	209-210	Plane Surveying	6
		Humanities Elective	3
ECO	2113	Principles of Economics	3
PHY	2414	General Physics	4
		Electives***	6

***Students not qualified to begin their college work with Calculus may use free elective hours to take Algebra and Trigonometry.**
****MAT 1623 Calculus IIA 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	Chemistry	4	4
ENG 1113, 1123	English	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	Speech	3	
MAT 1613	Calculus I-A	3	
PHY 2414, 2424	Physics	4	4
HIS 1163, 1173	World Civilization I & II	3	3
	Fine Arts Elective		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	3	3
HIS 1163, 1173	World Civilization I & II	3	3
BIO 1133, 1143	General Biology	3	3
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 Communications	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		3
HEC 1141	Modeling		1
ENG 2413	World Literature		3
	Elective		3
HPR 1111	Physical Education		1

Students who plan to seek employment after two years should take DMT 2093 Texitiles 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	3	3
PSC 1113	Government	3	
SEC 1113	Elementary Typewriting or Elective**	3	
PSY 1513	Psychology		3
SOC 2113	Sociology		3
CRJ 1313	Introduction to Law Enforcement and Criminal Justice	3	
CRJ 1323, 1333	Police Organization & Administration I, II	3	3
CRJ 1363	Introduction to Corrections		3
	Fine Arts Elective		3
		15	18
SOPHOMORE YEAR			
HIS 2223	American History		3
SPT 1113	Speech	3	
BAD 1313	Business Mathematics or		
MAT 1313	College Algebra	3	
CRJ 2333	Criminal Investigation I	3	
CRJ 2413	Administration of Criminal Justice		3
CRJ 2343	Criminal Investigation II		3
CRJ 2323	Criminal Law-Evidence	3	
	Electives*	6	6
		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; HPR 1111 Karate; ECO 2113 Economics; HIS 2213 American History, HIS 1163, 1173 World History; PHI 2113 Intro to Philosophy; GEO 1123 Geography; PHY 2243, 2253 Physical Science; BIO 1133, 1143 Biology; JOU 2313 Photography; ENG 2323, 2333 English Lit.; or other subjects approved by the Department.

GROUP VI: EDUCATION

Requirements for teaching are set by state certification rulings and are the same throughout Mississippi. Since December, 1956, all beginning teachers in accredited schools must be college graduates. The curriculum given below is the recommended program of general and basic professional education for the first two years of the four years required for an "A" certificate. 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 must have first successfully passed the College Outcome Measures Program (COMP) to determine the student's command of basic educational skills and general education knowledge. Typically, this would apply to students expecting to enter a full sequence of professional education courses in their junior year.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
HIS 1163, 1173	World Civilization I & II	3		3
BIO 1133, 1143	General Biology			
	or			
BIO 2414, 2424	Zoology			
	or			
BIO 1314	Botany	3 or 4		3 or 4
HPR 1213	Personal Hygiene	3	or	3
EDU 1613	Education	3	or	3
MAT 1313	College Algebra**	3		
MAT 1723*	The Real Number System*			3
PSC 1113	Government	3	or	3
HPR	Physical Education	1		1
ENG 2153	Traditional Grammar	3	or	3

***Students should consult college 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	2413, 2213	English	3		3
MUS	1113	Music Appreciation*			
		or			
SPT	1213	Theater Appreciation*	3	or	3
MUS	2513, 2523	Music for Children	3		3
PSY	1513	Psychology	3	or	3
ECO	2113	Economics			
		or			
SOC	2113	Sociology			
		or			
GEO	1123	Geography	3	or	3
SPT	1113	Speech	3	or	3
PHY	2243, 2253	Physical Science			
		or			
CHE	1314, 1324	Chemistry Electives	4		4

SOPHOMORE YEAR (SECONDARY EDUCATION) 6010

ENG	2323, 2333	English			
		or			
ENG	2413, 2213	English	3		3
MUS	1113	Music Appreciation			
		or			
ART	1113	Art Appreciation	3	or	3
SPT	1113	Speech	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 college of their choice before making decision.**
****For physical education majors only.**
NOTE: Students must assure they complete 64 semester hours minimum.

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

INDUSTRIAL EDUCATION* 6020

(Perkinston Campus)

This program is recommended for the first two years of the four years required to qualify as an industrial arts teacher or trade and industrial coordinator.

			SEMESTER HOURS		
FRESHMAN YEAR			1 Sem.		2 Sem.
GRA	1112, 1122	Engineering Drawing	2		2
ENG	1113, 1123	English	3		3
BIO	2414	Zoology	4		
PHY	2243, 2253	Physical Science	3		3
IED	1213, 1223	Woodwork	3		3
PSC	1113	Government			3
HPR		Physical Education	1		1
SOPHOMORE YEAR					
BIO	1314	Botany	3		
ENG	2323, 2333	English	3		3
HIS	1163, 1173	World Civilization I & II	3		3
MAT	1313	Mathematics	3	or	3
IED	2313	General Metals	3	or	3
SPT	1113	Speech	3	or	3
HPR	1213	Health	3	or	3
SOC	2113	Sociology	3	or	3
		Fine Arts Elective			3

***See statement on policy concerning admission to teacher education program on page 114.**

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

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 1213-1223—Principles of Accounting. 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)

ACC 1233—Computerized Accounting. This course is designed to teach students computerized accounting principle through the use of micro-computers. Simulated business situations are used to acquaint students with the five major accounting systems found in computerized environments; namely, General Ledger, Depreciation, Accounts Receivable, Accounts Payable, and Payroll. Prerequisites: ACC 1213 and touch typewriting (previouse typewriting or keyboarding course). (3,3,1)

AGRICULTURE

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 1215. (4,3,2)

AGR 2713—Principles of Agricultural Economics. A general course on the basic principles of economics and their application to agriculture. Special emphasis will be placed on economic problems of agriculture. (3,3,0)

ART

NOTE: The art 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 or prominent artists will augment the student's own creative work in several media and approaches. (3,3,0)

ART 1313—Drawing I. Basic problems in drawing, composition and some figure drawing with the use of various media. (3,2,4)

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. (3,2,4)

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. (3,2,4)

ART 1423—Design II. An intense study of color theory and its relationship to the creative and aesthic process. A variety of media and techniques as well as some 3-dimensional design. Prerequisite: ART 1413 or permission of instructor. (3,2,4)

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. (3,3,0)

ART 2313—Drawing III. Fluid media techniques: wash drawing, interpretation and composition emphasized. Prerequisite: ART 1313 or permission of the instructor. (3,2,4)

ART 2323—Drawing IV. Fluid media techniques: wash drawing, interpretation and composition emphasized. Prerequisite: ART 2313 or permission of the instructor. (3,2,4)

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. (3,2,4)

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. (3,2,4)

ART 2613—Pottery I. The use of ceramic materials as a means of expression. Experiences in handforming, application of glazes and firing. (3,2,4)

ART 2623—Pottery II. Concentrates on use of the potters wheel and advanced glaze mixing. Prerequisite: ART 2613 or permission of the instructor. (3,2,4)

ART 2633—Sculpture. Study of aesthetic form in clay and plaster, including casting techniques. (3,2,4)

ART 2713—Art History I. Survey of art history from prehistoric art through the Renaissance. (3,3,0)

ART 2723—Art History II. Survey of art history from baroque art through modern art. (3,3,0)

BIOLOGY

BIO 1133—General Biology. A laboratory course in general biological principles with emphasis on basic biological chemistry, cell structure, cell physiology, reproduction, genetics, and embryology. (3,2,2)

BIO 1143—General Biology. A continuation of BIO 1133 which includes a survey of the kinds of plants and animals and their anatomy and physiology. (3,2,2)

BIO 1314—Botany. This course deals with plant growth and development, plants in relation to their physical and biological environments and plants in relation to their food, water, and minerals. It also deals with plant reproduction and taxonomy. Prerequisite: BIO 1133 or satisfactory score on a challenge examination. (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 is concerned with 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 1133 and CHE 1214. (4,2,4)

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 1133 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 1133. (4,3,2)

BIO 2514—Human Anatomy and Physiology. 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 1133 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. Prerequistes: 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 1133 or satisfactory score on a challenge examination. (4,3,2)

BUSINESS ADMINISTRATION

BAD 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)

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

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

BAD 2413—Business Law I. 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, agency and employment, negotiable instruments and commercial paper. (3,3,0)

CHEMISTRY

CHE 1214—General Chemistry I. The course emphasizes fundamental treatments of concepts such as structure, energy relationships, and reaction mechanisms. Atomic theory, orbitals, and chemical bonding are stressed. The history of chemistry and methods of scientific discovery are presented. The unfolding of theories of atomic structure, the determination of atomic weight, the discovery of nuclear fission, and the chemical evidence for isomers follow the case history approach. Prerequisite: CHE 1314 unless student has completed one year of high school chemistry and one year of high school algebra, or student must have score of at least 20 on mathematics section and composite of at least 18 on ACT Test; or satisfactory score on challenge exam. (4,3,2)

CHE 1224—General Chemistry II. A continuation of CHE 1214 with emphasis on nuclear chemistry, thermochemistry, electrochemistry, chemical equilibria 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 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. 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 College Algebra. (3,3,0)

CSC 1613—Computer Programming I. 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 science. Prerequisite: MAT 1613 Calculus I or permission of instructor. (3,3,0)

CSC 2413—COBOL Programming. Includes the structures, data bases, and operating systems. Applications place particular emphasis on business systems and operations.

CSC 2623—Computer Programming II. Continued program development and algorithm analysis; search/sort methods; simple data structure, designing, and debugging larger programs using the Pascal language. Prerequisite: Computer Programming I. (3,3,0)

CSC 2813—RPG II Programming. The first phase of the course teaches computer concepts, flowcharting, and theory of modern computers. Emphasis is on the second phase which teaches RPG II (Report Program Generator) programming, including program efficiency, validity, checking of data, and table handling, and its application to a variety of problems. (3,3,0)

CRIMINAL JUSTICE

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 or 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 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 and 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, apprehensions 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 informations, 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 1133—Consumer Economics. This course is designed to develop citizen-consumers who are well informed in the area of buying, money management, and current issues. Emphasis will be placed on economic problems

and policies, consumer budgeting and buying, consumer credit acquisition and utilization, insurance and estate planning. This elective course may not substitute for Principles of Economics and is non-applicable to the transfer business curriculum. (3,3,0)

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, and monopolistic competition, and an introduction of international trade and finance, economic growth, and the price level. (3,3,0)

EDUCATION AND PSYCHOLOGY

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 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—Leadership and Organizational Skills. 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)

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)

PSY 2553—Psychology of Personal Adjustment. This course provides for the exploring of personal meanings and values. Its focus is on life experience, and is intended to assist individuals in being genuine with themselves, recognizing their innermost feelings, and sharing their feelings and insights. (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 1103—Developmental English. This course in writing stresses basic communications 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. This course, a basic requirement in any college curriculum, draws upon the areas of reading, writing, speaking and listening, vocabulary building, elementary research, literary genre, fiction, poetry, critial analysis, and drama. 1113 is a prerequisite to 1123. (ENG 1113 and 1123 or ENG 1213 and 1223 are prerequisite to sophomore level English courses). (3,3,0)

ENG 1213—Honors Composition I. Course designed to develop the expository writing skills of academically talented students. Emphasizes logical thinking, objective analysis, clear organization of material, and precise writing. Enrollment by invitation. (3,3,0)

ENG 1223—Honors Composition II. Course builds upon the skills acquired in first semester composition. Special attention is given to critical reading of selections from various literary genres, to written 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 and 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 2413—Survey of World Literature. This course includes selections of world literature from Homer to Solzhenitsyn with emphasis on the cultural milieu which produced them and on their stylistic and thematic contribution to the literary tradition. (3,3,0)

ENG 2323, 2333—English Literature I, II. This 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)

ENGINEERING

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)

EGR 2513—Introduction to Ship and Off-Shore Structures Design and Construction. Types and purposes of ship and off-shore structures. Basic concepts of hull resistance and propulsion, power systems, ships and platform strength and dynamics. The marine industry. (3,3,0)

EGR 2523—Form Calculations and Stability. Static stability, hydrastatic curves, determination of areas, volumes, displacement. Buoyancy of damaged vessels and stability, launching of ships, towing of off-shore platform structures and their emplacement. (3,3,0)

FOREIGN TRAVEL

HUM 1113—Humanities/Foreign Travel 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/Foreign Travel II. A continuation of HUM 1113. (3,3,0)

GEOGRAPHY

GEO 1123—Principles of Geography. This course deals with human adjustment to fundamental elements of geography such as climate, bodies of water, landforms, location and natural resources and how, with human adjustment to them, they help to shape world history. (3,3,0)

GRAPHICS AND DRAWING

GRA 1112—Engineering Drawing. Preliminary training in freehand drawing, the use of instruments, geometric construction, iso-metric and orthographic projection, section drawings and dimensioning. Preliminary and special lettering exercises are given. (2,0,4)

GRA 1122—Engineering Drawing. This course offers advanced study of working drawings, detail and assembly, requiring self-reliance in the selection of views, sheet layout and manner of representations. Neatness, accuracy and economy of time are stressed. (2,0,4)

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

HEALTH, PHYSICAL EDUCATION, AND RECREATION

NOTE: Every student is required to take two hours of physical education. Students may, however, take additional semester hours of physical education as elective credit and are encouraged to do so. Students unable to take physical education courses may request a substitute. All students must wear appropriate uniforms for physical education classes. Physical education activity courses will earn one semester hour with academic credit. HPR 1591 and HPR 1751 will satisfy the two hour requirement at some universities.

HPR 1591—Health Concepts of Physical Activity. A thorough investigation of contemporary health fitness concepts as they pertain to the individual student. This course contains three phases: (1) scientific information concerning values and preventive medical benefits of exercise (2) individual (personal) evaluations and experiments to determine present health fitness status; (3) development of a personal exercise program based on a student's needs. (1,0,2)

HPR 2231—Water Safety Instructor. Emphasis on knowledge and skills beyond the scope of Senior Life Saving, certifying personnel to conduct water safety courses in school and communities. Prerequisite: HPR 2221, pass swimming test. (1,0,2)

HPR 2221—Advanced Lifesaving: Rescue and Water Safety. This is the American Red Cross Advanced Life Saving Course with emphasis toward certifying life guards for swimming areas. (1,0,2)

HPR 2211—First Aid. This course is the standard first aid course of the American Red Cross. Emphasis is placed on preparing students in the knowledge and skills needed in preventing accidents as well as rendering aid to the sick and injured. Does not transfer to some colleges/universities to meet physical education requirements. (1,0,2)

HPR 1213—Personal Health. The function of the human body as related to problems of health and disease. Designed to give the individual an understanding and awareness of modern, contemporary health issues as they affect adult life. (3,3,0)

HPR 1313—Introduction to Physical Education. A complete survey is made of the history, objectives, methods, psychology and philosophy of physical education. (3,3,0)

HPR 2323—Recreation Leadership. This course is an introduction to the history, principles, programs, opportunities and values of recreation. The contributions and responsibilities of community recreation departments and programs are described. Field work with local area recreation programs is an essential part of this course. (3,3,0)

Courses will be specified on the semester schedule and on the student's transcript.

HPR 1111, 1121, 2111, 2121—General Activity Course. These courses include varied exercises and activities such as volleyball, etc. No lecture is involved. Not designed for physical education majors. (1,0,2)

HPR 1131, 1141, 2131, 2141—Varsity Sports. Participation in varsity sports. (1,0,2)

HPR 1511, 1521, 2511, 2521—Team Sports. Lectures on rules and techniques. Participation in activities. (1,0,2)

HPR 1531, 1541, 2531, 2541—Individual and Dual Sports. Lecture and participation in activities. (1,0,2)

HPR 1551, 1561, 2551, 2561—Fitness and Conditioning Training. Lecture and practice in body mechanics, weight training, or gymnastics. (1,0,2)

HPR 1571, 1581, 2571, 2581—Dance. Lecture and participation in folk, square, modern and creative dancing. (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 1111—Karate. Introductory course in the art and physical forms of Karate. For the beginning student of Karate, an overview of the history of the martial arts, philosophy and art forms of Karate. The course places emphasis on the principles of self discipline and self defense, as well as stressing the aspects of fitness and Karate training for its lifetime values. (1,0,2)

HPR 1111—Aquatic Recreation. A course designed to acquaint and familiarize the student with the various aquatic recreational activities along the Mississippi Gulf Coast. This course offers instruction of basic skills in several outdoor aquatic sports, including hobie sailing, wind surfing, scuba, and

boating. The course stresses the lifetime health and leisure values of aquatic recreation. This course requires that the student have competent swimming skills and participate in weekend activities. (1,0,2)

HPR 1111—Canoeing. An introductory course to develop proficiencies in the basic skills and knowledge of canoeing. This course offers fundamental skills and basic techniques of canoeing and emphasizes the importance of water and boating safety. This course requires that the student participate in weekend canoe trips. (1,0,2)

HPR 1111—Wilderness Recreation. This course is designed to expose the student to the recreational aspects of hiking, backpacking, and camping. Emphasis is placed on fundamental skills, safety, and equipment use in wilderness recreation. The course stresses an appreciation of nature and the lifetime health values of wilderness activities. This course requires that students participate in weekend outings. (1,0,2)

HPR 1751—Nutrition and Weight Control. A survey course designed to expose the student to the importance and significance of nutrition in health and physical education, with emphasis on weight control through diet and therapeutic exercise. (1,0,2)

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)

HPR 1111—Yoga. An introductory course in the mental and physical aspects of Yoga. Yoga, which means union, is the science of living through harmony of body, mind, and spirit. For the beginning student of Yoga, the course will offer an overview of Yoga practice, concentrating on perfecting the physical body, developing self-disciplines, and practice of proper breathing techniques. This course is especially designed to teach the beginning student the physical fitness benefits and the lifetime health values from Yoga. (1,0,2)

HPR 1231—Aspects of Drug Use. A survey course dealing with the historical background of drugs as well as their physiological actions. The course analyzes the various categories of drugs as defined by the Lewin Classification Scheme (i.e., Euphoriants, Excitants, Hypnotics, Inebriants, Phantasticants and Tranquilizers). (1,0,2)

HPR 1241—Aspects of Drug Use. A continuation of HPR 1231. (1,0,2)

HPR 1111, 1121—Marching Band. Participation and instruction in the production of marching band shows and parades. (1,0,2)

HISTORY

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 1613—Survey of Afro-American History. Survey of Afro-American History is an inquiry into the background and development of the Afro-American experience. The course is designed to acquaint the student with this experience by surveying several West African societies and tracing their involvement to the establishment of American slavery. Special emphasis is given to the Afro-American's role in the political, social, economic, cultural and intellectual development of American civilization. (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)

HOME ECONOMICS

HEC 1253—Nutrition. Food and eating habits in relationship to adequate nutrition. Application of nutrition 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 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 2913—Honors Colloquim. Students select from a list of fifty intedisciplinary topics compiled by the faculty, eight topics to be researched and discussed during the semester. A short paper is required on each topic. Admission is by invitation only. (3,3,0)

INDUSTRIAL EDUCATION AND INDUSTRIAL ARTS

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. (3,3,0)

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 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 1103—Developmental Mathematics. This course is designed to develop the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic are presented. Generally this course will be taken by those students who need remediation in basic mathematics. Additional lab work may be required. (3,3,0)

MAT 1213—College Mathematics (Beginning Algebra). In this course the basic ideas of elementary algebra are presented, 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-differentation, 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, differentation and integration of transcendental functions, and techniques of integration. Prerequisite: MAT 1613. (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 1733—Informal Geometry and Algebra. Basic ideas and structure of algebra; intuitive foundations of geometry. Designed for students majoring in elementary education. (3,3,0)

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 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. A modern language laboratory is used extensively. (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 aspect 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 2113—Intermediate French I. Continuation of MFL 1123. One laboratory hour (optional) per week. Prerequisite: MFL 1113 and 1123 or two years 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 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 accompaniments, 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 1671, 1681—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. (1,½,0)

MUA 2511-2521 Class Piano III, IV. A continuation of MUA 1511-1521. (1,1,0)

MUA 1571-1581 or 1572-1582—Piano I, II. Private lessons include the fundamental techniques, reading and interpretation. Compositions are selected to suit the individual's background and ability. (1,½,0) (2,1,0)

MUA 1611—Class Strings I. Basic instruction in playing orchestral string instruments. Ensemble work. Open to all students. (1,1,0)

MUA 1712-1722—Class Voice I, II. This course open to all students is designed for the beginning student of voice and will give a general knowledge of the principles of good singing. (2,2,0)

MUA 1771-1781 or 1772-1782—Voice I, II. Private lessons include fundamentals of breath control, tone placement, voice building, flexibility and enunciation. Song literature of the classic and modern schools is given to build musicianship and a sense of style. (1,½,0) (2,1,0)

MUA 1871-1881 or 1872-1882—Woodwinds I, II. Private lessons in the fundamental techniques, reading and interpretation. Materials from standard repertoire are selected to suit individual needs. (1,½,0) (2,1,0)

MUA 2171-2181 or 2172-2182—Brass III, IV. A continuation of MUA 1182 using materials of a more advanced nature. (1,½,0) (2,1,0)

MUA 2471-2481 or 2472-2482—Percussion III, IV. A continuation of MUA 1482 using materials of a more advanced nature. (1,½,0) (2,1,0)

MUA 2571-2581 or 2572-2582—Piano III, IV. A continuation of MUA 1582 with selections from the masterpieces of classical, romantic and modern composers as well as continued work on technical and interpretative skills. (1,½,0) (2,1,0)

MUA 2771-2781 or 2772-2782—Voice III, IV. A continuation of MUA 2782 with materials including arias from standard operas and oratorios. (1,½,0) (2,1,0)

MUA 2871-2881 or 2872-2882—Woodwinds III, IV. A continuation of MUA 1882 using materials of a more advanced nature. (1,½,0) (2,1,0)

MUO 1111-1121—Band I, II. The college band is open to any student displaying adequate technique. Its purpose is to provide color and atmosphere to athletic and community events as well as to develop skills and an understanding of music literature. (1,1,0)

MUO 1211-1221—Choir I, II. Mixed choir is open by audition to all students. It develops an understanding and appreciation of music through active participation, as well as enhancing the cultural environment of the college community through concerts and special performances. (1,1,0)

MUO 2111-2121—Band III, IV. A continuation of MUO 1121. (1,1,0)

MUO 2211-2221—Choir III, IV. A continuation of MUO 1221. (1,1,0)

MUS 1133—Fundamentals of Music. This course is designed for the non-music major. It provides the student with a basic knowledge of notation, scales and keys, rhythm, triads and their inversions, sight-reading and ear training. (3,3,0)

MUS 1113—Music Appreciation. This is primarily a music listening course designed to illustrate the functional aspects of music in education and everday living. (3,3,0)

MUS 1214-1224—Music Theory I, II. A study of elementary materials of music through part writings, aural dictation, sight-singing and keyboard work. (4,3,2)

MUS 2214-2224—Theory III, IV. A continuation of MUS 1224 with emphasis on chromatic harmony and the analysis of standard work in varied styles. The last semester deals extensively with twentieth-century techniques. (4,3,2)

MUS 2313-2323—Music History I, II. The development of music is traced, beginning with primitive nations; early Christian liturgy; the development of polyphony; the rise of opera, oratorio and cantata; the Baroque, Classical, and Romantic eras as well as trends in modern musical composition. (3,3,0)

MUS 2413-2423—Music Literature I, II. A listening course in the appreciation and understanding of music, including the study of compositional styles, the sociological influences upon composers and their works, and an understanding of music as an art. (3,3,0)

MUS 2513-2523—Music for Children I, II. A study of the fundamentals of music, including sight-reading and terminology. The second semester is devoted to a study of methods, principles, and materials for the teaching of music in the elementary school. "Course is designed for elementary music education majors but not limited to those majors". (3,3,0)

PHILOSOPHY AND BIBLE

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 2613—World Religion. A comparative study of Christianity, Judaism, Islam, Buddhism, Hinduism, and other world religions. Also includes a study of smaller sects, such as the Unification Church, which have had an influence on present-day religion. (3,3,0)

PHYSICAL SCIENCE

PHY 2243—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. (3,2,2)

PHY 2253—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. (3,2,2)

PHYSICS

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 or MAT 1815. (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 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)

SECRETARIAL SCIENCE

SEC 1113—Elementary Typewriting. This course is designed for beginners in typewriting. Credit will not be given a student whose high school transcript shows one unit in business typewriting except through permission from the instructor. (3,3,1)

SEC 1123—Intermediate Typewriting. This course includes a review of basic technique and continues with business letters with special parts, tabulation problems, manuscripts, and interoffice correspondence. Prerequisite: elementary typewriting or equivalent competency. (3,3,1)

SEC 1213, 1223—Elementary and Intermediate Shorthand I, II. These courses include a study of Shorthand, including theory, phrasing, brief forms, transcripts, letter placement, and dictation of articles and letters. Elementary and intermediate shorthand are divided into groups: (A) for those students having shorthand in high school for one year or more, and (B) for those students having no previous shorthand, or less than one year of shorthand in high school. Prerequisite or corequisite: Typewriting. (3,3,1)

SOCIOLOGY

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 2133—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)

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 2163—Introduction to Social Work. A survey of the history and contemporary development of social work to other social problems; parent/child welfare, aging, family needs, juvenile delinquency, etc. (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 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 1213—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 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 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 educational 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 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 1611—Parliamentary Procedure I. The purpose of this course is to study parliamentary law, and to apply its principles. (1,1,0)

SPT 1621—Parliamentary Procedure II. Second one-hour course in the sequence of possible two, which requires participation in Mississippi Youth Congress. (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 internation 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 2253—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

Programs 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.

Encompasses programs listed in Group VII and Group VIII.

GROUP VII: TECHNICAL

Occupational educational programs leading to MGCJC Associate of Applied Science degrees.

ASSOCIATE DEGREE NURSING PROGRAM 7000

(Jefferson Davis and Jackson County Campuses)

The Associate Degree Nursing 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 basic level of technical 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. In so doing the faculty and the students share the responsibility for learning. Learning, as a continuous process, takes place within the individual student. Basic technical nursing practice incorporates clinical application of a broad base of knowledge and skill with utilization of the nursing process. Competence is evaluated jointly by faculty and student continuously and at specific intervals. Evaluation occurs within the clinical area and within the base of knowledge. Emphasis is placed on providing an opportunity for the development of the potentialities of the whole person.

Clinical experiences in various community health care agencies are incorporated into the nursing curriculum. These experiences are under the direction of the instructors of nursing and are planned to meet individual learning needs. Graduates of the program are eligible to write the State Board Test Pool Examination to become registered nurses.

Admission Procedure:

Deadline for completion of Associate Degree Nursing Program requirements for fall class is June 15; for the spring class, the deadline is November 15.

Pre-registration is required, after acceptance to the program. Enrollment in any one class is limited, and admission is on a priority basis.

To be considered for admission to the Associate Degree Nursing Program, the following requirements must be met:

1. An ACT score with composite of 15 or higher.
   - 1.1 Students with less than a 15 composite ACT score must complete each of the two semesters of anatomy and physiology with a **grade of at least a "C" in both** plus other specified subjects for a minimum of fourteen (14) semester hours with an overall 2.0 average before being considered for the nursing class.
   - 1.2 A score of 15 or higher in the math sub-test of the ACT. The prospective student not meeting this math requirement is expected to complete

successfully the designated math course on that campus prior to Nursing Process I (NUP 1107). Students meeting this math requirement must successfully complete designated math course with first nursing course if math not taken prior to admission.

2. Completed application for the Nursing Department.
   2.1 Application should not be completed until requirements in number 1 or 1.1 have been met.
3. Medical examination completed within three months prior to admission date, including:
   3.1 Serology
   3.2 Tuberculin Test
   3.3 Rubella Immunization/Titer
   3.4 Tetanus booster or immunization (within 10 years)
   3.5 Red measles Immunization/Titer
   3.6 Polio vaccine
4. Dental examination with proof appropriate corrective measures are underway.
5. Upon successful completion of the above requirements, the prospective student must schedule an appointment with the ADN Chairperson for an interview. The date of the interview is the official application submission date.
6. Application to the college (see general college admission policies).
7. All transcripts of previous college work, ACT scores and the completed college and nursing applications must be on file with the campus admission office by the two deadlines listed above. Students with incomplete admission files cannot be considered for acceptance.

To be accepted for admission to the Associate Degree Nursing Program, applicants will be admitted on a priority basis using the following criteria:

1. The number of related courses completed in consideration with the date of application.
2. Grade point average in related courses and number of times required courses have been repeated.
3. ACT composite score in relation to other applicants in consideration with date of application.
4. High school grade point average when applicable.
5. When there are more qualified applicants than there is space available, those students not admitted will be given delayed admission. It is recommended that students begin their related course requirements well in advance of starting the application for admission process. *NOTE: All* courses in the nursing program outline below without an NUP, prefix are considered related courses.

PROMOTION POLICIES - All students in the Associate Degree Nursing program must earn at least seventy three (73) academic semester hours with a quality point average of 2.0 on all academic hours attempted. A grade less than 2.0 in a nursing or biological science course requires the student to complete successfully (2.0) that course in order to continue in the nursing program. The faculty of the department of nursing recomends 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 department of nursing. Students who have been admitted three times will not be considered for readmission. Students who have failed any one nursing course two times will not be considered for readmission.

	SEMESTER HOURS	
FRESHMAN YEAR	**1 Sem.**	**2 Sem.**
ENG 1113	3	
BIO 2514, 2524	4	4
PSY 1513	3	
NUP 1107, 1212	7	12
MAT	3	

	SEMESTER HOURS	
SUMMER	**1 Sem.**	**2 Sem.**
EPY 2513	3	
BIO 2924		4

	SEMESTER HOURS	
SOPHOMORE YEAR	**1 Sem.**	**2 Sem.**
NUP 2312, 2412	12	12
ENG 1123	3	
SOC 2113		3

NUP 1107—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 relationships 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; PSY 1513; and Math. (7,4,6)

NUP 1212—This course is designed to focus on the biopsychosocial needs of the adult. The nursing process is utilized with adults experiencing physical and mental problems which interfere with the individual's self-care capabilities. Emphasis is placed on better understanding of self as therapeutic tool through use of effective communication. Prerequisites: NUP 1107; BIO 2514; PSY 1513; and Math. Pre or corequisites: BIO 2524. (12,6,12)

NUP 2312—This course is designed to correlate a study of and care of the family during the child-bearing and child-rearing cycles. Included are 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: BIO 2514 and BIO 2524; BIO 2924 or 2914; NUP 1107; NUP 1212; EPY 2513; and Math. (12,6,12)

NUP 2412—This course builds on previous concepts and increases student's ability to utilize the nursing process with emphasis on caring for multiple patients/clients having complex, commonly-occurring needs in selected settings. The students focus on the role of the technical nurse within the health team in management of patient care. Prerequisites: BIO 2514; BIO 2524; BIO 2924 or BIO 2914; NUP 1107; NUP 1212; NUP 2312; EPY 2513; and Math. (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 1111	Seminar I	1
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
SPT 1113	Oral Communications	3
		17
	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
	Elective	3
		16

SOPHOMORE YEAR		
	1st Semester	
HUS 2111	Seminar II	1
HUS 2113	Human Services III	3
PSC 1113	Government	3
EPY 2513	Child Growth & Development	3
SOC 2133	Social Problems	3
	Elective	3
		16

2nd Semester

HUS 2133	Human Services IV	3
PSY 2553	Psychology of Personal Adjustment	3
MAT 1313	College Algebra	3
	Elective	3
	Elective	3
		15

TOTAL: 64 hours

Electives should be chosen upon approval of a Human Service Program Instructor.

HUS 1111—Seminar I. This course is designed to assist the student in recognizing the reality of interconnection and the need for a wholistic approach in meeting personal and societal needs.

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. (Students are required to complete 60 hrs. of field work in an appropriate agency.) (3,3,0)

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. (Students are required to complete 60 hrs. of field work in an appropriate agency.) (3,3,0)

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. (Students are required to complete 60 hrs. of field work in an appropriate agency.) (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.

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.

FRESHMAN YEAR		SEMESTER HOURS	
		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	3	
BFT 1003	Principles of Bank Operations	3	
ACT 1213	Principles of Accounting		3
BAT 2413	Business Law		3
BFT 1103	Money and Banking		3
	Elective**		3
		15	15

SOPHOMORE YEAR			
ACT 1223	Principles of Accounting	3	
MMT 2523	Personnel Management	3	
SPT 1113	Oral Communication	3	
BFT 2003	Credit Administration	3	
BFT 2103	Analyzing Financing 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 stabilization, 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 analysis, 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 corporated 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 acquistion of a mortgage portfolio, mortgage plans and procedures, mortgage loan processing and servicing, and finally the obligations of the mortgage 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 information, 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 promissary 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 bank 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. A 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 how 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 regula-

tions, 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)

COMPUTER REPAIR TECHNOLOGY 7034

(Perkinston Campus)

This is a two year course of study designed to equip the student with the skills and knowledge necessary to repair computers. Graduates of the program will receive the Associate in Applied Science degree. Where a transfer to a senior college or university is desired, a conference should be scheduled with a junior college counselor.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
MAT 1313	College Algebra	3	
MAT 1323	Trigonometry		3
CRT 1004	Basic Electricity	4	
CSC 1613	Computer Programming I		3
CRT 1003	Introduction to Computer Repair Technology	3	
CRT 1004	Intergrated Circuit Devices		4
CRT 1014	Computer Electronics		4
CRT 1204	Digital Principles	4	
	Elective*		3
		17	17
SOPHOMORE YEAR			
SPT 1113	Oral Communications	3	
RT. 1153, 1163	Technical Physics	3	3
CRT 2004	Microprocessors	4	
CRT 2014	Computers and Interfacing	4	
ET. 2123	Instrumentation and Control	3	
CRT 2023	Operating Systems		3
CRT 2024	Failure Analysis I		4
CRT 2123	Failure Analysis II		3
CRT 2124	Satellite and Antenna Systems		4
		17	17

***Elective must be taken from the following: General Psychology or Sociology.**

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 trouble-shooting techniques used, together with the history of the computer industry. (3,2,2)

CRT 1004—Basic Electricity. 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 1004—Integrated Circuit Devices. Instruction in terminology, PN junctions, TTL CMOS, orcillators, power supplies, counters, registers DA, AD, flip-flops, clocks, arithmetic circuits, operational amplifiers, SCRS, IGFETs. (4,2,4)

CRT 1014—Computer Electronics. This course deals with industry standards and basic electronics. Included are ohm laws, DC circuits, Kirchoff's law, with emphasis on networks theorem. (4,3,2)

CRT 1204—Digital Principles. A study of the various semiconductors and digital devices and their circuits. (4,3,2)

CRT 2004—Microprocessors. A course of study of the various types of microprocessors and their structures. (4,3,2)

CRT 2014—Computers and Interfacing. A study of interfacing and I/O techniques which allow computers to communicate with peripheral devices. (4,3,2)

CRT 2023—Operating Systems. This course deals with the various operating systems and their functions, trouble-shooting, and repair. (3,2,2)

CRT 2024—Failure Analysis I. A source of study in system analysis, diagnosis to determine failures and possible causes. (4,2,2)

CRT 2123—Failure Analysis II. A continuation of CRT 2024 with emphasis on laboratory experience in hands-on computer repair. (3,1,4)

CRT 2124—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. (4,2,4)

COMPUTER TECHNOLOGY 7032

(Jackson County and Jefferson Davis Campuses - 2 years)

The Computer Technology (CTY) curriculum provides an excellent opportunity for the student to enjoy a well-rounded educational experience. The curriculum is largely composed of courses which will enable the student to acquire a knowledge of the computer and its languages in order that he/she may develop the skills which are needed for the work in a computer center.

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.

To be considered for admission to the Computer Technology program, minimum requirements must be met as established by the college.

Generally, students are required to meet these entrance requirements:

1. Minimum composite ACT (or equivalent test) score of twelve (12);
2. Minimum ACT (or equivalent test) score on math and reading comprehension sections of twelve (12);
3. Score of C or above on an aptitude test, approved by the college, which includes logic reasoning and predicts grade in data processing.

For specific requirements, the prospective student should confer with college counselors, administrators, or department instructors.

		SEMESTER HOURS	
FRESHMAN YEAR		**1 Sem.**	**2 Sem.**
ENG 1113, 1123	English I and II	3	3
ACC 1213, 1223	Accounting I and II	3	3
MAT 1313, 1323	College Algebra and Trig	3	3
HIS 1163	World Civilization I	3	
CTY 1013	Intro to Computer Tech.	3	
CTY 1214	FORTRAN Programming I		4
CTY 1824	BASIC Programming		4
		15	17
SOPHOMORE YEAR			
ECO 2113	Economics		3
ACC 2313	Cost Accounting	3	
CTY 1814	RPG Programming	4	
or			
CTY 2114	FORTRAN Programming II		
CTY 2123	Systems Analysis and Design		3
CTY 2124	PASCAL Programming		4
CTY 2814, 2834	COBOL I and II	4	4
BAD 2323	Business Statistics	3	
PHY 2414	General Physics	4	
SPT 1113	Oral Communications		3
		18	17

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. Three hours lecture, one hour lab. Three semester hours.

CTY 1214—FORTRAN Programming. 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. Three hours lecture, three hours lab. Four semester hours.

CTY 2123—Systems Analysis and Design. Use of computer technology equipment and management sciences meeting information needs of business. Development and design of computer technology systems. Three stages in evolution of system analysis of present information flow, systems specifications and equipment selections, implementation of system. Three hours lecture, one hour lab. Three semester hours.

CTY 1814—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. Three hours lecture, three hours lab. Four semester hours.

CTY 2814—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. Three hours lecture, three hours lab. Four semester hours.

CTY 2124—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. Three hours lecture, three hours lab. Four semester hours.

CTY 2834—COBOL Programming II. A continuation of COBOL Programming I. Designed to introduce advanced COBOL techniques to the student. Includes practice in writing, compiling, de-bugging, testing and documenting COBOL programs utilizing the advanced techniques. Includes a study in advanced flowcharting techniques. Three hours lecture, three hours lab. Four semester hours.

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.

CTY 2114—FORTRAN Programming. A continuation of 1224, teaches the practical use of the FORTRAN language for solving a variety of mathematical, statistical, and accounting problems. Prerequisite: TDP 1224. (4,3,2)

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

Marketing Management 7040

		SEMESTER HOURS	
		1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113	English Composition	3	
MMT 1113	Marketing	3	
BST 1113	Elementary Typewriting*	3	
MMT 1513	Principles of Business Management	3	
Approved	Elective	4	
MMT 1713	Salesmanship		3
BAT 1313	Business Mathematics		3
PSY 1513	General Psychology		3
Communication	Elective		3
CSC 1113	Introduction to Computer Concepts		3
SOC 2113	Introduction to Sociology		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
MMT 2313	Retailing		3
MMT 2533	Fundamentals of Small Business Organizations		3
MMT 2143	Marketing Management		3

Communication Elective: ENG 1123 English Composition or RT 1063 Technical Writing and Reports.

Approved Electives: MMT 2133 Business Internship, MMT 1313 Simulated Business Training, MMT 1723 Visual Merchandising, or other courses approved by the department.

***Students who have credit for high school typing will schedule an approved elective in lieu of Elementary Typewriting.**

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	
Communication	Elective		3
MMT 1713	Salesmanship		3
SPT 1113	Oral Communication		3
PSY 1513	General Psychology		3
MMT 1423	Fashion Color and Design		3
SOC 2113	Introduction to Sociology		3
SOPHOMORE YEAR			
ACT 1213	Principles of Accounting	3	
MMT 2423	Textiles	3	
MMT 2733	Advertising	3	
MMT 2333	Fashion Buying	3	
BAT 1313	Business Mathematics	3	
MMT 2313	Retailing		3
ECO 2113	Principles of Economics		3
MMT 2323	Retail Merchandising		3
MMT 2413	Basic Merchandise Selection		3
MMT	Elective		3

Communication Elective: ENG 1123 English Composition, or RT 1063 Technical Writing and Reports.

Approved Electives may be chosen from the following: Art, Photography, Journalism, MMT, or Business courses not previously taken. 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 of 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 given 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 is 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 retailing in 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. (3,2,2)

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, sources of buying information, buying policies and practices, and budgeting problems. (3,2,2)

MMT 2423—Textiles. Study of basic textile terminology and textile fibers. Emphasis on identification, construction, fabric finishes. (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 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 emphazied. (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 conventional 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 Junior 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, 1123	English Composition	3	3
RT 1103, 1113	Technical Math	3	3
DDT 1105	Fundamentals of Drafting	5	
DDT 1133	Steel Shipbuilding	3	
HPR	Physical Education	1	1
	Elective	3	
RT 1133	Descriptive Geometry		3
DDT 1163	Construction Materials & Cost Estimating*		3
DDT 1115	Machine Drafting		5
SOPHOMORE YEAR			
DDT 2063	Map & Topographic Drafting	3	
RT 2093, 2103	Plane Surveying	3	3
DDT 2055	Architectural Drafting	5	
DDT 2073	Piping, Sheetmetal & Electrical Drafting	3	
RT 1153, 1163	Technical Physics	3	3
DDT 2125	Structural Design & Strength of Materials		5
SPT 1113	Speech		3
	Technical Elective (See below for suggested electives)		3

***On the Perkinston Campus IED 2313 General Metals may be substituted for DDT 1163**
Suggested Technical Electives: DDT 2173, DDT 2093, DDT 2153, RT 1173

DDT 1105—Fundamentals of Drafting. This course is designed to provide fundamental knowledge fo 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 simply 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 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: DR-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: DR-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 mechanical and electrical objectives. Efficient use of applicable handbooks and code books is an integral part of this course. Prerequisite: DR-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 pillows will also be detailed. Prerequisite: DR-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: DR-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: DR-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 the drawing of beams, columns, connections, stresses and braces. Prerequisite: DR-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: DR-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, trangulations and combination problems. Prerequisite: RT-1133. (3,1,4)

DDT 2173—Special Design Problems. The preparation of detail drawings or a model starting with the following:

1. Conception of idea.
2. Design
3. Preparation of drawing or model.
4. Writing of Specifications.

Any of the following areas may be pursued by the student: Architectural, Structural, Topographic, Mechanical, Piping, Sheetmetal, or Shipbuilding. The student must have the permission of the instructor to enroll in the class. Six laboratory hours per week. Three semester hours. Prerequisite: DR-1105.

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 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 Junior 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.**
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	Basic Programming	3	
ET	1105	Semiconductors Devises		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
PSY	1513	General Psychology		3
or				
SOC	2113	Introduction to Sociology		

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 minimiumization; 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)

ET 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 Trouble shooting procedures. Prerequisites: ET 2006. (6,4,4)

ET 1023—Programming Fundamentals. A introduction to computer programming in BASIC language. Emphasis is placed on real-time and automatic process control. (3,2,2)

ET 2136—Microcomputer System Service. This course covers Troubleshooting and repair of small computers, disk drives, CRT displays, printers, and other components umbedded 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 Junior College. Where a transfer to a senior college is desired, a conference should be scheduled with a junior college counselor.

			SEMESTER HOURS	
FRESHMAN YEAR			1 Sem.	2 Sem.
IET	1113	Introduction to Electronics	3	
IET	1125	Basic Electricity for Electronics	5	
IET	1134	Mathematics for Electronics	4	
ENG	1113	English Composition	3	
IET	1225	Electronic Devices and Circuits		5
IET	1215	Digital Principles		5
IET	1234	Industrial Control Systems		4
CST	1213	Basic Programming		3
SPT	1113	Oral Communications		3
SOPHOMORE YEAR				
IET	2315	Linear Integrated Circuits	5	
IET	2325	Microprocessors	5	
SOC	2113	Sociology	3	
RT.	1153	Technical Physics I	3	
IET	2425	Interfacing and Control Systems		5
IET	2415	Electronic Communications		5
IET	2433	Special Projects in Electronics		3
PSY	1513	Psychology		3

IET 1113—Introduction to Electronic Technology. A beginning course designed to introduce the field of Electronics. Through a series of lecture-discussions the student will explore career opportunities, duties of the Electronics Technician, and overview of the electronic systems, test equipment, fabrication techniques and safety practices. (3,2,2)

IET 1125—Basic Electricity for Electronics. This course is designed to provide the student with the basic fundamentals in both DC and AC which are prerequisite to subsequent electronic studies. Laboratory exercises provide theory reinforcement and familiarity with test equipment. Prerequisite or concurrently: IET 1113 and IET 1134. (5,4,2)

EMT 1023—Introduction to Emergency Medical Care and Human Systems Assessment. This course provides an overview of emergency care and the human body and its systems. Supervised clinical and field practice are provided. (3,3,0)

EMT 1034—Shock and Fluid Therapy and Respiratory Conditions. This course will include fluids, electrolytes, blood with its components and the related disorders involved in emergency care situations. It will also include the pathophysiology and management of specific respiratory conditions. Supervised clinical and field practice are provided. (3,3,0)

EMT 1044—Respiratory Management and Pharmacology. Pathophysiology of the respiratory system and the related management will be concluded. The action, weights and measures, administration and general information about drugs will be provided in this course and techniques of administration will be taught. Supervised clinical and field practice are provided. Four semester hours.

EMT 1054—Cardiovascular I. The course will provide basic information regarding the structure and function of the cardiovascular system and will include the patient assessment for the cardiac patient, the pathophysiology of the system. Supervised clinical and field practice are provided. Four semester hours.

EMT 1064—Cardiovascular II. This course will include arryhthmia recognation, EKG procedures and management of the patient with cardiovascular conditions. Supervised clinical and field practice are provided. Four semester hours.

EMT 1074—Care of Central Nervous System Conditions and Soft Tissue Injuries. The course includes the structure and function of the central nervous system, patient assessment and management of neurological and soft tissue conditions and injuries. Supervised clinical and field experience are included. Four semester hours.

EMT 1085—Care of Muscular-Skeletal Conditions and Medical Emergencies. The course consists of structure and function of the muscular-skeletal system, patient assessment, and management of patients with related conditions. It also includes the nature of and care for emergency medical conditions. Supervised clinical and field practice are included. Four semester hours.

EMT 1094—Care of Obstetrical, Gynecology, Pediatric Conditions. The course includes the care, management, and transporting of the obstetrical and pediatric patients. Supervised clinical and field practice are included. Four semester hours.

EMT 1015—Care of Psychiatric Conditions, Rescue, Extrication and Communication Procedures. The course includes the assessment, management and transporting techniques for patients with emotional and psychiatric conditions. Approved techniques of extrication, rescue and telemetry communications systems used in emergency services are also taught. Supervised clinical and field practice are included. Five semester hours.

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
SOPHOMORE YEAR			
SPT 1113	Oral Communication	3	
MRT 2073	Hotel, Restaurant Personnel Management	3	
MRT 2063	Internship in Hospitality Industry		3
MRT 2013	Profits thru Promotion	3	
MRT 2003	Administrative Housekeeping		3
MRT 2093	Legal Aspects of the Hospitality Industry		3
PHI 2113	Introcution to Philosophy		
	or		
SOC 2113	Introduction to Sociology		
	or		
PSC 1113	American Government		
	or		
HIS 2223	American History II (6 hours)	3	3
BAT 1113	Introduction to Business		
	or		
BAT 2413	Business Law		
	or		
CST 1213	Basic Programming		
	or		
ACT 1213	Accounting I (6 hours)	3	3
	or		
MRT 2103	Hotel Management Theories in Practice		
BAT 1313	Business Math		
	or		
MAT 1213	College Math	3	

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 1072—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, pars, 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, purchasing, scheduling and other duties. Prerequisite: Basic Foods (HMR 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 (HMR 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 HMR 2053-Profitable Food and Beverage I. (3,3,0)

CRIMINAL JUSTICE

(Jefferson Davis Campus)
See page 113 for curriculum

MEDICAL LABORATORY TECHNOLOGY 7130

(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 and medical laboratories 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 openings 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 15 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 Junior College, these official transcripts must also be on file.
4. Applicants should have an interview with the Education Coordinator of the MLT department and/or members of the MLT Admissions Committee.
5. 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 Junior 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.**
CHE 1214	Chemistry	4	
ENG 1113	English	3	
PSY 1513	Psychology	3	
	or		
SOC 2113	Sociology		
MAT 1313	College Algebra	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
MTL 1224	Medical Laboratory Mathematics		4

SUMMER		SEMESTER HOURS
MLT 2119	Clinical Theory I	9
MLT 2129	Clinical Theory II	9

SOPHOMORE YEAR		SEMESTER HOURS 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 performimg 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: RT 1103 or College Algebra; MLT 1111, 1124. (4,2,4)

MLT 2119—Clinical Urinalysis, Parasitology and Chemistry 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 and 1124. (9,5,8)

MLT 2129—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 banking procedures are covered. Prerequisites: MLT 1111, 1124, and 2115. (9,5,8)

MLT 2228—Clinical Seminar I. An eight hour seminar weekly. Discussion of pertinent matters relating to clinical rotation. Prerequisites: MLT 1111, 1124, 1212, 1224, 2115, 2127: CHE 1215; BIO 2514, 2924; ENG 1113; RT 1003, RT 1063; PSY 1513. (8,8,0)

MLT 2328—Clincal Seminar II. An eight hour seminar weekly. Discussion of pertinent matters relating to different areas of clinical rotation. Prerequisites: MLT 1111, 1125, 1212, 1224, 2115, 2127; CHE 1215, BIO 2514, 2924; ENG 1113; RT 1103, RT 1063; PSY 1513. (8,8,0)

MLT 2217—Clinical Rotation I. Student rotation through all areas of the clinical laboratory. (7,4,28)

MLT 2317—Clinical Rotation II. Student rotation through all areas of the clinical laboratory. (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 greenhouses, and nurseries, grounds maintenance, parks and landscape concerns. Modern garden centers require trained persons for sales and services, as do landscape contractors.

This curriculum is designed to qualify the student for job entry and an Associate in Applied Science Degree upon completion of the course.

		SEMESTER HOURS	
FRESHMAN YEAR		**1 Sem.**	**2 Sem.**
ENG 1113, 1123	English	3	3
CHE 1314	Principles of Chemistry	4	
AGR 1313	Plant Science	3	
RT 1103	Technical Mth	3	
OHT 1124, 1134	Plant Materials I, II	4	4
GRA 1112	Engineering Drawing		2
PSC 1113	Government		3
SPT 1113	Speech		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
AGR 2314	Soils		4
RT 2043	Foundations of Business	3	
OHT 2103	Plant Propagation		3
OHT 2143, 2153	Greenhouse and Nursery Management	3	3
OHT 2123, 2133	Landscape Development	3	3
OHT 2164	Grounds Maintenance		4
OHT 2173	Garden Center Management	3	
RT 209	Plane Surveying	3	

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 OH 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 commerical 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 OH 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. (4,1,4)

OHT 2173—Garden Center Management. This course is designed to give the horticultureal 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)

PETROLEUM TECHNOLOGY 7151

(Perkinston Campus)

Petroleum Technology is a two-year technical program for the person seeking employment in the exploration, production, and refining of petroleum products. The Associate of Applied Science Degree is awarded upon satisfactory completion of the course prescribed in the curriculum.

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
CHE 1314	Principles of Chemistry	4	
ENG 1113	English Composition	3	
PET 1013	Introduction to Petroleum Industry	3	
RT 1103	Technical Math Lab	3	
SPT 1113	Oral Communication	3	
HPR	Physical Education	1	
CSC 1113	Introduction to Computer Concepts		3
PET 1213	Principles of Geology		3
RT 1063	Technical Writing		3
RT 1113	Technical Math		3
RT 1153	Technical Physics		3
RT 2093	Plane Surveying		3
SOPHOMORE YEAR			
CSC 1213	Basic Programming	3	
PET 2013	Well Logging Methods	3	
PET 2113	Rotary Drilling Practices I	3	
PET 2114	Rotary Drilling Fluids	4	
PET 2123	Applied Petroleum Geology	3	
HPR	Physical Education	1	
GRA 1112	Engineering Drawing		2
PET 2213	Well Completion and Workover		3
PET 2214	Production Methods		4
PET 2223	Rotary Drilling Practices II		3
PET 2313	Basic Reservoir Engineering		3
	Elective**		3

****Elective can be taken from following:**
BAD 2413 Business Law; BAD 1113 Introduction to Business; or BAD 2513 Principles of Management

PET 1013—Introduction to Petroleum Industry. History of the development of the industry, terminology, type of drilling equipment, chemistry of hydrocarbons, structure of an intergrated oil company, source of petroleum, production of petroleum, oil, and the world economy. (3,3,0)

PET 1213—Principles of Geology. An introductory course in historical giology. A course in the theory of the formation of the earth and the forces that formed various parts of the oceans and continents, rock composition and recognition, and the value of geology to the oil industry. Prerequisite: CHE 1113 and registered in RT 1153. (3,3,0)

PET 2123—Applied Petroleum Geology. The application of geological principles to locating accumutations of hydrocarbons, log correlation, structural mapping, siesmic mapping, fossil correlations, cross sections and lithology. Prerequisites: RT 1103, RT 1113, RT 1153, CHE 1113, and RT 2093. (3,3,0)

PET 2013—Well Logging Methods. A study of various well logging methods including electric logging, mud logging and core analysis, and their uses in determining the presence of hydrocarbon, predicting pressures and well correlation. Prerequisites: RT 1003, RT 1113, RT 1153, and RT 2093. (3,3,0)

PET 2113—Rotary Drilling Practices I. Tools and equipment used in rotary drilling. Bottom hole assemblies, bits, drill pipe design, casing design, cementing, bit hydraulics, rig equipment, mud systems, blow out preventors, locations and environment. Various reports to company and regulatory bodies and their uses. One or two Saturday field trips per semester. Prerequisites: RT 1103, RT 1113, RT 1153, and CHE 1113. (3,3,0)

PET 2223—Rotary Drilling Practices II. Solving of drilling problems, directional drilling, anticipation of problem areas, and well killing procedures. Prerequisites: PET 1213, PET 2114, and PET 2113. (3,3,0)

PET 2114—Rotary Drilling Fluids. Theory and chemistry of drilling fluids. Use of testing equipment and treatment of drilling fluids, and speciality products. Two hours lecture. Prerequisites: CHE 1113, RT 1003, and RT 1113. (4,2,4)

PET 2213—Well Completion and Workover Methods. Physical completion equipment, acidizing, fracturing, gravel packing and cementing, single and multible completions, fishing tools, tubing sizing and running, remedial work such as water shut off, repertoring, high GOR correction, sand control and side tracking through casing. Prerequisites: PET 2114, PET 2113, PET2114, RT 1003, RT 1113, RT 1153, CHE 1113 and registered in PET 2013.(3,3,0)

PET 2214—Production Methods. The study of various methods of producing oil and gas. This course will cover flowingwells, artificial lift and completion equipment both surface and subsurface. Surface handling of produced fluids and transportation away from the base with some secondary recovery methods being studied. Prerequisites: RT 1003, RT 1113, RT 1153, and CHE 1113. (4,3,2)

PET 2313—Basic Reservoir Engineering. A study of the various types of reservoirs, the forces acting on them and their effects on oil and gas production, and determination of inplace and recoverable reserves. Prerequisites: RT 1003, RT 1113, RT 1153, and registered in PET 2013 and PET 2123. (3,3,0)

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 Broadcasting	3	
RST	1014, 2004	Announcing I, II	4	4
ENG	1113	English	3	
SPT	1113 or	Speech or		
	2143 or	Oral Interpretation or		
	1153	Voice & Diction	3	
SEC	1113	Typewriting**	3	
RST	1023	Radio Programming		3
MMT	2733	Advertising or Lab Science		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 or Lab Science...	3	
MMT	1713	Salesmanship	3	
RST	2043	Radio Sales, Writing		3
RST	2053	Radio Station Management****		3
BAT	1313	Business Mathematics or		
MAT	1723	The Real Number System or		
MAT	1313	College Algebra		3
MUS	1113	Music Appreciation		3
GEO	1123	Geography		3
ENG	1123	English II		3

*RST 1003 is a co-requisite or a prerequisite for all RST course work.

**If a student is proficient in typewriting, Lab Science or 3 hour elective may be substituted, with department approval.

***Prerequisite, RST 1014 and RST 2004.

****Prerequisite, RST 2033 or department approval.

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 a 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 particular sponsor, product or event. (3,3,0)

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 programs 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, Business Management, or Information Processing.

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

Each program consists of 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, a legal secretary, or an administrative aide. The objective of this program is to provide training necessary for a career in one of these three 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 every description. Duties range from taking 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	
SOC 2113 or 2143	Sociology or Marriage & Family	3	
BAT 1313	Business Math	3	
BST 1413	Intro. to Information Processing	3	
BST 1613	Business English	3	
ACT 1213	Principles of Accounting		3
ENG 1113	English I		3
BST 1313	Records Management		3
BST 1522	Electronic Calculators		2
BST 1112	Data Entry and Retrieval		2
BST 1123 or 2113	Typewriting II or III		3
SOPHOMORE YEAR			
BST 2113	Typewriting III or Elective*	3	
BST 1213	Shorthand I	3	
BST 2613	Business Communications I	3	
PSY 1513	Psychology	3	
BST 1513	Machine Transscription	3	
BST 2513	Word Processing I	3	
BST 1223	Shorthand II		3
SPT 1113	Oral Communications		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 sufficienct typewriting instruction at the high school level. STUDENTS WHO BYPASS BST 1113 SHOULD TAKE ADMINISTRATIVE OFFICE MANAGEMENT OR COMPUTERIZED ACCOUNTING**

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	
			1 Sem.	2 Sem.
FRESHMAN YEAR				
*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	1112	Data Entry and Retrieval		2
BST	1522	Electronic Calculators		2
BST	1123 or 2113	Typewriting II or III		3
SOPHOMORE YEAR				
BST	2113	Typewriting III or Elective*	3	
BST	2613	Business Communication I	3	
BST	1513	Machine Transcription	3	
BST	2513	Word Processing I	3	
PSY	1513	Psychology	3	
SPT		Oral Communications	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
		**Elective		3
SOC	2113 or 2143	Sociology or Marriage & Family		3

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

**Three hours to be selected from Computerized Accounting or Business Communications II.

BUSINESS MANAGEMENT 7172

(Jackson County, Jefferson Davis and Perkinston Campuses)

An Associate degree with a concentration in business management prepares students for administrative positions in a wide variety of career settings—business, industry, educational institutions, government or social services agencies. Students in business management study the financial and structural side of organization—accounting, management, data 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
BST 1522	Electronic Calculators		2
BST 1112	Data Entry and Retrieval		2
BAT 1113	Introduction to Business		3
ECO 2113	Principles of Economics I		3
SOPHOMORE YEAR			
PSY 1513	Psychology	3	
BAT 2613	Principles of Business Finance	3	
BST 2613	Business Communications I	3	
BST 2313	Data Base Management	3	
BAT 2413	Business Law	3	
ACT 1233	Computerized Accounting	3	
SPT 1113	Oral Communications		3
ECO 2123	Principles of Economics II		3
BST 2713	Electronic Spreadsheet Applications		3
BAT 2113	Administrative Office Management		3
ACT 2313	Cost Accounting		3

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, microcomputer specialist, and word processing. Upon successful completion of one of these, the student will be awarded the Associate of Applied Science degree.

ACCOUNTING 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; government agencies, and public accounting firms.

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
BST 1711	Keyboarding	1	
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
BST 1522	Electronic Calculators		2
BST 1112	Data Entry and Retrieval		2
BAT 1113	Introduction to Business		3
ECO 2113	Principles of Economics		3
CST 1213	Basic Programming I		3
SOPHOMORE YEAR			
ACT 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 Communications I	3	
PSY 1513	Psychology		3
BAT 2113	Administrative Office Management		3
BST 2713	Electronic Spreadsheet Applications		3
ACT 2313	Cost Accounting		3
BST 2623	Business Communications II		3
SPT 1113	Oral Communications		3

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 government agencies; transportation, communications, and utility companies; small businesses; banking, insurance, and service industries—legal, medical, accounting, and education.

FRESHMAN YEAR		SEMESTER HOURS 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
PSY 1513	Psychology		3
BST 1522	Electronic Calculators		2
BST 1112	Data Entry and Retrieval		2

SOPHOMORE YEAR				
ECO	2113	Principles of Economics	3	
ACT	1233	Computerized Accounting	3	
BST	2613	Business Communications I	3	
BST	2313	Data Base Management	3	
BST	2513	Word Processing I	3	
CSC	1213	BASIC Programming I	3	
BST	2713	Electronic Spreadsheet Applications		3
CST	1223	BASIC Programming II		3
BAT	2113	Administrative Office Management		3
BST	2623	Business Communications II		3
BST	2523	Word Processing II		3
SPT	1113	Oral Communications		3
SOC	2113 or 2143	Sociology or Marriage & Family		3

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	
SOC	2113 or 2143	Sociology or Marriage & Family	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	1522	Electronic Calculators		2
BST	1112	Data Entry and Retrieval		2
BST	1123 or 2113	Typewriting II or III		3
SOPHOMORE YEAR				
PSY	1513	Psychology	3	
BST	2312	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 Communications I	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
CST	1213	Basic Programming I		3

*BST 1113 may be bypassed if student has had sufficient typewriting instruction at the high school level. STUDENTS WHO BYPASS BST 1113 SHOULD TAKE COMPUTERIZED ACCOUNTING.

COURT REPORTING 7176

(Perkinston Campus)

			SEMESTER HOURS	
			1 Sem.	2 Sem.
FRESHMAN YEAR				
*BST	1113 or 1123	Typewriting I or II	3	
BST	1413	Intro. to Infor. 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
PSC	1113	Government		3
BST	1112	Data Entry and Retrieval		2
SOPHOMORE YEAR				
BST	2243	Machine Shorthand III	3	
BST	2113	Typewriting III or Elective	3	
BST	2613	Business Communications I	3	
BAT	2413	Business Law I	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
BST	2433	Court Reporting Procedures		3
PSC	1123	Government		3

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)

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
BST 1613	Business English	3	
ENG 1113	English		3
BST 1213, 1223	Shorthand	3	3
BST 1113 or 1123	1123 or 2113 Typewriting	3	
BAT 1313	Business Mathematics I	3	
BST 1522	Electronic Calculators	2	
BST 1313	Records Management	3	
BST 2413	Office Procedures		3
BST 2513	Word Processing		3
BST 2613	Business Communications I		3
BST 1112	Data Entry and Retrieval	2	
		19	15

ADMINISTRATIVE AIDE 7178

FRESHMAN YEAR			
BST 1613	Business English	3	
ENG 1113	English		3
BST 1113 or 1123	1123 or 2113 Typewriting	3	3
BAT 1313	Mathematics	3	
BST 1413	Intro. to Information Processing	3	
BST 1313	Records Management	3	
BST 1522	Electronic Calculators		2
BST 2413	Office Procedures		3
BST 2513	Word Processing I		3
BST 1112	Data Entry and Retrieval		2

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)

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. (3,3,1)

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. (3,3,0)

BST 2613—Business Communications I. 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. Prerequisite: Typewriting and Business English. (3,3,0)

BST 2623—Business Communications II. Continuation of the study of business communications with emphasis on principles of writing business correspondence, report writing, proofreading, oral communications, parliamentary procedures, dictation, and interview techniques. (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 1313—Business Math. Study of the fundamental processes, fractions, decimals, percentages, and problem solving as applied to business operations. (3,3,0)

ACT 1233—Computerized Accounting. Application of the accounting process using a microcomputer. Prerequisites: Typewriting/Keyboarding and ACT 1213. (3,3,1)

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. (3,3,1)

BST 1112—Data Entry and Retrieval. Introduction to the data processing functions of recording, coding, sorting, calculating, summarizing, communicating, storing, and retrieving on a microcomputer. Prerequisite: Typewriting/Keyboarding. (2,2,1)

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

BST 2713—Electronic Spreadsheet Applications. Introduction to the electronic spreadsheet and the construction and use of spreadsheets as an aid to managment decision making. Prerequisite: Introduction to Information Processing, Accounting I and Typewriting/Keyboarding. (3,3,1)

BST 1113—Elementary Typewriting. Introduction to the keyboard with emphasis on developing correct typewriting techniques and applying this acquired skill to the typewriting of business letters, tables, outlines, and manuscripts. (3,3,1)

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

BST 1123—Intermediate Typewriting. Continuation of drills for speed and accuracy and the study of letter styles, business forms, manuscripts, and tabulation. Prerequisite: Elementary Typewritng or equivalent. (3,3,1)

BAT 1113—Introduction to Business. Introduction to business principles, organizations, and procedures. (3,3,0)

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 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. (1,2,0)

BST 1513—Machine Transcription. Instruction in the use of transcribing machines to prepare mailable business correspondence. Prerequisite: Typewriting and Business English. (3,3,1)

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

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)

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 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. (3,3,0)

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. (3,3,1)

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. (3,3,1)

BST 2513—Word Processing I. Instruction in the use of various types of word processing equipment. Prerequisites: Typewriting/Keyboarding and Introduction to Information Processing. (3,3,1)

BST 2523—Word Processing II. Instruction in the use of microcomputers/word processors. Prerequisites: Typewriting/Keyboarding and Introduction to Information Processing. (3,3,1)

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 1243—Stenograph Machine Shorthand I. A beginning course in machine shorthand with emphasis on keyboard and theory. (3,3,1)

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. (3,3,1)

BST 2243—Stenograph Machine Shorthand III. A continuation of stenograph machine shorthand II for intermedicate and advance speed development. Carefully graded and timed practiced material. Writing vocabulary developed along with speed. Prerequisite: Stenograph Machine Shorthand II. (3,3,1)

BST 2253—Stenograph Machine Shorthand IV. A continuation of stenograph machine shorthand III. Practice for court reporters. Reporting abbreviations and phrases for the Court Room and well graded extracts from actual court cases. (3,3,1)

BST 2433—Court Reporting Procedure. A course stresssing the professional aspects of court reporting practices and procedures, with emphasis on legal terminology, records, forms, and letters; limited transcription. (3,3,0)

ACT 2313—Cost Accounting. This course is a study of the application of accounting principles to job order, process cost, and standard cost systems. Prerequisite: ACT 1213-1223. (3,3,1)

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 recognized 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.

Admissions Policies for Radiological Technology Program

The admission requirements of this program are subject to revision. Acceptance into the Radiological Technology Program will be on 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. Student must not have excessive absences according to the school absentee policy in XT 1001-Orientation to X-Ray Technology.
4. Student must be interviewed by the Admission Committee for the Radiological Technology Program.
5. Interviews are to be held the first week in November and the student's previous transcipts and nine-week grades from pre-courses will be present at the interview.
6. 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
	Suggested Elective	3
EPY 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 2114	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)

XT1101—Clinical Laboratory. The student will observe and perform radiographic procedures, patient care and positioning, radiation protection techniques, mobile radiography and basic film crituque. 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 speciality 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. Specilaty techniques and body habitus varations are included. (9,3,4)

XT 1304—Fundamentals of Physics and Radiobiology. An introductory course desigend 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 in radiobiology. (4,4,0)

XT 1333—Contrast 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 radioation 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 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 projection; 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 1173—Introduction to Computer Graphics. An introductory course dealing with concepts, terminology, and theory of computers with direct applications and use of graphic terminals and plotters. No prerequisites required. (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 training; 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; pneumatic 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 MGCJC 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:

9 semester hours - English (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)

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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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	Solf Soldering, Silver Brazing and Basic Oxyacetylene Welding	3
VAC 2013	Introduction to Heating	3
VAC 2023	Psychrometrics	3
VAC 2033	Heating Trouble Shooting	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 Conditioning	4
VRE 1000	Employability Skills	
VRE 1010, 1020	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 distinguisb 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 use of soap bubbles, a halide torch and an electronic leak 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 to 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 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 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. Identification 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 conditiong 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 and George County Occupational Training Centers)

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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VAB 1022	Industrial Safety	2
VAB 1002	Introduction to Auto Body Repair	2
VAB 1014, 1114	Automotive Metals & Materials	8
VAB 1024, 1124	Body Panel and Fender Straightening	8
VAB 1032	Welding	2
VAB 1043	Frame Straightening	3
VAB 1054, 1154	Refinishing Processes	8
VAB 1061	Hardware and Trim	1
VAB 1072	Glass Removal and Replacement	2
VAB 1015, 1115	Advanced Body Panel and Fender Straightening	10
VRE 1000	Employability Skills	
VRE 1010, 1020	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 industry; 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 hour.

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 educational experience in the automotive repair and automotive tune-up fields.

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VAM 1003	Automotive Safety, Science, and Mathematics	3
VAM 1012	Fundamentals of Automotive Mechanics	2
VAM 1023	Automotive Engines	3
VAM 1033	Automotive Fuel Systems	3
VAM 1042	Automotive Cooling Systems	2
VAM 1052	Introduction to Automotive Tune-up	2
VAM 1063	Practical Automotive Engine Repair	3
VAM 1073	Automotive Electrical Systems	3
VAM 1089	Automotive Computer System & Emissions	9
VAM 1096	Automotive Tune-up	6
VAM 2003	Automotive Brake Systems	3
VAM 2013	Automotive Heating and Air Conditioning	3
VAM 2022	Welding and Burning	3
VAM 2035	Automotive Automatic Transmission	5
VAM 2045	Automotive Automatic Transmission	5
VAM 2053	Automotive Wheel Alignment	3
VAM 2064	Automotive Suspension Systems	4
VAM 2074	Automotive Steering Systems	4
VAM 2084	Automotive Power Trains	4
VAM 2093	Automotive Diesel	3
VRE 1000	Employability Skills	
VRE 1010	Related Education	
VRE 1020	Related Education	
(2160 Clock Hours)	TOTAL SEMESTER HOURS	72

VAM 1003—Automotive Safety, Science, and Mathematics. Personal and team safety; safe use of hand and power tools of the trade; safe testing procedures; safe dress and habits; safe handling of materials of the trade; use of fire fighting equipment; administering first aid. Basic scientific principles; precision measurement; lubrication; heat transfer; abrasives. Problem solving; formulas; fractions; and whole numbers as applied to the automotive trade. Ninety hours instruction. Three semester hours.

VAM 1012—Fundamentals of Automotive Mechanics. A basic study of the automotive engine and its components; the use of measuring and hand tools; history of auto mechanics. Sixty hours instruction. Two semester hours.

VAM 1023—Automotive Engines. Hands-on engine work—putting into practice what was taught in fundamentals of automotive mechanics. Ninety hours instruction. Three semester hours.

VAM 1042—Cooling Systems. Principles of cooling systems; operation, service of major components; system service; comparison of water-cooled and air-cooled engine. Sixty hours instruction. Two semester hours.

VAM 1033—Automotive Fuel Systems. Complete fuel systems; lines; tank; pumps; filters; principles of computer controlled carb.; computer controlled fuel injections; principles of standard carburetion. Ninety hours instruction. Three semester hours.

VAM 1052—Introduction to Automotive Tune-Up. Principles of automotive tune-up; use of engine analyzer with scope; reading scope patterns; use of portable tune-up equipment. Sixty hours instruction. Two semester hours.

VAM 1063—Practical Automotive Engine Repair. Engine repair on automobiles in use. This course of study gives practical experience on all courses up to this point. Ninety hours instruction. Three semester hours.

VAM 1073—Automotive Electrical Systems. Fundamentals electrical data; starting systems; charging systems; ignition systems; wiring diagrams; switches and accessories. Ninety hours instruction. Three semester hours.

VAM 1089—Automotive Computer System and Emissions. Computer components-their function. A study of different types of computer systems. A systematic approach to finding problems and solving these problems. Components of Emission Control systems-their function. A systematic approach to problem finding and problem solving.

VAM 1096—Automotive Tune-Up. This course contains studies on all items that affect the way an automobile engine runs. Carburetor problems; diagnose; carburetor rebuild; dist. rebuild; adjustment made to factory specifications on carb., dist., timing, and etc. Practical work on all systems that affect the way the automobile runs. One hundred and eighty hours instruciton. Six semester hours.

VAM 2003—Automotive Brake Systems. Drum brakes; disc brakes; hydraulic cylinders; master and wheel cylinders; emergency brakes; power brakes; vacuum booster and hydraulic boosters. Ninety hours instruction. Three semester hours.

VAM 2013—Automotive Heating and Air Conditioning. Heating and air conditioning problems; diagnostic procedures; types of air conditioning systems; installation of air conditioning-switches and controls. Ninety hours instruction. Three semester hours.

VAM 2022—Welding and Burning. Safe use of accel. and oxy.; basic arc welding; cutting and gas welding; brazing as it pertains to automotive mechanics. Sixty hours instruction. Two semester hours.

VAM 2035—Automotive Automatic Transmission. Principles of automatic transmission; hydraulic control systems; valve bodies; torque converters; gear systems; in-car service; seats; fluids; electrical switches; vacuum controls; manual shift controls. One hundred and fifty hours instruction. Five semester hours.

VAM 2045—Automotive Automatic Transmission. Transmission removal; disassemble; component rebuild; reassembly; trans. 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.

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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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, 1020	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. Tires; wheels, springs and shock abosrbers; 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 testor, 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.

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.

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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)

CONSTRUCTION MANAGEMENT 8050

(George County Occupational Training Center)

This course is intended to offer a program encompassing air conditioning and refrigeration, carpentry, plumbing, pipefitting and structural welding.

Students will receive instruction in basic principles and techniques of the trade areas as shown below:

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

BASIC UNITS OF INSTRUCTION		SEMESTER HOURS
Carpentry		18
Plumbing/Pipefitting		18
Structural Welding		18
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	Total Semester Hours	54

At this point, the student will have basic marketable skills in each area. He or she now may return for one semester of advanced instruction in the trade area of his choice:

ADVANCED UNITS OF INSTRUCTION	SEMESTER HOURS
(1) Carpentry, or (18)	
(2) Plumbing/Pipefitting or (18)	
(3) Structural Welding (18)	18
(2160 Clock Hours) Total Semester Hours	72

It is contemplated that graduates of this program will be employable in all areas and specialists in one. Because of the combination of broad and specific knowledge, the graduate should have the knowledge and understanding necessary for development into supervisory positions.

Special curricula in the various trade areas are as follows: The units of study listed include both basic and advanced outlines for each service area.

Carpentry

BASIC CARPENTRY		SEMESTER HOURS
VCA 1215	Introduction to Carpentry	5
VCA 1224	Codes, Plans and Specifications	4
VCA 1234	Foundations	4
VCA 1246	Rough Carpentry	6
	Total Semester Hours	19

ADVANCED CARPENTRY		SEMESTER HOURS
VCA 1252	Thermo and Sound Insulation	2
VCA 1264	Prefabrication	4
VCA 1275	Finish Carpentry	5
VCA 1286	Cabinet Making	6
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	Total Semester Hours	17

NOTE: For individual course descriptions use Carpentry listing.

Pipefitting/Plumbing

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VPP 1005, 1015, 1025	Pipe Fabrication and Plumbing Systems ..	15
VPP 1032	Piping Systems Metallurgy	2
VPP 1042	Non-Destructive Testing.....	2
VPP 1102	Ship Construction.....	2
VPP 1111	Production & Quality Control Systems	1
VPP 1121	Industrial Safety.....	1
VPP 1142	Welding and Burning.....	2
VPP 1163, 1173	Blueprint Reading & Sketching	6
VPP 1184	Applied Mathematics	4
VPP 1201	Applied Science	1
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	Total Semester hours	36

Structural Welding

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VWD 1004, 1014, 1024	Shielded Metal Arc Welding.....	12
VWD 1035	Gas Metal Arc Welding.....	5
VWD 1105	Gas Tungsten Arc Welding.....	5
VWD 1113, 1123, 1133	Pipe Welding.....	9
VWD 1142	Metal Cutting.....	2
VWD 1161	Industrial Safety.....	1
VWD 1182	Blueprint Reading and Sketching	2
	Total Semester Hours	36

SPECIAL PROBLEM COURSES

VCA 1198—Special Problems. (For advanced Construction Management students) Individualized instruction as demanded by special situations, to include a review of basic carpentry with special emphasis on structural details and advanced cabinet making. Five hundred and forty hours instruction. Eighteen semester hours.

VPP 1118—Special Problems. (For advanced Construction Management students) Application of learned pipefitting skills in the following areas: Advanced layout and fabrication of piping systems; advanced blueprint reading and sketching; advanced plumbing techniques and fixture construction. Emphasis is on technique and application. Five hundred and forty hours instruction. Eighteen semester hours.

VWD 1118—Special Problems. (For advanced Construction Management students) Review of basic welding techniques with application of welding skills to special areas such as layout and fabrication problems. Five hundred and forty hours of instruction. Eighteen semester hours.

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 on going day care program that will provide excellent opportunity for valuable hands on experience.

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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 value 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 basic 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 8015

(Perkinston Campus)

Commercial Truck Driving is a one semester (18 weeks) 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.

Special Admission requirements are:

1. Must be 23 years of age.
2. Must have completed the 10th grade.
3. Must have no more than 3 speeding tickets within the last 3 years.
4. Must have a current valid commercial driver's license.
5. Must be physically able to pass a D.O.T. physical.

This program leads to the MGCJC diploma.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VTD 1001	Commercial Truck Driving I.	1
VTD 1002	Commercial Truck Driving II	2
VTD 1003	Commercial Truck Driving III	3
VTD 1008	Commercial Truck Driving V	8
VTD 1011	Commercial Truck Driving Math	1
VTD 1013	Commercial Truck Driving IV	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 guage readings, and pre-trip inspections. Thirty hours of instruction.

VTD 1002—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. Sixty hours instruction.

VTD 1003—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. Ninety hours instruction.

VTD 1008—Commercial Truck Driving V. The student will gain knowledge and proficiency in driving a truck on two-lane, four-lane, and city driving. Two hundred and forty hours of instruction.

VTD 1011—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 1013—Commercial Truck Driving IV. The student will gain knowledge and proficiency in proper backing techniques, straight and jackknife parking, and proper docking. Ninety hours of instruction.

COOK/BAKING 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 of 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 and sanitary precautions in the cooking areas; and the use of equipment of utensils.

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCB 1018	Food Service Practicum I	8
VCB 1023	Sanitation and Safety	3
VCB 1033	Quantity Food Production	3
VCB 1041	Reading Recipes, Menu Writing	1
VCB 1053	Care and Management of Equipment	3
VCB 1066	Food Service Practicum II	6
VCB 1073	Hospitality Management: Laws & Regulations	3
VCB 1081	Reading Recipes: Standardization Techniques	1
VCB 1093	Nutritional Adequacy of Menu Design	3
VCB 1116	Food Service Practicum III	6
VCB 1123	Principles of Supervision	3
VCB 1132	Specialization Areas of Food Service: Catering, Banquet Service and Vending	2
VCB 1142	Food and Beverage Purchasing	2
VCB 1152	Inventory Techniques and Portion Control	2
	Total Semester Hours	46

VCB 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 food service operable. Two hundred and forty hours of instruction. Eight semester hours.

VCB 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.

VCB 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.

VCB 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.

VCB 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.

VCB 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.

VCB 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 instruction. Three semester hours.

VCB 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.

VCB 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.

VCB 1116—Food Service Practicum III. A continuation of VCB 1066 with greater responsibility placed on returning students from previous semesters. One hundred and eighty hours of instruction. Six semester hours.

VCB 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.

VCB 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.

VCB 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, convience foods and business arithmetic. Sixty hours of instruction. Two semester hours.

VCB 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 quailified 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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

VCO 112—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.

VCO 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.

VCO 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, direc-

tion, 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 precedures, 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 make-up to include preparation, supplies, procedures, types of face, cosmetics, both foundation and face power, 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. Paractical 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.

DIESEL MECHANICS 8060

(Jackson County Campus)

The Diesel Mechanics program is nine months in duration. 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 associated equipment.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VDM 1001	Safety	1
VDM 1011	Math	1
VDM 1023	Science	3
VDM 1036	Diesel Heads	6
VDM 1047	Diesel Blocks	7
VDM 2003	Auxiliary Systems	3
VDM 2012	Welding	2
VDM 2026	Fuel Systems	6
VDM 2033	Intake & Exhaust Air Systems	3
VDM 2044	Troubleshooting	4
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(1080 Clock Hours) TOTAL	36

VDM 1001—Safety. Personal and team safety, hand and power tools, safe work habits, use of fire fighting equipment. Thirty hours of instruction. One semester hour.

VDM 1011—Math. A basic unit of instruction for trade occupation program; problem solving as applied to the trade in whole numbers, fractions, decimals, percentage, averages, ratios, and proportions. Thirty hours of instruction. One semester hour.

VDM 1023—Science. Instruction covers the applied physics, engine operating principles, use of precision measuring instruments, and principles of heat transfer. Ninety hours of instruction. Three semester hours.

VDM 1036—Diesel Heads. Identification of and function of the various components of the head, techniques of and practical experience in the disassembly, cleaning, inspection, evaluation, servicing, assembly and adjusting components of the head. One hundred and eighty hours of instruction. Six semester hours.

VDM 1047—Diesel Blocks. Description of and the identification of the internal parts of the two and four cycle engine block. Techniques of and practical experience in the disassembly, cleaning, inspection, evaluation, service, repair, and assembly of the parts and components. Two hundred and ten hours of instruction. Seven semester hours.

VDM 2003—Auxiliary Systems. Principles of operation of the various auxiliary systems, i.e. heat exchangers, electrical systems, lubricating systems, pumps, valves, hoses, fittings, and fasteners. Techniques of and practical experience in disassembly, cleaning, inspection, evaluation, service, repair, and assembly of the systems and components. Ninety hours of instruotion. Three semester hours.

VDM 2012—Welding. Fundamental principals of and practical experience in arc welding, gas welding, and burning. Will include welding safety. Sixty hours of instruction. Two semester hours.

VDM 2026—Fuel Systems. Instruction includes the four basic fuel systems, i.e., pump controlled, distributor, common rail, and unit injector. Students will be instructed in the techniques of system and component inspection, evaluation, disassembly, service, repair, reassembly, and adjustments. One hundred and eight hours of instruction. Six semester hours.

VDM 2033—Intake and Exhaust Air Systems. Program includes the chargers and turbo-chargers. Theory of operation, system and component inspection, evaluation, removal and disassembly, service, repair, reassembly and adjustments. Ninety hours of instruction. Three semester hours.

VDM 2044—Troubleshooting. This is an operational instructional unit involving the testing, evaluation, servicing, and tune up of a live engine using an engine dynamometer. One hundred and twenty hours of instruction. 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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 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 chassis connections and diagnostic methods. Two hundred forty hours of instruction. Four semester hours each.

VDM 1063 & 2013—Fuel Systems (Part I & II). Internal combustion engine fuel systems and described, pump, filters, tanks, lines, intakes and exhaust. One hundred eight 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 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 axels, 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.

EARLY CHILDHOOD EDUCATION PARAPROFESSIONAL 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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:		
VCE 1113	Introduction to Early Childhood Education	3
VCE 1123	Receptive Language Arts Skills	3
VCE 1133	Expressive Language Arts Skills	3
VCE 1143	Fundamentals of Elementary Mathematics	3
VCE 1153	Psychology of the Elementary Child	3
VCE 1163	Practicum I	3
Second Semester:		
VCE 1214	Methods and Materials in Reading	4
VCE 1222	Methods and Materials in Writing	2
VCE 1233	Methods and Materials in Elementary Mathematics	3
VCE 1243	Effective Use of Media and Resources	3
VCE 1253	Educational Planning	3
VCE 1263	Practicum II	3
	TOTAL SEMESTER HOURS	36

VCE 1113—Introduction to Early Childhood Education. This course is designed as an introduction to early childhood education and the role and responsibility of the assistant teacher. Three lecture hours per week. Three semester hours.

VCE 1123—Receptive Language Arts Skills. This course is designed for personal skills development in the areas of oral reading, reading comprehension, effective listening and nonverbal communication. Additional lab hours may be required for students deficient in basic skills.Two lecture and two lab hours per week. Three semester hours.

VCE 1133—Expressive Language Arts Skills. This course emphasizes personal skills development in the areas of oral and written language and oral presentations. Additional lab hours may be required for students deficient in basic skills. Two lecture and two lab hours per week. Three semester hours.

VCE 1143—Fundamentals of Elementary Mathematics. This course reviews the fundamentals of elementary arithmetic, basic algebra, and plane geometry. Additional lab hours may be required for students deficient in basic skills. One lecture hour and four lab hours per week. Three semester hours.

VCE 1153—Psychology of the Elementary Child. A review of the stages of development and patterns of behavior for the elementary child. Three lecture hours per week. Three semester hours.

VCE 1163—Practicum I. The student will spend scheduled time in elementary classrooms for supervised learning experiences. The student will observe and record various aspects of elementary instructional programs as introduced in courses in this curriculum. Six hours field experience per week. Three semester hours.

VCE 1214—Methods and Materials in Reading. This course is designed to introduce the student to the methods and materials used in reading instruction and the appropriate applications by the assistant teacher in the elementry classroom. Four lecture hours per week. Four semester hours.

VCE 1222—Methods and Materials in Writing. This course is designed to familiarize the student with the methods and materials used in handwriting instruction and the appropriate applications by the assistant teacher in the elementary classroom. The student will learn various handwriting forms and effective use of handwriting tools. Two lecture hours per week. Two semester hours.

VCE 1233—Methods and Materials in Elementry Mathematics. This course is designed to familiarize the student with the methods and materials used in mathematics instruction and appropriate applications by the assistant teacher in the elementary classroom. The student will understand and apply basic math concepts. Three lecture hours per week. Three semester hours.

VCE 1243—Effective Use of Media and Resources. 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. Three lecture hours per week. Three semester hours.

VCE 1253—Educational Planning. The student will be introduced 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. Three lecture hours per week. Three semester hours.

VCE 1263—Practicum II. The student will spend scheduled time in elementary classrooms for supervised learning experiences. The student will observe and record various aspects of the elementary instructional programs as introduced in other courses in this curriculum. Six hours field experience per week. Three semester hours.

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 MGCJC diploma. Students who complete diploma requirements or 36 hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VID 1055	Architectural Drafting and Design	5
VID 1063	Map and Topographical Drawing	3
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 1133	Introduction to Steel Shipbuilding & Blueprint Reading	3
VID 1163	Construction Materials & Cost Estimating	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 in 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 simply 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.

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 experiments. 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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, resistance 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 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 management 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 protection; grounding; and protective devices. Alternaters 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 trouble shooting 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, trouble shooting and repair; solid state switching and regulating; using sensing devices: Binary codes and programmable controller. Five semester hours. (150 hours instruction).

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, numerical control machines and basic tool and die.

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
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 1072	Shaper Operations	2
VMS 1083	Milling Machines	3
VMS 1094	Milling Machine Operations	4
VMS 1105	Advanced Milling Machine Operations	5
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 2004	Pumps and Valves	4
VMS 2013	Advanced Blueprint Reading	3
VMS 2024	Metallurgy	4
VMS 2032	Turret Lathes	2
VMS 2045	Precision Grinding	5
VMS 2053	Numerical Control	3
VMS 2066	Basic Tool and Die	6
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(2160 Clock Hours) TOTAL	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. Uses 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 1072—Shaper Operations. Horizontal, angular, and vertical shaping; grooving; external and internal keyways; serrating. 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 operating principles. Work holding devices, set-up procedures and associated 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 machine. Angle milling, boring, reaming, drilling, spot facing, counter-boring and slotting operations on vertical milling machine. One hundred twenty hour instruction. Four semester hours.

VMS 1105—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 fifty hours instruction. Five 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-sup, 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 2004—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. One hundred twenty hours of instruction. Four 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—Turrent 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 2053—Computer Numerical Control. Historical review of machining with computers. Economics of CNC, tooling, program writing, machine set-up and operation. Ninety hours of instruction. Three semester hours.

VMS 2066—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.

MACHINE SHOP 8091

(Harrison County Occupational Training Center)

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 that desires increased competency in his/her occupational field.

Individuals completing the program will be capable in such areas as: interpretation of machine drawings, producing shop sketches, performing operations on the lathe, vertical and horizontal milling machine, drill press, grinders, power saws, and hand tools. Individuals will also receive relative instruction pertaining to Machine Shop. This is an open entry/exit self-paced, individualized program.

This course is also designed for a forty-six (46) semeter hour exit level as a general machinist. All 100 level and asterick 200 level courses must be taken for the forty-six (46) semester hour exit.

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VMS 1003	Introduction to Machine Shop	3
	A. Blueprint Reading and Sketching	
	B. Industrial Safety	
VMS 1013	Bench Work, Tools & Assemblies	3
VMS 1022	Measuring Instruments & Devices	2
VMS 1032	Drilling Machines and Operations	2
VMS 1042	Power Saws, Horizontal & Vertical	2
VMS 1055	Engine Lathe Operations, Part I	5
VMS 1065	Engine Lathe Operations, Part II	5
VMS 1074	Milling Machine Operations, Part I	4
VMS 1084	Milling Machines Operations, Part II	4
VMS 1092	Shaper Operations, Part I	2
VMS 1102	Grinding Machine Operations, Part I	2
VMS 1202	Applied Mathematics, Part I	2
VMS 2003	Applied Mathematics, Part II*	3
VMS 2013	Metallurgy	3
VMS 2024	Basic Tool & Die	4
VMS 2035	Engine Lathe Operations, Part III*	5
VMS 2045	Engine Lathe Operations, Part IV	5
VMS 2054	Milling Machine Operations, Part III	4
VMS 2066	Numeerical Control Milling Operations, Part III	6
VMS 2072	Shaper Operations, Part II	2
VMS 2082	Grinding Machine Operations, Part II	2
VMS 2092	A.I.S.I. and S.A.E. — Steel Classification*	2
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(2160 Clock Hours)Total Semester Hours	72

*All forty-six (46) hour exit must complete all 100 level and asterick 200 level courses.

VMS 1003—Introduction to Machine Shop. A Blueprint Reading and Sketching. B. Industrial Safety. Safety precautions involving all equipment used in the Machine Shop; personal safety, occupations in the machine industry; free-hand sketch of objects; working drawings and basic blueprint reading. Ninety hours of instruction. Three semester hours.

VMS 1013—Bench Work, Tools, and Assembly. Cut with hacksaw and cold chisels, thread with taps and dies, filing, reaming, polishing, band drills an other power hand tools. Ninety hours of instruction. Three semester hours.

VMS 1022—Measuring Instruments and Devices. Measure with various micrometer, vernier calipers, depth gauges, parallels, dial indicators, combination sets and other machine shop measuring instruments; basic scientific principles; heat, lubrication, and properties of abrasives. Sixty hours of instruction. Two semester hours.

VMS 1032—Drilling Machine Operations. Straight drilling of flat and round stock, counterboring, countersinking, reaming, tapping, spot facing and feeds and speeds. Sixty hours of instruction. Two semester hours.

VMS 1042—Power Saws, Horizontal and Vertical. Straight and angular cutting with power hacksaw; straight angular and contour cutting with metal cutting band saws, hand speeds, feeds and blade sizes. Sixty hours of instruction. Two semester hours.

VMS 1055, 1065, 2035, 2045—Engine Lathe Operations, Part I, II, III, and IV. Turning between centers, boring, recessing and grooving, facing, drilling, threading, tapering, tool post grinding and turret machining. One hundred fifty hours of instruction each. Five semester hours each.

VMS 1092, 2072—Shaper Operations, Part I and II. Horizontal, angular, vertical shaping, groove shaping, keyways and servating. Sixty hours of instruction each. Two semester hours each.

VMS 1102, 2082—Grinding Machine Operations, Part I and II. Sharpening hand tools using a bench grinder, form grinding, surface grinding, tool post grinding, grinding wheels and related information. Sixty hours of instruction each. Two semester hours each.

VMS 1074, 1084, 2054—Milling Machine operations, Part I, II, and III. Horizontal and vertical surface milling, end milling, slots an keyseats, angular milling, gear cutting, index milling, milling machine operation theory, cutting speeds and feeds. One hundred twenty hours of instruction each. Four semester hours each.

VMS 2024—Basic Tool and Die. Basic design, tooling, grinding, and buffing. One hundred twenty hours of instruction. Four semester hours.

VMS 2066—Numerical Control Milling Operations. Study in the economics of N/C type systems, commands, codes used on lathes, milling machines, surface grinders. Study the Degree of Accuracy of the N/C system. One hundred eight hours of instructions. Six semester hours.

VMS 1202, 2003—Applied Mathematics, Part I and II. A basic unit of instruction in machine shop math involving whole numbers, fractions, decimals, percentages, averages, ratio and proportions, formulas in geometry and trigonometry and the use of machine terminology in industry. Sixty hours of instruction. Two semester hours. Ninety hours of instruction. Three semester hours.

VMS 2092—A.I.S.I. and S.A.E. / Steel Classification. A basic unit of instruction of the manufacture of steel and identification of these steels by the American Iron and Steel Institute and the Society of Automotive Engineer Classification systems. Sixty hours of instruction. Two semester hours.

VMS 2013—Metallurgy. Study of various methods of identifications, atomic structure, theory and practical application of heat treating procedures which include hardening, tempering, annealing and case hardening. Ninety hours of instruction. Three 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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	Overdrives	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 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 hour of credit.

VMM 1213—Transmissions. Principles of operation/ift 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/ifting mechanisms; steering mechanisms; bearings; troubleshooting; overhaul. 120 clock hours of instruction. 4 semester hours of credit.

VMM 1231—Marine Accessories. Bilage 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/ift 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 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. 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 MGCJC 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.

METAL TRADES 8199

(West Harrison County Occupational Training Center)

This program leads to the MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS 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 1061	Metal Cutting I	1
VBW 1083	Basic Welding I	3
VBW 1094	Basic Welding II	4
VMT 1034	Sheetmetal Layout, Forming and Fastening	4
VMS 1003	Introduction to Machine Shop A. Blueprint Reading and Sketching B. Industrial Safety	3
VMS 1013	Benchwork, Tools and Assemblies	3
VMS 1022	Measuring Instruments and Devices	2
VMS 1032	Drilling Machines and Operations	2
VMS 1042	Power Saws, Horizontal and Vertical	2
VMS 1055	Engine Lathe Operations, Part I	5
VMS 1065	Engine Lathe Operations, Part II	5
VMS 1074	Milling Machine Operations	4
VMS 1092	Shaper Operations	2
		46

VBW 1022—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 fire-fighting 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; 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; overhead T. Ninety hours instruction. Three 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.

VMT 1034—Sheetmetal, Layout, Forming and Fastening. This unit involves layout and forming sheetmetal patterns, forming them into solid geometrical shapes and complex objects, and using the various methods and techniques of permanently fastening sheetmetal joints. One hundred twenty hours instruction. Four semester hours.

VMS 1003—Introduction to Machine Shop. A. Blueprint Reading and Sketching. B. Industrial Safety. Safety precautions involving all equipment used in the Machine Shop; personal safety; occupations in the machine industry; freehand sketch of objects; working drawings and basic blueprint reading. Ninety hours instruction. Three semester hours.

VMS 1013—Bench Work, Tools, and Assembly. 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 1022—Measuring Instruments and Devices. Measure with various micrometer, vernier calipers, depth gauges, parallels, dial indicators, combination sets and other machine shop measuring instruments; basic scientific principles; heat, lubrication, and properties of abrasives. Sixty hours instruction. Two semester hours.

VMS 1032—Drilling Machine Operations. Straight drilling of flat and round stock, counterboring, countersinking, reaming, tapping, spot facing and feeds and speeds. Sixty hours instruction. Two semester hours.

VMS 1042—Power Saws, Horizontal and Vertical. Straight and angular cutting with power hacksaw; straight angular and contour cutting with metal cutting band saws, hand speeds, feeds and blade sizes. Sixty hours instruction. Two semester hours.

VMS 1055—Engine Lathe Operations, Part I. Turning between centers, boring, recessing and grooving, facing, drilling, threading, tapering, tool post grinding and turrent machining. One hundred fifty hours instruction. Five semester hours.

VMS 1065—Engine Lathe Operations, II. Continuation of Part I. One hundred fifty hours instruction. Five semester hours.

VMS 1074—Milling Machine Operations. Horizontal and vertical surface milling, end milling, slots and keyseats, angular milling, gear cutting, index milling, milling machine operations theory, cutting speeds and feeds. One hundred twenty hours instruction. Four semester hours.

VMS 1092—Shaper Operations. Horizontal, angular, vertical shaping, groove shaping, keyways and servating. Sixty hours 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 MGCJC diploma.

Admission to the Nursing Assistant Program is limited and by special application only. 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 Concept. This course is designed to enable the student to understand the human body, nutritional needs and illness conditions. It includes 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.

OPERATING ENGINEER 8110

(Jefferson Davis Campus)

This Operating Engineer 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.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VOE 1016	Introduction to Plumbing	6
VOE 1026	Plumbing Laboratory	6
VOE 1036	Introduction to Metal Trades	6
VOE 1046	Metal Trades Laboratory	6
VOE 1056	Introduction to Carpentry/Woodworking	6
VOE 1066	Carpentry/Woodworking Laboratory	6
VOE 1076	Introduction to Brick and Block Laying	6
VOE 1086	Brick/Block Laying Laboratory	6
VOE 2006	Introduction to Industrial Electricity	6
VOE 2016	Industrial Electricity Laboratory	6
VOE 2026	Introduction to Air Conditioning & Refrigeration	6
VOE 2036	Air Conditioning & Refrigeration Laboratory	6
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education (2160 Clock Hours) Total Semester Hours	72

VOE 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)

VOE 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)

VOE 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)

VOE 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)

VOE 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)

VOE 1066—Carpentry/Woodworking Laboratory. This course of instruction is the practical aspects of carpentry. The students will perform various tasks (projects) utilizing the various theories of carpentry. Six semester hours. (180 hours instruction)

VOE 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)

VOE 1086—Brick/Blocklaying Laboratory. This course gives the student the opportunities of practical application of Brick/Blocklaying theories. Six semester hours. (180 hours instruction)

VOE 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)

VOE 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)

VOE 2026— Introduction to Air Conditioning; as 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)

VOE 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 a program of nine months duration with the option to extend the program for an additional three months for the purpose of training at the advanced level. The basic program is designed to prepare the student for job entry or to supplement the education and training of the employed pipefitter or plumber who desires increased competence in his/her occupational field.

The graduate pipefitting & plumbing student will be able to read blueprints and fabricate various pipe assemblies that are common to construction and industry. He/she will also have a knowledge of the different piping systems and the maintenance of some components used in this system.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VPP 1104	Basic Pipe Fabrication	4
VPP 1111	Pipe Specifications and Systems	1
VPP 1121	Industrial and Marine Construction	1
VPP 1131	Industrial Safety	1
VPP 1142	Welding and Burning	2
VPP 1153	Drafting and Sketching	3
VPP 1162	Applied Mathematics	2
VPP 1210	Advanced Pipe Fabrication	10
VPP 1228	Plumbing Systems	8
VPP 1233	Blueprint Reading	3
VPP 1241	Applied Science	1
VRE 1000	Employability Skills	
VRE 1010, 1020	Related Education	
	(1080 Clock Hours) Total Semester Hours	36

ADVANCED UNITS OF INSTRUCTION		SEMESTER HOURS
VPP 2110	Advanced Pipefitting and Plumbing	10
	(1380 Clock Hours) Total Semester Hours	46

VPP 1104—Basic Pipe Fabrication. The student will become familiar with the tools and equipment, the various fittings and valves, the different ways of cutting pipe and methods of calculating pipe lengths for various types of fit-ups. Practical application will come from fabricating basic butt weld, socketweld, and screw pipe fit-ups. One hundred twenty hours instruction. Four semester hours.

VPP 1111—Pipe Specifications and Systems. The student will be able to identify the various metals used in making pipe, the sizes, weights and strengths, and how they are manufactured. The pipe systems on ships and in industrial plants are studied, in addition to the cleanliness and testing of systems. Thirty hours instruction. One semester hour.

VPP 1121—Industrial and Marine Construction. This unit covers the section of a ship and the major components that operate it. It also includes learning how to maintain various parts of piping systems that are necessary for the transfer of fluids and gasses in all types of applications. Thirty hours of instruction. One semester hour.

VPP 1131—Industrial Safety. Great emphasis is placed on personal and team safety, the safe use of hand and power tools, safe dress and work habits, safe handling of materials of the trade, use of emergency equipment, and administering first aid. Thirty hours instruction. One semester hour.

VPP 1142—Welding and Burning. The student will learn to strike and hold an arc, deposit a bead, run a series of passes in a flat position, join metals, set up and operate a burning rig, and use a torch to straight and bevel burn pipe. Sixty hours instruction. Two semester hours.

VPP 1153—Drafting and Sketching. This unit consists of learning the types of lines and drawings, sketching views of objects, using the architects scale, and drawing detail sketches from blueprints. Ninety hours instruction. Three semester hours.

VPP 1162—Applied Mathematics. This is a basic unit of instruction for all trades covering rule reading, whole numbers, decimals, fractions, and applied geometry and trigonometry. Sixty hours instruction. Two semester hours.

VPP 1210—Advanced Pipe Fabrication. This unit covers the more advanced phases of buttweld and screw pipe fit-ups in addition to calculating angles and dimensions by layout and fit-up of mitered joints and saddles. It also covers figuring bending problems, operation of the bending machine, and fitting of silver braze joints. Three hundred hours instruction. Ten semester hours.

VPP 1228—Plumbing Systems. This unit consists of the basics of fitting cast iron, copper, plastic and galvanized pipe and fittings. This is achieved through designing and installing the hot and cold water supply and drain systems to a conventioanl type bathroom. Two hundred forty hours instruction. Eight semester hours.

VPP 1233—Blueprint Reading. The student learns to read and interpret the following: symbols, terms, abbreviations, dimensions, and general layout of blueprints. Locating frames and compartments of the ship, sections of pipe, valves and fittings is also covered. An introduction to isometric print reading is also taught for construction type work. Ninety hours instruction. Three semester hours.

VPP 1241—Applied Science. This unit covers the basic scientific principles which consist of matter, pressures, expansion and compression, temperatures, heat, evaporation, and properties of saturated steam as applied to the trade. Thirty hours instruction. One semester hour.

VPP 2110—Advanced Pipefitting and Plumbing. This course is designed to develop competence in the area of advanced blueprint reading, layout and fabrication of piping system, and advanced plumbing. Three hundred hours of instruction. Ten semester hours.

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 hospital 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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. After achieving satisfactory scores on all tests, the applicants will complete and/or supply the following:
   a. Application of admission to the College.
   b. Notorized Health Occupations application form.
   c. Health form which includes physical 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 tests scores certifying high school graduation equivalency
   f. Be selected by the Admissions Committee
4. 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)	3
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 microorganisms. 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 moral 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 clinical 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 fifty 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. Forty 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

Harrison County Occupational Training Center)

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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VCP 1004	Introduction of 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 1084	Solar	5
VCP 1094	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 system elements, house sewer, septictanks, siphon action, tank size calculations, maintenance causes and removal of sewer obstructions. 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, 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 1084—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 1094—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)

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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

Admission requirements are:

1. The applicant must take the General Aptitude Test Battery at the Mississippi State Employment Service Office with satisfactory scores.

2. Complete notarized Health Occupations Application form.
3. Take a battery of tests on a scheduled date.
4. 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.
5. 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 basic 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 and 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 and sixty hours of clinical experiences. Six semester hours.

SECRETARIAL TRAINING 8190

(George County and West Harrison 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 MGCJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

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	1182	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 knowledges 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 instructions. 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 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 instructions. 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 high-speed dictation practice emphasis on transcribing mailable letter form 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 letter 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 precentages; application of business mathematics to include payroll, markup, insurance, depreciation, simple and compound interest, interest and bank discounts. 90 hours instructions. Three semester hours.

VST 1182—Electronic Calulators. 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. 60 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 businesses. 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 managment program to created, 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 paragrphing. 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.

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 MCGJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education (see requirements on page 190).

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VWD 1005,1015,1026	Shielded Metal Arc Welding	16
VWD 1037	Gas Metal Arc Welding	7
VWD 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
	(1380 Clock Hours) Total Semester Hours	46

VWD 1005—Shielded Metal Arc Welding. Tack welding techniques using E-7018 electrodes; surface welding (cladding) using stringer bead technique in flat position; tee-joint design fillet welding in the horizontal, vertical and overhead positions.

Related Instruction: introduction to arc welding; arc welding safety; arc welding terms power sources, accessory equipment, machine maintenance and electrodes; safety. One hundred fifty hours instruction. Five semester hours.

VWD 1015—Shielded Metal Arc Welding. Tack welding techniques using E-6010 electrodes; surface welding (cladding) using stringer bead technique in flat position; tee-joint design fillet welding in the horizontal, vertical and overhead positions.

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; trouble shooting; 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; secondary accessories; shielding gases; applications; procedures and techniques; defects; thermal cracking; incomplete fusion; dilation; gas absorbtion; contam-

ination and pick-up; weldability of metals; non-ferrous alloys; trouble shooting; 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 choice; effect of common elements.

Prerequisite: Completion of VWD 1104, VWD 1114 and VWD 1124. 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.

WELDER/FITTER COMBINATION 8230

(Harrison County Occupational Training 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 tbe most advanced techniques and equipment in the welding/fitting field.

Individuals completing welding/fitting training can expect to find 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 MCGJC diploma. Students who complete diploma requirements or 36 semester hours may elect to pursue the MCGJC Associate of Applied Science degree in occupational education (see requirements on page 190).

BASIC WELDING

MAJOR UNIT OF INSTRUCTIONS			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 fire-fighting 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-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 (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.

FITTER

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VBW 1001	Industrial Safety I	1
VBW 1011	Industrial Safety II	1
VFT 1002	Blueprint Reading	2
VFT 1011	Introduction to Structural Steel Fitting	1
VFT 1021	Fitting/Welding Abbreviations & Symbols	1
VFT 1032	Fitting of Structural Shapes	2
VBW 1002	Introduction to Welding	2
VBW 1061	Metal Cutting I	1
VFT 1061	Fitting Power Equipment	1
VFT 1071	Fitting Hand Tools	1
VFT 1081	Fundamentals of Layout	1
VFT 1091	Patterns and Templates	1
VFT 1101	Layout Tools and Equipment	1
VFT 1113	Layout and Fitting of Components and Assemblies	3
VFT 1125	Special Projects in Fitting	5
VRE 1000	Employability Skills	*
VRE 1010, 1020	Related Education	*
	Total Semester Hours	24

*See RELATED EDUCATION COURSES

VFT 1002—Blueprint Reading. Instruction and basic concepts of blueprint reading that pertains to most construction and fabrication trades. Includes basic lines, basic views, partial views, auxiliary views, section views, detail and assembler prints, and general abbreviations found on prints. Sixty hours instruction. Two semester hours.

VFT 1011—Introduction to Structural Steel Fitting. Familiarization of various structural shapes, weights, strengths, and methods of fitting together to make up fabricated structural framework. Thirty hours instruction. One semester hour.

VFT 1021—Fitting/Welding Abbreviations and Symbols. Identification and memorization of abbreviations and symbols used by welders and fitters on blueprints, patterns, layouts, and fabricated parts and assemblies. Thirty hours instruction. One semester hour.

VFT 1032—Fitting of Structural Shapes. Layout, burning, grinding, fitting, and tacking of basic angular joints using common structural material shapes. Sixty hours instruction. Two semester hours.

VFT 1061—Fitting Power Equipment. Familiarization of power equipment used to cut, bend, drill, position, hold, and align parts and assemblies being fabricated. Thirty hours instruction. One semester hour.

VFT 1071—Fitting Hand Tools. Familiarization of manually operated clamping, holding, positioning, and alignment devices used to place parts and assemblies being fabricated. Thirty hours instruction. One semester hour.

VFT 1081—Fundamentals of Layout. Familiarization of reference points and reference lines used in fabrication layout and how to determine location and positioning of other parts and assemblies in relation to these basic reference lines and locations. Thirty hours instruction. One semester hour.

VFT 1091—Patterns and Templates. Familiarization of methods and procedures used in laying out, cutting and storing original patterns and templates which may be used for marking out multiple parts used in fabricating assemblies. Thirty hours instruction. One semester hour.

VFT 1101—Layout Tools and Equipment. Familiarization of proper methods and procedures for using straight edges, chalk lines, squares, tapes, rulers, levels, plumb bobs, center punches, and circle markers to make layouts for parts to be used in making up fabricated assemblies. Thirty hours instruction. One semester hour.

VFT 1113—Layout and Fitting of Components and Assemblies. Assigned exercises in laying out, cutting out, grinding to shape; fitting to proper position in relation to other parts; tack welding components together to form fabricated assemblies. Ninety hours instruction. Three semester hours.

VFT 1125—Special Projects in Fitting. Assigned exercises in calculating material sizes, making a material list, laying out, cutting, grinding, fitting, and tacking components and assemblies to form fabricated assemblies from blueprints and/or shop sketches. One hundred fifty hours instruction. Five 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" x 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—Texting 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; shielding gases; applications; procedures and techniques. Thirty hours instruction. One semester hour.

VAW 2123—Gas Tungsten Arc Welding on Alloys. Gas welding techniques; horizontal fillet, vertical 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.

*Credit for these related education courses is considered a part of the credit assigned the other major units of instruction of which these courses are a part. Students are not scheduled into VRE 1010 and VRE 1020 if they have an academic functional grade level of tenth grade or above as determined by achievement tests administered during admission.

An "E" (exempt) will be placed on those students' records for related education who have an academic functional grade level of tenth grade or above.

The achievement of those students who are scheduled into related education will be evaluated and letter grades will be assigned. **Please note** that a passing grade in related education is one requirement for graduation (see explanation of letter grades and other graduation requirements in this catalog).

Successful completion of related instruction 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 compnay 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:

BOILMAKER 8900
(6,000 Clock Hours)

The boilmaker program is desigend to teach the skills and related studies needed in the boilermaker craft leading to a boilermaker journeyman.

CARPENTRY/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 expereince 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.

MACHINST 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 pipewelder journeyman.

These apprenticeship programs lead to the Mississippi Gulf Coast Junior College diplomas. Students who complete diploma requirements or 36 semester hours may elect to pursue the MGCJC Associate of Applied Science degree in occupational education. The following additional courses must be taken:

9 semester hours - English (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 MGCJC 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 of 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 end June 30 the following year.

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