MISSISSIPPI GULF COAST JUNIOR COLLEGE 1983-84

BHM PUB

CATALOG
83-84

MISSISSIPPI
GULF COAST
JUNIOR COLLEGE

Mississippi's First Tri-Campus College

CENTRAL OFFICE

Perkinston, Mississippi 39573
Telephone: 928-5211

JACKSON COUNTY CAMPUS

(Established 1965)
Gautier, Mississippi 39553
Telephone: 497-4313

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

KEESLER CENTER

(Established 1973)
Keesler Air Force Base, MS 39534
Telephone: 432-7198

Harrison, Stone, Jackson and George Counties Cooperating

Accredited By
Southern Association of Colleges and Schools

CATALOG 1983-84

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 45 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, 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.

CALENDAR

1983

JULY

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COLLEGE CALENDAR 1983-84

Aug. 15-16 — Faculty workshops

First Semester

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

Thursday, Aug. 18 — Dormitories open; Perkinston boarding students report. First semester fees due. Semester room rent and first month's board due at Perkinston
Friday, Monday, Tuesday, and Wednesday, Aug. 19, 22, 23, and 24 — Registration at all campuses
Thursday, Aug. 25 — Classes begin
Thursday, Sept. 1 — Last day to drop a class without a grade and last day to enter a first-semester course
Monday, Sept. 5 — Labor Day holiday
Monday, Sept. 12 — Second month's board due at Perkinston
Monday, Oct. 10 — Third month's board due at Perkinston
Wednesday, Oct. 19 — Mid-term; Grade reports due
Friday, Oct. 28 — Last day to drop a course with a "W"
Monday, Nov. 7 — Board due at Perkinston for the remaining five weeks of the first semester
Wednesday, Nov. 23 — Thanksgiving Holidays begin after fourth period class. Administrative offices close at 2:00 p.m.
Monday, Nov. 28 — Classes resume
Monday, Tuesday, Wednesday, and Thursday, Dec. 12, 13, 14, and 15 — Final exams
Friday, Dec. 16 — Semester ends. Christmas Holidays begin after classes. Administrative offices close at 3:00 p.m.

Second Semester

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

Tuesday, Jan. 3 — All administrative offices open
Tuesday, Wednesday, and Thursday, Jan. 3, 4 and 5 — Registration. Second semester fees due at assigned registration time. Semester room rent and first month's board due at Perkinston Campus.
Friday, Jan. 6 — Classes begin
Friday, Jan. 17 — Last day to enter a second semester course and last day to drop a course without a grade
Thursday, Jan. 26 — Second month's board due at Perkinston
Thursday, Feb. 23 — Third month's board due at Perkinston
Friday, March 2 — Mid-term grades due

Monday, Tuesday, Mar. 5 and 6 — Mardi Gras holiday. 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.
Friday, March 9 — Last day to drop a course with a "W"
Friday, March 9 — Spring Holidays begin after classes. Administrative offices open Monday, March 12, through Thursday, March 15
Monday, March 19 — Classes resume
Thursday, March 29 — Board due at Perkinston for the remaining five weeks of second semester
Friday, April 20 — Good Friday Holiday
Monday, Tuesday, Wednesday, and Thursday, April 30, May 1, 2 and 3 — Final exams
Friday, Monday and Tuesday, May 4, 7 and 8 — Graduation exercises for the three campuses
Tuesday, May 8 — Session ends

Summer Session 1984

Monday and Tuesday, May 21 and 22 — Registration
Tuesday, May 22 — First five-week term begins
Monday, May 28 — Memorial Day Holiday
Friday, June 22 — First five-week term ends
Monday, June 25 — Second five-week term begins
Wednesday, July 4 — Fourth of July holiday
Friday, July 27 — Summer session ends

1983-84 Calendar for Jefferson Davis Campus, Keesler Center

Fall Term (Sept. 6, 1983 - Nov. 18, 1983)
Aug. 22 — Begin Registration
Sept. 2 — End Registration
Sept. 5 — Labor Day Holiday
Sept. 6 — Classes begin
Nov. 14, 15, 16, 17 — Final Examinations

Winter Term (Nov. 28, 1983 - Feb. 24, 1984)
Nov. 14 — Begin Registration
Nov. 23 — End Registration
Nov. 24, 25 — Thanksgiving Holidays
Dec. 16 — Christmas Holidays begin
Jan. 2 — Classes resume
Feb. 20, 21, 22, 23 — Final Examinations

Spring Term (Mar. 5, 1984 - May 18, 1984)
Feb. 20 — Begin Registration
Mar. 2 — End Registration
Mar. 5 — Classes begin
Apr. 20 — Easter Holiday
Mar. 14, 15, 16, 17 — Final Examinations

Summer session (May 29, 1984 - Aug. 10, 1984)
May 21 — Begin Registration
May 25 — End Registration
May 28 — Memorial Day Holiday
May 29 — Classes begin
July 4 — Independence Day Holiday
Aug. 6, 7, 8, 9 — Final Examinations

SEMESTER TESTING SCHEDULE

First Semester

Monday, December 12 —	8-10 a.m. - 1st period MWF classes 10 a.m. - 12 p.m. - 3rd period MWF classes 1-3 p.m. - 5th period MWF classes
Tuesday, December 13 —	8-10 a.m. - 1st, 2nd period TT classes 10 a.m.-12 p.m. - 3rd , 4th period TT classes 1-3 p.m. - 7th period MWF classes
Wednesday, December 14 —	8-10 a.m. - 2nd period MWF classes 10 a.m.-12 p.m. - 4th period MWF classes 1-3 p.m. - 6th period MWF classes
Thursday, December 16 —	8-10 a.m. 5th, 6th, OR 6th, 7th period classes

Second Semester

Monday, April 30 —	8-10 a.m. - 1st period MWF classes 10 a.m.-12 p.m. - 3rd period MWF classes 1-3 p.m. - 5th period MWF classes
Tuesday, May 1 —	8-10 a.m. - 1st, 2nd period TT classes 10 a.m.-12 p.m. - 3rd, 4th period TT classes 1-3 p.m. - 7th period MWF classes
Wednesday, May 2 —	8-10 a.m. - 2nd period MWF classes 10 a.m.-12 p.m. - 4th period MWF classes 1-3 p.m. - 6th period MWF classes
Thursday, May 5 —	8-10 a.m. - 5th, 6th OR 6th, 7th period classes

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

BOARDS OF SUPERVISORS

HARRISON COUNTY

Ernest C. Melvin	Beat 1	Biloxi
Leroy Urie	Beat 2	Gulfport
Billy McDonald	Beat 3	Gulfport
Hue B. Snowden	Beat 4	Gulfport
C. T. Switzer, Sr.	Beat 5	Gulfport
Nicky Creel	Chancery Clerk	Gulfport

STONE COUNTY

Freddie George Pearson	Beat 1	Wiggins
O. B. Brown	Beat 2	Perkinston
Lee Overstreet, Jr.	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

Vernon Howell	Beat 1	Lucedale
Mrs. K. M. Brannon	Beat 2	Lucedale
Ralph B. Fairley	Beat 3	Lucedale
Billie Reeves	Beat 4	Lucedale
Norman C. Howell	Beat 5	Leaf
James Harrison	Chancery Clerk	Lucedale

BOARD OF TRUSTEES

HARRISON COUNTY

Name	Term Expires		Beat	Address
Richard Creel	December	1982	1	Biloxi
Russell A. Quave	June	1983	1	Biloxi
Joseph H. D'Angelo	December	1983	2	Gulfport
Mrs. Jean Peden	June	1986	2	Gulfport
Murrell Hilton	December	1984	3	Pass Christian
Eddie P. Antoine	June	1984	3	Pass Christian
Tofie M. Owen, Sr.	December	1985	4	Gulfport
Mrs. C. T. Switzer, Sr.	June	1985	4 & 5	Gulfport
Alton Bankston	December	1986	5	Biloxi
Henry Arledge	December	1983		Gulfport
	Supt. of Education			

STONE COUNTY

James E. Bryan, Jr.	December	1982	1	Wiggins
C. G. Odom	December	1983	2	Perkinston
William S. Mauldin, Jr.	December	1984	3	McHenry
Parnell Anderson	December	1985	4	Wiggins
Gordon G. Bond	December	1986	5	Perkinston
Eddie Danzey	December	1983		Wiggins
	Supt. of Education			

JACKSON COUNTY

Franklin Hamilton	December	1982	1	Hurley
R. A. Roberts	December	1983	2	Moss Point
R. H. Slaughter, Jr.	December	1984	3	Pascagoula
J. K. Lemon	December	1985	4	Ocean Springs
J. B. George	December	1986	5	Pascagoula
Warner Peterson	June	1982		Pascagoula
	County at Large			
Jimmy Smithie	December	1983		Pascagoula
	Supt. of Education			

GEORGE COUNTY

Wilbur G. Ward	December	1982	1	Lucedale
Luther Jones	December	1983	2	Lucedale
William Larry Ivey	December	1984	3	Lucedale
Arlie Howell	December	1985	4	Lucedale
M. C. Murrah	December	1986	5	Lucedale
William Reid	December	1983		Lucedale
	Supt. of Education			

ADMINISTRATIVE OFFICERS

Central Office

President ..... Dr. J. J. Hayden, Jr.
Executive Assistant for Instructional Affairs ..... Dr. Barry Mellinger
Executive Assistant for Administration & Finance ..... Gwinn Naderhoff, Jr.
Administrative Assistant for Vocational Instruction ..... Boyce L. Breland
Administrative Assistant for Business ..... Everett Compston
Administrative Assistant for Industrial Training ..... Edward A. Evans
Administrative Assistant for Institutional Relations ..... James E. Reese
College Director of Vocational Instruction ..... Dr. R. Travis Ferguson
Director of Internal Auditing ..... Mark O. Haley
Director of Public Information ..... Winfred Moncrief
Director of Athletics ..... Kenneth Farris
Director, Institutional Research and
Resource Development ..... Mrs. Nell Murray
Administrative Assistant for Data Processing ..... Robert T. Smith
Administrative Assistant for Accounting ..... Jerry Bryan
Coordinator of Health Occupations and
Title IX Coordinator ..... Mrs. Louise Jones
Coordinator of Transportation and Special Projects ..... James Willis
College Development Officer ..... Mrs. Ruth C. Ford

JACKSON COUNTY CAMPUS

Executive Dean ..... Mr. Curtis L. Davis
Director of Academic and General Instruction ..... Mr. William F. Martin
Director of Student Services ..... Mr. Billie J. Lofton
Director of Finance ..... Mr. Gus H. Puhle
Associate Director of Campus Evening College ..... Mr. Larry E. Crane
Director of Vocational Instruction ..... Mr. Jerold L. Shepherd
Assistant Director of Vocational Instruction ..... Dr. Herbert Robbins
Librarian ..... Mrs. Mary A. Palmer
Assistant Librarian ..... Mrs. Cheryl J. Hinton
Assistant Librarian ..... Miss Sandra K. Abraham
Financial Aid Officer ..... Mr. William Dabbs
Special Services Program Director ..... Ms. Annie T. Moore
Basic Skills Laboratory Coordinator ..... Miss Patricia Grady
Media Coordinator ..... Dr. Elizabeth K. Patterson
TV Technician, Publicity Photographer ..... Mr. Paul D. Mansfield
Coordinator of Program Services ..... Mrs. Barbara J. McCool
Admissions Counselor ..... Dr. Bruce W. Fisher
Vocational Counselors ..... Mr. Charles Koski
Ms. Linda Switzer
Career Counselor ..... Ms. Carolyn Allen
Special Services Counselor ..... Dr. Anne M. Jordan
Night Counselor ..... Mr. Bert Phelps

Jefferson Davis Campus

Executive Dean ..... Glen W. Cadle
Director of Student Services ..... William L. Vierling
Director of Academic and General Instruction ..... G. L. Douglas
Director of Keesler Center ..... S. J. D'Aquilla
Director of Finance ..... Dr. C. D. Taylor
Director of Vocational Instruction ..... W. M. Thornton
Assistant Director of Vocational Instruction ..... R. H. McBroom
Assistant Director of Vocational Instruction
Harrison County Occupational Training
Center ..... Gerald Gartman
Assistant Director of Evening College ..... Sam Kirsch
Counselor, Admissions/Activities ..... David Drye
Counselor ..... Patti Holloway
Counsel, Veterans ..... Miss Denise Ladner
Counselor, Placement/Recruitment ..... Gene M. Rester
Counselor, Vocational/Technical ..... Herschel J. Smith
Counselor ..... Mrs. Veta Griffith
Counselor, HCOTC ..... Michael Romeo
Counselor, Keesler Center ..... Tommy Adkins
Librarian ..... Jack V. Burford
Assistant Librarian ..... Miss Louise Ward
Assistant Librarian ..... Mrs. Mary Benbow
Coordinator, Media Center ..... Ray Landry
Financial Aid Officer ..... T. J. Smith

Perkinston Campus

Executive Dean ..... Dr. Clyde E. Strickland
Director of Student Services ..... Mr. Ed Scarborough
Director of Finance ..... Mr. L. D. Stringfellow
Director of Vocational Instruction ..... Mr. Billy J. Scarbrough
Librarian ..... Mr. Charles M. Clark
Assistant Librarian ..... Ms. Janice Chumbley
Media Coordinator ..... Mr. Dale Sellers
Assistant Media Coordinator ..... Mr. Richard Marlowe
Admissions Counselor ..... Mr. Danny James
Recruitment-Placement Counselor ..... Mr. Charles Cooper
Vocational Counselor ..... Mr. James Ray Smith
Supervisor of Student Discipline and Housing ..... Mr. Eugene Davis
Coordinator of Discipline and
Housing for Women .....

STAFF

Central Office

Secretary to the President ..... Mrs. Ethel Bond
Secretary, Executive Assistant for Instructional Affairs .. Mrs. Karen McQueen
Secretary, President's Office ..... Mrs. April Grace
Secretary, Executive Assistant for
Administration & Finance ..... Miss Nancy Lee
Senior Bookkeeper ..... Mrs. Florence Rainwater
Secretary, Administrative Assistant for Business ..... Mrs. Sue Amacker
Personnel Monitor ..... Mrs. Millie Taft
CETA Bookkeeper, Finance Clerk ..... Mrs. Marleen Moore
Secretary, Business Office ..... Ms. Jeanette Wells
Accounts Payable Clerk ..... Mrs. Helen Vernon
Insurance and Grants Clerk ..... Mrs. Carolyn Brooks
Bookstore Coordinator .....
Office Machine Technician ..... Mr. Admiral Ladner
Secretary, Institutional Research and Planning ..... Mrs. Shirlee Arkwright
Secretary, Vocational Instruction ..... Mrs. Sistie Farris
Secretary, Industrial Training ..... Mrs. Dot Lyons
Manager of College Relations ..... Mrs. Joyce Rogers
Manager of Publications ..... Mrs. Gertie Brown
Computer Programmer/Operator ..... Mr. Carl King
Key Punch Operator ..... Miss Elaine McDermott
Computer Programmer/Operator ..... Mrs. Deborah King
Courier ..... Mrs. Nettye Alexander
Senior Programmer/Operator ..... Mr. Louis Boudreaux
Finance Clerk ..... Mrs. Debbie Rogers
Central Store Clerk Duplicating Machine
Operator ..... Miss Joyce Galloway
Mechanic ..... Glenn Anderson
Operator-Driver ..... Walter Corbet
Key Punch Operator ..... Mrs. Betty Bennett
Secretary, President's Office ..... Mrs. Gloria Breland
Operator-Driver ..... Mike Gilner
Title III Secretary ..... Mrs. Judy Davis

Jackson County Campus

Secretary to Executive Dean ..... Miss Kathleen Lott
Secretary to Director of Academic and
General Instruction ..... Mrs. Jeannette Tootle
Secretary to Director of Student Services ..... Mrs. Becky Rogers
Records Clerk ..... Mrs. Joan Wilson
Secretary to Director of Finance ..... Mrs. Barbara McDonald
Mrs. June Roberts
Admissions Secretary ..... Ms. Sylvia White

Bookkeeper ..... Mrs. Sue Fisher
Secretary to Director of Vocational Instruction ..... Mrs. Carolyn Martin
Mrs. Shirley Holliday
Mrs. Greta Thornton
Secretary to Associate Director of Campus Evening College ..... Mrs. Mary Houston
Library Secretary ..... Mrs. Johanna Martin
Special Services Secretary ..... Mrs. Ruth Smith
Audio Visual Clerk ..... Miss Angie Bridges
Duplicating Machine Operator/Faculty Secretary ..... Mrs. Annie Harris
Receptionist/Switchboard Operator/Secretary ..... Mrs. Judy Bass
Evening Receptionist/Switchboard Operator/Secretary ..... Mrs. Violet Lett
Secretary, Financial Aid ..... Mrs. June Robertson
Media Technician and Graphic Artist ..... Mrs. Mary Dyle
Buildings and Grounds ..... Lincoln Wise
Buildings and Grounds ..... Alvin Carter
Supervisor, Janitorial Services ..... Namon Bangs
Chief of Security ..... Milford Martin
Bookstore Manager ..... Walter Robey

Jefferson Davis Campus

Secretary to Executive Dean ..... Ms. Rita Wales
Secretary to Director of Student Services ..... Mrs. Sammie Baxter
Secretary to Director of Academic and General Instruction ..... Mrs. Lynn Jackson
Secretary to Director of Finance ..... Miss Evelyn Strange
Secretary to Director of Vocational Instruction ..... Mrs. Pat Lanning
Secretary to Director of Keesler Center ..... Mrs. Lori Sutton
Records Clerk ..... Mrs. Ann Kempkes
Superintendent of Building/Grounds ..... R. L. Stafford
Assistant Superintendent of Building/Grounds ..... Eugene Bethel
Bookstore Manager ..... John Dempsey
Clerk-Secretary, Business Office ..... Tina Johnson
Mrs. Sue Russell
Secretary, Vocational/Technical .....
Secretary, Health Occupations ..... Mrs. Willette Smith
Secretary, A. D. Nursing ..... Mrs. Bernice Gates
Secretary, Financial Aid Officer ..... Mrs. Karen Rowe
Secretary, Admissions ..... Mrs. Sarah Mulvaney
Secretary, Library/Instruction ..... Mrs. Joy Smith
Secretary, Harrison County Occupational Training Center ..... Mrs. Barbara French
Clerical Assistant ..... Mrs. Maria McNally
Learning Resources Assistant ..... Mrs. Patricia Smith
Receptionist ..... Mrs. Betty Conn
Telephone Operator .....

Perkinston Campus

Supervisor, Building & Grounds ..... Mr. William Berry
Assistant Supervision, Building & Grounds ..... Bennie Garner
Supervisor, Grounds and Janitorial Services ..... Mr. Billy Finnan
Assistant Supervisor, Janitorial Services ..... R. J. Meadows
Groundskeeper ..... Billy J. Willis
Records Clerk ..... Mrs. Willie Bunch
Bookkeeper ..... Mrs. Clarice Coker
Secretary to Executive Dean ..... Ms. Nelda Lyons
Secretary to Dean for Instruction ..... Mrs. Alisa Strickland
Receptionist/Secretary ..... Mrs. Gabrielle Alexander
Secretary to Librarian ..... Mrs. Glenda Redmond
Secretary, Media Center ..... Mrs. Trudy Bryan
Secretary, Faculty ..... Mrs. Diane Sekul
Secretary, Science & Fine Arts ..... Mrs. Ramona Shattles
Secretary, Business ..... Mrs. Lisa Taylor
Secretary, Maintenance ..... Mrs. Virgina Stringfellow
Secretary, Vocational Instruction ..... Mrs. Elaine Stephens
Secretary, Student Services ..... Mrs. Sheree Bond
Secretary, Finance ..... Mrs. Robin Spruill
Secretary, Veterans Affairs ..... Mrs. Tommie Weathers
Switchboard Operators ..... Ms. Faye Bond
Mrs. Joyce Williams
Secretary, Printing Dept. ..... Ms. Pam McCallister
Housemothers ..... Mrs. Dorothy McHenry
Mrs. Earline Taylor
Mrs. Thelma Rogers
Student Center Attendants ..... Mrs. Jimmie R. Rayburn
Mrs. Shirley Finnan
Supervisors of Dormitories
And Student Activities ..... Mr. Jeffery Donahoe
Mrs. Brenda Gilmore
Mrs. Doris Strickland

George County Occupational Training Center

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

COLLEGE EXECUTIVE COUNCIL

Dr. J. J. Hayden, Jr., Dr. Barry L. Mellinger, Mr. Gwinn Naderhoff, Executive Dean Curtis L. Davis, Executive Dean Glen W. Cadle, Executive Dean Dr. Clyde E. Strickland.

College Council

The president of the college and executive dean of each campus will be ex-officio members of all committees.

Dr. J. J. Hayden, Jr., Dr. Barry Mellinger, Mr. Gwinn Naderhoff, Dean Curtis L. Davis, Dean Glen W. Cadle, Dean Clyde Strickland, Mr. Boyce Breland, Mrs. Nell Murray, Mr. Sal D'Aquilla, Mr. Ed Evans, Mr. Jerry Bryan, Mr. Robert Smith, Mr. John W. Cooley, Mrs. Louise Jones, Mr. James E. Reese, Dr. Travis Ferguson, Mr. Winfred Moncrief, Mr. Kenneth Farris, Mr. Mark Haley, Mr. Eugene Clement, Mr. L. D. Stringfellow, Mr. James Ray Smith, Mrs. Kay Gollotte, Mr. C. D. Taylor, Mr. M. W. Thornton, Mrs. W. Beacham, Mrs. Faye Anderson, Mr. Gus Puhle, Mr. Jerold Shepherd and Mrs. Sandra Abraham.

JACKSON COUNTY CAMPUS

Committees

Administrative Committee: Davis, Lofton, Puhle, Martin, Shepherd.

Admissions Committee: Fisher, Lofton, Mulkana, Koski, Jordan, Switzer.

Sub-Committees for Health Programs:

X-Ray: Lofton, Dr. Moore, Vincent, Fisher, Koski.

PN: Switzer, Usher and other representatives as required by State regulations.

RN: Fisher, Anderson, Webb, Hill, Dabbs, Moore.

Discipline: Malone, Mulkana, Hudson, two students.

Faculty Publicity: Patterson, Fountain, Mansfield, Lofton.

Graduation: Fisher, Puhle, Malone, Duncan, Lofton.

Guidance: Fisher, Lofton, Koski, Dabbs, Switzer, Jordan.

Instructional Affairs: Dean Davis, Martin, Robbins, appropriate department members.

Learning Resource: Palmer, Patterson, K. Davis, Neumann, Martin, Hudson, D. Shaw.

Physical Education & Intramurals: Keith, Schlie, Ross, Clark, Dabbs.

Scholarship: Dabbs, Lofton, D. Shaw.

Student Activities: Ross, D. Shaw, Patterson, H. Rogers, Lofton, presidents of the Student Council the VICA, and PTK, Treasurer of Student Council.

Student Publications: Fountain, Lofton, Dabbs, editors of student newspaper and yearbook.

Department Chairpersons

Associate Degree Nursing ..... Mrs. Faye Anderson
Business and Office Administration ..... Ms. Jeanette Thomas
Fine Arts ..... Mrs. Martha Richardson
HPR ..... Dr. Charles Keith
Language Arts ..... Mr. Walter Mullen

Mathematics ..... Mr. Ralph Smith
Social Studies ..... Mr. Dean Shaw
Science ..... Mr. Robert Herrington
General Studies ..... Mrs. Amaryllis Stroud
Health Occupations ..... Ms. Shira Usher
Vocational Education ..... Mr. Harold Rogers
Technical Education ..... Mr. Arthur Sunday

Faculty Advisory Committee

Mrs. Karen Davis	Appointed	1980-81
Dr. Charles Keith	Appointed	1981-82
Mrs. Betty Vincent	Appointed	1982-83
Mr. Robert Hudson	Elected	1980-81
Dr. Edward Harvey	Elected	1981-82
Mrs. Martha Reed	Elected	1982-83

JEFFERSON DAVIS CAMPUS

Committees

Administrative Committee: Cadle, Vierling, Douglas, D'Aquilla, Taylor, Thornton.
Admissions: Vierling, Adkins, Drye, Brignac, Sellers, H. Smith.
Discipline: Anastasio, Goforth, Green, Screws, Hathaway, Rutter, L. Miller President of Student Council, student appointed by the Student Council.
Faculty Reception and Courtesy: Shull, J. P. Smith, Gregory, Winters, Melton, L. Stephens, two students appointed by Student Council.
Graduation: Vierling, Moore, Therrell, Andresen, S. Roberts, White, B. Stafford, Ortiz, two students appointed by Student Council.
Guidance: Vierling, Drye, Rester, Griffith, D. Ladner, Romeo, Adkins.
Instructional Affairs: Cadle, Douglas, Thornton, appropriate Department Chairperson(s).
Learning Resources: Douglas, Burford, Ward, Benbow, Landry, Kirsch, G. Jones, two students appointed by the Student Council.
Physical Education and Health Service: Anastasio, Beacham, Burns, Decker, D. Hurlbert, two students appointed by the Student Council.
Publications: Vierling, Duncan, Ward, K. McCall, Mignor, McBroom, editors of annual and Mississippi Sound.
Scholarship: T. J. Smith, Brewer, B. Lee, Roberts, Zimmerman, Walker, Benbow, two students appointed by the Student Council.

Department Chairpersons

Associate Degree Nursing ..... Mrs. Wanda Brignac
Business and Office Administration ..... Ms. Kay Gollotte
Fine Arts ..... James Mathis
General Studies ..... Mrs. Elaine Duncan
Health and Physical Education ..... Randy Anastasio
Language Arts ..... Mrs. Evelyn Webb

Mathematics ..... Paul McKay
Science ..... James Knight
Social Studies ..... Harry Stamps
Technical Programs ..... William Brewer
Vocational Health Occupations ..... Mrs. Jane Hickman
Vocational Trade Programs ..... Bobby Acuff

Faculty Advisory Committee

Mr. Ronnie Lee	Appointed	1982-85
Mr. Al Mixon	Appointed	1981-84
Mr. Quincy Long	Appointed	1980-83
Mr. Ralph McBroom	Elected	1981-84
Mrs. Ouida White	Elected	1980-83
Mrs. Betty Stafford	Elected	1982-85

PERKINSTON CAMPUS

Committees

Academic Scholarship: W. Lott, Chair; Department Chairpersons.
Admissions: James, Chair; Scarborough, J. R. Smith, Cooper.
Campus Athletic: Farris, Chair; Sekul, D. Smith, Weathers, Cooper.
Christian Council: Rominger, Warren; BSU Director, Presidents of Christian Organizations.
Discipline: N. Mann, Chair; Alexander, D. Smith, two students.
Faculty Housing: Strickland, Chair; J. J. Hayden, Naderhoff.
Graduation: McInnis, Chair; Scarborough, W. Batson, Jenkins.
Guidance: Scarborough, Chair; James, Cooper, J. R. Smith.
Learning Resource: Clark, Sellers, Cataland, Hall, Schwab, Howell, Student Council President.
Scholarship: Stringfellow, Chair; Scarborough, Strickland, Kelly, A. Mann.
Student Activities: Scarborough, Chair; Farris, Cooper, J. R. Smith, D. Smith, Dellenger.
Student Housing: Scarborough, Chair; G. Davis, Cooper, Anderson, Dormitory Supervisors.
Student Publications: Scarborough, Chair; Moncrief, Yearbook Editors.

Department Chairpersons

Business and Office Administration ..... Mrs. Kay McInnis
Fine Arts ..... Mr. Eugene Clement
Health and Physical Education ..... Mr. Kenneth Farris
Language Arts ..... Dr. Woodley Lott
Mathematics ..... Dr. Larry O'Neal
Science ..... Dr. Richard Miller
General Studies ..... Mr. Tom Taylor
Social Studies ..... Mr. Charles Sullivan
Vocational-Technical ..... Mr. Billy J. Scarbrough

Faculty Advisory Committee

Dr. Nelda Lott	Elected	1980-83
Mr. Harper Wilson	Appointed	1980-83
Dr. John Jenkins	Elected	1981-84
Mrs. Cheryl Catalano	Appointed	1981-84
Ms. Jesse Jacobs	Elected	1982-85
Ms. Conception MacMillan	Appointed	1982-85

FACULTY

J. J. Hayden, Jr., President (1950). B.S. and M.S., Mississippi State University. Ed.D., University of Southern Mississippi.

Gwinn Naderhoff, Jr., Executive Assistant for Administration and Finance (1977). B.A. and M.S., University of Southern Mississippi. A.B.D., University of Mississippi.

Barry L. Mellinger, Executive Assistant for Instructional Affairs (1979). A.S., MGCJC/Perkinston Campus. B.S. and M.S., Mississippi State University. Ph.D., Purdue University.

Boyce L. Breland, Administrative Assistant for Vocational Instruction (1967). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi, Radio Technical Training, University of North Alabama, and Mississippi State University.

Everett Compston, Administrative Assistant for Business (1965). B.S., Northeastern State College, Tahlequah, Oklahoma, M.Ed., University of Southern Mississippi. Additional study, University of Kentucky.

Edward Evans, Administrative Assistant for Industrial Training (1956). B.S., Mississippi State University. Additional study, University of Southern Mississippi.

James E. Reese, Administrative Assistant for Institutional Relations (1977). University of Alabama.

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

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

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

Kenneth Farris, Director of Athletics (1962). B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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.

Jerry A. Bryan, Administrative Assistant for Accounting (1977). B.S., University of Southern Mississippi.

Ruth C. Ford, College Development Officer (1974). A.S., Perkinston Campus. B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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

Jackson County Campus

Sandra Abraham, Assistant Librarian, (1978), B.S., Delta State University, M.S., University of 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, Career Counselor (1981). B.S. and M.Ed., Mississippi State University.

Faye Anderson, Nursing (1968). B.S., McNeese State University, M.S., University of Southern Mississippi.

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

John Blakeney, Medical Laboratory Technology (1971), Clinical Liaison for Biloxi V.A. Hospital. B.S. and M.T., University of Southern Mississippi.

Thomas Boone, Religious Education (1980). B.S., Millsaps, M.S., Perkins School of Theology.

William A. Bowman, Automotive and Diesel Mechanics (1976). Study at Hinds Jr. College and University of Southern Mississippi.

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

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

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

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

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

Cathy Clark, English (1979). B.S., Mississippi College, M.S., 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., University of Southern Mississippi, M.Ed. Industrial Education, University of Southern Mississippi.

Larry Crane, Associate Director of Campus Evening College (1970). Graduate, Ingalls Inplant Welding School. B.S. and M.S., University of Southern Mississippi.

Gretchen Cunningham, Medical Technology (1979). B.S., University of Southern Mississippi.

William F. Dabbs, Financial Aid Officer (1978). B.S., M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

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

George T. Davis, Science (1977). B.S., University of Alabama, M.A., Mississippi State University.

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

Tom A. David, Welding (1978).

Donald Dore', M.D., Medical Laboratory Technology, Appointed to Advisory Committee July 1, 1971. Singing River Hospital, Pascagoula, MS.

Carl Duncan, General Studies (1975). A.A., Mississippi Gulf Coast Jr. College. B.S., M.A., University of Southern Mississippi.

Robert Eaton, Nursing (1982). B.S., University of Mississippi. M.S., Medical College of Georgia.

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

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

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

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, Basic Skills Laboratory Coordinator (1978). B.S., M.S., University of Southern Mississippi.

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

Michele Harris, Nursing (1982). B.S., University of Southern Mississippi. M.S., Mississippi University for Women.

William Harris, Welding (1977). Studies being done at University of Southern Mississippi toward B.S.

James T. Harper, Diesel Mechanics (1979). Murray Vocational School. Additional work, University of Southern Mississippi.

Edward Harvey, Biology (1977). B.S., William Carey College, M.S., New Orleans Baptist Theology Seminary. Ph.D., University of Southern Mississippi.

Evelyn Harvey, Instructional Assistant (1980). B.S., William Carey College.

Benedict C. Heidgerken, Industrial Electricity (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. and Graduate Study, University of South Alabama.

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

Patricia Hill, Nursing (1976). B.S., University of Southern Mississippi. M.N., University of Mississippi Medical Center.

Cheryl Hinton, Assistant Librarian (1974). B.S., M.S., University of Southern Mississippi.

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

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

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

Jane E. Irwin, Business (1965). B.S., M.S., University of Southern Mississippi.

Marna Irverson, Medical Laboratory Technology (1973), Clinical Liaison for Ocean Springs Hospital, B.S. and M.T., University of Minnesota.

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

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

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

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

Billy Knight, Related Education (1979). B.S., Mississippi Valley State University.

Betty Koonz, Nursing (1982). B.S., William Carey College. M.S., University of Southern Mississippi. Additional study, University of Mississippi Medical Center.

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

Edward Krecker, M.D., Medical Laboratory Technology. Appointed to the Advisory Committee for MLT May 25, 1977. Staff Pathologist at Biloxi VA Hospital, Biloxi, MS.

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, Director 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 Jr. College and University of Southern Mississippi.

William F. Martin, Director of Academic and General Instruction (1966). B.S., Technical Education, M.S., Industrial Education, Mississippi State University, Specialist, 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.

Mary M. Miller, Business (1964). B.S., M.S., and Ed.D., 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.

Annie T. Moore, Director of Special Services Program (1974). B.S., M.S., Jackson State University.

Carol Morrison, Nursing (1981). B.S., University of Southern Mississippi.

Mohammed Mulkana, Science (1970). B.S., D.J., Government. M.S., University of Rhode Island. M.Sc., University of Karchi Pakistan. Ph.D., Mississippi State University.

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

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

Charles Neumann, Distribution and Marketing (1977). B.S., University of Southern Mississippi. M.Ed., Mississippi State University. Additional study at University of Southern Mississippi.

Richard 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, Librarian (1968). B.A., University of Mississippi. M.L.S., George Peabody College.

Elizabeth Patterson, Media Coordinator (1975). B.A., M.S., and Ph.D., University of Southern Mississippi.

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

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

Gus H. Puhle, Director of Finance (1973). Study at University of Wisconsin.

Bobby Quave, Welding (1979). High School. Additional study, University of Southern Mississippi.

Martha Reed, English (1979). B.S., University of South Alabama, M.S., Mississippi College.

Martha Richardson, Music (1969). B.A., Vassar College. M.A., University of South Alabama. Additional study at University of Southern Mississippi.

Herbert C. Robbins, Assistant Director of Vocational Instruction (1975). B.S., M.S., Ed.D., University of Southern Mississippi.

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

Harold L. Rogers, Jr., Automotive Mechanics (1972). B.S., M.S., University of Southern Mississippi.

Linda Sallee, Nursing (1977). B.S., University of Southern Mississippi, M.S., Nursing, University of Southern Mississippi.

Rose Schlie, Physical Education (1974). B.S., Northwest Missouri State College. M.S., University of Southern Mississippi.

L. J. Scripter, M.D., Medical Laboratory Technology. Appointed to Advisory Committee June 21, 1978. Ocean Springs Hospital, Ocean Springs, MS

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, Director 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 Jr. College. Additional study at University of Southern Mississippi.

Bertha E. Stanley, Writing Laboratory (1979). B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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

Arthur Sunday, Industrial Technology (1970). B.S., Virginia Polytechnic Institute and State University. Graduate study at University of Southern Mississippi.

Linda Switzer, Vocational Counselor (1979). B.S. and M.Ed., University of Southern Mississippi.

Jeanette B. Thomas, Business (1961). B.S., M.S., 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.

Mary Trichell, X-Ray Technology (1977). Mississippi Gulf Coast Junior College. Additional study at William Carey College.

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., University of Southern Mississippi. M.S., University of Southern Mississippi.

Bennie L. VanCourt, Drafting and Design Technology (1971). A.S., Mississippi Gulf Coast Jr. College. B.S., M.S., University of Southern Mississippi.

Betty L. Vincent, X-Ray Technology (1976). R.T., R.N.M.I., A.S., Mississippi Gulf Coast Jr. College. Additional study at University of Southern Mississippi and William Carey College.

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

Edith White, Nursing (1980). B.S., Dillard University, M.S., University of Southern Mississippi.

Charles Whitmore, Technical Math and Physics (1971). A.S., Mississippi Gulf Coast Jr. College. B.S., Mississippi State University. M.S., University of Southern Mississippi.

Sherry Ann Whitmore, Medical Laboratory Technology (1971). A.S., Mississippi Gulf Coast Jr. College. B.S., M.S., University of Southern Mississippi.

Tommie Wood, Diesel Mechanics (1979). B.S., University of Southern Mississippi, M.S., University of Southern Mississippi.

Nancy Woods, English (1974). B.A., University of Southern Mississippi. M.A.C.T., Auburn University. Additional study at University of Hawaii.

Eleanor Wright, Practical Nursing (1977). R.N., A.S., Mississippi Gulf Coast Junior College. Additional study at William Carey College and 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

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

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

Evelyn K. Alford, Practical Nursing (1964). R.N., Diploma, New Biloxi Hospital School of Nursing. Additional study, Texas Woman's University, University of Mississippi, and 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.

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.

Frank A. Bachman, Plumbing (1971). Keesler A&M Tech School, Ford's Willow Run Tech School. A.A., MGCJC/Jefferson Davis Campus, B.S., University of Southern Mississippi. Additional study, Temple University.

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.

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.

Horace Breland, Machine Shop (1970). A.S., Mississippi Gulf Coast Junior College. Additional study, University of Southern Mississippi.

William M. Brewer, Law Enforcement (1969). M.S., University of Southern Mississippi. B.S., University of Mississippi. Graduate study, Tulane University. Graduate Air Force Institute of Technology. Graduate School of Logistics. Former Special Agent, Federal Bureau of Investigation. Additional graduate study, University of Southern Mississippi.

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

Patrick T. Buckley, Data Processing (1980). B.S., Spring Hill College.

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, Executive Dean (1961). B.S. and M.S., University of Southern Mississippi. Additional graduate study, University of Southern Mississippi and Mississippi State University.

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

Millie Clark, Reading (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. Curtis, 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.

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.

Roslyn Dew, Nursing (1981). B.S.N., Mercy College of Detroit. M.S., University of Hawaii, Manoz.

G. L. Douglas, Director of Academic and General Instruction (1965). B.A., William Carey College. M.S., Auburn University. Course work complete for doctorate.

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, Admissions/Activities Counselor (1979). B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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

Walter R. Dunn, Physics and Physical Science (1965). B.S. and M.S., University of Southern Mississippi. Additional study, Bucknell University and University of Wyoming.

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

David C. Fitch, Mathematics (1970). B.S. and M.S., M.E., Mississippi State University. Course work completed for doctorate, Rice University.

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 Director Vocational Instructor, Harrison County Occupational Training Center, (1954). B.S., University of Southern Mississippi. Additional studies, University of Southern Mississippi.

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.

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.

Patrick L. Gray, Related Education (1969). B.S., Alcorn State University. Additional study, William Carey College.

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

Donald Green, Social Studies (1979). B.S., University of Southern Mississippi. M.A., University of South Alabama. M.S.W., University of Southern Mississippi. Additional study, University of California - Santa Barbara.

Carolyn P. Gregory, Writing Lab, (1980). A.A., East Central Junior College. B.A. and M.S., 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.

Joyce Hathaway, Developmental Mathematics (1979). B.S., Mississippi University for Women. M.Ed., Mississippi State University.

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.

Patricia L. Holloway, Vocational 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 Women's University.

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.

Samuel H. Kirsch, Coordinator of Continuing Education (1978). B.S., M.Ed., 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.

Lula C. Krohn, Practical Nursing (1967). R.N., Diploma, Touro Infirmary School of Nursing. B.A., University of Southwestern Louisiana. Additional study, University of Southern Mississippi.

Denise A. Ladner, Counselor (1978). B.S., Millsaps College. M.S., University of Southern Mississippi.

Verne B. Lamas, Practical Nursing (1971). Diploma, Nursing, Hotel Dieu School of Nursing. Additional study, MGCJC/Jefferson Davis Campus and University of Southern Mississippi.

P. Ray Landry, Media Coordinator (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.

E. Janie Languirand, Nursing (1979). B.S.N., University of Mississippi. M.N., 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 State University. Additional study, Mississippi College and University of Southern Mississippi.

Quincy A. Long, Science (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.

Lilian Marshall, Operating Room Technician (1981). R.N. Touro Infirmary

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

James F. Mathis, Art (1965). B.A. and M.Ed., Mississippi College. Additional study, University of Southern Mississippi.

James O. May, Welder/Fitter (1980). Metal Processes, Heat Treating USAF. Basic Auto Mechanics, Big Ben Community College. Additional study, University of Southern Mississippi.

Ralph H. McBroom, Assistant Director, Vocational Instruction (1978). B.S. and 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.

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.

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.

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

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

Donald E. Moore, Speech and Theater (1969). B.S. and M.E., University of Southern Mississippi. Additional study, University of Southern Mississippi and 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.

Charlyn V. Myatt, Nursing (1981). B.S.N., University of Alabama, Birmingham. M.S.N., University of Alabama.

Daniel R. O'Briant, Machine Shop (1977). Auto Mechanics Technical School, U.S.A.F., Supply and Logics School. U.S.N., Mississippi Gulf Coast Junior College.

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

H. Walton Pigott, Biology (1966). B.S., University of Southern Mississippi. M.N.S., Louisiana State University. Additional study, University of Mississippi.

Caesar A. Purnell, Jr., Military Science (1982). A.S. and A.A., Central Texas College.

Jane Reid, Practical Nursing (1976). Diploma, University of Tennessee School of Nursing. B.S., University of Southern Mississippi. Additional study, University of Mississippi and University of Southern Mississippi.

Gene M. Rester, Recruitment/Placement Counselor (1973). B.S. and M.E.D., University of Southern Mississippi. Course work completed for doctorate, 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.

Mike Romeo, Jr., Counselor Harrison County Occupational Training Center (1980). B.S. and M.S., Mississippi State University and University of Southern Mississippi. Additional study, University of Southern Mississippi.

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.

Jesse A. Screws, Diesel Mechanics (1968). A.S., MGCJC/Jefferson Davis Campus. Additional study, 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., University of Southern Mississippi. Additional study, 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 Mississippi. Additional study, Mississippi State University.

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

Herschel J. Smith, Vocational/Technical Counselor (1968). B.S., Alcorn A&M University. M.A., University of Minnesota. M.S., University of Southern Mississippi. Additional study, Jackson State University, University of Southern Mississippi, and Ohio State University.

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

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

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 (1964). B.S. and M.B.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Clifton D. Taylor, Director of Finance (1965). B.M.E. and M.M.E., University of Southern Mississippi. Ph.D., University of Mississippi.

William E. Therrell, Social Studies (1963). B.S. and M.A., Mississippi State University.

Max W. Thornton, Director of Vocational Instruction (1969). B.S. and M.A., Mississippi State University. Additional study, University of Southern Mississippi.

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

William L. Vierling, Director of Student Services (1965). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi, Mississippi College, Mississippi State University, and University of Mississippi.

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.

Jane E. Welch, Nursing (1981). B.S. and M.S., 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.

Johnnie Winters, Industrial Electricity (1979). A.S., MGCJC/Jefferson Davis Campus.

Marvin Zimmerman, Auto Body, Harrison County Occupational Training Center (1970). GMAC, New Orleans, Mississippi Gulf Junior College and 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.

Sydney E. Alexander, English (1960). B.S. and M.A., University of Southern Mississippi. 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. Additional study Mississippi State University. Seven years experience.

Cheryl Catalano, General Studies 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.

Eugene Clement, Music (1949). B.M. and M.M., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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

Eugene G. Davis, Supervisor of Housing and Discipline (1978). B.S. and M.Ed., Physical Education, Health, Recreation, & Administration, Specialist Degree, Secondary Education, Mississippi State University. Additional study in Administration.

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

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

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

Dorothy Sheehan Hall, English (1968). B.A., Mississippi State College for Women. M.Ed., University of Southern Mississippi.

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

Nellie G. Henderson, 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.

Gene House, Related Education Instructor (1979). B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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.

Danny James, Admissions Counselor (1974). B.S., Mississippi State University. M.Ed, University of Southern Mississippi. Additional study at William Carey College.

John E. Jenkins, Band (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 (1969). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Hershel Woodley Lott, 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, Assistant 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, Science (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.

Mike Nelson, Health and Physical Education (1977). B.S., University of Mississippi, M.Ed., William Carey College.

Barbara O'Neal, Computer Science (1979). B.S., Arkansas State University; M.Ed., William Carey College.

Larry O'Neal, Mathematics (1967). B.S. and M.Ed., Mississippi State University. Ph.D., University of Mississippi.

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

Edward Scarborough, Director, Student Services (1970). B.S. and M.Ed., University of Southern Mississippi.

Billy J. Scarbrough, Director, Vocational Instruction (1961). B.S. and M.Ed., Mississippi State University. Additional study, Mississippi State University.

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.

Dale Sellers, Media Coordinator (1975). B.S., Industrial Education, Mississippi State University. M.S., Educational Media and Related Technology, University of Southern Mississippi.

Doris E. Smith, Health and Physical Education (1972). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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

Richard Smith, Forestry (1981). B.S., Mississippi State University.

Frank E. Spring, Printing (1969). Twenty-four years experience.

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

L. D. Stringfellow, Director of Finance (1965). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.

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

Warren Taft, Carpentry (1972). Twenty-two years experience.

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

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

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

Bennie T. Warren, Education and Psychology (1958). B.S., William Carey College. M.R.E., New Orleans Baptist Theological Seminary. Additional study, University of Southern Mississippi.

Robert Wayne Weathers, 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

Gwen Bobinger, R.N., Health Occupations Assistant (1976). B.S., University of Southern Mississippi.

Mary A. Byrd, Practical Nursing (1975). R.N., Sacred Heart Hospital School of Nursing, Pensacola, Florida; A.A., Mississippi Gulf Coast Junior College, B.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

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

Robert Churchwell, Pipefitting/Plumbing (1978). 19 years experience. Additional study, Jackson County 4 year Apprentice School Marine Engineering, University of Southern Mississippi.

John Ward Cooley, Director (1972). A.S., Perkinston Campus; B.S. and M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.

Frieda Davis, R.N., Practical Nursing (1972). Diploma Methodist Hospital School of Nursing, Hattiesburg. Additional study, University of Southern Mississippi.

Gilbert Esquivel, Auto Body Repair (1981). B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi and University of Chicago.

Michael Havard, Carpentry Instructor (1979). B.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.

Lonnie Howell, Related Education (1978). B.S., University of Southern Mississippi; M.Ed., William Carey College.

Benjamin Johnston, Welding (1978). Two years Assistant Instructor, Additional study.

John Lambert, Building Trades Instructor (1980). Diploma, Murphy Vocational Technical, Mobile, Alabama.

Dempsey McGlaun, Metal Trades Instructor (Welding) (1980). Diploma, George County Occupational Training Center, Lucedale, Mississippi.

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

Joe Strickland, Domestic Appliance Repair, (1978). Two years work 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 offerings for the two campuses. In September of 1965, the Jefferson Davis and Jackson County branches opened. Total enrollment for the three campuses was 5,787 for the 1965-66 session. To show the continued growth of the college, enrollment for the three campuses for the 1978/79 session was over 25,794.

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 factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

With the exception of certain courses 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 developed a master site plan for the Campuses, which is essential in carrying out a six-year building program adopted by the Board of Trustees. Based upon present needs and projected student enrollment, the program is designed to provide the physical facility needs of the College.

Recent additions have been Andrews Hall, a dormitory for females, a Student Center, and other recreational facilities on the Perkinston Campus. A new Health Occupations Building has been completed on the Jackson County Campus which will be ready for occupancy during the Spring of 1983. At the Jefferson Davis Campus a new Student Services Center and additions to the Science and Computer Services Buildings have been completed.

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, business machine and language laboratories, television control section and studio. The Media Center is located in A-Building. It offers for students and faculty use of a collection of over twenty-five thousand media software items. This software includes films, filmstrips, records, audio cassettes, and video cassettes. The Media Center staff is available to assist students in locating material and in operating equipment.

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, classrooms and laboratories. The electronic technology, welding, pipefitting/plumbing, industrial electricity, marine maintenance, and the vocational related laboratories.

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 offices for the Director of Vocational-Technical Education, instructors offices, classrooms and laboratories for the associate degree nursing, practical nursing, medical laboratory technology, radiologic technology, and respiratory therapy programs.

Building L. The Library, located in L-Building, is a vital part of the educational program of the college. It complements all classroom activity and is an integral part of the curriculum, paralleling it at all points in all departments. The Library offers resource and enrichment material for the students and for the faculty. Its materials are selected on the basis of need and the maturity and ability levels of all students.

The Library collection consists of approximately 25,000 volumes. Approximately 250 current periodicals are received. The Library also subscribes to national, state, county, and local newspapers.

The Library is open from 7:30 a.m. to 8:30 p.m., Monday through Thursday and from 7:30 a.m. to 2:30 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 greenhouse, and a specialized biology laboratory to accommodate microbiology. Each laboratory adjoins spacious storerooms and preparation rooms.

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 executive dean and the directors 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.

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 Achievement (IDEA) Program for the military.

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, a 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 student recreational facilities.

Hinton Hall is a fireproof structure especially designed for science teaching. Built in 1959, it has no interior corridors, and access to all lecture rooms and laboratories is from a covered walkway around an open garden at the building's center.

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 quadrange. It was built in 1971 and houses the business department, speech, ROTC, and the General 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 the Health Occupations programs should review that particular area of the Catalog for requirements.

ACADEMIC 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 an official transcript showing all high school 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 that requires it.**
4. **Each student must participate in a pre-registration and orientation session on the campus of the student's choice. Students will be notified as to the date of this session.**
5. **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.

Technical Programs

Requirements for new students seeking admission to technical programs are the same for Academic Programs.

Vocational Programs

Vocational Program requirements are:

1. **The prospective student should submit an application for admission with an application fee.**
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 CETA program.**
3. **An applicant may be required to take a vocational aptitude test to determine admission to a specific vocational program.**
4. **Applicants for vocational health occupations and practical nursing must be high school graduates or make scores on the GED test that are acceptable to the college. Other pre-tests are administered.**
5. **Students are not officially accepted until the above admission requirements are satisfactorily completed.**

6. **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 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 required to enroll in General Studies at the discretion of the counseling department.**
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 admission committee. Requirements for admission are not restrictive but vary with the curriculum. Admission to the college, therefore, does not necessarily imply immediate admission to the curriculum desired by 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.
   d. Have a personal interview with an admissions counselor 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. All foreign students are required to take the course "English as a Foreign Language" during the first semester of attendance if the course is available.
   g. All foreign students are required to 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 an additional tuition fee each semester.

Auditing A Course

To audit a course means to enroll as an irregular student in a course and attend in the usual manner, but without credit or grade. A student may, in special cases, be permitted to audit courses for review purposes. However, regular tuition will be charged for such service. The auditing of a course should not be confused with repeating a course to raise a grade.

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 first 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 guidance committee and approved by the executive dean.

Occasionally 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 dean, 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 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 catalog section.)

Absentee Policy for Vocational Students

Each campus will allow full-time vocational program students a maximum of five (5) days absence per semester. For students entering at times other than the beginning of the regular semesters, the semester period would begin at the time of enrollment and extend to the same number of weeks included in the regular session.

Three (3) tardies of less than 15 minutes are equivalent to one (1) hour's absence. A tardy of 15 minutes or more will be counted as one (1) hour's absence. Six (6) hours of accumulated absences will equal one (1) day.

Veterans, while complying with this absentee policy, must keep in mind that the V.A. allows only 22½ days out of class in a nine (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 five (5) consecutive days without notifying the vocational-technical director as to the reason for 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 five (5) days of vocational instruction.

A student, after five (5) absences, 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 allowed one (1) more absence at which time the student will be dropped again. No student will be allowed to appear before the Appeals Committee more than three (3) times. The composition of the Appeals Committee will be a minimum of one (1) vocational administrator, one (1) instructor, and one (1) 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.

See Health Occupations Handbook for absentee policies pertaining to vocational health occupations program.

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 offical 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 Director of Instruction who will advise the student of the proper procedure.

Withdrawal Procedures

Students withdrawing from school completely, or students who want to 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 given fall students. Prospective students make scheduled visits to their respective campuses during which each is interviewed by the Director 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 director of student services and others.**
3. **A faculty member is assigned to each student for advisement with respect to his or 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 Director of Student Services and guidance 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 Dean's List

At the close of every semester, a President's List and a Dean'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 dean of each campus will be sent to students named to the Dean'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 Dean'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: Gus Puhle, William Martin (alternate).
Perkinston Campus: L. D. Stringfellow, Ed Scarborough (alternate).
Jefferson Davis Campus: Clifton D. Taylor, G. L. Douglas (alternate).
Keesler Center: Clara D'Aquilla, Tommy Adkins (alternate).
George County Occupational Training Center: John W. Cooley, Ronnie Mizell (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 34 or 35, Title 38, United States Code, will be maintained in an indentifiable 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 Director of Student Services' officer under the supervision of Secretary to the Director of Student Services and Records Clerk. Veterans Certifications are the responsibility of the Veterans Secretary. Current financial records are maintained by the Director of Finance.

Permanent records (academic and technical) at the Jefferson Davis Campus are maintained by the Director of Student Services; permanent vocational records are kept by the Director of Vocational-Technical; financial records are kept by the Director of Finance; and Veterans Certifications are done by the Veterans Secretary.

Permanent records at Jefferson Davis Campus-Keesler Center are maintained by the counselor; Veterans' Certification are the responsibility of the Veterans' Coordinator on the Jefferson Davis Campus. Current financial records are maintained by Jefferson Davis Campus Director of Fiannce.

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 Occupational Training Center is handled by the Counselor. Current financial records of the Center are maintained by Secretary to the Director of the Center.

Records for the Harrison County Occupational Training Center are maintained on the Jefferson Davis Campus.

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. PROGRESS REPORTS

Permanent semester grades will be awarded for all academic, technical, and vocational courses. A student must maintain a 2.0 cumulative GPA to be in good standing. If the cumulative average falls below a 2.0, the student must reestablish a 2.0 cumulative average. At the end of the semester of probation, if a student does not reestablish a 2.0 cumulative average, he or she will not be certified and will be referred to the Veterans Administration for counseling and approval of further certification.

The Progress Report utilized by the Mississippi Gulf Coast Junior College is known as a permanent Student Record. It contains the following information at the top: full name of student; home address; date of high school graduation; name of high school; date of birth; place of birth; major field of study; date degree; name of parent or guardian; ACT scores (if applicable); and campus. The bulk of the record is blank for computer labels containing numbers, names, grades, semester hours credit, quality points, and quality point averages of courses taken.

At the bottom of the page, the grading system is described; there is a line for the record clerk's signature and a statement, "Accredited by Mississippi Accrediting Commission and Southern Association." The last line of the record contains blanks to indicate where and when transcripts were sent, and the date of graduation. Nursing and practical nursing transcripts conform to state regulations.

PL 95-202 amended 94-502 to provide that a student's rate of progress may be considered satisfactory even if the approved length of the course will be exceeded by a reasonable period of additional training required for graduation. Unsatisfactory progress will be reported when a student accumulates failing grades in more than 12 semester hours.

V. ATTENDANCE RECORDS

It is important to the student, the college, and the Veterans Administration that persons eligible under Chapter 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 pink 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 instuctor'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. In the case of unsatisfactory progress, the college will not certify the further enrollment of the student prior to approval of a Veterans Administration Counseling Psychologist.

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 costs summarized under the listing **Breakdown 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.

Breakdown 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	170.00	170.00
Activity fee	5.00	5.00
Book Service	22.00	22.00
TOTAL FEES	$227.00	$227.00
ROOMS:		
Stone, Jackson, Huff Halls	100.00	
Harrison, George Halls	118.00	
Owen, Moran Halls	136.00	
Andrews Hall	145.00	
*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	$682.00	$791.00	$227.00
Harrison, George Halls	700.00	809.00	
Owen, Moran Halls	718.00	827.00	
Andrews Hall	727.00	836.00	

*The total semester fee is due at registration. However, a student may elect to pay one-half the amount for board, with the balance due by November 15 for the first semester, or by April 15 for the 2nd semester.

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 $200.00 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 $170.00.

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 $30 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 executive dean.

Evening College Students: The cost of courses offered in the Evening College Division of the college is $30 per semester hour. (See Registration, Book Service and Parking Fees below.) This fee applies to military servicemen and/or their dependents.

Foreign Students: Full-time foreign students must pay an additional tuition fee of $950 each semester at the time of registration. Part-time foreign students pay a prorata share of this fee.

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 and Parking Fees: Should be added to costs as applicable:

Fall day students: Pay $5 parking fee per one motor vehicle for the whole year.

Spring and summer day students: Pay $3 parking fee per one motor vehicle for the remainder of the academic year, if new registrants.

All students: Pay $5 registration fee. This fee includes parking privileges for one motor vehicle for one semester for those students taking evening classes only.

After paying the initial parking fee for one motor vehicle, additional stickers cost $1 each.

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 or may purchase the additional books. Workbooks and date 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 $3 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.)

Breakage Fee - A $25 breakage fee must be deposited by each dormitory student at the beginning of the semester. If no damage has been assessed against the student, the deposit will carry forward to the next semester. If the student has been assessed some damage, the total will be subtracted from the $25 on hand and at the beginning of the second semester the student must again bring the deposit to $25. The deposit or the balance left at the completion of the school year will be refunded to the student at that time or when the student withdraws from the dormitory.

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
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 class, 60% during the first four weeks of class, 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 - Students pursuing vocational programs under Chapters 34 or 35, Title 38, United States Code, are eligible for a prorated refund of all fees that are refundable.

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 class, and 60% during the first three weeks of class. 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.

Student work scholarships range from $25.00 to $85.00 per month.

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 directors of student services can supply the latest information available for the 1983-84 session.

Servicemen's Opportunity College

As a result of meeting criteria developed by the Department of Defense and the American Assosication 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 Special Services Program is designed to provide special services for students (with academic backgrounds, limited English language abilities, or physical handicaps) who are in need of such services to assist them in initiating, continuing or resuming their postsecondary education.

Services provided by the Special Services Program are: tutorial assistance, counseling and guidance, career information, cultural enrichment, and referrals to health, employment, housing and legal agencies and resources to resolve noneducational 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.

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 1113	3
Physical Science	PHY 2213	3
Mathematics (any two)	BAD 1313, MAT 1213, 1723, 1733, 1233 1313, or 1423	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:

Subject Test	MGCJC Equivalent	Sem. Hrs.
Business:		
Computers & Data Processing	EDP 1314	4
Elementary Computer Programming	EDP 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	4
Modern Languages:		
College French Levels 1 & 2	MFL 1113, 1123, 2113 & 2123	12

College Spanish Levels 1 & 2	MFL 1113, 1123 2213 & 2223	12
Mathematics:		
Calculus with Elementary Functions	MAT 1613 & 1623	6
College Algebra	MAT 1313	3
Statistics	BAD 1313	3
Trigonometry	MAT 1323	3
Medical Technology:		
Microbiology	BIO 2924	4
Nursing:		
Anatomy, Physiology, Microbiology	BIO 2924, 2513 & 2523	10
Sciences:		
Biology	BIO 1134 & 1314	8
General Chemistry	CHE 1215	5
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
Western Civilization	HIS 1113 & 1123	6

II. 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, Director of Instruction, and the Dean.

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 Director 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.

III. Defense Activity for Non-Traditional Educational Support

A. Courses on the college level taken through DANTES are acceptable for credit as awarded provided the minimum score of the 25th percentile is attained. Courses which are not specifically applicable to a particular program may be counted as elective credit.

IV. 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.

V. 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 Director of Vocational Instruction and the Executive Dean.

Specific credit recommendations are:

Cadet Course, Miss. Highway Patrol		
Introduction to Law Enforcement	**LET 1313**	**4**
Police Org. & Adm. II	**LET 1333**	**3**
Criminal Investigation I	**LET 2333**	**3**
Criminal Investigation II	**LET 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	**LET 1313**	**3**
Police Organization & Adm. II	**LET 1333**	**3**
Physical Education	**HPR**	**1**

VI. 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 bachelor's 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 sponsored by members of the faculty or administrative staff appointed by the deans 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 and campus 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.

Four 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 problems, 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 general 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 students at Perkinston Campus publish "The Perkinston Bulldog" on a biweekly basis. Jackson County Campus publishes a monthly newspaper. "Insight". 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 is conducted and each campus selects one female student to represent the campus in the *Miss Mississippi Pageant.* 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.

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

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.

The **Black Culture Society** is active on all campuses.

Junior Food Service Executive's Association (on the Jefferson Davis Campus). To upgrade food service standards, enact sound legislation, find solutions to international nutritional needs and expand food research are only a few of the goals of the FSEA state. FSEA also strives to promote education, good fellowship and humanitarianism among its membership and with people everywhere.

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.

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: **Music Club, Home Economics, Delta Psi Omega, Perk Players,** and **Agriculture Club** on the Perkinston Campus; the Bridge and Chess Club, Art Guild, Samothrace Club, The Watcher Society, Phi Rho Pi, and the **DECA Club** on the Jackson County Campus.

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 at Perkinston. 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 $2.50 per person or $3.00 per couple. Five year dues are $8.00 per person and $10.00 per couple. Life membership is $25.00 single or couple and $40.00 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 Board.

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

These 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 the Attic, located on the second floor of the Smith Building, where pool, snooker, table tennis, card games, etc., 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, (r) 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 Director 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 discipline committee. This appeal should be in the following order: (1) discipline committee (b) executive dean (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 executive dean 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 executive dean 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, 9 semester hours (any English or literature or speech)
Social Science, 12 semester hours (world history, American history, government, geography, economics, philosophy, psychology, sociology including marriage & family).
Mathematics, 3 semester hours
Science, 6 semester hours
Physical education, 2 semester hours (substitutes may be made for those unable to take Physical Education)
Total, 32 semester hours.
In instances where the curriculum does not require all the above, substitutions may be approved by the executive dean or director of academic and general instruction.

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 programs listed under Group VIII 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.

General 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, the student will be recommended for appropriate courses in the General Studies Program.

The team teaching approach is used in the General Studies Program and individual attention is given each student by instructors. Courses carry college transfer credit in most cases and self-placed learning is emphasized.

Instructors for this program are chosen because of special abilities, interest in students and experience. The teaching team is interested in social and psychological adjustment as well as academic attainment.

Cooperative Education Program

The cooperative education program provides the opportunity for an expanded educational program through a linkage between the in-college education and meaningful on-the-job work experience closely related to the students' career goals at training stations approved by the college.

The practical work experience expands on and enriches the students' educational experiences beyond that which would normally be possible in the college sitting alone.

This cooperative educational experience is provided through daily college attendance and on-the-job training (OJT), or alternate semesters of college attendance and on-the-job training.

In some instances, credit may be awarded for cooperative education learning experiences.

Students interested in learning more about this program should contact the person on each campus who has responsibility for coordinating the cooperative education program.

Learning Resources Centers

Statement of Purpose: The purpose of the Learning Resource Center—made up of the library and media facilities 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.

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. Final responsibility for this rests with the student, however.

Programs of study are approved by the Veterans Administration.

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 VI. University parallel programs lead to the MGCJC Associate of Arts degree.

***Not a degree granting program but includes credit toward a degree.**

****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.**

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 72).

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

ADULT AND CONTINUING EDUCATION PROGRAMS

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 in Group I through Group VI. University parallel programs lead to MGCJC Associate of Arts degree.

GROUP I: B.A. PREPARATORY CURRICULUM 1000

This group is designed for the student who is planning to complete requirements for a B.A. degree; or to study law, journalism or languages; or who may be undecided on a future career.

The student in this group should consult his or her faculty advisor to plan a course of study to meet special curriculum needs.

Foreign language should be taken two semesters in order for a student to obtain credit.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
MFL 1113, 1123	French			
	or	3		3
MFL 1213, 1223	Spanish			
MAT 1233 or				
1313-1323	Mathematics	3		3
HIS 1113, 1123	History	3		3
PSC 1113	Government	3	or	3
SPT 1113	Speech	3	or	3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
ENG 2323, 2333	English	3		3
MFL 2113, 2123	French			
	or	3		3
MFL 2213, 2223	Spanish			
BIO 1113, 1123	Biology	3		3
ECO 2113	Economics	3	or	3
	Electives	4		4

GROUP I: B.S. PREPARATORY CURRICULUM 1010

This alternate core curriculum is designed for the student who is planning to complete requirements for a Bachelor's Degree which does not require a foreign language.

			SEMESTER HOURS		
FRESHMAN YEAR			1 Sem.		2 Sem.
ENG	1113, 1123	English	3		3
BIO	1113, 1123	Biology	3		3
HIS	1113, 1123	History	3		3
PSC	1113	Government	3	or	3
MAT	1723	Real Number System	3	or	3
ART	1113	Art Appreciation			
		or	3	or	3
MUS	1113	Music Appreciation			
		or			
SPT	1213	Theatre Appreciation			
		Elective	3	or	3
HPR		Physical Education	1		1
SOPHOMORE YEAR					
ENG	2323, 2333	English	3		3
ECO	2113	Economics	3	or	3
PHI	2113	Philosophy			
		or	3	or	3
GEO	1123	Geography			
PSY	1513	Psychology	3	or	3
SOC	2113	Sociology	3	or	3
SPT	1113	Speech	3	or	3
		Electives	11	or	11

GROUP I: GENERAL STUDIES *1015

This program is provided for students who show academic deficiencies and/or a lack of readiness for a chosen curriculum. They are directed to the General Studies program in accordance with performance on standard tests given to all freshmen prior to registration. Each is advised of test results and counseled accordingly. The General Studies program involves a team-teaching approach an individualized self-paced learning and counseling. The teaching team is interested in social and psychological adjustment as well as academic attainment. (Usually, students stay in the program for the freshman year, but if, at the end of the first semester show significant progress, they are encouraged to choose a specific curriculum for the second semester.)

Course Requirements

	SEMESTER HOURS		
FRESHMAN YEAR	1 Sem.		2 Sem.
English 1113, 1123	3		3
Reading 1213	3	or	3
Intermediate Algebra (MAT 1233)***	3	or	3
or			
College Math **1213 if testing reveals a need	3		

In addition to the above, selections from the following courses are recommended

Psychology of Personal Adjustment	3	or	3
Oral Communication	3	or	3
Psychology	3	or	3
Typewriting	3	or	3
Humanities			3
Reading **1223			3
Physical Education	1		1

*Not a degree granting program but includes credit toward a degree.

**Not transferable; campus credit only

***Or Business Math for Technical Business Majors

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 insitution for the Bachelor's Degree in business education.

Two-year programs are offered in secretarial science, clerical, and general business and accounting. One year programs are also available in clerical and secretarial science (see technical section).

Business B.S. Preparatory 2000

		1 Sem.		2 Sem.
FRESHMAN YEAR				
ENG 1113, 1123	English	3		3
HIS 1113, 1123	History	3		3
BIO 1113, 1123	Biology or			
PHY 2213, 2223	Physical Science	3		3
MAT 1313*, 1323				
or 1423	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 1323	Fundamentals of Fortran	3	or	3
SPT 1113	Speech	3	or	3
	Electives	2	or	2

Students should closely follow the catalog of the senior institution of their choice for the specific major being pursued.

***First semester, students take MAT 1313. Second semester, they have a choice of taking either MAT 1323 or 1423. USM prefers that students take MAT 1423.**

**Business Education 2010

			1 Sem.		2 Sem.
FRESHMAN YEAR					
ENG.	1113, 1123	English	3		3
MAT	1313	Mathematics	3		
HIS	1113, 1123	History	3		3
BIO	1113, 1123	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	2213, 2223	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 98.

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 1113, 1123	History	3	3
PHY 2213, 2223	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

Art 3010

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

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
HIS 1113, 1123	History	3		3
PHY 2213, 2223	Physical Science	3		3
MAT 1723	Real Number System	3	or	3
ART 1913	Art for Elementary Teachers (elective)	3		3
ART 1213	Introductory Art	3	or	3
ART 1313	Drawing I	3	or	3
ART 1323	Drawing II	3	or	3
ART 1413	Design I	3	or	3
ART 1113	Art Appreciation (elective)	3	or	3
ART 2513	Painting I	3	or	3
HPR	Physical Education	1		1
SOPHOMORE YEAR*				
ENG 2323, 2333	English	3		3
PSY 1513	Psychology	3	or	3
SPT 1113	Speech	3	or	3
ART 2313	Drawing III	3	or	3
ART 2323	Drawing IV	3	or	3
ART 1423	Design II	3	or	3
ART 2613	Ceramics (elective)	3	or	3
ART 2633	Sculpture (elective)	3	or	3
ART 2713	Art History I	3	or	3
ART 2723	Art History II	3	or	3
BIO 1113, 1123	Fundamentals of Biology	3		3
GEO 1123	Geography	3	or	3
SOC 2113	Sociology	3	or	3
ART 2523	Painting II	3	or	3

***The sophomore art student will find it necessary to consult the art instructor regarding the selection of courses from this list. The selection must be made on the basis of the student's future career plans.**

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	
FRESHMAN YEAR		1 Sem.	2 Sem.
Eng 1113, 1123	English	3	3
GRA 1112	Engineering Drawing	2	
GRA 2253	Descriptive Geometry		3
MAT 1613, 1623	Calculus	3	3
CHE 1215, 1225	Chemistry	5	5
HPR	Physical Education	1	1
SOPHOMORE YEAR			
ENG 2213	English	3	
PSC 1113	Government		3
PHY 2514, 2524	Physics	4	4
MAT 2613, 2623	Calculus	3	3
HIS 2213	History	3	
ECO 2163	Economics		3
EGR 2413, 2433	Engineering Mechanics	3	3
MAT 2913	Differential Equations		3

NOTE: ENG 2233, 2243 or 2223 may be substituted for ENG 2213 the sophomore year.
NOTE: CSC 2323 is not required but is strongly recommended.

Computer Science 4010

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition	3	3
	*Lab Science	4 or 5	4 or 5
CSC 1213	Basic Programming	3	
MAT 1313	College Algebra	3	
HIS 1113, 2213	Survey of World History I to 1648 or		
	American History I	3	
HPR	Physical Education	1	1
CSC 2323	Fortran Programming and Applications		3
MAT 1323	Trigonometry		3
PSC 1113	American Government		3

*Students who wish to work in Computer hardware should take Physics 2414 and 2424. The eight semester hours of Lab Science required in the Freshman year can be met by taking CHE 1314-Principles of Chemistry and CHE 1414-Introduction to Organic and Bio-Organic Chemistry or PHY 2414, 2424-Physics I and II.

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
ENG 2323	English Literature I	3	
BIO 1113, 1123	General Biology I, II	3	3
MAT 1613, 1623	Calculus I-A, II-A	3	3
PSY 1513	General Psychology	3	
CSC 2333	Advanced Fortran	3	
HPR	Physical Education	1	1
SOC 2113	Introduction to Sociology		3
CSC 2413	Cobol Programming		3
GEO 1123	Principles of Geography		3

*Mathematics Education 4020

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
HIS 1113, 1123	History	3		3
BIO 1113, 1123	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 2213, 2223	Physical Science	3		3

NOTE: ENG 2223, 2213 may be substituted for ENG 2233, 2243.
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 98.

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 1113, 1123	History	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
	Electives	2	or	2

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, 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 I, II	4	4
CHE 1215, 1225	Chemistry	5	5
HPR	Physical Education	1	
SOPHOMORE YEAR			
ENG 2323, 2333	English	3	3
HIS 1113, 1123	History	3	3
CHE 2425, 2435	Chemistry	5	5
PHY 2414, 2424	Physics	4	4
HPR	Physical Education		1

*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.

Medical Technology 5010

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
*BIO 2414, 2424	Zoology I, II	4		4
MAT 1313, 1323	Mathematics	3		3
CHE 1215, 1225	Chemistry	5		5
PSC 1113	Government	3	or	3
ECO 2113	Economics	3	or	3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
ENG 2232, 2333	English	3		3
CHE 2425, 2435	Chemistry	5		5
*MFL 1113, 1123	French	3		3
PHY 2414	Physics	4		4
BIO 2914	Bacteriology			
BIO 2924	Microbiology			4

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

Pre-Pharmacy 5020

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
CHE 1215, 1225	Chemistry	5		5
BIO 2414	Zoology	4	or	4
BIO 1314	Botany	4	or	4
SOC SCI Electives: PSY 1513 or SOC 2113 or PSC 1113	Psychology, Sociology, Government	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
Electives:	Social Sciences, Behavioral Sciences or Humanities	6		6
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.

Optometry 5030

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
MAT 1313, 1323	Mathematics	3		3
CHE 1215, 1225	Chemistry	5		5
PSC 1113	Government	3	or	3
SPT 1113	Speech	3	or	3
BIO 2414	Zoology I	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 2914	Bacteriology			
or				
BIO 2924	Microbiology	4		
MAT 1623	Calculus I A	3		

Physical Therapy 5040

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
CHE 1215, 1225	Chemistry	5		5
MAT 1313, 1323	Mathematics	3		3
BIO 2414, 2424	Zoology I, II	4		4
HPR	Physical Education	1		1
SOPHOMORE YEAR				
HIS 2213, 2223	History	3		3
PHY 2414, 2424	Physics	4		4
PSC 1113	Government	3	or	3
SOC 2113	Sociology	3	or	3
ENG 2323	English	3	or	3
PSY 1513	Psychology	3	or	3
SPT 1113	Speech	3	or	3
	Elective	3	or	3

Medical Record Administration 5050

		SEMESTER HOURS 1 Sem.	2 Sem.
FRESHMAN YEAR			
ENG 1113, 1123	English	3	3
BIO 2414, 2424	Zoology, I, II	4	4
HIS 1113, 1123	History	3	3
PSY 1513	Psychology	3	
PSC 1113	Government	3	
SOC 2113	Sociology		3
SPT 1113	Speech		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
ENG 2323, 2333	English	3	3
CHE 1215, 1225	Chemistry	5	5
MAT 1313, 1323	Mathematics	3	3
BIO 2924	Microbiology or		
BIO 2914	Bacteriology		4
	*Electives	6	2

*Elective courses should be selected from Geography, Economics, Languages, Psychology, Typing, and Data Processing.

*Science Education 5060

		SEMESTER HOURS 1 Sem.		2 Sem.
FRESHMAN YEAR				
ENG 1113, 1123	English	3		3
	Science Elective	4 or 5		4 or 5
REA 1213	Reading	3		
MAT 1313, 1323	Mathematics	3		3
PSC 1113	Government			3
	Elective	2	or	2
HPR	Physical Education	1		1
	Elective	4	or	4
SOPHOMORE YEAR				
ENG 2323, 2333	English	3		3
	Science Elective	4 or 5		4 or 5
MAT 1111	Mathematics	1		
EDU 1613	Education	3	or	3
SPT 2113	Speech	3	or	3
PSY 1513	Psychology	3	or	3
SOC 2113	Sociology	3	or	3
	Elective	3	or	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 98.

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 1215, 1225	Chemistry	5	5
BIO 2414, 2424	Zoology I, II	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
	Electives	3	3

*See statement on policy concerning admission to teacher education program on page 98.

Agricultural Engineering 5080

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
CHE 1215, 1225	Chemistry	5		5
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
	Electives	3	or	3
SOPHOMORE YEAR				
PHY 2414, 2424	Physics	4		4
BIO 2414	Zoology I	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		

*Suggested elective — AGR 1214 Animal Science.

Forestry 5090
Preparatory for MSU

FRESHMAN YEAR		Semester Hours
BIO 1314	Botany	4
BIO 2424	Zoology II	4
MAT 1613	Calculus IA*	3
ENG 1113, 1123	English	6
CHE 1215	General Chemistry I	5
CHE 1225	General Chemistry II**	5
	Free Electives	3
	Humanities or Social Science Electives	3
SOPHOMORE YEAR		
SPT 1113	Oral Communication	3
AGR 2314	Soils	4
EDP 1223	Introduction to Data Processing	3
RT 209-210	Plane Surveying	6
	Social Science/Humanities Electives	6
ECO 2113	Principles of Economics	3
PHY 2414	General Physics	4
	Free 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.

Veterinary Science 5100

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
CHE 1215, 1225	Chemistry	5	5
ENG 1113, 1123	English	3	3
BIO 2414, 2424	Zoology I, II	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 1113	World History	3	
	Elective		3

*Home Economics 5110
(Perkinston Campus)

Designed for students who are planning to complete the Bachelor's Degree with a major in home economics. The curriculum courses scheduled for the student will be determined by the Perkinston Campus graduation requirements and the home economics major area curriculum at the student's chosen senior college.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English Composition	3		3
MAT 1723	The Real Number System			
	or			
MAT 1313	College Algebra*	3	or	3
BIO 1113, 1123	Fundamentals of Biology			
	or			
PHY 2213, 2223	Physical Science Survey I, II			
	or			
BIO 2414, 2424	Zoology I, II	3 or 4		3
HEC 1213	Food Selection and Preparation	3		
PSC 1113	American Government	3	or	3
HPR 1213	Personal Health	3	or	3
ECO 2113	Principles of Economics	3	or	3
SPT 1113	Oral Communication	3	or	3
HEC 2213	Meal Management			3
HEC 1353	Art of Dress and Personal Grooming	3		
HEC 1121	Introduction to Home Economics	1		
HPR	Physical Education	1	or	1
SOPHOMORE YEAR				
ENG 2323, 2333	English Literature I, II	3		3
CHE 1215, 1225	General Chemistry I, II			
	or			
CHE 1314, 1414	Principles of Chemistry, Introductory Organic and Bio-Chemistry**	5 or 4		5 or 4
HIS 1113, 1123	Survey of World History to 1648, Survey of World History Since 1648			
	or			
HIS 2213, 2223	American History I, II**	3		3
BIO 2914	General Bacteriology**	4		
HEC 1313	Elementary Clothing	3	or	3
PSY 1513	General Psychology	3	or	3
ART 1213	Introductory Art			
	or			
ART 1413	Design I*	3	or	3
SOC 2113	Introduction to Sociology	3	or	3
MAT 1121	The Metric System			1
SOC 2143	Marriage and Family	3		

*See statement on policy conerning admission to teacher education program on page 98.
**Requirement determined by specific home economics major area. Students should consult the catalog of the senior college or university of their choice before making a decision.

Additional courses offered by the home economics department. Suggested that home economics majors take HEC 1112 and HEC 2833 as electives.

HEC 1112	Social Usage	2	
HEC 2833	Prenatal and Infant Care		3
HEC 2843	Single Living		3

All home economics courses are open and recommended to non-home economics majors.

Interior Design 5111
Two-Year Program

(Perkinston Campus)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition	3	3
HIS 1113	Survey of World History I to 1648	3	
HIS 1123	Survey of World History II since 1648		3
BIO 1113, 1123	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	
BAD 1313	Business Mathematics	3	
SOC 2113	Introduction to Sociology		3
ECO 2113	Principles of Economics		3
HEC 1141	Modeling		1
	Elective		3
	Elective		3
HPR 1111	Physical Education		1

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

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

Fashion Merchandising 5112
Two-Year Program

(Perkinston Campus)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English Composition	3	3
HIS 1113	Survey of World History I to 1648	3	
HIS 1123	Survey of World History II since 1648		3
BIO 1113, 1123	General Biology	3	3
ART 1213	Introductory Art	3	
HEC 1121	Introduction to Home Economics	1	
SPT 1113	Oral Communications	3	
HEC 1112	Social Usage		2
BAD 1113	Introduction to Business		3
HEC 1313	Elementary Clothing		3
HEC 1131	Introduction to Modeling		1
SOPHOMORE YEAR			
JOU 1111	Journalism Laboratory	1	
JOU 1313	Introduction to Journalism		3
BAD 1313	Business Mathematics	3	
ENG 2323	English Literature I	3	
HEC 1141	Modeling	1	
PSY 1513	General Psychology	3	
ART 1413	Design I	3	
ACC 1213	Principles of Accounting		3
ECO 2113	Principles of Economics		3
ART 1423	Design II		3
HPR 1111	Physical Education		1
HEC 1353	Art of Dress & Personal Grooming		3
	Elective		3

Students who plan to seek employment after two years should substitute BAD 2213 Marketing for HEC 1121 Introduction to Home Economics; BAD 1213 Salesmanship for HEC 1112 Social Usage; DMT 2093 Textile and DMT 2113 Fashion Buying for JOU 1111, 1313 Journalism.

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.

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 majors.

Policy concerning admission to teacher education programs: Individuals who desire to be admitted to a professional teacher education program in a Mississippi Public University must have first successfully passed a test 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 1113, 1123	History (World)*	3		3
BIO 1113, 1123	Fundamentals of Biology			
	or			
BIO 2414, 2424	Zoology I, II			
	or			
BIO 1314	Botany	3 or 4		3 or 4
HPR 1213	Personal Hygiene	3	or	3
EDU 1613	Education	3	or	3
MAT 1723	The Real Number System*	3	or	3
PSC 1113	Government	3	or	3
HPR	Physical Education	1		1
ENG 2153	Traditional Grammar	3		3
SOPHOMORE YEAR (ELEMENTARY EDUCATION) 6000				
ENG 2323 or 2333	English			
	or			
ENG 2413, 2213	English	3		3
MUS 1113	Music Appreciation			
	or			
ART 1213	Introductory Art			
	or			
SPT 1213	Theater Appreciation	3	or	3
MAT 1733	Informal Geometry & Algebra	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

SOPHOMORE YEAR (SECONDARY EDUCATION) 6010				
PHY 2213, 2223	Physical Science			
	or			
CHE 1314, 1414*	Chemistry*	4 or 5		4 or 5
	Electives	1		1
ENG 2323, 2333	English			
	or			
ENG 2413, 2213	English	3		3
MUS 1113	Music Appreciation			
	or			
ART 1113	Art Appeciation	3	or	3
SPT 1113	Speech	3	or	3
ECO 2113	Economic	3	or	3
PHY 2213, 2223	Physical Science			
	or			
CHE 1215, 1225	Chemistry***	4 or 5		4 or 5
HPR 1313	Introduction to Physical Education**			3
SOC 2113	Sociology	3	or	3
PSY 1513	Psychology	3	or	3
	Elective	3	or	3

*Students should consult college of their choice before making decision.
**For physical education majors only.
***Laboratory science should be taken by health and physical education, science education and home economics education majors.
NOTE: Students must assure they complete 64 semester hours minimum.

*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 I	4		
PHY 2213, 2223	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 1113, 1123	History	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
	Electives	1		2

*See statement on policy concerning admission to teacher education program on page 98.

ALPHABETICAL LISTING AND DESCRIPTION NUMBERED COURSES

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. Three semester hours each.

AGRICULTURE

AGR 1214—Animal Science. Fundamental principles and practical application of livestock, dairy, and poultry science. Three hours lecture and two hours laboratory. Four semester hours.

AGR 1313—Plant Science. Scientific principles as the basis for practice in producing, handling, processing, marketing, and utilizing agronomic and horticultural crops. Two hours lecture and two hours laboratory each week. Three semester hours.

AGRI 2314—Soils. A study of the physical, chemical and biological nature of soils, the fundamentals of soil classification and the relationship between soils and growing plants. Prerequisite: CHE 1215. Three lecture and two laboratory periods per week. Four semester hours.

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. Three lecture periods per week. Three semester hours.

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. Three semester hours.

ART 1213—Introductory Art. A studio course designed to familiarize the student with the fundamental elements of drawing and painting and to develop in the student a visually creative vocabulary. A study of the work of prominent artists will augment the student's own creative work in several media and approaches. Three semester hours.

ART 1313—Drawing I. Basic problems in drawing, composition and some figure drawing with the use of various media. Two lecture and four laboratory periods per week. Three semester hours.

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. Two lecture and four laboratory periods per week. Three semester hours.

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. Two lecture and four laboratory periods per week. Three semester hours.

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. Two lecture and four laboratory periods per week. Three semester hours.

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. Three semester hours.

ART 2313—Drawing III. Fluid media techniques: wash drawing, interpretation and composition emphasized. Prerequisite: ART 1313 or permission of the instructor. Two lecture and four laboratory periods per week. Three semester hours.

ART 2323—Drawing IV. Fluid media techniques: wash drawing, interpretation and composition emphasized. Prerequisite: ART 2313 or permission of the instructor. Two lecture and four laboratory periods each week. Three semester hours.

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. Three semester hours.

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. Three semester hours.

ART 2613—Ceramics. The use of ceramic materials as a means of expression. Experiences in handforming, application of glazes and firing. Six hours laboratory per week. Three semester hours.

ART 2633—Sculpture. Study of aesthetic form in clay and plaster, including casting techniques. Six hours laboratory per week. Three semester hours.

ART 2713—Art History I. Survey of art history from prehistoric art through the Renaissance. Three semester hours.

ART 2723—Art History II. Survey of art history from baroque art through modern art. Three semester hours.

BIOLOGY

BIO 1113-1123—General Biology (non-laboratory courses). General biological principles including a survey of the kinds of plants and animals, their structure and function and their relationships to the environment. Three lecture periods per weeks. Three semester hours.

BIO 1133-1143—General Biology Laboratory courses in general biological principles including a survey of the kinds of plants and animals, their structure and function and their relationships to the environment. Two hours lecture and one two-hour laboratory periods per weeks. Three semester hours.

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. Three lecture and one two-hour laboratory per weeks. Four semester hours. BIO 2414 is a prerequisite.

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. Two lecture and four laboratory hours per week. Prerequisites: BIO 2414 and CHE 1215. BIO 2424 is also prerequisite or must be taken in the same semester the student is enrolled in BIO 2214.

BIO 2414—Zoology I. An in-depth treatment of the general principles of zoology including the nature of protoplasm, cellular activity, metabolism, sensitivity, reproduction and development, genetics, evolution and taxonomy. This course is a prerequisite to BIO 1314 (Botany) and BIO 2424 (Zoology II). Three lecture and one two-hour laboratory periods per week. Four semester hours.

BIO 2424—Zoology II. A continuation of BIO 2414 dealing with the organ systems of animals, structurally, physiologically and phylogenetically. BIO 2414 is a prerequisite. Three lecture and one two-hour laboratory periods per week. Four semester hours.

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. Three lecture and one two-hour laboratory periods per week. Four semester hours.

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. Three lecture and one two-hour laboratory periods per week. Four semester hours.

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. This course is especially designed for terminal students and is not intended for biology majors. Three lecture and two laboratory periods per week. Four semester hours.

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. Three semester hours.

BAD 1313—Business Mathematics. Review of the four fundamental operations of arithmetic giving a systematic treatment of the topics which one might encounter in daily affairs. Three semester hours.

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. Three semester hours.

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CHEMISTRY

CHE 1215—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. Three lecture and four laboratory periods per week. Five semester hours.

CHE 1225—General Chemistry II. A continuation of CHE 1215 with emphasis on nuclear chemical chemistry, thermochemistry, electrochemistry, chemical equilibria and organic chemistry. Three lecture and two two-hour laboratory periods per week. CHE 1215 is a prerequisite. Five semester hours.

CHE 1314—Principles of Chemistry. Lecture and laboratory work with emphasis on properties of matter and application of principles. For students other than physical science majors, pre-medical, engineering, pre-pharmacy, predental, or biological science majors. Three hours lecture and two hours laboratory per weeks. Four semester hours.

CHE 1414—Introductory Organic and Bio-Chemistry. CHE 1314 is a prerequisite to this course. Lecture and laboratory work related to fundamentals of organic and biological chemistry, especially the basic chemical processes

associated with human bio-chemistry. Primarily for students other than physical science majors, pre-medical, engineering, pre-pharmacy, pre-dental, or biological science majors. Three hours lecture and two hours laboratory per week. Four semester hours.

CHE 2425—Organic Chemistry I. An introductory study of organic chemistry and aliphatic compounds and derivatives. Prerequisite: CHE 1215 and 1225. Three lecture and four laboratory periods per week. Five semester hours.

CHE 2435—Organic Chemistry II. This course is a continuation of CHE 2425. Further study is made of aromatic compounds and their derivatives. Three lecture and four laboratory periods per week. Five semester hours.

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. Three semester hours.

CSC 1213—Basic Programming. A course with emphasis on the structure of the basic programming language. Three semester hours.

CSC 1323—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. Three semester hours.

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. Three semester hours.

CSC 2333—Advanced Fortran. Algorithmic development, debugging, and documentation of programs of moderate difficulty. String processing; data manipulation; recursion; application. Three semester hours.

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

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. Three semester hours.

ECO 2113—Principles of Economics. 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. Three semester hours.

ECO 2123—Principles of Economics. 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. Three semester hours.

EDUCATION AND PSYCHOLOGY

REA 1213—Reading Improvement I. This course is designed to help students improve their reading skills in both speed and comprehension and to develop their study skills. Three semester hours.

REA 1223—Reading Improvement II. This course is a continuation of REA 1213 with emphasis on rapid reading and critical reading skills. Three semester hours.

REA 1231—Speed Reading I. Diagnostic testing followed by practice in skills according to the needs of the students. Emphasis on comprehension skills such as getting main ideas, summarizing, organizing, and drawing conclusions. Guidance in developing wide reading interests that will provide background for college courses. One semester hour.

PSY 1513—General Psychology. This course is designed to give the student a broad understanding of man's development from birth. A study of the motivating factors of human behavior is emphasized. Three semester hours.

EDU 1311—Orientation. This course is designed to help the freshman adjust himself 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. One semester hour.

EDU 1322—Career Exploration. A course designed to assist students in determining career goals. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. Two semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

ENGLISH

ENG 1103—Developmental English. Primarily for foreign students, this course in writing stresses basic communications skills—writing of paragraphs, outlines, summaries and essays. A general review of mechanics, and reading for ideas are also included. Three semester hours.

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. Three semester hours each. (ENG 1113 and 1123 or ENG 1213 and 1223 are prerequisite to sophomore level English courses).

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. Three semester hours.

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. Three semester hours.

ENG 2133—Creative Writing. This course is designed for the student interested in writing fiction, poetry, or informal essay and will consist of readings and practical writing experiences in these genres. Three semester hours.

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. Three semester hours.

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. Three semester hours.

ENG 2413—Survey of World Literature. This study is based on selections of world literature from Homer to Solzhenitsyn. The selected major works are studies to reveal the cultural milieu which produced them and to determine their major contribution stylistically and thematically to the western literary tradition. Three semester hours.

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. Three semester hours each.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Four laboratory periods per week. Two semester hours.

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. Four laboratory periods per week. Two semester hours.

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. Three semester hours.

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. No student will be permitted to enter physical education classes until a medical report has been filed. All students must wear appropriate uniforms for physical education classes. Physical education activity courses will earn one semester hour with academic credit.

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. One semester hour.

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. One semester hour.

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. One semester hour.

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. One semester hour.

HPR 1410—Defensive Driving. This course offers an opportunity to learn what is involved in driving defensively, why and how various types of motor vehicle accidents occur, and what it takes to prevent them. It will provide a standard of driving excellence that can be used to evaluate and improve driving. No credit.

HPR 1411—Driver Training. This course will be taught in accordance with the regulations set forth by the Driver Education Division of the Mississippi State Department of Education. A student must spend a minimum of thirty hours in the classroom and six hours of actual behind-the-wheel driving. The non-driver and the driver who has not previously taken a driver education course are eligible for this course. One semester hour.

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. Three semester hours.

HPR 1313—Introduction to Physical Education. A complete survey is made of the history, objectives, methods, psychology and philosophy of physical education. Three semester hours.

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. Three semester hours.

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. Meets two hours per week. One semester hour.

HPR 1131, 1141, 2131, 2141—Varsity Sports. Participation in varsity sports. One semester hour.

HPR 1511, 1521, 2511, 2521—Team Sports. Lectures on rules and techniques. Participation in activities. Meets two hours per week. One semester hour.

HPR 1531, 1541, 2531, 2541—Individual and Dual Sports. Lecture and participation in activities. Meets two hours per week. One semester hour.

HPR 1551, 1561, 2551, 2561—Fitness and Conditioning Training. Lecture and practice in body mechanics, weight training, or gymnastics. Meets a minimum of two hours per week. One semester hour.

HPR 1571, 1581, 2571, 2581—Dance. Lecture and participation in folk, square, modern and creative dancing. Meets two hours per week. One semester hour.

HPR 1251—Mini-Health. A lecture course designed to cover the major functions of the human body, with emphasis on the physiological effects of physical activity. Co-educational. One semester hour.

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. Co-educational. One semester hour.

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.

HPR 1751—Nutritional Therapy 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. Co-educational. One semester hour.

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. Co-educational. One semester hour.

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. One semester hour.

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). One semester hour.

HPR 1241—Aspects of Drug Use. A continuation of HPR 1231. One semester hour.

HPR 1111, 1121—Marching Band. Participation and instruction in the production of marching band shows and parades. One semester hour.

HISTORY

HIS 1113—Survey of World History I to 1648. A general study course in the development of western civilization. The course begins with the dawn of history and extends into the seventeenth century with emphasis placed on European development. Three semester hours.

HIS 1123—Survey of World History II Since 1648. A general survey course in the development of western civilization from the seventeenth century to the present with emphasis placed on European development. Three semester hours.

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. Three semester hours.

HIS 2213—American History I. This course is a survey of U.S. history from the period of discovery and exploration through Reconstruction. Three semester hours.

HIS 2223—American History II. This course is a survey of U.S. history from Reconstruction to the present. Three semester hours.

HOME ECONOMICS

(Perkinston Campus)

HEC 1213—Food Selection and Preparation. This course involves the study of nutrition as related to the body; the appreciation of principles in planning, preparing and serving meals suitable for family needs. One lecture and four laboratory periods per week. Three semester hours.

HEC 1313—Elementary Clothing. This course offers opportunities for clothing construction based on individual needs and experience. One lecture period and four hours laboratory per week. Three semester hours.

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. Three semester hours.

HEC 2213—Meal Management. This is a continuation of food selection and preparation 1213 with emphasis on more advanced planning, preparation, and services. Planned occasions for serving food. One lecture and four laboratory periods per week. Three semester hours.

HEC 2613—Home Economics for Moderns. The content of this course deals with all areas of home life essential to successful living. This course is designed to meet the needs of students in terminal programs and non-homemaking majors as well as homemaking majors. Three lecture periods per week with special projects in successful home management. Three semester hours.

HEC 1121—Introduction to Home Economics. A survey of home economics designed to show the value of home economics in personal and family living as well as in professional opportunities. One lecture period per week. One semester hour.

HEC 1112—Social Usage. A course designed to show students the essentials of good manners and accepted standards of social interaction. Two lecture periods per week. Two semester hours.

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. One semester hour.

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. One semester hour.

HEC 2833—Prenatal and Infant Care. The study of prenatal and maternal hygiene; care of infants from birth through the first year of life. Three lecture periods per week. Three semester hours.

HEC 1353—Art of Dress and Personal Grooming. Application of design principles in selection and coordination of clothing accessories. Emphasis placed on individual care and grooming, figure problems, make-up techniques, and personal appearance for occupations and careers. Three lecture periods per week. Three semester hours.

HEC 2843—Single Living. This course is designed to prepare a person for independent single living. Basic concepts of cooking, clothing repair, household management and maintenance, personal finances and personal care are studied. Three semester hours.

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. Three semester hours.

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. One lecture and four laboratory periods per week. Three semester hours.

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. One lecture and four laboratory periods per week. Three semester hours.

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. Three semester hours.

JOURNALISM

JOU 1111—Journalism Laboratory. A laboratory required of students in JOU 1313 and JOU 1223. A minimum of three hours work per week on the campus newspaper is mandatory. Lab instruction includes, but is not limited to, newspaper layout, design and make-up. One semester hour.

JOU 1313—Introduction to Journalism. A course designed to introduce basic principles and careers in mass communications with emphasis on the newspaper. Three semester hours.

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. Three semester hours.

JOU 2513—Beginning Photography. An introduction to basic photography. Students learn to take pictures, process film and print pictures. No previous experience is required. Three semester hours.

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. Three semester hours.

MATHEMATICS

MAT 1121—The Metric System. This course consists of the metric prefixes, metric lengths, metric volumes, metric weights, metric temperatures, metric heat units, the conversion of English units of measure to metric units of measure. One semester hour of credit.

MAT 1213—College Mathematics I (Arithmetic and Algebra). This course is designed to develop for the student the mathematical concepts and techniques for a program in general education. The basic concepts of arithmetic and an introduction to the fundamentals of elementary algebra are presented. Three semester hours.

MAT 1233—Intermediate Algebra. The first course in basic college algebra begins with the fundamental notions of mathematics, progresses through solutions of linear equations and introduces quadratic equations. Three semester hours.

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. Three semester hours.

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. Three semester hours.

MAT 1423—Applied Algebra for Problem Solving. This course consists of algebra, percentages and simple interest, compound interest and annuities, permutations and combinations, systems of linear algebraic equations, matrices and solution of linear systems, logarithms, inequalities, and linear programming. Prerequisite: MAT 1313 or permission of instructor. Three semester hours.

MAT 1613—Calculus I-A. Analytic geometry; functions; limits, continuity; derivatives of algebraic functions; applications of the derivatives. Three semester hours. Prerequisites are two years of high school algebra and trigonometry. Three semester hours.

MAT 1623—Calculus II-A. Three lectures. Anti-differentation; the definite integral; applications of the definite integral; differentation and integration of transcendental functions. Prerequisite: MAT 1613. Three semester hours.

MAT 1723—The Real Number System. Structure and Properties of the number system. Designed for students majoring in elementary education. Three semester hours.

MAT 1733—Informal Geometry and Algebra. Basic ideas and structure of algebra; intuitive foundations of geometry. Designed for students majoring in elementary education. Three semester hours.

MAT 2613—Calculus III-A. Three lectures. Techniques of integration; polar coordinates; the conic sections; improper integrals, indeterminate forms; Taylor's formula, infinite series. Prerequisites: MAT 1623. Three semester hours.

MAT 2623—Calculus IV-A. Vectors; solid analytical geometry; differential calculus of several variables; multiple integration. Prerequisites: MAT 2613. Three semester hours.

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. Three semester hours.

MILITARY SCIENCE

MSC 1112—Basic Military Skills I (fall semester). This course provides the student with insights of today's Army. A basic course in Military Science designed to: familiarize the student with the history and organization of ROTC; offer the student an understanding of military customs and courtesies and a brief overview of today's officer's salary, retirement, and fringe benefits; provide the student with a knowledge of military weapons and develop skills in markmanship with the .22 caliber rifle; and introduce the student to drill and ceremonies. (No military obligation.) Two hours lecture, one hour laboratory. Two semester hours academic credit.

MSC 1122—Basic Military Skills II (spring semester). A continuation of Basic Military Skills I (MSC 1112). This course familiarizes the student with the techniques necessary for orienteering, land navigation, mountaineering, and survival. Also included is a study of individual and group behavior and their efforts on leadership and management. There are no prerequisites to this subject matter. (No military obligation.) Two hours lecture, one hour laboratory. Two semester hours academic credit.

MSC 2112—Military Map Reading (fall semester). A basic course in military maps and their use designed to develop the students' proficiency in land navigation through the use of topographic maps and the magnetic compass. This course allows development of skills necessary to successfully navigate using a map and compass. (No military obligation). Two hours lecture, one hour laboratory. Two semester hours academic credit.

MSC 2122—Introduction to Small Unit Tactics (spring semester). A study of squad-level tactics which provides students the necessary fundamentals to prepare the squad for the attack, squad defense, and patrolling. There are no prerequisites to this subject matter. This course provides the student with the fundamentals, techniques, and leadership principles applied to small unit tactics. The student will be able to apply command and control measures and leadership principles used in the employment of squad and platoon size units. The instruction also familiarizes each student with the branches of the Army and reserve components. (No military obligation.) Two hours lecture, one hour laboratory. Two semester hours academic credit.

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. Three semester hours.

MFL 1123—Elementary French II. Continuation of MFL 1113. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 1113. Three semester hours.

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. Three semester hours.

MFL 1223—Elementary Spanish II. Continuation of MFL 1213. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 1213. Three semester hours.

MFL 2113—Intermediate French I. Continuation of MFL 1123. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 1113 and 1123 or two years high school French. Three semester hours.

MFL 2123—Intermediate French II. Continuation of MFL 2113 with additional literary and cultural readings and compositions. Reviews of essential elements of grammar. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 2113. Three semester hours.

MFL 2213—Intermediate Spanish I. Continuation of MFL 1223. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 1213 and 1223 or two years high school Spanish. Three semester hours.

MFL 2223—Intermediate Spanish II. Continuation of 2213 with additional literary and cultural readings and compositions. Review of essential elements of grammar. Three lecture and one laboratory hour (optional) per week. Prerequisite: MFL 2213. Three semester hours.

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.

MUA 1211, 1221—Class Guitar I, II. Basic instruction in playing, ensemble work and accompanying. One semester hour each.

MUA 1331, 1341—Organ I & II (Non Majors.). For students who desire organ as an elective. One hour practice. One semester hour credit each. Jackson County Campus.

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.

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.

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. One semester hour each.

MUA 2511-2521 Class Piano III, IV. A continuation of MUA 1511-1521.

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.

MUA 1611—Class Strings I. Basic instruction in playing orchestral string instruments. Ensemble work. Open to all students. One semester hour.

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. Two semester hours.

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.

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.

MUA 2171-2181 or 2172-2182—Brass III, IV. A continuation of MUA 1182 using materials of a more advanced nature.

MUA 2471-2481 or 2472-2482—Percussion III, IV. A continuation of MUA 1482 using materials of a more advanced nature.

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.

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

MUA 2871-2881 or 2872-2882—Woodwinds III, IV. A continuation of MUA 1882 using materials of a more advanced nature.

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. One semester hour each.

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 enchancing the cultural environment of the college community through concerts and special performances. One semester hour each.

MUO 2111-2121—Band III, IV. A continuation of MUO 1121. One semester hour each.

MUO 2211-2221—Choir III, IV. A continuation of MUO 1221. One semester hour each.

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, intervals, triads and their inversions, sight-reading and ear training. Three semester hours.

MUS 1113—Music Appreciation. This is primarily a music listening course designed to illustrate the functional aspects of music in education and everyday living. Three semester hours.

MUS 1214-1224—Music Theory I, II. A study of elementary materials of music through part writings, aural dictation, sight-singing and keyboard work. Three lecture and two laboratory periods per week. Four semester hours.

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. Three lecture and two laboratory periods per week. Four semester hours.

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. Three semester hours each.

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. Three semester hours each.

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. Three semester hours each.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

***Offered when staff is available.**

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

PHYSICAL SCIENCE

PHY 2213—Physical Science Survey I (non-lab). A 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. Three lecture periods each week. Three semester hours.

PHY 2223—Physical Science Survey II (non-lab). An introductory 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 2213 is not a prerequisite of PHY 2223. Three lecture periods each week.

PHY 2243—Physical Science Survey I (lab). A 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. Two lecture hours and one-two hour laboratory. Three semester hours.

PHY 2253—Physical Science Survey II (lab). An introductory 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. Two lecture hours and one two hour laboratory periods each week.

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 of special consent of instructor. Three lecture and two laboratory periods per week. Four semester hours.

PHY 2424—General Physics II. A continuation of PHY 2414, dealing with the fundamental principles of light, electricity and magnetism. Three lecture and two laboratory periods per week. Four semester hours.

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. Three lecture and two laboratory periods per week. Four semester hours.

PHY 2524—General Physics II with Calculus. Electricity, magnetism, and light taught from a calculus viewpoint. Prerequisite: General Physics with Calculus I. Three lecture and two laboratory periods per week. Four semester hours.

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. Three semester hours.

PSC 1123—American, State and Local Government. Relationship between states and federal government, and between states and their subdivisions; organizations, function and operation of executive, legislature, and judiciary; elections and suffrage generally, Mississippi particularly. Three lecture periods per week. Three semester hours.

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. Three lecture and one laboratory periods per week. Three semester hours.

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. Three lecture and one laboratory period per week. Three semester hours.

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. Three lecture and two laboratory hours per week. Three semester hours each. Prerequisite or corequisite: Typewriting.

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 culture is built and how customs and behavior patterns are developed and the functions and importance of social institutions. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

SOC 2213—Introductory Anthropology. A survey of major fields and basic principles in the comparative study of mankind. Three semester hours.

SOC 2913—Honors Colloquium. Students select from a list of fifty interdisciplinary 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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

SPT 1413—Television Communication. The purpose of this course is two-fold: first, to give the student an understanding of the media so that he or she will become more appreciative and critical of television in the communication process; second, to give the student practical applications in commercial and educational television techniques. This course will be particularly valuable to education, language arts, speech and drama, art, social science, pre-law, philosophy, and radio/television students. Two lecture and two laboratory hours per week. Three semester hours.

SPT 1222—Movement for the Actor. Technique for stage movement for the actor. Two semester hours.

SPT 1233—Fundamentals of Acting. General educational approach to the art of acting, stressing basic techniques with emphasis on motivation for movement. Three lecture periods per week plus laboratory periods in play production. Three semester hours.

SPT 1241—Drama Production. First one-hour course in the sequence of possible four, which requires participation in the college production for that semester. One semester hour.

SPT 2241—Drama Production. Second one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. One semester hour.

SPT 2251—Drama Production. Third one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. One semester hour.

SPT 1271—Drama Production. Fourth one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. One semester hour.

SPT 1611—Parliamentary Procedure I. The purpose of this course is to study parliamentary law, and to apply its principles. One semester hour.

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

SPT 2143—Oral Interpretation. The mechanics of the interpretation of prose and poetry selections are applied in the presentation of selections for criticism given by the students. Sometimes called oral reading, this knowledge of interpretation will increase the reader's appreciation of all types of literature. This course is recommended for English majors, education majors, ministerial students and pre-law students. Three semester hours.

SPT 2223—Introduction to Dramatic Arts (Stagecraft). Stagecraft and lighting techniques. Students are required to participate in assigned plays. Three lectures plus laboratory in actual play production. Three semester hours.

SPT 2253—Fundamentals of Directing. Fundamentals of directing theatre productions. Students are required to participate in assigned plays. Three lectures plus laboratory in actual play production. Three semester hours.

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 selective 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 successfully (no less than 2.0 on 4.0 scale) each of the two semesters of anatomy and physiology plus other specified subjects for a minimum of fourteen (14) semester hours before being admitted to nursing classes.
   - 1.2 A score of 15 or higher in the math section of the ACT. The prospective students not meeting this math requirement are expected to complete successfully the designated math course on that campus either prior to or concurrently with Nursing Process I.

2. Completed application for the Nursing Department.
3. Medical examination completed within three months prior to admission date, including:
   3.1 Serology
   3.2 Tuberculin Test
   3.3 Tetanus booster or immunization (within 10 years)
   3.4 Rubella
   3.5 Red measles
   3.6 Polio vaccine
4. Dental examination with proof appropriate corrective measures are under way.
5. Upon successful completion of the above requirements, the prospective student must schedule an appointment with the ADN chairperson for an interview.
6. Application to the college
   Also see General college admission policies.

PROMOTION POLICIES — All students in the Associate Degree Nursing program must earn at least seventy (70) 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 recommends for progression and continuation only those students who in the judgment of the faculty satisfy the requirements and aptitude for nursing. Whenever a student's performance is not consistent with safe nursing practice, the student may be asked to withdraw. Any student who fails or withdraws from a nursing course may reapply under the guidelines of the department of nursing. Students who have been admitted three 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
NUP 1101	1	
or MAT 1121		

	SEMESTER HOURS	
SUMMER	**1 Sem.**	**2 Sem.**
EPY 2513	3	
BIO 2924		4
or 2914		

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

NUP 1101—This course is designed to prepare the student in arithmetic skills necessary for beginning computation of drug dosages and solutions in the nursing curriculum. One semester hour.

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: and PSY 1513. Seven semester hours.

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. Pre or corequisites: BIO 2524. Twelve semester hours.

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 & BIO 2524; BIO 2924; or 2914: NUP 1107; NUP 1212; EPY 2513. Twelve semester hours.

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. Twelve semester hours.

HUMAN SERVICES ASSOCIATE DEGREE PROGRAM 7010
(Jackson County Campus)

The Human Services student has the option of entering the work force as a para-professional 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 240 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
PSY 1513	General Psychology	3
HIS 1113 or 2213	History	3
HPR 1111	General Activities	1
	Elective	3
		17
	2nd Semester	
HUS 1123	Human Services II	3
ENG 1123	English Composition	3
PSY 2553	Psychology of Personal Adjustment	3
SOC 2113	Sociology	3
HPR 1121	General Activities or	
HPR 2211	First Aid	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
	Elective	3
	Elective	3
		16
	2nd Semester	
HUS 2133	Human Services IV	3
SPT 1113	Oral Communications	3
HPR 1213	Personal Hygiene	3
MAT 1723	The Real Number System	3
	Elective	3
		15

TOTAL: 64 hours

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

HUS 1113—Human Services I. Class meets three hours per week. Issues: listening skills, paraprofessional and professional occupations, field visitation to appropriate related agencies, verbal and nonverbal communication, and self-understanding and acceptance. Three semester hours.

HUS 1123—Human Services II. Class meets three hours per week. Issues: community resources, problem-solving, therapeutic theories, self assertion, and group dynamics. Three semester hours.

HUS 2113—Human Services III. Class meets three hours per week. Issue: nature of mental health, confidentiality, observing and recording behavior, and interviewing techniques. Three semester hours.

HUS 2123—Human Services IV. Class meets two hours per week, and student is required to complete 240 hours of field experience in an appropriate agency. The student may select an agency in either education social service, or mental health/mental retardation areas. Issue: basic counseling skills. Agency approved by course instructor. Three semester hours.

HUS 1111—Seminar I. Class meets one hour per week. Self-awareness skills. One semester hour.

HUS 2111—Seminar II. Class meets one hour per week. Self-awareness and interpersonal communications. One semester hour.

HUMAN SERVICES TECHNICIAN 7011
(Jefferson Davis Campus)

The Human Services program is designed to fit the needs of people who are employed or those who wish to enter the Human Services field. The curriculum leads to an Associate Degree with employment opportunities with agencies such as Community Mental Health - Mental Retardation Centers, Day Care Centers, Nursing Homes, Retardation Centers and State Hospitals for the mentally ill.

FRESHMAN YEAR

		SEMESTER HOURS
	1st Semester	
ENG 1113	English Composition	3
THS 1113	Introduction to Human Services	3
HEC 1213	Food Selection and Preparation	3
THS 1223	Intervention with the Severely Retarded	3
PSY 1513	General Psychology	3
THS 2141	Seminar I	1
	2nd Semester	
THS 1123	Technical Anatomy and Physiology	3
MAT 1213	College Math	3
THS 1231	Health Skills	1
RT. 1063	Technical Writing and Reports	3
THS 2113	The Helping Relationship	3
PSY 2513	Human Growth & Development	3

SOPHOMORE YEAR

		SEMESTER HOURS
	1st Semester	
THS 2123	Therapeutic Recreation	3
THS 2133	Applied Behavior Analysis	3
THS 2156	Practicum I	6
THS 2213	Facilitation of Independent Living	3
THS 2223	Case Management	3
	2nd Semester	
THS 2233	Basic Intervention Skills	3
THS 2243	Seminar II	1
THS 2256	Practicum II	6
THS 1213	Abnormal Psychology	3
SOC 2113	Sociology	3

THS 1113—Introduction to Human Services. An introduction to the field of human services, including appropriate roles and attitudes of a human service worker toward clients and professional team members; introduction to mental health and mental disorders; survey of human service delivery agencies. Thirty (30) hours of observation included in course work. Three hours of lecture per week. Credit: three semester hours.

THS 1123—Technical Anatomy and Physiology. Overview of normal structures and functions of the major systems of the human body; introduction to basic types of abnormalities. Three hours of lecture per week. Credit: three semester hours.

THS 1213—Abnormal Psychology. Basic introduction to the classifications, characteristics, causes, and treatment of abnormal behavior. Thirty (30) hours of observation included in course work. Three hours of lecture per week. Credit: three semester hours.

THS 1223—Intervention with the Severely Retarded. Instruction in needs assessment, training, and specialized care of the severely retarded and multiply handicapped; use of nonverbal communication. Thirty (30) hours of practicum experience included in course work. Three hours of lecture per week. Credit: three semester hours.

THS 1231—Health Skills. Instruction in health maintenance, first aid, basic nursing skills, properties of drugs and monitoring of medication. One hour of lecture per week. Credit: one semester hour.

THS 2113—The Helping Relationship. Principles of personal adjustment; study and practice in effective interpersonal communication skills and other skills involved in relating to others. Six hours of lecture per week for eight weeks. Credit: three semester hours.

THS 2123—Therapeutic Recreation. Design and methods involved in meeting the recreational needs of special populations; methods of planning, organizing, and conducting leisure and recreational activities; use of gentle self-defense. Six hours of lecture per week for eight weeks. Credit: three semester hours.

THS 2133—Applied Behavior Analysis. Principles and methods of designing, implementing, and evaluating programs of behavior modification and other behavioral interventions. Six hours of lecture per week for eight weeks. Credit: three semester hours.

THS 2141—Physical and Emotional Needs of Special Populations. Seminar to develop awareness of the needs of special populations and strategies for dealing with these needs. Two hours of lecture or discussion per week for eight weeks. Credit: one semester hour.

THS 2156—Practicum I. Forty (40) hours of supervised practicum experience per week for eight weeks. Credit: six semester hours.

THS 2213—Facilitation of Independent Living. Strategies of assessment, instruction and evaluation of mentally ill and developmentally disabled in academic, vocational, and independent living skills. Six hours of lecture per week for eight weeks. Credit: three semester hours.

THS 2223—Case Management. Survey of organizations and structures of service delivery systems; procedure for case intake, monitoring, referral, and follow-up; individual study and reporting of procedures for performing case management duties in an agency of choice. Six hours of lecture or student presentation per week for eight weeks. Credit: three semester hours.

THS 2233—Basic Intervention Skills. Principles, practice and discussion of basic intervention strategies for promoting psychological adjustment of clients. Six hours of class (lecture, role play and discussion) per week for eight weeks. Credit: three semester hours.

THS 2243—Current Trends in Human Services. History and current issues and status of the major human services; major legislatice and public policy trends; federal, state, and local organizational structure of the major human services; reference sources (agency resource personnel and professional literature). Two hours of lecture per week for eight weeks. Credit: One semester hour.

THS 2256—Practicum II. Forty (40) hours of supervised practicum experience per week for eight weeks. Credit: six semester hours.

THS 1153—Introduction to Communicative Disorders. Process of speech development; identification and treatment of speech, language, and hearing disorders; forms of nonverbal communication. Three hours of lecture per week. Credit: three semester hours.

BANKING AND FINANCE TECHNOLOGY *7020

(Jackson County 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
BAD 1313	Business Math	3	
PSY 1513	General Psychology	3	
ECO 2113	Principles of Economics	3	
BFT 1003	Principles of Bank Operations	3	
ACC 1213	Principles of Accounting		3
BAD 2413	Business Law		3
BFT 1103	Money and Banking		3
	Elective**		3
		15	15
SOPHOMORE YEAR			
ACC 1223	Principles of Accounting	3	
DMT 2103	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 intentional. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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

BFT 2063—Installment Credit. Techniques of installment lending, presented concisely. Emphasis on establishing credit, obtaining and checking information, servicing the loans, and 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. Three semester hours.

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. Two semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. One semester hour.

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. Three semester hours.

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. Three semester hours.

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 bank's long-term holdings. Three semester hours.

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. Three semester hours.

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

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. Three semester hours.

DATA PROCESSING TECHNOLOGY 7030

(Jefferson Davis Campus - Two Year)

The data processing 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.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English	3	3
ACC 1213, 1223	Accounting	3	3
MAT 1233	Algebra (or Algebra 1313, or Trigonometry 1323 or Math for Business & Social Sciences 1423	3	3
EDP 1314	Basic Data Processing	4	
EDP 1324	RPG Programming		4
PSC 1113	American Government (or SOC 2113 Sociology, or PSY 1513 Psychology)		3
HPR	Physical Education	1	1
	Elective	1	
SOPHOMORE YEAR			
ECO 2113, 2123	Economics	3	3
ACC 2313	Cost Accounting	3	
SEC 2613	Business Writing		3
EDP 1214	Fortran Programming	4	
EDP 2114	Cobol Programming		4
SPT 1113	Speech		3
EDP 2123	Systems Design and Development		3
BAD 2323	Statistics	3	
	Elective	3	

EDP 1111—Key Punch. This course is designed to acquaint the student with the various processes of punching cards in typical office functions that involve key punching. The course is also planned to properly train the student to possess the degree of punching skill and speed necessary for employment. One semester hour.

EDP 1314—Basic Data Processing. Designed to acquaint the student with operating the keypunch, sorter, verifer, reproducer, and interpreter. Introduces functional wiring principles, job design, basic unit record machine operations, and basic form design. This course also gives the student out a general introduction to the concepts and basic features of electronic computers. Four semester hours.

EDP 1324—RPG Programming. The first phase of the course teaches the student computer concepts, terminology, and theory of modern computers. The second phase teaches RPG (report program generator) programming language and the application of RPG in solving a variety of different type problems on a computing system. Prerequisite: basic data processing 1314. Four semester hours.

EDP 1214—Fortran Programming. Gives the student a basic understanding of the 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: RPG programming 1324. Four semester hours.

EDP 2123—Systems Design and Development. This course is designed to cover the application of systems techniques to the solution of business-data-processing problems. The techniques include documentation, written procedures, system flow-charts, coding, forms design, record design, data controls, and file organization. Prerequisite: Fortran programming 1214. Three semester hours.

EDP 2114—Cobol Programming. An industry language known for commercial or business data processing applications and has become an essential part of the training of any graduate in computer science, accounting, business administration, etc. Emphasis will be stressed on how to write efficient programs, how COBOL is used effectively in commercial applications and the logical approach necessary to write sophisticated programs. Prerequisite: Fortran programming 1214. Four semester hours.

DISTRIBUTION AND MARKETING TECHNOLOGY

(Jackson County and Jefferson Davis Campuses - Two Year)

The Distribution and Marketing Programs offered under this heading are: Sales Management and Fashion Merchandising. The 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

Distribution and Marketing 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 Sales 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 include 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.

SALES MANAGEMENT 7040

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
DMT 2043	Marketing	3	
SEC 1113	Elementary Typewriting*	3	
DMT 1023	Principles of Business Management	3	
Approved	Elective	4	
DMT 1003	Salesmanship		3
BAD 1313	Business Mathematics		3
PSY 1513	General Psychology		3
Communication	Elective		3
Approved	Elective		6
SOPHOMORE YEAR			
SPT 1113	Speech	3	
ACC 1213	Principles of Accounting	3	
DMT 2073	Advertising	3	
ECO 2113	Principles of Economics	3	
DMT 2103	Personnel Management	3	
BAD 2413	Business Law		3
DMT 2033	Retail Merchandising		3
DMT 1013	Retailing		3
DMT 2173	Fundamentals of Small Business Organization		3
SOC 2113	Introduction to Sociology		3

Communication Elective: ENG 1123, English Composition at Jefferson Davis; RT 1063, Technical Writing and Reports at Jackson County.

Approved Electives: Display Techniques, Simulated Business Training, Marketing Management, Business Internship, P.E., or other courses approved by the department.

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

FASHION MERCHANDISING 7041

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition	3	
DMT 1023	Principles of Business Management	3	
DMT 2043	Marketing	3	
DMT 1043	Modeling and Personal Development	3	
SEC 1113	Typing*	3	
DMT	Elective (Jackson County)	2	
	Elective (Jefferson Davis)	1	
Communication	Elective		3
DMT 1003	Salesmanship		3
SPT 1113	Speech		3
PSY 1513	General Psychology		3
DMT 2083	Fashion Color and Design		3
DMT	Elective		3
SOPHOMORE			
ACC 1213	Principles of Accounting	3	
DMT 2093	Textiles	3	
DMT 2073	Advertising	3	
DMT 2113	Fashion Buying	3	
BAD 1313	Business Math	3	
DMT 1013	Retailing		3
ECO 2113	Principles of Economics		3
DMT 2033	Retail Merchandising		3
DMT 2163	Fashion Marketing and Merchandising		3
SOC 2113	Introduction to Sociology		3

***Students who have credit for high school typing will schedule an approved elective in lieu of typing. Communication Electives: RT 1063 Technical Writing and Reports; ENG 1123 English Composition.**

DMT Electives: **DMT 1033 Basic Merchandise Selection** **DMT 1053 Display Technique** **DMT 1143 Simulated Bus. Training** **DMT 2153 Business Internship**

Approved electives may be chosen from the following: Art, Beginning Photography, Journalism, P.E., DMT or General Business courses not previously taken. All electives must be approved by the student's Advisor.

DMT 1003—Salesmanship. This course gives the student a survey of the importance of selling, its nature, its procedures, and an explanation of the salesman's job and the necessary qualifications to sell. The characteristics and nature of buyers, reasons why people buy, facts about the company and their operations and the selling process. Cases and problems in selling are included, together with oral preparation. Three semester hours.

DMT 1013—Retailing. The role of 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. Three semester hours.

DMT 1023—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 non-business organization. Three semester hours.

DMT 1033—Basic Merchandise Selection. In this course, emphasis is placed on the origin and composition of products, methods of production, quality characteristics and care of merchandise. Three semester hours.

DMT 1043—Modeling and Personal Development. This course is designed to teach students fundamentals of visual poise and modeling. Through this course the student will not only learn basic rules for a model, but also the application of design principles to wardrobe selection and coordination. Emphasis will be placed on grooming and individual care, figure problems, make-up techniques, and personal appearance for occupations and careers. Three semester hours.

DMT 1053—Display Techniques. This course will emphasize the principles and applications of retail sales promotion and the purposes of display and its value as a promotional device. Two lecture and two laboratory periods per week. Three semester hours.

DMT 1063—Professional Modeling. This course is an advanced study of modeling techniques. Included are professional runway work, photographic modeling, professional makeup, tearoom and convention work. Prerequisite: Modeling and Personal Development, DMT 1043. Three semester hours.

DMT 1143—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. Three semester hours.

DMT 2033—Retail Merchandising. Introduction to the field of merchandising with emphasis on its historical development and trends, career opportunities, marketing and merchandising methods. Three semester hours.

DMT 2043—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. Three semester hours.

DMT 2073—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. Three semester hours.

DMT 2083—Fashion Color and Design. The working of the fashion world, including haute couture and mass production designers and how they work, leading markets, social, economic and political forces affecting fashions. Three semester hours.

DMT 2093—Textiles. Study of basic textile terminology and textile fibers. Emphasis on identification, construction, and fabric finishes. Three semester hours.

DMT 2103—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. Three semester hours.

DMT 2113—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. Three semester hours.

DMT 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. Three semester hours. Prerequisite: DMT 2043 - Marketing.

DMT 2153—Business Internship. Internship in an approved retailing or marketing organization under the supervision of the organization concerned and the DMT instructor. Written assignments 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. Three semester hours.

DMT 2163—Fashion Marketing and Merchandising. This course will examine specific areas in the fashion industry such as sales training, customer relations, fashion advertising, visual merchandising, planning merchandise assortments, and developing a fashion image through fashion coordination and promotion. Three semester hours.

DMT 2173—Fundamentals of Small Business Organization. This course provides fundamental knowledge in managing a small firm. A study of the essentials for planning and financing the new firm, form and structure of the firm, merchandising and sales, financial management and control, and a continuous case analysis of a firm are emphasized. Three semester hours.

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
DR	1105	Fundamentals of Drafting	5	
DR	1133	Steel Shipbuilding	3	
HPR		Physical Education	1	1
		Elective (Suggested Intro. to Comp. Graphics RT-1173)	3	
RT	1133	Descriptive Geometry		3
DR	1163	Construction Materials & Cost Estimating*		3
DR	1115	Machine Drafting		5
SOPHOMORE YEAR				
DR	2063	Map & Topographic Drafting	3	
RT	2093, 2103	Plane Surveying	3	3
DR	2055	Architectural Drafting	5	
DR	2073	Piping, Sheetmetal & Electrical Drafting	3	
RT	1153, 1163	Technical Physics	3	3
DR	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 DR 1163**
Suggested Technical Electives: DR 2173, DR 2093, DR 2153

DR 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. Two lecture and six laboratory periods per week. Five semester hours.

DR 1115—Machine Drafting. An introduction is given in various mechanical parts as well as complete assemblies. Working drawings are made of various mechanical parts. Two lecture and six laboratory periods per week. Prerequisite: DR 1105. Five semester hours.

DR 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. Two lecture and two laboratory periods per week. Three semester hours.

DR 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. Two lecture and two laboratory periods per week. Three semester hours.

DR 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. Two lecture and six laboratory periods per week. Prerequisite: DR-1105. Five semester hours.

DR 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. Two lecture and two laboratory periods per week. Prerequisite: DR-1105. Three semester hours.

DR 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. Two lecture hours and two lab hours per week. Prerequisite: DR-1105. Three semester hours.

DR 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. Two lecture and six laboratory periods per week. Prerequisite: DR-1105. Five semester hours.

DR 2093—Technical Illustration. This course is designed to translate orthographic blueprints into three dimensional drawings by the following methods; isometric, perspective and oblique. Three semester hours. Prerequisite: DR-1105.

DR 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. Two lecture and two laboratory periods per week. Three semester hours. Prerequisite: DR-1105.

DR 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. Two lecture and six laboratory periods per week. Prerequisite: DR-1115. Five semester hours.

DR 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. Four laboratory periods per week. Two semester hours. Prerequisite: DR-1105.

DR 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. One lecture and four laboratory hours per week. Prerequisite: RT-1133. Three semester hours.

DR 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; radio station engineer, assistant radio stainer (with F.C.C. license); 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 1 Sem.	2 Sem.
FRESHMAN YEAR				
ENG	1113	English Composition	3	
RT	1063	Technical Writing and Reports		3
RT	1103, 1113	Technical Mathematics	3	3
RT	1153	Technical Physics		3
RT	1043	Occupational Essentials	3	
ET	1004	Basic Electricity	4	
ET	1013	Introduction to Electronics	3	
ET	1104	Electron Theory		4
ET	1113	Digital Electronics I		3
SOPHOMORE YEAR				
RT	1163	Technical Physics	3	
ET	2024	Digital Electronics II	4	
ET	2004, 2103	Semiconductors I, II	4	3
ET	2014, 2113	Systems I, II	4	3
ET	2124	Industrial Instrumentation & Control		4
ET	2134	FCC License Preparation		4
RT	1073	Technical Drawing		3

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. Three lecture and two laboratory periods per week. Four semester hours.

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. Two lecture and three laboratory periods per week. Three semester hours.

ET 1104—Electron Theory. This course develops vacuum tube and semiconductor theory and application of such devices to power supplies, amplifiers, and oscillators. Three lecture and two laboratory periods per week. Prerequisite: ET 1004. Four semester hours.

ET 1113—Digital Electronics I. An introduction to number systems, codes, boolean algebra, mapping and gating circuits. Basic programming and use of programming and use of programmable calculators is included. Prerequisite: ET 1004. Three semester hours. Two hours lecture, two hours laboratory per week.

ET 2004—Semiconductors I. This course covers the theory and application of bipolar transitors, UJT, SCR, JFET, MOSFET, and other semiconductor devices. Three lecture and two laboratory periods per week. Prerequisite ET 1004. Four semester hours.

ET 2014—System I. An introduction to systems theory utilizing block assembly in the study of communication circuits and systems. AM, FM, SSB and TV receivers and transmitters are covered. Three lecture and two laboratory periods per week. Prerequisite: ET 1104. Four semester hours.

ET 2024—Digital Electronics II. A continuation of ET 1113 covering: counters, registers, memory, I/O devices, D/A conversion, microprocessors, computers, and programming. Three lecture and two laboratory periods per week. Prerequisite: ET 1114. Four semester hours.

ET 2103—Semiconductors II. A continuation of ET 2004. This course covers linear and digital Integrated Circuit theory and application. Prerequisite: ET 2004. Two lecture and two laboratory periods per week. Three semester hours.

ET 2103—Semiconductors II. A continuation of ET 2004. This course covers linear and digital Integrated Circuit theory and application. Prerequisite: ET 2004. Two lecture and two laboratory periods per week. Three semester hours.

ET 2113—Systems II. A continuation of ET 2014. This course presents a survey of specialized systems used in marine, airborne and land-based applications along with FCC regulations governing operation of such systems. Three hours lecture, two hours laboratory. Three semester hours.

ET 2124—Industrial Instrumentation and Control. A study of the transducers, analyzing and controlling equipment, and recording devices used in automation, tes quality control in industry. Prerequisite: ET 2004 and ET 2014. Four semester hours. Three hours lecture and two hours laboratory per week.

ET 2134—FCC License Preparation. An indepth study of communications theory, practices and laws, designed to prepare students for first or second class radio telephone license. Prerequisite: ET 2014. Four semester hours. Three hours lecture and two hours laboratory per week.

FORESTRY TECHNOLOGY 7070
(Perkinston Campus)

Forestry Technology is a two-year program designed to fit the individual needs of a student in preparation for a midmanagement position in the field of forestry. The Associate of Applied Science degree is awarded upon successful completion of the curriculum.

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
ENG 1113	English Composition	3	
RT 1103	Technical Math	3	
FMT 1113	Introduction to Forestry	3	
GRA 1112	Engineering Drawing	2	
SPT 1113	Oral Communication	3	
HPR	Physical Education	1	
FMT 1124	Forest Mensuration I		1
FMT 1224	Dendrology		4
FMT 1223	Forest Proection I (Insects, Diseases & Fires)		4
BAD 1113	Introduction to Business		3
AGR 2314	Soils		3
			4

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
AGR 1313	Plant Science	3	
RT. 2093	Plane Surveying	3	
FMT 2234	Timber Harvesting	4	
FMT 2314, 2324	Silviculture I, II	4	4
FMT 2332	Forest Photogrammetry	2	
FMT 2222	Forest Protection II (Insects, Diseases & Fires)	2	
FMT 2413	Forest Products Utilization		3
BAD 2413	Business Law I		3
ECO 2123	Principles of Economics		3
FMT 2134	Forest Mensuration II		4

FMT 1113—Introduction to Forestry. A brief survey of the field of forestry including history, resources, policies, organization, industries, employment, education and research. One field trip into forest area required. Three semester hours.

FMT 1124, 2134—Forest Mensuration I, II. These courses are designed to give the student knowledge and practice in units of wood measure; measurement and deter-diameters and heights; determining form-class; timber volumes; mapping; and cruise reports. II is a continuation of I and gives additional emphasis on inventory and stand description of timber stands and points sampling with the prism. FMT 1124 consists of three hours lecture and two hours laboratory; FMT 2134 consists of two hours lecture and four hours laboratory. Four semester hours each.

FMT 1223, 2222—Forest Protection I, II (Insects, Diseases & Fires). These courses will put emphasis on the identification, life cycles and stages of economic importance; methods and techniques of controlling insects, diseases, fires, and animals. FMT 1223 consists three hours lecture; three semester hours. FMT 2222 consists of one hour lecture and two hour lab; two semester hours.

FMT 1224—Dendrology. This course is designed to give the student knowledge and practice in the classification and distinguishing characteristics of important forest tree species of the United States with emphasis on the Southeastern section of the U.S. including size, form, habitat and range. Two hours lecture and four hours laboratory. Four semester hours.

FMT 2234—Timber Harvesting. The principles-cost control and methods of harvesting timber crops. Extensive laboratory work in the actual methods of timber harvesting under working conditions. Two lectures, four laboratory hours. Four semester hours.

FMT 2314, 2324—Silviculture I, II. Field practice in planning, execution, and evaluation of silvicultural methods and techniques. Two hours lecture and four hours laboratory. Four semester hours each.

FMT 2334—Forest Photogrammetry. The use of aerial photographs in forestry; map compilation, timber estimating, forest type mapping. One hour lecture and two hours laboratory. Two semester hours.

FMT 2413—Forest Products Utilization. Primary and secondary products derived from wood; how they are manufactured and used in today's society. Three hours lecture. Three semester hours.

AIR TRAFFIC CONTROL/AVIATION MANAGEMENT 7080

(Keesler Center)

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
ENG 1113, 1123	English	3		3
MAT 1233 or 1313 and 1323	Mathematics	3		3
HIS 1113, 1123 or 2213, 2223	History	3		3
PSC 1113	Government or			
SOC 2113	Sociology or			
PSY 1513	Psychology or			
ECO 2113	Economics	3		3
BAD 1113	Introduction to Business	3	or	3
EDP	Computer Programming	3 or 4		3 or 4
SPT 1113	Speech	3	or	3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
BAD 2513	Principles of Management	3	or	3
AVI 1113, 1123	Aviation Fundamentals I and II	3		3
AVI 1213	Aviation Law	3	or	3
AVI* 1315, 1325	Aviation Internship I and II	5		5
PHY 2213, 2223	Physical Science	3		3

***Two three-month periods of OJT and FAA or completion of a formal Air Traffic Control course and possess FAA Certificate. Students who do not meet the requirements for these 10 hours may option to take Accounting I and II and Economics II (ACC 1213 and ECO 2123) for the Aviation Management.**

NOTE: Students who option for Aviation Management should take ECO 2113 from the above.

AVI 1113—Aviation Fundamentals I. Introductory course in aviation. Includes modern aircraft types; basic aerodynamics and theory of flight, both fixed wing and helicopter; airplane structures, propulsion, instruments and avionics, and medical aspects of flight. Three semester hours.

AVI 1123—Aviation Fundamentals II. Continuation of aviation fundamentals I. Includes flight techniques in light aircraft, instrument flying, flying high performance aircraft, weather, air navigation, and aircraft maintenance. Three semester hours.

AVI 1213—Aviation Law. Regulation and liabilities of public and private air carriers both domestic and foreign. A study of the development of aviation law, through enactment of laws and jucicial decision applying to those laws. Local, federal and international laws forming the present legal structure and possible future changes. Three semester hours.

AVI 1315—Aviation Internship I. Three months experience in an air traffic control facility (radar approach control, ground control approach, radar final control, control tower, air route traffic control or air traffic regulation center). Prerequisite: completion of a formal air traffic control course and possession of FAA certificate. Five semester hours.

AVI 1325—Aviation Internship II. An additional three months experience in air traffic control facility. Prerequisite: AVI 1315. 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 Science Degree but is not designed for transfer credit to a senior college.

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
BAD 1113	Introduction to Business	3	
ENG 1113, 1123	English	3	3
HMR 1004	Basic Food Preparation	4	
HMR 1053	Hotel, Motel, Front Office Procedures	3	
HMR 1102	Orientation for the Hospitality Industry	2	
HMR 1023	Food Service in Institutions		3
HMR 1014	Quality Foods		4
HMR 1063	Hotel, Motel, Restaurant Accounting		3
HMR 1072	Hotel, Motel, Restaurant Safety & Sanitation		2
HMR 2063	Internship in Hospitality Industry	3	
HMR 2073	Hotel/Rest. Personnel Mgt.		3

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
BAD 2413	Business Law	3	
HMR 2053	Profitable Food & Beverage Operation	3	
HMR 2013	Profits through Promotion	3	
SEC 2523	Office Machines	3	
SEC 1113	Typewriting	3	
SEC 2613	Business Writing		3
HMR 2003	Administrative Housekeeping		3
SPT 1133	Speech		3
HMR 2093	Legal Aspects of Hospitality Industry		3
HMR 2083 or 2103	Mgt. Theories in Practice		3

HMR 1004—Basic Food Preparation. Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. Four semester hours.

HMR 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. Four semester hours.

HMR 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. Three semester hours.

HMR 1053—Hotel-Motel Front Office Procedures. A detailed study of the functions pertaining to front office operations, interpretation of internal systems and an understanding of the duties of room clerk, reservation clerk, mail clerk, cashier, night auditor, and service. Student projects required. Three semester hours & Lab.

HMR 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. Three semester hours.

HMR 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. Two one-hour lectures and one hour lab each week. Two semester hours.

HMR 1102—Orientation for the Hospitality Industry. A seminar type course of lectures and discussions on opportunities, trends, problems and organizations in the hospitality field. Guest speakers from the industry address the class on current problems and opportunities. Two semester hours.

HMR 2003—Administrative Housekeeping. Familiarization with duties and responsibilities of housekeeping. Organization, comprehension, schedules, pars, laundry operation and maintenance. Student projects. Three semester hours.

HMR 2013—Profits thru Promotion. A study of methods used to promote a facility. Creative thinking and brainstorming. Student projects. Three semester hours.

HMR 2053—Profitable Food and Beverage Operation. Food and beverage cost controls. Profitable menu planning. Selection of personnel and wage and cost studies. Food and beverage in all phases. Student projects. Three semester hours.

HMR 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. Three semester hours.

HMR 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. Three semester hours.

HMR 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. Three semester hours. Prerequisite: Basic Foods (HMR 1004).

HMR 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. Three semester hours.

HMR 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. Three semester hours. Prerequisite: Front Office Procedures (HMR 1053).

INDUSTRIAL SAFETY AND FIRE SCIENCE* 7100

(Jackson County Campus and Keesler Center)

This two-year program is designed to prepare students to enter jobs in industrial safety, fire fighting and related fields.

In addition this program will assist the employed adult who is working in industrial safety or fire fighting and would like to become better qualified through a program of formal training.

This curriculum of instruction covers both theory and practical application in the fields of industrial safety and fire fighting and the related fields of technical mathematics, technical communications, technical physics and other related subjects.

Fields of employment opportunities include: industrial safety inspectors, safety representatives, safety supervisors, firemen, fire insurance inspectors, industrial fire protection specialists, industrial accident inspection and prevention specialists, fire inspection bureau representatives, representatives of fire equipment manufacturers and suppliers, fire protection consultants.

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	
FIRST YEAR			1 Sem.	2 Sem.
ENG	1113	English Composition	3	
SPT	1113	Speech	3	3
RT	2083	Industrial Relations	3	
RT	1103	Technical Mathematics	3	
PSC	1113	American Government	3	
ISF	1003	Introduction to Industrial Safety and Fire Science	3	
ISF	1012	Federal, State and Local Fire and Safety Laws	2	
RT	1073	Technical Drawing		3
ET	1004	Basic Electricity		4
ISF	1103	Fire Fighting Tactics & Strategy I		3
ISF	1113	Fire and Safety Protection Organization & Administration		3
ISF	1123	Fire and Safety Hazards Prevention and Investigation		3
SECOND YEAR				
RT	1063	Technical Writing Reports	3	
RT	1153, 1163	Technical Physics	3	3
DR	2065	Basic Architectural Drafting	5	
ISF	2023	Fire Fighting Tactics & Strategy II		3
ISF	2033	General Insurance	3	
RT	2233	Hydraulics and Pneumatics	3	3

			SEMESTER HOURS 1 Sem.	2 Sem.
SECOND YEAR				
RT	1304	Properties of Materials		4
ISF	2103	Industrial Safety and Fire Inspection Principles and Practices		3
ISF	2112	Water Distribution, Sprinkler and Standpipe Systems		2

*ISF Courses taught at night only.

ISF 1003—Introduction to Industrial Safety and Fire Science. A survey of and introduction to incidents of fire; the principles of fire prevention, suppression and protection; a review of municipal and industrial fire and safety protection ratings, regulations and components; survey of professional fire and safety protection career opportunities. Three semester hours.

ISF 1012—Federal, State and Local Fire and Safety Laws. A study of the laws pertaining to the fireman and industrial safety representative, his duties, responsibilities and authority as governed by law. Two semester hours.

ISF 1103—Fire Fighting Tactics and Strategy I. A study of the basic concepts involved in fire fighting, including fire behavior, fire fighting fundamentals, principles of extinguishment, the proper role for and utilization of various fire companies, preplanning fire tactics. Two lecture hours and two laboratory periods per week. Three semester hours.

ISF 1113—Fire and Safety Protection Organization and Administration. Principles of organization and administration in fire and safety protection service; the structure and function of battalion and company as components of municipal organizations, duties and responsibilities of officers and supervisors, a study of personnel management and training, budgeting, records, reports and public relations. Prerequisite: ISF 1003. Three semester hours.

ISF 1123—Fire and Safety Hazards, Prevention and Investigation. Survey of the principles of fire and accident prevention and investigation; a study of fire and safety hazards in various occupations, a review of fire and safety prevention codes; a study of procedures and techniques of fire and safety inspection, to include surveying and mapping, recognition and elimination of fire and safety hazards, methods of determining the area of fire origin, fire cause, fire spread, location and preservation of evidence. Two lecture and two laboratory periods per week. Three semester hours.

ISF 2023—Fire Fighting Tactics and Strategy II. A study of the principles for maximum manpower and equipment utilization; fire ground administration starting with a small fire on up through major conflagrations; emphasis will be on developing thinking skills in relation to crises. Two lecture and two laboratory periods per week. Prerequisite: ISF 1103. Three semester hours.

ISF 2033—General Insurance. A fundamental course covering all fields of insurance. The philosophy and principles of insurance, contracts, endorsements, assignments, rate charging, reserves, state supervision. Fire and safety casualty insurance is emphasized, types of policies, selection, rate making, settlement of claims, handling of risk and self-insurances, types of rating schedules, and methods of determining fire rating classifications. Prerequisite: ISF 1012. Three semester hours.

ISF 2103—Industrial Safety and Fire Inspection Principles and Practices. A study of the fundamentals of fire and safety inspections including standards, techniques of evaluation of hazards as to degree of hazard, and practical recommendations. Reports including maps and sketches of each component inspected. On-the-site inspection of components to locate hazards and to recommend safe practical improvements. One lecture and four laboratory periods per week. Prerequisite: ISF 1123. Three semester hours.

ISF 2112—Water Distribution, Sprinkler and Standpipe Systems. Measurements of fluid flow and methods of determining quantities of water available from a distribution system. Efficiency in fluid movement and system design. Types of sprinkler and standpipe systems, codes governing installation, water supply requirements, testing, inspection, and maintenance. One lecture and two laboratory periods per week. Two semester hours.

INDUSTRIAL/CHEMICAL TECHNOLOGY 7110
(Jackson County Campus)

This program will help individuals develop the ability to:

1. Apply the knowledge of mathematics and science to directly assist scientists, engineers, and management in accomplishing research and development goals.
2. Design, develop or plan new products, procedures, techniques, services, processes, or applications, either directly or under varying degrees of supervision.
3. Supervise or assist in the installation of equipment or control systems.
4. Perform tests, compile and analyze diagnostic information, and prepare advisory reports or directive documents usefully consistent with sound business practices.
5. Be capable of and employ when required, plans for the efficient use of manpower, materials, and equipment, and employ planning practices of corrective nature in relation to any of the above.

Fields of employment opportunity include: Process operator, Quality control inspector, Production planner, Inventory control supervisory, Job planner, supply technician, Installation technician, laboratory technician, Chemical or Industrial engineering assistant, Chemical methods technician, Records technician, Metallurgical technician, Welding technician, Welding inspector, and with experience supervisory competency in any of the above fields of employment.

			SEMESTER HOURS 1 Sem.	2 Sem.
FRESHMAN YEAR				
ENG	1113	English Composition	3	
SPT	1113	Speech		3
RT	1110, 1111	Technical Mathematics	3	3
RT	1043	Occupational Essentials	3	
ICT	1113	Engineering Materials & Methods	3	
RT	1114	Industrial Safety	4	
RT	1153	Technical Physics		3
RT	1073	Technical Drawing		3
CHE	1215	General Chemistry I		5
SOPHOMORE YEAR				
RT	1063	Technical Writing and Reports	3	
RT	1163	Technical Physics	3	
ET	1004	Basic Electricity	4	
ICT	2124	Chemical Properties	3	
ICT	2113	Welding Processes	3	
		or		
ICT	2123	Flow Hydraulics	3	
BAD	2513T	Principles of Management	3	
ICT	2214	Metallurgy		4
		or		
ICT	2224	Properties of Materials		4
ET	1113	Digital Electronics I		3
ICT	2233	Statistics and Quality Control		3
ICT	2243	Products Testing		3
ICT	2254	Production Systems		4

ICT 1113—Engineering Materials and Methods. As the result of completing this course the student will know evaluation and employment of all of the commonly used engineering materials of industry. Three semester hours.

ICT 2113—Welding-Processes. As the result of completing this course the student will demonstrate the ability to perform cutting and welding operations on all common metals of industry. Two hours lecture, two hours lab. Three semester hours.

ICT 2123—Flow Hydraulics. As the result of completing this course the student will demonstrate competency in the utilization of fluid flow mechanics. Systems will include manual, automatic, metering, and instrumentation systems. Two hours lecture, two hours lab. Three semester hours.

ICT 2124—Properties of Materials. As the result of completing this course the student will demonstrate the employment of all common laboratory techniques related to basic testing of organic materials. Three hours lecture, two hours lab. Four semester hours. RT 1304 and 1324 are prerequisites.

ICT 2214—Metallurgy. As the result of completing this course the student will demonstrate performance in the theoretical and practical operations required to both test and design metal parts. Two hours lecture, four hours laboratory. Four semester hours.

ICT 2224—Properties of Materials. As the result of completing this course, the student will demonstrate competency in the testing of complex organic materials. Three hours lecture, two hours lab. Four semester hours. RT 1304, 1324, and 2304 are prerequisites.

ICT 2233—Statistics and Quality Control. As the result of completing this course the student will demonstrate competency in the use of control chart procedures, sampling techniques, and probability and reliability analysis. Lecture. Three semester hours.

ICT 2243—Product Testing. As the result of completing this course, the student will demonstrate the ability to test products in relation to process and fabrication materials of industry. Two hours lecture, two hours lab. Three semester hours.

ICT 2254—Production Systems. The student will demonstrate knowledge production testing, material handling, processing, and lubrication systems and the correlation between these elements. Two hours lecture, four hours lab. Four semester hours.

CRIMINAL JUSTICE 5120

(Jefferson Davis Campus - Two Years)

The two year Associate Degree program in Criminal Justice 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 if desired.

FRESHMAN YEAR		SEMESTER HOURS 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		3
CRJ 1363	Introduction to Corrections		3
	**Elective		3
		15	18

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.	2. Sem.
HIS 2213	American History		3
SPT 1113	Speech	3	
BAD 1313	Business Mathematics or		
MAT 1233	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 Livesaving; HPR 2211 First Aid; HPR 1111 Karate; ECO 2113 Economics; HIS 2223 American History; PHI 2113 Intro to Philosophy; GEO 1123 Geography; PHY 2213, 2223 Physical Science; BIO 1112, 1123 Biology; JOU 2313 Photography; ENG 2323, 2333 English Lit.; or other subjects approved by the Department.

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. Three semester hours.

CRJ 1323—Police Organization and Administration I. Introduction to principles of organization and management as applied to law enforcement agencies; introduction to concepts or organizational behavior, administration of staff units, personnel recruitment, training, and discipline with relationship of agencies and the public. Three semester hours.

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. Three semester hours. CRJ 1323 prerequisite.

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. Three semester hours.

CRJ 1363—Introduction to Corrections. This course is intended to give the student an overview of the correctional field: its origins, historical and philosophical background; development, current status, relationship with other facets of the criminal justice system and future prospects. Three semester hours.

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. Three semester hours.

CRJ 2333—Criminal Investigation I. Principles involved in the investigation of crimes; crime scene searches and care of evidence; surveillance and under-cover work; interrogation of victims, witnesses and suspects; obtaining confessions and written statements; and report writing. Three semester hours.

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. Three semester hours. CRJ 2333 prerequisite.

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. Three semester hours.

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 statues and court procedures. Three semester hours.

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 registry examination of the American Society of Clinical Pathologists. Upon passing the registry examination the graduate becomes a MLT (ASCP).

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 all MLT courses and pass all related courses in his/her freshman year to be able to be admitted to the summer session.

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 1215	Chemistry	5	
ENG 1113	English	3	
RT 1103	Technical Mathematics	3	
	or		
MAT 1313	College Algebra		
MLT 1111	Medical Laboratory Terminology	1	
MLT 1124	Medical Laboratory Introduction	4	
BIO 2514	Anatomy & Physiology		4
RT 1063	Technical Writing & Reporting		3
BIO 2924	Microbiology		4
MLT 1212	Medical Laboratory Instrumentation		2
MLT 1224	Medical Laboratory Mathematics		4
SUMMER		SEMESTER HOURS	
MLT 2115	Clinical Theory I	5	
MLT 2127	Clinical Theory II	7	
PSY 1513	Psychology	3	
	or		
SOC 2113	Sociology		

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—Medical Laboratory Terminology. General medical terms used in the hospital laboratory, covering all departments. One semester hour.

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. Two lecture and two laboratory periods per week per semester. Four semester hours.

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. Two semester hours.

MLT 1224—Medical Laboratory Mathematics. Mathematics used in all medical laboratory procedures. Normal, molar, and molal solutions; formulas, ratios and standard deviation; construction of curves. Prerequisites: RT 1103 or College Algebra; MLT 1111, 1125. Two lecture periods per week and two lab periods per week. Four semester hours.

MLT 2115—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. One and one half lecture and one lab periods per week for 10 weeks. Five semester hours.

MLT 2127—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. Two and one half lecture and one lab periods per week for ten weeks. Seven semester hours.

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. Eight semester hours.

MLT 2328—Clinical 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. Eight semester hours.

MLT 2217—Clinical Rotation I. Student rotation through all areas of the clinical laboratory. Thirty-two hours a week for sixteen weeks. Eight semester hours.

MLT 2317—Clinical Rotation II. Student rotation through all areas of the clinical laboratory. Thirty-two hours a week for sixteen weeks. Eight semester hours.

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, 1113	Technical Mth	3	3
OH 1124, 1134	Plant Materials I, II	4	4
GRA 1112	Engineering Drawing		2
PSC 1113	Government		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
SPT 1113	Speech	3	
AGR 2314	Soils		4
RT 2043	Foundations of Business	3	
OH 2103	Plant Propagation		3
OH 2143, 2153	Greenhouse and Nursery Management	3	3
OH 2123, 2133	Landscape Development	3	3
OH 2164	Grounds Maintenance		4
RT 209	Plane Surveying	3	

OH 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. One hour lecture and six hours laboratory per week. Four semester hours.

OH 1134—Plant Materials II. A continuation of OH 112. One hour lecture and six hours laboratory per week. Four semester hours.

OH 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. One hour lecture and four hours laboratory per week. Three semester hours.

OH 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. One hour lecture and four hours laboratory per week. Three semester hours.

OH 2133—Landscape Development II. The execution of lanscape architecture plans including plan layout, soil preparation, plant selection, and setting and cost analysis. Pest control and general landscape maintenance. One hour lecture and four hours laboratory per week. Three semester hours.

OH 2143—Greenhouse and Nursery Management I. A study of management practices involved in the commercial production of ornamental horticulture crops which covers crop programming and oil syntheses for specialized crops. One hour lecture and four hours laboratory per week. Three semester hours.

OH 2153—Greenhouse and Nursery Management II. A continuation of OH 2143. One hour lecture and four hours laboratory per week. Three semester hours.

OH 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. One hour lecture and four hours laboratory. Four semester hours.

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.

		SEMESTER HOURS
FIRST SEMESTER:		
ENG 1113	English Composition	3
RT 1103	Technical Math	3
PET 1013	Introduction to Petroleum Industry	3
PET 1113	Petroleum Equipment Field Lab	3
PET 1214	Geology	4
HPR	Physical Education	1
Second Semester:		
ENG 1123	Eng. Comp. or	
RT 1063	Tech. Writing	3
RT 1113	Technical Math	3
PET 1123	Production Methods	3
GRA 1112	Engineering Drawing	2
PET 1414	Oil & Gas Records	4
HPR	Physical Education	1
Third Semester:		
SPT 1113	Speech	3
RT 2003	Technical Chemistry	3
RT 1153	Technical Physics	3
RT 2093	Plane Surveying	3
PET 2013	Well Logging Methods	3
CSC 1113	Computer Science	3
Fourth Semester:		
PET 2114	Rotary Drilling Fluids	4
PET 2214	Petroleum Laboratory Methods	4
PET 2313	Well Completion Methods	3
PET 2413	Rotary Drilling Fluids for Petroleum Technology	3
PET 2513	Refining Methods	3

PET 1013—Introduction to Petroleum Industry. General study of the industry, including history of the industry, chemistry of petroleum, its occurrence in nature and its importance in the world economy, leasing and royalty exploration, drilling and production methods, conservation, transportation and refining, economics of the oil industry. Three lecture periods per week. Three semester hours.

PET 1113—Petroleum Equipment Field Lab. Trips to examine different types of production equipment and treating equipment in actual operation and gas lift. One hour lecture and four hours laboratory per week. Three semester hours.

PET 1214—Geology. A rapid survey course covering the principles of petroleum geology. Topics covered are geographic and stratigraphic distribution, types of structures, properties of petroleum, origin of petroleum, methods of migration, and petroleum discovery methods. Different fields are studied to determine the characteristics of fields as based on different types of traps. Two hours lecture and four hours laboratory per week. Four semester hours.

PET 1123—Production Methods. Various elements of crude oil production are studied, including pumps, gas-lifting, emulsion treating, separation of oil and water, separation of oil and gas. Instrumentation of leases is discussed, including flow-meters, automatic lease operation, and automatic custody transfer. Secondary recovery methods are also studied. Two lecture and two laboratory hours per week. Three semester hours.

PET 1414—Oil & Gas Records. A study of records kept by oil companies and reports made within companies and to the oil and gas board. Four lecture periods per week. Four semester hours.

PET 2013—Well Logging Methods. An overall picture of logging techniques used to aid petroleum exploration and drilling. Included are electrical logging, mud and cutting analysis, contour mapping, isopachous maps, cross sections, radio activity logging, and other subsurface methods. Two lecture and two laboratory hours per week. Three semester hours.

PET 2114—Rotary Drilling Fluids. Testing methods, determining drilling fluid characteristics, drilling fluid problems, use of special drilling fluids, laboratory exercises consisting of practice in altering the properties of fresh water and special drilling fluids for drilling through troublesome zones with the rotary system. Two lecture and four laboratory hours per week. Four semester hours.

PET 2214—Petroleum Laboratory Methods. Tests made in the oil industry. Emulsio breaking, field tests made on crude oil, elementary refinery tests, corrosion tests, and lubricating oil tests and subsurface laboratory methods. Two lecture and four laboratory hours per week. Four semester hours.

PET 2313—Well Completion Methods. Included in this course are basic types of completion methods, such as open hole, liner and screen, perforated casing. Permanent type completions and multiple completions are studied. Remedial measures including recompletions, shutting off bottom hole water, reducing high gas oil ratios, sand control, fracturing, and redrilling are studied. Three lecture periods per week. Three semester hours.

PET 2413—Rotary Drilling Fluids for Petroleum Technology. A general introduction of oil field hydraulics as it applies to drilling, completion and production. The course includes the characteristics of flowing and static fluids; the effect of velocity, viscosity, and fluid type in tubular systems. Two lecture and two laboratory hours per week. Three semester hours.

PET 2513—Refining Methods. The chemistry of the hydrocarbons is studied, including structure and properties, as a basis for an introduction to refining methods, gasoline plants and petrochemical plants. Two lecture and two laboratory hours per week. Three semester hours.

RADIO BROADCASTING TECHNOLOGY 7160

(Jefferson Davis Campus - Two Year Terminal)

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

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

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

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
RS 1003*	Introduction to Broadcasting	3	
RS 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	
RS 1023	Radio Programming		3
DMT 2073	Advertising		3
PSC 1113	Government		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
RS 2033	Announcing III	3	
RS 2013***	Radio Production	3	
RS 2023	Radio News	3	
BAD 1113	Introduction to Business	3	
DMT 1003	Salesmanship	3	
RS 2043	Radio Sales, Writing		3
RS 2053****	Radio Station Management		3
BAD 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
	Elective		3

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

**If a student is proficient in typewriting, a three hour elective may be substituted, with department approval.

***Prerequisite, RS 1014 and RS 2004.

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

RS 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. Three semester hours.

RS 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. Three lecture and two laboratory hours per week. Four semester hours.

RS 1023—Programming. To provide the student with a working knowledge of the programming and traffic department at radio station. Station format, traffic and logging procedures. Three semester hours.

RS 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. Three lecture and two laboratory hours per week. Four semester hours.

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

RS 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. Three semester hours.

RS 2033—Announcing III. To give the student a general review of materials offered in Announcing I and II so that a smoothing of 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. Three semester hours.

RS 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. Three semester hours.

RS 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. Three semester hours.

RS 2063—Internship in Broadcasting. Internship in an approved commercial radio broadcast 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.

*SECRETARIAL SCIENCE 7170

Students who are majoring in secretarial science may select from the following programs: two regular semester or four regular semesters.

Students completing the two-semester program are awarded a diploma. Those students completing the four-semester program are awarded an Associate in Applied Science Degree.

(One-Year)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
SEC 1613	Business English	3	
ENG 1113	English		3
SEC 1213, 1223	Shorthand	3	3
SEC 1113 or 1123,	1123 or 2113 Typewriting	3	3
BAD 1313	Business Mathematics	3	
SEC 2523	Office Machines	3	
SEC 1313	Records Management	3	
SEC 2413	Secretarial Procedures		3
SEC 2513	Office Appliances (Word Processing)		3
SEC 2613	Business Communications		3
HPR	Physical Education	1	1
	38 Semester Hours Required for a Diploma		

(Two-Year)

FRESHMAN YEAR				
SEC 1613	Business English	3		
ENG 1113	English			3
SEC 1213, 1223	Shorthand	3		3
SEC 1113 or 1123,	1123 or 2113 Typewriting	3		3
BAD 1313	Business Mathematics	3		
BAD 2413	Business Law			3
SEC 2523	Office Machines			3
BAD 1113	Introduction to Business	3		
EDP 1111	Keypunch	1	or	1
HPR	Physical Education	1		1
SOPHOMORE YEAR				
ACC 1213	Accounting	3		
SEC 2113	Typewriting or			
	Elective	3		
SEC 2213, 2223	Shorthand	3		3
SEC 1513	Machine Transcription	3		

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.		2 Sem.
SEC 2613	Business Communications			3
SEC 2123	Typewriting			3
SEC 2413	Secretarial Procedures			3
SEC 1313	Records Management	3		
SEC 2513	Office Appliances (Word Processing)			3
	Elective	1	or	1
	64 Semester hours required for AAS degree			

CLERICAL PROGRAM 7171

The following clerical option curriculum is proposed to train clerk-typists, file clerks, and receptionists as well as key-punch operators.

(One-Year)

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
SEC 1613	Business English	3	
ENG 1113	English		3
SEC 1113 or 1123,	1123 or 2113 Typewriting	3	3
BAD 1313	Mathematics	3	
BAD 1113	Introduction to Business	3	
SEC 1313	Records Management	3	
SEC 2523	Office Machines		3
SEC 2413	Secretarial Procedures		3
SEC 1513	Machines Transcription		3
EDP 1111	Keypunch	1	
HPR	Physical Education	1	1
	33 Semester Hours Required for a Diploma		

(Two-Year)

FRESHMAN YEAR		SEMESTER HOURS 1 Sem.		2 Sem.
SEC 1613	Business English	3		
ENG 1113	English			3
SEC 1113 or 1123	Typewriting			
	or			
SEC 1123 or 2113	Typewriting	3		3
BAD 1313	Business Mathematics	3		
PSC 1113	Government	3		
SEC 2523	Office Machines			3
BAD 1113	Introduction to Business			3
EDP 1113	Keypunch	1	or	1
HPR	Physical Education	1		1
	Elective	3		3

SOPHOMORE YEAR		SEMESTER HOURS 1 Sem.	2 Sem.
ACC 1213	Accounting I	3	
SEC 2113	Typewriting or Elective	3	
BAD 2413	Business Law I	3	
SEC 2613	Business Communications		3
SEC 2123	Typewriting		3
SEC 2413	Secretarial Procedures		3
SEC 1313	Records Management	3	
SEC 2513	Office Appliances (Word Processing)		3
SEC 1513	Machine Transcription	3	
	Elective		4
	64 Semester hours required for AAS degree		

*Two semester programs lead to MGCJC diplomas.

COURT REPORTING 7172
(Perkinston Campus)

FRESHMAN YEAR		1 Sem.	2 Sem.
SEC 1613	Business English	3	
ENG 1113	English		3
SEC 1243, 1253	Machine Shorthand	3	3
SEC 1113 or 1123,	1123 or 2113 Typewriting	3	3
SEC 2523	Office Machines	3	
PSC 1113, 1123	Government	3	3
SEC 1513	Machine Transcription		3
HPR	Physical Education	1	1
SOPHOMORE YEAR			
SEC 2243, 2253	Machine Shorthand	3	3
SEC 2113	Typewriting or		
2123	Elective	3	3
BAD 2413, 2423	Business Law	3	3
SEC 1313	Records Management	3	
SEC 2513	Office Appliances		3
SEC 2613	Business Communications	3	
SEC 2413	Secretarial Procedures		3
EDP 1111	Keypunch	1	
	Elective		1

GENERAL BUSINESS AND ACCOUNTING TECHNOLOGY 7180

Students interested in becoming prepared for positions as junior accountants, managers, and supervisors of offices and departments may elect to major in this four-semester program which is designed to prepare the student for immediate employment and is not designed for transfer to a senior college or university.

This curriculum grants an Associate in Applied Science Degree.

		SEMESTER HOURS		
FRESHMAN YEAR		1 Sem.		2 Sem.
SEC 1613T	Business English	3		
ENG 1113	English			3
BAD 1313T	Business Mathematics	3		
ACC 1213T, 1223T	Accounting	3		3
SEC 1113T or 1123T	Typewriting	3		
BAD 2213T	Marketing	3		
PSC 1113	Government			3
BAD 1113T	Introduction to Business			3
BAD 2513T	Principles of Management			3
HPR	Physical Education	1		1
SOPHOMORE YEAR				
SPT 1113	Speech	3		
SEC 2613T	Business Communications			3
BAD 2413T, 2423T	Business Law	3		3
ECO 2113 2123	Economics	3		3
ACC 2313T	Cost Accounting	3		
PSY 1513	Psychology or			
SOC 2113	Sociology			3
BAD 2613T	Principles of Finance	3		
SEC 2523T	Office Machines			3
	Elective	2	or	2

SEC 1113T—Elementary Typewriting I. A course 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. Three hours lecture, one hour lab. Three semester hours.

SEC 1123T—Intermediate Typewriting II. This course includes a review of basic technique and continues with such elements as business letters with special parts, tabulation problems, manuscripts, and interoffice correspondence. Prerequisite: elementary typewriting or equivalent competency. Three hours lecture, one hour lab. Three semester hours.

SEC 1213T-1223T—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 previous 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 co-requisite: Typewriting. Three hours lecture, one hour lab. Three semester hours each.

SEC 1243T—Stenograph Machine Shorthand I. A beginning course in machine shorthand. Keyboard and theory covered. Three lecture periods per week. Three semester hours.

SEC 1253T—Stenograph Machine Shorthand II. A continuation of Secretarial 1243, including a review of the principles and beginning speed development. Timed dictation on easy material. Three lecture periods per week. Three semester hours.

SEC 1613T—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. This course, applicable to technical business students, is not designed for transfer. Three semester hours.

SEC 1313T—Records Management. This course is designed to provide the student with basic filing procedures including alphabetic indexing, coding, card filing, and alphabetic, subject, numeric, and geographic correspondence filing. Prerequisite: typewriting. Three semester hours.

SEC 1513T—Machine Transcription. This course is designed to enable the student to produce accurate, attractive, finished copy of dictated material through the use of transcribing machines. Emphasis is placed on grammar, punctuation, placement, paragraphing, and other basic transcription skills. Prerequisite: SEC 1113T or equivalent. Three hours lecture, one hour lab. Three semester hours.

SEC 2113T—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 reemphasized. Prerequisite: Intermediate Typewriting. Three hours lecture, one hour lab. Three semester hours.

SEC 2123T—Production Typewriting IV. This course includes a review of techniques in skill building with development of speed and accuracy in typewriting a variety of office forms, and emphasis on shortcuts in production typewriting. Simulated course materials provide realistic applications. Prerequisite: advanced typewriting. Three hours lecture, one hour lab. Three semester hours.

SEC 2213T-2223T—Advanced Shorthand III, IV. These courses offer training in the theory of advanced shorthand. Dictation is given from new material at varying rates of speed with emphasis upon accurate and attractive transcripts. Three hours lecture, one hour lab. Prerequisite: Shorthand I and II. Three semester hours each.

SEC 2243T—Stenograph Machine Shorthand III. A continuation of SEC 1253 for intermediate and advanced speed development. Carefully graded and timed practice material. Writing vocabulary developed along with speed. Three lecture periods per week. Three semester hours.

SEC 2253T—Stenograph Machine Shorthand IV. A continuation of SEC 2243. Practice for court reporters. Reporting abbreviations and phrases for the Court Room and well graded extracts from actual court cases. Three lecture periods per week. Three semester hours.

SEC 2413T—Secretarial Procedures. The purpose of this course is to give the student training in the minor skills such as telephone techniques or handling the mail and in general office practice and procedure. Three hours lecture. Three semester hours.

SEC 2513T—Office Appliances (Word Processing). This course provides instruction and practice in the operation of office appliances, including spirit, stencil and offset duplicators, transcribing machines, proportional-spacing typewriters, composing machines, copying machines and memory typewriters. Prerequisite: typewriting. Three hours lecture, one hour lab. Three semester hours.

SEC 2523T—Office Machines. This course is designed to give proficiency in the use of electronic calculators. Three hours lecture, one hour lab. Three semester hours.

SEC 2613T—Business Communications. 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. Three semester hours.

SEC 2713T—Office Simulation. This course provides supervised practical application of theory and skills in various job situations within an office. Prerequisite: SEC 1123 and 2413. Four hours lecture and lab per week. Three semester hours.

ACC 1213T-1223T—Principles of Accounting. These courses are designed to give students 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 bookkeeping or accounting is not required for ACC 1213. Prerequisite for 1223 is ACC 1213. Three semester hours each.

ACC 2313T—Cost Accounting. This course is a study of the application of accounting principles to job order, process cost, and standard cost systems. Prerequisite: ACC 1213-1223. Three hours lecture, one hour laboratory. Three semester hours.

BAD 1113T—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. Three semester hours.

BAD 1213T—Salesmanship. This course emphasizes the salesman in relation to his firm, his goods and his customers. The approach, demonstration, and class of the individual sales transaction. Three semester hours.

BAD 1313T—Business Mathematics. Review of the four fundamental operations of arithmetic giving a systematic treatment of the topics which one might encounter in daily affairs. Three semester hours.

BAD 2213T—Marketing. A study of principles and problems of marketing goods and methods of distribution from producer or manufacturer to consumer. Types, functions, practices of wholesalers and retailers in the American marketing system and efficient marketing techniques in the development and expansion of markets are included. Three semester hours.

BAD 2413T—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; agencies and employment; negotiable instruments and commercial paper. Three semester hours.

BAD 2423T—Business Law II. This course is a continuation of BAD 2413 and is designed to cover the following specific areas: sales contracts; personal property and bailments; partnerships; corporations; real property and leases; insurance; security and mortgages; and bankruptcy. Three semester hours.

BAD 2513T—Principles of Management. This course is a study of basic management principles as applied to the functions of planning, organizing, directing, controlling, and coordinating with effective communication in business enterprise. Three semester hours.

BAD 2613T—Principles of Finance. This course is a study of the organization operation of the American financial system with consideration of public and private financial institutions. Financial problems of industrial and commercial firms, methods and procedures of business, foreign trade, and consumer financing, and governmental policies and activities in finance and their effects on prices, interest rates, and economic activities are included. Three semester hours.

SUPERVISION AND MANAGEMENT* 7190

(Jackson County Campus)

This program is designed primarily for the employed adult who is working in or aspiring to become qualified for a management or supervisory position in business industry or governmental units.

Learning activities and experiences will include a study of various management principles and practices such as: industrial relations; business law; accounting; financial mathematics; technical report writing; business policies; organizational structure; budgets and other pertinent and supportive courses and topics.

This curriculum grants an Associate in Applied Science Degree upon graduating 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.

			SEMESTER HOURS	
FIRST YEAR			1 Sem.	2 Sem.
ENG	1113	English	3	
RT	1063	Technical Writing and Reports		3
BAD	1313	Business Math	3	
BAD	1113T	Introduction to Business	3	
IT	2262	Industrial Management	2	
ACC	1213T, 1223T	Principles of Accounting	3	3
PSY	1513	General Psychology		3
		or		
SOC	2113	Sociology		3
BAD	2513T	Principles of Management		3
DMT	2103	Personnel Management		3
SECOND YEAR				
SPT	1113	Oral Communications	3	
RT	2083	Industrial Relations	3	
BAD	2413T	Business Law	3	
DMT	1013	Retailing		3
ECO	2113T, 2123T	Principles of Economics	3	3
BAD	2213T	Marketing	3	
ACC	2313T	Principles of Cost Accounting		3
BAD	2613T	Principles of Finance		3
RT	2133	Supervisory Training Technique		3
		Elective	4	

*Certain courses in this program are offered at night only.

TECHNICAL DATA PROCESSING 7195

(Jackson County Campus)

The Technical Data Processing curriculum is a two-year Associates' Degree program with primary emphasis directed toward computers as they are used by the business community. This program is designed to prepare students to write programs using BASIC, FORTRAN, and COBOL languages; to develop competence at managing computer systems; and to use computer systems to solve problems requiring education in general business and accounting principles and practices.

		SEMESTER HOURS	
FRESHMAN YEAR		**1 Sem.**	**2 Sem.**
ENG 1113	English	3	
MAT 1313, 1423	Math	3	3
ACC 1213, 1223	Principles of Accounting	3	3
TDP 1113	Intro. to Data Processing	3	
RT 1063	Technical Writing and Reports		3
TDP 1214	Basic Language		4
SEC 1113T	Typing	3	
	or		
SEC 1123T	Typing	3	
TDP 1224	Fortran Programming		4
SOPHOMORE YEAR			
TDP 2114	Fortran Programming	4	
TDP 2124, 2214	Cobol	4	4
BAD 2323T	Statistics	3	
TDP 2223	Systems		3
ACC 2313T	Cost Accounting		3
ECO 2113, 2123	Economics I, II	3	3
TDP 2233	Program Management		3
MAT 1613	Calculus I	3	

TDP 1113—Introduction to Data Processing. The student receives an overview of electronic data processing and begins his/her study of the Basic Programming language in this course. Major topics include the historical development of the computer, the structural and internal design of a computer, the terminology used by the computer and programming community, computer number systems, flowcharting, and the basic language as it applies to computing systems. Laboratory problems are solved on the computer by the student. Two lecture and two laboratory periods per week. Three semester hours.

TDP 1214—Basic Language. A continuation of TDP 1113, teaches the basic programming language and the application of the basic language in solving a variety of different problems on a computing system. Prerequisite: TDP 1113. Three lecture and two laboratory periods per week. Four semester hours.

TDP 1224—Fortran Programming. Gives the student a basic understanding of the numerical solution of problems using the Fortran (Formula Translation) language. This course introduces the student to a problem-oriented programming language which emphasizes carefully selected and practical methods for handling a variety of problems. Three lecture and two laboratory periods per week. Four semester hours.

TDP 2114—Fortran Programming. A continuation of TDP 1224, teaches the practical use of the Fortran language for solving a variety of mathematical, statistical, and accounting problems. Prerequisite: TDP 1224. Three lecture and two laboratory periods per week. Four semester hours.

TDP 2124—Cobol Programming. This is an introductory course to Common Business Oriented Language (Cobol). The student will develop basic competencies in writing, compiling, debugging, testing, and documenting Cobol programs which utilize the basic features of the Cobol language. Three lecture and two laboratory periods per week. Four semester hours.

TDP 2214—Cobol Programming. A continuation of TDP 2124. Emphasis in this course will be to develop competence in advanced features of the Cobol language, the writing of efficient programs, how the Cobol language is used effectively in commercial application, and the practical application of Cobol to solve various business oriented problems. Prerequisite: TDP 2124. Three lecture and two laboratory periods per week. Four semester hours.

TDP 2223—Systems. This course is designed to provide the student with competencies to select and use such techniques as documentation, written procedures, system flow charts, coding, forms design, data control, and file organization for the purpose of solving business - data processing problems. Prerequisites: TDP 1224, 2114, and 2124. Two lecture and two laboratory periods per week. Three semester hours.

TDP 2233—Program Management. This is a course designed to present instruction in the major topic areas of: the use of various software operating systems and their interaction with data processing hardware, the selection of appropriate equipment for specified applications, the interfacing of components and modules for a system, the development of computer specifications for designated applications, and computer codes as they apply to data communications. Prerequisites: TDP 2114, and TDP 2124. Three lecture and two laboratory periods per week. Four semester hours.

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 X-Ray Technologists.

The radiology departments at all three (3) 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 X-Ray Technologists, 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 X-Ray student is scheduled for more than forty (40) hours per week which includes all didatic, 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 Admissions Committee for the Radiological Technology Program.
5. Interviews are to be held the first week in November and the student's previous transcripts and nine-week grades from pre-courses will be 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	2113	Sociology	3
XT	1102	Clinical Lab. @ SRH	2
XT	1113	Formulating X-Ray Techniques	3
Summer Semester			
XT	1203	Nursing Procedures	3
XT	1212	Clinical Lab @ Affiliates	2
XT	1223	Osseous System	3
XT	1233	Contrast Media	3
XT	1243	Radiation Protection	3
Fall Semester			
XT	1304	Fundamentals of Radiation Physics	4
XT	1313	Formulating X-Ray Techniques	3
XT	1323	Osseous System	3
XT	1334	Clinical Lab @ Affiliates	4

SOPHOMORE YEAR

Spring Semester			SEMESTER HOURS
XT	2103	Pediatrics	3
XT	2114	Introduction to Diseases	4
XT	2123	Special Procedures	3
XT	2135	Clinical Lab. @ Affiliates	5
Summer Semester			
XT	2203	Film Critiques	3
XT	2213	Formulating X-Ray	3
XT	2223	Contrast Media	3
XT	2233	Clinical Lab. @ Affiliates	3
Fall Semester			
XT	2304	Evaluation of X-Ray Techniques	4
XT	2318	Clinical Lab @ Affiliates	8

XT 1011—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. One class meeting per week for one semester. One semester hour.

XT 1102, 1212, 1334, 2135, 2233, and 2318—Clinical Laboratory Experience. The student will observe and perform radiographic procedures, patient care and positioning, radiation protection techniques, perform mobile radiography and basic film critique. One semester hour allocated for every 90-125 clinical hours of work. Total twenty six semester hours.

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. Two (one and one half) hour class meetings per week for one semester. Three semester hours.

XT 1203—Nursing Procedures. Handling of patients, aseptic techniques, tray set-up, artificial respiration, anesthesia, operating room and bedside radiography. One and one-half hour of lecture and three hours of lab per week. Three semester hours.

XT 1223, and XT 1323—Osseous System. Evaluation of patients as the habitus, topographicia anatomy, projections, and x-ray positioning techniques for the entire skeletal system. Two lecture hours and two laboratory hours per week for two semesters. Three semester hours each.

XT 2114—Introduction to the Study of Diseases. This course familiarizes the student with causes of diseases, precautions that should be taken in the handling of sick patients. The students also become familiar with the functions of different systems of the body. Four class hours per week for one semester. Four semester hours.

XT 2123—Special Radiographic Procedures. Special radiographic equipment, specialty procedures, contrast material used and anatomy of parts involved. Two class hours per week for one semester. Eight hours of lab per week for one semester. Total three semester hours.

XT 2103—Pediatric Radiography. Equipment and accessories, handling of children, sedation of children, positioning and techniques for radiography of children. One class hour per week for one semester. Four hours lab per week for one semester. Three semester hours.

XT 1243—Radiation Protection. This introduction course is designed to provide the student with the basic methods involved in radiation protection. Emphasis will be placed on the types of radiations, tissue reactions, radiation measurements as well as background clinical experience in Radiation Therapy and Nuclear Medicine labs. Two class hours per week for one semester. Two formalized laboratory hours per week. Three semester hours.

XT 1304—Fundamentals of Radiation Physics. This course deals with simplified mathematics, electric current magnetism, electric generators and motors. The majority of time is spent studying the principles of the production of X-Rays basic components of the X-Ray circuit, X-Ray protection and measurements. Four class hours per week for one semester. Total four semester hours.

XT 1313—Formulating X-Ray Techniques. Theory course dealing with the composition of x-ray film and film types, darkroom chemistry, sensitometry, and the technical qualities responsible for the production of a diagnostic radiograph. Three class hours per week for one semester. Total three semester hours.

XT 2213—Formulating X-Ray Techniques. Theory course where emphasis is placed on density, contrast, detail visibility of detail, magnification, distortion, and their relationship to the finished radiograph. Three class hours per week for one semester. Total three semester hours.

XT 2203—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. Three class hours per week for one semester. Total three semester hours.

XT 1233, 2223—Contrast Media. Use of contrast materials, reactions to media, preparation and administration, proper radiographic projections, anatomy and physiology of systems studies. One and one half class hours per week for two semesters. Three hours lab per week for two semesters. Total three semester hours each.

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. Three semester hours.

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. Three semester hours.

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 lettering exercises are given. Two lecture and two laboratory periods per week. Three semester hours.

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. Two lecture and two laboratory periods per week. Three semester hours.

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. Three semester hours.

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. Three semester hours.

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. Three lecture periods and two laboratory periods per week. Four semester hours.

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. Three semester hours. Prerequisite: DR-1105.

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. One semester hour.

RT 1153—Technical Physics. This course presents the fundamental principles, definitions, and terms of mechanics. Two lecture and two laboratory periods per week. Three semester hours.

RT 1163—Technical Physics. This course deals with the fundamental principles of magnetism and electricity. Two lecture and two laboratory periods per week. Three semester hours.

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. Two lecture and two laboratory hours per week. Three semester hours.

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. Two lecture and four laboratory hours per week. Four semester hours.

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. Two lecture and four laboratory hours per week. Four semester hours.

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. Three semester hours.

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

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. Three semester hours.

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. Two lecture and two laboratory periods per week. Three semester hours each. Prerequisite: RT 1113.

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. One lecture and four laboratory periods per week. Three semester hours.

RT 2123—Technical Mathematics. This course covers: graphical methods of calculus; differentiation; and integration. Three semester hours.

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. Three semester hours.

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. Two lecture and two laboratory periods per week. Three semester hours.

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. Two lecture and four laboratory periods per week. Four semester hours.

RT 2314—Properties of Materials. This is a continuation of RT 2304. In depth study of aromatic compounds and their derivatives is carried out. Two lecture and four laboratory periods per week. Four semester hours.

COMPUTER PROGRAMMING

CPT 1003—Introduction to Computer Programming. This course introduces the beginning student to the equipment and terminology that is used in electronic data processing field. The basics of boolean algebra, computer logic are given special attention. The student is also introduced to The Fortran language. Prerequisite: High school algebra or be enrolled in RT 1103. Four semester hours.

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 requirements on page 72).

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.

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

ACR 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 mechanical refrigeration. One semester hour. (30 hours instruction)

ACR 1013—Safety. After completion of this unit, the student should be able to recognize unsafe situations and list 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)

ACR 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)

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

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

ACR 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)

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

ACR 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)

ACR 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)

ACR 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)

ACR 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

(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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
AB	1022	Industrial Safety	2
AB	1002	Introduction to Auto Body Repair	2
AB	1018	Automotive Metals & Materials	8
AB	1028	Body Panel and Fender Straightening	8
AB	1032	Welding	2
AB	1043	Frame Straightening	3
AB	1058	Refinishing Processes	8
AB	1061	Hardware and Trim	1
AB	1072	Glass Removal and Replacement	2
AB	1010	Advanced Body Panel and Fender Straightening	10
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
(1380 Clock Hours) TOTAL SEMESTER HOURS			46

AB 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.

AB 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.

AB 1018—Automotive Metals. Materials course in types and metallurgical characteristics of metals used in the field; strength of auto body members; damage patterns; shrinking procedures. Two hundred fourty hours clock instruction. Eight semester hours.

AB 1028—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. Two hundred forty hours instruction. Eight semester hours.

AB 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.

AB 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.

AB 1058—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. Two hundred forty clock hours. Eight semester hours.

AB 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.

AB 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.

AB 1010—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. Three hundred hours instruction. Ten semester hours.

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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
AM	1005, 1015, 1025	Automotive Engines	15
AM	1033	Automotive Fuel Systems	3
AM	1043	Electrical Systems	3
AM	1052	Cooling Systems	2
AM	1063, 1073	Suspension Systems	6
AM	1081	Industrial Safety	1
AM	1092	Welding and Burning	2
AM	1103	Applied Mathematics	3
AM	1112	Applied Science	2
AM	2124	Power Trains	4
AM	2004	Steering Systems	4
AM	2013, 2023	Braking Systems	6
AM	2033	Automotive Heating and Air Conditioning	3
AM	2045, 2055	Automotive Transmissions	10
AM	2064, 2074	Automotive Tune-Up	8
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
(2160 Clock Hours)		TOTAL SEMESTER HOURS	72

AUTOMOTIVE MECHANICS 8030

(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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
AM	1005, 1015, 1025	Automotive Engines	15
AM	1033	Automotive Fuel Systems	3
AM	1043	Electrical Systems	3
AM	1052	Cooling Systems	2
AM	1063, 1073	Suspension Systems	6
AM	1081	Industrial Safety	1
AM	1091	Welding and Burning	1
AM	1103	Applied Mathematics	3
AM	1121	Applied Science	1
AM	2124	Power Trains	4
AM	2013	Braking Systems	3
AM	2064	Automotive Tune-Up	4
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
(1380 Clock Hours) TOTAL SEMESTER HOURS			46

AM 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.

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

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

AM 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.

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

AM 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.

AM 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.

AM 1092—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.

AM 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.

AM 1112—Applied Science. Basic scientific principles; matter; measurements; precision measuring instruments; principles of lubrication; transfer of heat; properties of abrasives. Sixty hours instruction. Two semester hours.

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

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

AM 2004—Steering Systems. Steering gears and linkage; hydraulic pumps and lines; lubrication and service. One hundred twenty hours instruction. Four semester hours.

AM 2013-2023—Braking Systems. Drum-type; disk-type; emergency brakes; master cylinders; wheel cylinders; vacuum booster. One hundred and eight hours instruction. Three semester hours each.

AM 2033—Automotive Heating and Air Conditioning. Types of air conditioners; air conditioner installation; heaters and heater installations; all-season air conditioning. Ninety hours instruction. Three semester hours.

AM 2045-2055—Automotive Transmissions. Introduction; hydraulic control systems; service diagnosis; service in vehicle; air pressure test; aluminum thread repair; band adjustment; extension housing; seal bearings; gear shift linkage adjustment; hydraulic control pressure adjustment; hydraulic control pressure tests; lubrication; neutral start switch; parking lock components; throttle rod adjustment; valve body and accumulator piston; service out of the vehicle; assembly and subassembly removal; disassemble-

assemble sub-assembly; installation of transmission; converter and other components; inspection and testing of assembly units. Three hundred hours instruction. Five semester hours each.

AM 2064-2074—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. Two hundred forty hours instruction. Four semester hours each.

CARPENTRY 8040

(Perkinston and Jefferson Davis Campuses and George County Occupational Training Center)

This program is designed to prepare able-bodied people 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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
CAR	1215	Introduction to Carpentry	5
CAR	1224	Codes, Plans and Specifications	4
CAR	1234	Foundations	4
CAR	1246	Rough Carpentry	6
CAR	1252	Thermo and Sound Insulation	2
CAR	1264	Prefabrication	4
CAR	1275	Finish Carpentry	5
CAR	1286	Cabinet Making	6
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1080 Clock Hours) Total Semester Hours	36

CAR 1215—Introduction to Carpentry. Carpentry shop orientation and safety in wood and lumber technology. Carpentry hand tools, portable electric tools, power floor equipment. Includes elementary jobs such as building saw horses, scaffolds, mitre boxes, etc. Five semester hours. (150 hours instruction)

CAR 1224—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. Four semester hours. (120 hours instruction)

CAR 1234—Foundations. This course includes; layouts, batter boards, building and set foundation forms, column forms, step forms, floor slab forms, side walk slab forms, set grade stakes and place reinforcing steel. Four semester hours. (120 hours instruction)

CAR 1246—Rough Carpentry. This course includes all aspects of floor framing, roof framing and wall framing techniques. Six semester hours. (180 hours instruction)

CAR 1252—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. Two semester hours. (60 clock hours)

CAR 1264—Prefabrication. This course includes all the steps, techniques and guidelines in the prefabrication process of buildings in the construction trades. Four semester hours (120 hours instruction)

CAR 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)

CAR 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 follows:

BASIC UNITS OF INSTRUCTION		SEMESTER HOURS
Carpentry		18
Plumbing/Pipefitting		18
Structural Welding		18
RE 1000	Employability Skills	
RE 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 curricual 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
CAR	1215	Introduction to Carpentry	5
CAR	1224	Codes, Plans and Specifications	4
CAR	1234	Foundations	4
CAR	1246	Rough Carpentry	6
		Total Semester Hours	19

ADVANCED CARPENTRY			SEMESTER HOURS
CAR	1252	Thermo and Sound Insulation	2
CAR	1264	Prefabrication	4
CAR	1275	Finish Carpentry	5
CAR	1286	Cabinet Making	6
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		Total Semester Hours	17

NOTE: For individual course descriptions use Carpentry listing.

Pipefitting/Plumbing

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
PP	1005, 1015, 1025	Pipe Fabrication and Plumbing Systems	15
PP	1032	Piping Systems Metallurgy	2
PP	1042	Non-Destructive Testing	2
PP	1102	Ship Construction	2
PP	1111	Production & Quality Control Systems	1
PP	1121	Industrial Safety	1
PP	1142	Welding and Burning	2
PP	1163, 1173	Blueprint Reading & Sketching	6
PP	1184	Applied Mathematics	4
PP	1201	Applied Science	1
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		Total Semester Hours	36

Structural Welding

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
WLD 1004, 1014, 1024	Shielded Metal Arc Welding	12
WLD 1035	Gas Metal Arc Welding	5
WLD 1105	Gas Tungsten Arc Welding	5
WLD 1113, 1123, 1133	Pipe Welding	9
WLD 1142	Metal Cutting	2
WLD 1161	Industrial Safety	1
WLD 1182	Blueprint Reading and Sketching	2
	Total Semester Hours	36

SPECIAL PROBLEM COURSES

CAR 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.

PP 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.

WLD 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.

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
DM	1001	Safety	1
DM	1011	Math	1
DM	1023	Science	3
DM	1036	Diesel Heads	6
DM	1047	Diesel Blocks	7
DM	2003	Auxiliary Systems	3
DM	2012	Welding	2
DM	2026	Fuel Systems	6
DM	2033	Intake & Exhaust Air Systems	3
DM	2044	Troubleshooting	4
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1080 Clock Hours) TOTAL	36

DM 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.

DM 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.

DM 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.

DM 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.

DM 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.

DM 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 instruction. Three semester hours.

DM 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.

DM 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 eighty hours of instruction. Six semester hours.

DM 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.

DM 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

(Harrison County Occupational Training Center)

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.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
DM 1011	Safety and Orientation	1
DM 1013	Applied Math	3
DM 1022	Applied Science	2
DM 1033	General Description and Construction	3
DM 1044	Automotive Engines (Part I)	4
DM 1054	Automotive Engines (Part II)	4
DM 1063	Fuel Systems (Part I)	3
DM 1073	Fuel Systems (Part II)	3
DM 1083	Electrical System	2
DM 1092	Cooling Systems	2
DM 1104	Suspension Systems	4
DM 1112	Welding and Burning	2
DM 1122	Engine Lubrication	2
DM 2003	Braking Systems	3
DM 2013	Power Trains (Part I)	3
DM 2023	Power Trains (Part II)	3
DM 2033	Power Trains (Part III)	3
DM 2043	Diesel Assembly and Disassembly (Part I)	3
DM 2053	Diesel Assmebly and Disassembly (Part II)	3
DM 2063	Diesel Assembly and Disassembly (Part III)	3

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
DM 2073	Hydraulic Systems	3
DM 2082	Air Conditioning	2
DM 2093	Tune Up and Troubleshooting (Part I) ...	3
DM 2103	Tune Up and Troubleshooting (Part II) ..	3
DM 2114	Tune Up and Troubleshooting (Part III) ..	4
	(2160 Clock Hours) Total Semester Hours	72

DM 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.

DM 1013—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.

DM 1022—Applied Science. Basic scientific principles, matter, precision measurement, lubrication, heat transfer and property of abrasives. Sixty hours of instruction. Two semester hours.

DM 1033—General Description and Construction. Description of engines, their design, assembly and disassembly, length of stroke and diameter of hone, function of valves, cooling systems and lubrication systems. Ninety hours of instruction. Three semester hours.

DM 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.

DM 1063 & 1073—Fuel Systems (Part I & II). Internal combustion engine fuel systems are described, pump, filters, tanks, lines, intakes and exhaust. One hundred eighty hours of instruction. Three semester hours each.

DM 1083—Electrical System. Fundamental electrical data, starting circuits, charging and ignition systems, electrical circuits and troubleshooting. Ninety hours of instruction. Three semester hours.

DM 1092—Cooling Systems. Principles of cooling systems, operations, service of major components. Sixty hours of instruction. Two semester hours.

DM 1104—Suspension Systems. Tires, wheels, springs and shock absorbers, rear and front suspension, and other control members. One hundred twenty hours of instruction. Four semester hours.

DM 1112—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.

DM 1122—Engine Lubrication. Oil pump description, operation and pressure. Points of lubrication and course of flow. Types of oils and uses. Sixty hours of instruction. Two semester hours.

DM 2003—Braking Systems. Drum-type, disk-type, emergency brakes, master cylinder, wheel cylinders, and vacuum boosters. Practical experience provided in the service, repair, and troubleshooting. Ninety hours of instruction. Three semester hours.

DM 2013, 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.

DM 2043, 2053, & 2063—Diesel Assembly and Disassembly (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 and 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 pump, oil pan, accessory drive, and accessory drive case. Two hundred seventy hours of instruction. Three semester hours each.

DM 2073—Hydraulic Systems. Steering gears and linkage, hydraulic pumps and lines, lubrication and service. Ninety hours of instruction. Three semester hours.

DM 2082—Air Conditioning. Types of air conditioners, air conditioner installation, heaters and heater installations; all-season air conditioning. Sixty hours.

DM 2093, 2103, & 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.

EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC 8065

(Jefferson Davis Campus)

This program is designed to prepare qualified emergency medical workers to become EMT-Intermediate or EMT-Paramedic level workers. The curriculum meets the requirements of local, state, and national accrediting agencies, and students who complete the program successfully will be eligible to write the National Registry Examination.

Admission requirements are:

The applicant must:

1. Be a EMT-A with at least one year of emergency experience.
2. Be recommended by an emergency care physician and by his/her employer.
3. Be in good mental and physical health.
4. Be a high school graduate or G.E.D. equivalent.
5. Score successfully on tests to be administered by the college.

Applicant selection will be made by an admissions committee.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
EMT 1022	Introduction: EMT & Human Systems Assessment	2
EMT 1033	Shock & Fluid Therapy and Respiratory	3
EMT 1042	Respiratory and General Pharmacology	2
EMT 1052	Cardiovascular I	2
EMT 1063	Cardiovascular II & Central Nervous System	3
EMT 1073	Emergencies & Transport of Soft Tissue, Musc., Skel, & Med.	3
EMT 1088	Care & Transport of OB, PED, & Emotionally Disturbed	8
EMT 1093	Extrication/Rescue, Telemetry/ Communications Techniques	3
EMT 1010	Internship for Field Experience	10
	(1080 Clock Hours) Total Semester Hours	36

EMT 1022—Introduction to Emergency Medical Care and Human Systems Assessment. This course provides an overview of emergency care and the human body and its systems. It includes thirty hours of theory and thirty hours of practice. Two semester hours credit.

EMT 1033—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. Thirty hours of instruction and sixty hours of practice. Three semester hours credit.

EMT 1042—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. Thirty hours theory and thirty hours practice. Two semester hours credit.

EMT 1052—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. It will include thirty hours of instruction and thirty hours of practice. Two semester hours credit.

EMT 1063—Cardiovascular II and Central Nervous System. Arryhthmia recognition, EKG procedures, and management of the cardiovascular patient will be concluded. The structure and function of the central nervous system, patient assessment, pathophysiology and management of the neurological patient will be taught. Thirty hours theory and 60 hours practice. Three semester hours credit.

EMT 1073—Soft Tissue Injuries, Muscularskeletal Injuries and Medical Emergencies. This course will provide the basic information regarding the muscular-skeletal system and the management. Thirty hours theory and 60 hours practice. Three semester hours credit.

EMT 1088—Care and Transporting of OB, Pediatric, and Emotionally disturbed person. The care, management, and transportation of the specific conditions will be taught. There will be thirty hours theory, sixty hours practice time, and 150 hours of supervised field experience. Eight semester hours credit.

EMT 1093—Extrication/Rescue, Telemetry/Communications Techniques. The approved techniques of extrication and rescue will be demonstrated and practiced. The telemetry/communications systems of emergency care will be taught and practiced. Thirty hours of theory and sixty hours of practice. Three semester hours credit.

EMT 1010—Internship for Field Experience. The students will be rotated to local emergency and trauma sites for supervised learning experiences. These sites will include the prehospital emergency services and hospital emergency departments. Three hundred hours. Ten semester hours credit.

INDUSTRIAL ELECTRICITY 8070

(Jackson County Campus)

The electrical program is preparatory for job entry or may be of interest to the electrician who desires increased competency in the electrical field.

The training capabilities of this program include: knowledge of electrical theory, measurements, recognition and ability to accomplish electrical design, the technical knowledge required to use the tools of the trade and convert electrical drawings to finished jobs.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
IE	1004	Electrical Theory	4
IE	1022	Electrical Measurement and Devices	2
IE	1043	Electrical Conductor Materials	3
IE	1065	Electrical Equipment	5
IE	1083	Electrical Tools	3
IE	1105	Electrical Networks	5
IE	1123	Residential Wiring	3
IE	1135	Commercial & Industrial Electrical Systems	5
IE	1141	Industrial Safety	1
IE	1162	Blueprint Reading and Sketching	2
IE	1183	Applied Mathematics	3
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1080 Clock Hours) Total Semester Hours	36

IE 1004—Electrical Theory. Electron theory; static charges, Ohm's law; series, parallel and combination circuits; principles of magnetism; alternating current; inductance and capacitance; power; and power factor correction. One hundred twenty hours. Four semester hours.

IE 1022—Electrical Measurement and Devices. Theory and application of meters and meter movements; measurements of voltage, current and resistance; measurements of power in single and poly phase systems; power factor measurements. Sixty hours. Two semester hours.

IE 1043—Electrical Conductor Materials. Properties of conductors; single and multiple stand; effects of length, conductor composition, temperature, and cross sectional area; voltage; ampacity; insulation; sizes; nonmetallic sheathed cable; armored cable; conduit; raceways; shielding; housing; boxes, connectors and other hardware used in the trade, National Electrical Code application. Ninety hours. Three semester hours.

IE 1065—Electrical Equipment. Heating devices; switching equipment; remote control devices; controllers; transformers; coils; resistors; capacitors; relays; lighting equipment; switchboard and buss systems; converters; rectifiers; timing devices; generators; motors; appliances; speed controllers; photo electric cells and heat sensors. One hundred fifty hours. Five semester hours.

IE 1083—Electrical Tools. A study of the use and care of tools of the electrical trade; maintenance and repair; planning tool use with regard to portability, work economy, and preservation; quality tool procurement. Ninety hours. Three semester hours.

IE 1105—Electrical Networks. AC and DC network systems employing resistance, capacitance, switching elements, motor starters, lighting and instrument systems; trouble shooting networks. One hundred fifty hours. Five semester hours.

IE 1123—Residential Wiring. Requirements of the National Electric Code; calculations for lighting circuits, appliance circuits (fixed and portable), service entrance equipment, feeders, sub-feeders and over current protection devices. Installation and checkout of wiring and hardware for air conditioning equipment, heating equipment, and ranges. Wiring techniques for single and multi-family dwelling. Ninety hours. Three semester hours.

IE 1135—Commercial and Industrial Electrical Systems. Requirements of the National Electrical Code; calculations of single and three phase systems; commercial, industrial and marine lighting systems; heating, air-conditioning and machine power; water supply, emergency and alarm systems; power distribution systems. Installation, check out, inspection, trouble shooting commercial and industrial electrical systems. One hundred fifty hours. Five semester hours.

IE 1141—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, and government (OSHA) requirements. Thirty hours. One semester hour.

IE 1162—Blueprint Reading and Sketching. Freehand sketches, symbols, scales and dimensions; prepare shop sketches; interpret industrial, commercial and marine blueprints. Sixty hours. Two semester hours.

IE 1183—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, ratios and proportion; trade formulas in applied geometry and trigonometry. Ninety hours. Three semester hours.

INDUSTRIAL ELECTRICITY/ELECTRONICS 8080

(Jefferson Davis Campus)

The Industrial Electricity/Electronics program is preparatory for job entry into the many areas of electricity/electronics used by local industry. The training capabilities of this program include: knowledge of electrical theory, measurements of motors, industrial instrumentation techniques and related information. The program is a self-paced, open entry/open exit, using individualized instruction techniques.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
EE	1015	Direct Current Fundamentals	5
EE	1025	Alternating Current Fundamentals	5
EE	1034	Interior Wiring Principles	4
EE	1044	Electrical Wiring of Residences	4
EE	1054	Industrial & Commercial Wiring	2
EE	1065	Application of the NEC	5
EE	1075	Electrical Print Reading	5

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
EE	1084	Electrical Wiring Practium	4
EE	2014	Electric Machines (Direct Current)	4
EE	2025	Electric Machines (Alternating Current) ..	5
EE	2034	Electro-Mechanical Motor Control I.....	4
EE	2045	Electro-Mechanical Motor Control II	5
EE	2055	Introduction to Electronics	5
EE	2064	Electronic Amplifiers	4
EE	2074	Electronic Control Devices	4
EE	2085	Electronic Control	5
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(2160 Clock Hours) Total Semester Hours	72

EE 1015—Direct Current Fundamentals. Structure of matter, electrical charges, methods of producing current, fundamental electrical units, symbols and abbreviations. Five semester hours (150 hours instruction).

EE 1025—Alternating Current Fundamentals. Principles of alternating current, magnetic applications, reactive components to include inductance and capacitance vector analysis and alternating current circuits. Five semester hours. (150 hours instruction)

EE 1034—Interior Wiring Principles. Basic techniques used in interior wiring systems, routing of branch, feeder and service equipment, types of hardware, fittings and devices used in electrical systems. Four semester hours. (120 hours instruction)

EE 1044—Electrical Wiring of Residences. Procedures and application of the National Electrical Codes to wiring of dwelling units and occupational buildings, including actual in shop applications. Four semester hours. (120 hours instruction)

EE 1054—Industrial & Commercial Wiring. Principles and procedures used in wiring commercial and industrial establishments, sizing, nomenclatures and installation procedures. Four semester hours. (120 hours instruction)

EE 1065—Application of the NEC. Interpretation and applicability of the National Electrical Code to current wiring practices used by industry. Study assignments and official interpretations. Five semester hours. (150 hours instruction)

EE 1075—Electrical Print Reading. Use of blueprint symbols used on residential, commercial and industrial prints, explanation of code articles that pertain to prints, questions and answers pertaining to the National Electrical Code. Four semester hours. (120 hours instruction)

EE 1084—Electrical Wiring Practium. Use of all skills including wiring practices, electrical computations, application of all code rules, wiring of residence for total electric service. Four semester hours. (120 hours instruction)

EE 2014—Electric Machines (Direct Current). Theory, operation, and application of direct current generators and motors. Four semester hours. (120 hours instruction)

EE 2025—Electric Machines (Alternating Current). Theory, operation and application of alternating current generators and motors. Five semester hours. (150 hours instruction)

EE 2034—Electro-Mechanical Motor Control I. An introduction to the hardware and circuitry used in industry for the control of electric motors. Includes relays, contactors, various types of starters, pilot devices, timing devices and other related circuits. Four semester hours. (120 hours instruction)

EE 2045—Electro-Mechanical Motor Control II. The interpretation and trouble shooting of motor control circuits. Includes the actual wiring and application of motor control circuits in the shop. Five semester hours. (150 hours instruction)

EE 2055—Introduction to Electronics. An introduction to the basic concepts of electronics. Includes the theory and application of tube and semiconductor rectifying devices and electronic power supplies. Introduces the student to the use of electronic test equipment such as VOM's oscilloscopes and function generators, in laboratory exercises. Four semester hours (120 hours instruction).

EE 2064—Electronic Amplifiers. The theory and operating characteristics of tubes and transistors and their related circuits, all tested under laboratory conditions. The application of these devices as amplifiers and switches in industrial control. Five semester hours. (150 hours instruction)

EE 2074—Electronic Control Devices. The theory and operating characteristics of special electronic control devices such as the SCR, UJT, diac, triac and integrated circuits. Four semester hours. (120 hours instruction)

EE 2085—Electronic Control. The analysis, interpretation and troubleshooting of electronic control diagrams. Introduces the student to digital control devices circuits. Students will fabricate motor control projects. 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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
MS	1003	Benchwork	3
MS	1021	Power Saws	1
MS	1032	Elementary Lathe Operations	2
MS	1045	Intermediate Lathe Operations	5
MS	1055	Advanced Lathe Operations	5
MS	1062	Drilling Machines	2
MS	1072	Shaper Operations	2
MS	1083	Milling Machines	3
MS	1094	Milling Machine Operations	4
MS	1105	Advanced Milling Machine Operations	5
MS	1112	Grinding Machines	2
MS	1121	Industrial Safety	1
MS	1132	Welding and Burning	2
MS	1142	Blueprint Reading	2
MS	1153	Applied Mathematics	3
MS	1163	Applied Science	3
MS	2004	Pumps and Valves	4
MS	2013	Advanced Blueprint Reading	3
MS	2024	Metallurgy	4
MS	2032	Turret Lathes	2
MS	2045	Precision Grinding	5
MS	2053	Numerical Control	3
MS	2066	Basic Tool and Die	6
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(2160 Clock Hours) TOTAL	72

MS1003—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.

MS 1021—Power Saws. Straight and angular cutting with power hacksaw; straight, angular and contour cutting with band saw. Thirty hours instruction. One semester hour.

MS 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.

MS 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.

MS 1055—Advanced Lathe Operations. Uses of steady and follower rests. Machining various types of tapers and angles, performing knurling opera-

tions. Types, calculating and machining external and internal threads. One hundred fifty hours instruction. Five semester hours.

MS 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.

MS 1072—Shaper Operations. Horizontal, angular, and vertical shaping; grooving; external and internal keyways; serrating. Sixty hours instruction. Two semester hours.

MS 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.

MS 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.

MS 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.

MS 1112—Grinding Machines. Sharpening tools using a bench grinder, form grinding; plain surface grinding with horizontal surface grinder; face-grinding horizontal surface grinder. Sixty hours instruction. Two semester hours.

MS 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.

MS 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.

MS 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.

MS 1153—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.

MS 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.

MS 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.

MS 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.

MS 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.

MS 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.

MS 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.

MS 2053—Numerical Control. Study in economics of N/C, types of systems and commands, codes used, and tape preparation. Various types of N/C machines, tool design, and tool setting. Ninety hours instruction. Three semester hours.

MS 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

(Jefferson Davis 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 that desires increased competency in his 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 related instruction pertaining to Machine Shop. This is an open entry/open exit, self-paced, individualized program.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
MS	1003	Introduction to General Machine Shop Practices A. Safety B. Blueprint Reading & Sketching	3
MS	1013	Bench Work, Tools & Assemblies	3
MS	1022	Measuring Instruments & Devices	2
MS	1032	Drilling Machines and Operatings	2
MS	1042	Power Saws, Horizontal & Vertical	2
MS	1058	Engine Lathe Operations Part I	8
MS	1068	Engine Lathe Operations Part II	8
MS	1072	Shaper Operations	2
MS	1082	Grinding Machines Operations	2
MS	1092	Milling Machines Part I	2
MS	1112	Applied Mathematics	2
MS	2008	Advanced Lathe Operations	8
MS	2018	Advanced Milling Machine Operations ..	8
MS	2026	Basic Tool & Die	6
MS	2036	Advanced Tool & Die	6
MS	2044	Turret Lathes	4
MS	2052	Numerical Control & Precision Grinding .	2
MS	2062	Metallurgy & Alloys	2
		(2160 Clock Hours) Total Semester Hours	72

MS 1003—Introduction to General Machine Shop Practices. A. Safety. B. Blueprint Reading & Sketching. 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 of instruction. Three semester hours.

MS 1013—Bench Work, Tools & Assemblies. Cut with hacksaw and cold chisels, thread with taps and dies, filing, reaming, polishing, band drills and other power hand tools. Ninety hours instruction. Three semester hours.

MS 1022—Measuring Instruments & Devices. Measure with various micrometers, 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.

MS 1032—Drilling Machines & Operations. Straight drilling of flat and round stock, counterbaring, countersinking, reaming, tapping, spat facing and speeds & feeds. Sixty hours instruction. Two semester hours.

MS 1042—Power Saws, Horizontal & 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.

MS 1058-1068—Engine Lathe Operations Part I and Part II. Turning between centers, boring, recessing and grooving, facing, drilling, threading, tapering and tool post grinding and use of lathe accessories. Two hundred and forty hours instruction each. Eight semester hours each.

MS 1072—Shaper Operations. Horizontal, angular, vertical shaping, groove shaping, keyways and servating. Sixty hours instruction. Two semester hours.

MS 1082—Grinding Machines Operation. Sharpening hand tools using a bench grinder, form grinding, surface grinding, tool post grinding, grinding wheels and related information. Sixty hours instruction. Two semester hours.

MS 1092—Milling Machines Part I. Horizontal and vertical surface milling, end milling, slots and keyseats, angular milling, drilling, spot facing, counterboring, gear cutting, uses of the dividing head and other milling machine accessories. Sixty hours instruction. Two semester hours.

MS 1112—Applied Mathematics. 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 instruction. Two semester hours.

MS 2008—Advanced Lathe Operations. Turning between centers, tapering, boring, use of faceplate with dogs, offset of tail stock, inside boring and tapering, and inside threading. Two hundred and forty hours instruction. Eight semester hours.

MS 2018—Advanced Milling Machine Operations. Study and practical application in design, formulation, center-to-center distances, and machinery of spur gears, design, formulation, calculations and set up for machinery various leads and helical gears. Use of index dividing head and accessories. Two hundred and forty hours instruction. Eight semester hours.

MS 2026—Basic *Tool* & Die. A. Basic Design B. Tooling C. Grinding D. Buffing. One hundred eighty hours instruction. Six semester hours.

MS 2036—Advanced Tool and Die. Fixture and die design, machining with multiple point tooling, form grinding, using optical comparators, polishing, metal finishing. One hundred eight hours instruction. Six semester hours.

MS 2044—Turret Lathe. Study of various types of vertical and horizontal turret lathes, parts and operating principles, tooling, production set up and practical application. One hundred twenty hours instruction. Four semester hours.

MS 2052—Numerical Control & Precision Grinding. 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.

MS 2062—Metallurgy & Alloys. Study of various methods of identifications, atomic structure, theory and practical application of heat treading procedures which include hardening, tempering, annealing and case hardening. Sixty hours instruction. Two semester hours.

MARINE MAINTENANCE 8095

(Jackson County Campus)

The Marine Maintenance program is a one year vocational program designed to prepare students to:

1. Perform tune-up operations on both gasoline and diesel inboard and outboard engines.
2. Effect repairs on outdrives.
3. Provide general repairs on small diesel and gasoline power plants.
4. Troubleshoot and repair accessory equipment.

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; automotive engine repair and diesel engine repair.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VMM 1116	Outboard Engines	6
VMM 1126	Inboard Gasoline and Diesel Engines	6
VMM 1132	Marine Fuel Systems	2
VMM 1141	Lubrication Systems	1
VMM 1151	Cooling Systems	1
VMM 1162	Transmissions	2
VMM 1214	Outdrives	4
VMM 1221	Marine Accessories	1
VMM 1232	Boats	2
VMM 1241	Trailors	1
VMM 1251	Safety	1

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
VMM	1266	Tune-up	6
VMM	1272	Applied Mathematics	2
VMM	1281	Applied Science	1
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1080 Clock Hours) Total Semester Hours	36

VMM 1116—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 1126—Inboard Gasoline and Diesel Engines. General description; block and head; crankshaft; camshaft: piston and rods; valve system. 180 hours of instruction. 6 semester hours credit.

VMM 1132—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 1141—Lubrication Systems. Principles of lubrication; oil pumps; oil filters; general inspection and maintenance. 30 clock hours of instruction. 1 semester of credit.

VMM 1151—Cooling Systems. Principles of air and liquid cooling systems; system operation; water jackets; water pumps; maintenance and service. 30 clock hours of instruction. 1 semester hour of credit.

VMM 1162—Transmissions. Principles of operation; shift motors; control valves; overhaul; troubleshooting. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1214—Outdrives. General operation and description. Power steering; drive shafts; universal joints; housings; shifting mechanisms; steering mechanisms; bearings; troubleshooting; overhaul. 120 clock hours of instruction. 2 semester hours of credit.

VMM 1221—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 1232—Boats. Electrical rigging; steering cables; engine mounting; fiberglass repair; preventative maintenance repair and cleaning; shift and throttle control maintenance and installation. 60 clock hours of instruction. 2 semester hours of credit.

VMM 1241—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 1251—Safety. Personal safety; hand tool safety; power tool safety; fire fighting equipment and procedures; first aid; fuel storage; special fuel precautions for boats; batteries. 30 clock hours of credit. 1 semester hour of credit.

VMM 1266—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. 180 clock hours of instruction. 6 semester hours of credit.

VMM 1272—Applied Mathematics. Whole numbers; fractions; decimals; percentages; averages; ratio and proportion; formulas; problem solving as applied to trade; metric system. 60 clock hours of instruction; 2 semester hours of credit.

VMM 1281—Applied Science. Basic scientific principles; principles of fuel and lubrication; properties of abrasives; heat transfer; precision measuring tools and their use. 30 clock hours of instruction. 1 semester hour of credit.

OPERATING ENGINEER 8110

(Jefferson Davis Campus)

This Operating Engineer Program is preparatory for job entry into the field of maintenance. It basically consists of instruction in six trade areas, which is 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 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
RE 1000	Employability Skills	
RE 1010, 1020	Related Education	
	(2160 Clock Hours) Total Semester Hours	72

VOE 1016—Introduction to Plumbing. This course of instruction entails background knowledge and the history of the plumbing industry. It is also 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 the learning theories of arc welding, gas welding and machine operations. Six semester hours. (180 hours 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 & 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 refrigeration appliances or systems. Six semester hours. (180 hours instruction)

PIPEFITTING/PLUMBING 8120

(Jackson County Campus and George County Occupational Training Center)

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
RE	1000	Employability Skills	
RE	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 conventional 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, tempera-

tures, 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.

OPERATING ROOM TECHNICIAN 8130
(Surgical Technician)
(Jefferson Davis Campus)

The surgical technician program is designed to train individuals to function in an operating room or other areas of asepsis under the direction and continuous supervision of qualified registered nurses and surgeons. The student advances from classroom and lab to actual operating room experiences during the 12 month course. Upon successful completion of this course, graduates are eligible to take the National Certification Examination to become certified surgical technologists.

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 physician.
   C. Supply the names and addresses of three (3) references (other than
   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 complete application requirements.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
ST	1002	Vocational Relations and Ethics	2
ST	1001	Nutrition and Health	1
ST	1023	Body Structure and Function	3
ST	1031	Principles of Microbiology	1
ST	1041	Care of the Patient in Surgery	1
ST	1052	Asepsis and Sterilization	2
ST	1208	Operating Room Principles	8
ST	1319	Operating Room Procedures	19
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1380 clock hours) Total Semester Hours	37

ST 1002—Vocational Relations and Ethics. This course includes orientation and introduction to the field of surgical technicians and their role in the health field. It also includes professional ethics and medico-legal aspects. In addition, it teaches human behaviour, particularly as may be applicable in the health field. Sixty hours instruction. Two semester hours.

ST 1001—Nutrition and Health. This course is designed to teach the student the concept of the relationship of nutrition and personal health to physical and mental well-being. Thirty hours instruction. One semester hour.

ST 1023—Body Structure and Function. This course is designed to enable students to describe, locate and identify the different kinds of tissues in the body, and the structure and function of the body systems. It includes related principles of chemistry and physics. Ninety hours of instruction. Three semester hours.

ST 1031—Principles of Microbiology. This course presents the relationship of the disease producing microorganisms to the maintenance of health. The normal healing process and the prevention of infection by sterilization techniques are also included. Thirty hours of instruction. One semester hour.

ST 1041—Care of the Patient in Surgery. This course teaches an awareness of the total needs of the patient, the ability to safely transport and position the surgical patient, and the ability to recognize and assist with the different types of anesthesia and their effect on the patient. Thirty hours of instruction. One semester hour.

ST 1052—Asepsis and Sterilization. This course is designed to teach the students the principles used in the operating room for providing sterility and a proper environment for surgery. Sixty hours instruction, laboratory and clinical experience. Two semester hours.

ST 1208—Operating Room Principles. A study and practice of procedures used in an operating room, including surgical hand scrub, identification of surgical instruments, their use and care, knowledge of sutures and duties of a scrub technician and circulating technician. Three hundred and twenty hours of instruction and clinical experience. Eight semester hours.

ST 1319—Operating Room Procedures. This course is designed to provide the student with a variety of clinical learning experiences with surgical procedures under supervision. It also includes both first aid, emergency, and obstetrical surgical experiences. Seven hundred sixty hours of clinical experiences in local hospitals. Nineteen 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.

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 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 complete application requirements.

MAJOR UNITS OF INSTRUCTIONS			SEMESTER HOURS
PN	1101	Vocational Adjustments	1
PN	1102	Body Structure and Function	2
PN	1109	Nursing I	9
PN	1111	Health	1
PN	1121	Basic Nutrition	1
PN	1131	Growth and Development	1
PN	1201	Basic Techniques of Drug Administration	1
PN	1204	Nursing II (Introduction to Medical Surgical Nursing Needs)	4
PN	1215	Nursing III-A (Nursing Needs of Children)	5
PN	1223	Nursing V (Nursing Needs of the Mentally and Emotionally Ill)	3
PN	1225	Nursing IV (Nursing Needs of Newborns and Mothers)	5
PN	1301	Drug Administration	1
PN	1312	Nursing III-B (Nursing Needs of Adults)	12
PN	1322	Comprehensive Nursing	2
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1800 Clock Hours) Total Semester Hours	48

PN 1101—Vocational Adjustments. This course is designed to introduce the practical nursing program and to introduce the role of the practical nurse in the health care field. Thirty hours instruction. One semester hour.

PN 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.

PN 1109—Nursing I, Introduction to Nursing Needs. This course presents a foundation of nursing care from which all other nursing courses are built. Three hundred forty five hours instruction including theory and clinical laboratory experience. Nine semester hours.

PN 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.

PN 1121—Basic Nutrition. This course provides the foundation that will enable the student to understand the relationship between health and proper nutrition. Thirty hours instruction. One semester hour.

PN 1131—Growth and Development. This course is designed to provide insight into the normal pattern of human growth and development from conception to death. Thirty hours of instruction. One semester hour.

PN 1201—Basic Techniques of Drug Administration. This course provides basic information related to drugs: Classifications, sources, measurement, regulatory requirements, and basic technique of drug administration. Thirty hours of instruction. One semester hour.

PN 1204—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 forty hours of instruction including theory and clinical experience. Four semester hours.

PN 1215—Nursing III-A, Nursing Needs of Children. This course is designed to help the learner meet the nursing care needs of children. One hundred forty hours of instruction including theory and clinical experiences. Five semester hours.

PN 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. Ninety hours of instruction including theory and clinical experiences. Three semester hours.

PN 1225—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 sixty five hours instruction including theory and clinical experiences. Five semester hours.

PN 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.

PN 1312—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. Five hundred and ten hours of instruction including theory and clinical experiences. Twelve semester hours.

PN 1322—Comprehensive Nursing. This course prepares the learner for the transition from student to graduate by providing a variety of clinical situations and learning experiences that require less direct supervision. One hundred sixty hours of clinical experiences. Two semester hours.

PRINTING 8150
(Perkinston Campus)

Printing is a program 18 months in length. The basic objective is to prepare students for successful careers in printing, publicity, and allied industries. The program of study is directed toward printing production and printing management.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
PRT	1001	Industrial Safety	1
PRT	1013	Applied Mathematics	3
PRT	1022	Applied Science	2
PRT	1035-1045	Linecasting Machines	10
PRT	1102	Strip Casting Materials	2
PRT	1115	Letterpress Presses	5
PRT	1125	Type Composition	5
PRT	1132	Typesetting Lock-Up Methods	2
PRT	1142	Ink and Paper Applications	2
PRT	1202	Type Layout and Design	2
PRT	1212	Press Operation and Maintenance	2
PRT	2033	Job Planning and Layout	3
PRT	2044	Bindery Operations	4
PRT	2101	Type Composition	1
PRT	2115	Camera Fundamentals	5
PRT	2124	Platemaking Fundamentals	4
PRT	2133	Inking Types and Processes	3
PRT	2148-2158	Offset Presses	16
SEC	1133	Elementary Typewriting	3
RE	1000	Employability Skills	
RE	1010-1020	Related Education	
		(2214 clock hours) Total Semester Hours	75

PRT 1001—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.

PRT 1013—Applied Mathematics. A basic course for trade occupations program: 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.

PRT 1022—Applied Science. Basic scientific principles as they relate to trade occupation; matter; measurement; precision, measuring instruments; principles of lubrication; heat transfer; properties of light. Sixty hours instruction. Two semester hours.

PRT 1035-1045—Linecasting Machines. A study in the set up, keyboard use, matrices as well as maintenance of linecasting machines. Emphasis is on laboratory exercise. Three hundred hours instruction. Five semester hours each.

PRT 1102—Strip Casting Materials. Laboratory as well as classroom practices in materials used in strip casting operation. Lead types, slugs, wood, metal furniture and reglets are studied. Sixty hours instruction. Two semester hours.

PRT 1115—Letterpress Presses. An in-depth look at hand operated and automatic presses. The care, adjustment and experience in actual operation of these presses are emphasized. One hundred fifty hours instruction. Five semester hours.

PRT 1125—Type Composition. Classroom and laboratory experiences are presented on the various types, their use, and makeup with design effect in mind. One hundred fifty hours instruction. Five semester hours.

PRT 1132—Type Setting Lock-Up Methods. Laboratory experiences in actual type lock-up for platen and cylinder presses are presented. Spacing and centering fillers are covered. Sixty hours instruction. Two semester hours.

PRT 1142—Ink and Paper Applications. This course presents the different types of inks and papers available to the printer with economy as well as quality considered. Requirements mixing and storing are included. Sixty hours instruction. Two semester hours.

PRT 1272—Type Layout and Design. A presentation of the design, mark-up sketching and procedures in copy fitting are made with overall appearance kept in mind. Actual laboratory experiences are stressed. Sixty hours instruction. Two semester hours.

PRT 1212—Press Operation and Maintenance. General laboratory and shop practice on the general operation and maintenance of the various printing presses. Cleaning, oiling, and storing are covered. Sixty hours instruction. Two semester hours.

PRT 2033—Job Planning and Layout. Classroom lectures and laboratory practice on equipment and materials, thumb-nail sketches, rough layouts. Comprehensive layouts, copyfitting illustration, the dummy. Ninety hours instruction. Three semester hours.

PRT 2044—Bindery Operations. A study as well as laboratory exercises in paper cutting, jogging, gathering, folding, drilling, padding, stapling, wrapping, and labeling. One hundred twenty hours instruction. Four semester hours.

PRT 2101—Type Composition. A study of the different types and their make-up. Preprinted type, clip out, hand lettering, and typewriter composition are covered. Prerequisite: Student must have had elementary typewriting or be enrolled in SEC 1113 Elementary Typewriting. Thirty hours instruction. One semester hour.

PRT 2115—Camera Fundamentals. This course studies kinds of camera copy, scaling reductions and enlargements, preparation of line copy, halftone copy, sheet film, screen tints, copy paste-up, basic exposure, camera setting, developing and processing film. Emphasis is on actual laboratory practices of these items. One hundred fifty hours instruction. Five semester hours.

PRT 2124—Platemaking Fundamentals. The study of plate characteristics, plate types, care of offset plates, and exposure devices as each relate to offset platemaking. Laboratory practice is emphasized. One hundred twenty hours instruction. Four semester hours.

PRT 2133—Inking Types and Processes. A study of ink terminology, storage, mixing requirements, as it related to the printing operation. Ninety hours instruction. Three semester hours.

PRT 2148-2158—Offset Presses. An in-depth study with laboratory practice in the general nomenclature, feeding, delivery, dampering systems, inking systems, preparation, operation, wash-up and maintenance. Four hundred eighty hours instruction. Eight semester hours each.

PLUMBING 8160

(Jefferson Davis Campus)

This program is designed to satisfy the fundamentals of the beginner in the field of plumbing. It is programmed to enable the student to successfully enter and progress in the field of plumbing installation service and repair at an advanced learners level. Also to develop this basic knowledge and skill (after employment) for the improvement of his or her ability and employability. This is an open entry/open exit, self paced, individualized program.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
CP	1004	Introduction of Plumbing	4
CP	1015	Sewer Systems	5
CP	1024	Drainage Systems	4
CP	1035	Cold Water Systems	5
CP	1045	Hot Water Systems	5
CP	1055	Plumbing Code	5
CP	1064	Fixtures	4
CP	1074	Heating Devices	4
RE	1000	Employability Skills	
RE	1010-1020	Related Education	
		(1080 Clock Hours) Total Semester Hours	36

CP 1004—Introduction to Plumbing. This course consists of history a 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)

CP 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)

CP 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)

CP 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)

CP 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)

CP 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)

CP 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)

CP 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)

GENERAL MACHINIST 8170

(Harrison County Occupational Training Center)

The machinist training is preparatory for job entry as a machinist or may be used to supplement the knowledge and skills of the employed machinists who desire increased competency in their occupational field.

Individuals completing this program will be capable in such areas as: production of shop sketches, interpretation of machinery drawings, perform operations on the lathe, shaper, milling machine, drill press, grinders and planers. Students will also receive related instruction pertaining to machine shop. This is an open entry/open exit, self paced, individualized program.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
MS	1003	INTRODUCTION TO MACHINE SHOP. A. Safety in the Machine Shop B. Blueprint Reading & Sketching	3
MS	1013	Bench Tools and Assembly	3
MS	1022	Measuring Instruments & Applied Science	2
MS	1031	Power Saws	1
MS	1046	Lathe Operations (Part I).....	6
MS	1146	Lathe Operations (Part II)	6
MS	1246	Lathe Operations (Part III)	6
MS	1051	Drilling Machines.....	1
MS	1061	Shaper Operations	1
MS	1077	Milling Machine Operations (Part I)	7
MS	1176	Milling Machine Operations (Part II)	6
MS	1081	Grinding Machines.....	1
MS	1093	Applied Mathematics & Communicative Skills	3
		(1380 Clock Hours) Total Semester Hours	46

MS 1003—Introduction to Machine Shop: A. Safety: B. Blueprint Reading and Sketching. 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 of instruction. Three semester hours.

MS 1013—Bench Tools & Assembly. Cut with handsaws and cold chisels, thread with taps and dies, filing, reaming, polishing, hand drills and other power tools. Ninety hours of instruction. Three semester hours.

MS 1022—Measuring Instruments & Applied Science. Measure with various micrometers, 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.

MS 1031—Power Saws. Straight angular cutting with power hacksaw; straight angular and contour cutting with metal cutting hand saws; band speeds, feeds, and blade sizes. Thirty hours of instruction. One semester hour.

MS 1046, 1146, & 1246—Lathe Operations (Part I, II, & III). Turning between centers, boring, recessing and grooving, facing, drilling, threading, tapering tool post grinding and use of lathe accessories. Five hundred forty hours of instruction. Eighteen semester hours.

MS 1051—Drilling Machines. Straight drilling of flat and round stock, counterboring, countersinking, reaming, tapping, spot facing and speeds and feeds. Thirty hours of instruction. One semester hour.

MS 1061—Shaper Operations. Horizontal, angular, vertical shaping; groove shaping; keyways and serrating. Thirty hours of instruction. One semester hour.

MS 1077 & 1176—Milling Machine Operations (Part I & II). Horizontal and vertical surface milling, end milling, slots and keyseats, angular milling, drilling, spot facing, counterboring, gear cutting, uses of the dividing head and other milling machine accessories. Three hundred ninety hours of instruction. Thirteen semester hours.

MS 1081—Grinding Machine Operations. Sharpening hand tools using a bench grinder, form grinding, surface grinding, tool post grinding, grinding wheels and related information. Thirty hours of instruction. One semester hour.

MS 1093—Applied Mathematics & Communicative Skills. A basic unit of instruction in machine shop math involving whole numbers, fractions, decimals, percentages, averages, ratio and proportion, formulas in geometry and trigonometry. Use of machine industry terminology and trade language. Ninety hours of instruction. Three semester hours.

RESPIRATORY THERAPY TECHNICIAN 8180

(Jackson County Campus)

The twelve month Respiratory Therapy Technician certification program is designed to assist the student in the development of skills for entry-level employment as Graduate Respiratory Therapy Technicians. Graduates will be eligible to write the National Board of Respiratory Therapy to become certified Respiratory Therapy Technicians (CRRT).

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 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 complete application requirements.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
SEMESTER ONE		
VRT 1005	Fundamentals I	5
VRT 1015	Fundamentals II	5
SEMESTER TWO		
VRT 2008	Fundamentals III	8
VRT 2018	Clinical I	8
SEMESTER THREE		
VRT 2303	Pulmonary Laboratory Procedures	3
VRT 2317	Clinical II	7
VRT 2326	Clinical Specialities	6
RE 1000	Employability Skills	
RE 1010, 1020	Related Education	
	(1560 Clock Hours) Total Semester Hours	42

VRT 1005—Fundamentals I. This course provides the student with a basic science background with emphasis on cardiopulmonary, microbiology and a review of basic math, physics, and chemistry. One hundred fifty hours of instruction. Five 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 is designed to provide studies of diseases of the pulmonary system, pharmacology, arterial blood gas interpretation, and advanced respiratory techniques. Two hundred and ten hours of instruction. Eight semester hours.

VRT 2018—Clinical I. This 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 2303—Pulmonary Laboratory Procedures. This course will enable the student to perform pulmonary function studies and arterial blood gas sampling. Ninety hours of instruction. Three semester hours.

VRT 2317—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 2326—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 Occupational Training Center)

This program is preparatory to employment as a secretary. The student has the option to enter the clerical sequence or the stenographic sequence in which the clerical student studies machine transcription and the stenographic student studies shorthand.

9-month Option

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
STG	1013	Business English	3
STG	1023	Business Mathematics	3
STG	1033	Business Machines	3
STG	1233	Business Filing and Records Management	3
STG	1063	Elementary Typewriting	3
STG	1163	Intermediate Typewriting	3
STG	1073 or 1113	Shorthand or Machine Transcription	3
STG	1173 or 1213	Intermediate Shorthand or Machine Transcription	3
STG	1183	Business Communications	3
STG	1193	Secretarial Accounting	3
STG	1226	Office Simulation	6
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1080 Clock Hours) Total Semester Hours	36

12-month Option

STG	1013	Business English	3
STG	1023	Business Mathematics	3
STG	1033	Business Machines	3
STG	1193	Secretarial Accounting I	3
STG	1063	Elementary Typewriting	3
STG	1073	Elementary Shorthand*	3
STG	1183	Business Communication	3
STG	1233	Business Filing and Records Management	3
STG	1293	Secretarial Accounting II	3
STG	1333	Secretarial Office Procedures	3

*All students are required to enroll in at least one semester of shorthand instruction.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
STG 1163	Intermediate Typewriting	3
STG 1173 or	Intermediate Shorthand	3
STG 1213	Machine Transcription**	3
STG 1212	Advance Shorthand & Transcription	2
STG 1222	Legal/Medical Machine Transcription	2
STG 1226	Office Simulation	6
	Total Semester Hours	49

**Students may select to replace intermediate shorthand with machine transcription during the second semester.

STG 1013—Business English. A review and formation of the basic requirements of grammar, writing, speaking, spelling, and vocabulary building. Ninety hours instruction. Three semester hours.

STG 1023—Business Mathematics. A review of fundamental processes and applying them to problems of business. Ninety hours instruction. Three semester hours.

STG 1033—Business Machines. A course designed to develop proficiency in the operation of ten-key adding machines, printing and display calculators, duplicating machines, dry press copiers, and transcription machines. 90 hours instruction. Three semester hours.

STG 1063—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 and skill; introduction of basic letters, tabulation and centering procedures are taught. 90 hours instruction. Three semester hours.

STG 1073—Elementary Shorthand. A course designed to give knowledge of basic theory, brief forms, phrasing and elementary dictation. Presentation of the theory and principles of Series 90 Shorthand. A minimum of 60 words a minute is required for course completion. 90 hours instruction. Three semester hours.

STG 1193—Secretarial Accounting. A course designed to give the student fundamental knowledge of the principles of debits and credits, not profit and net loss using the accounting cycles of service and merchandising businesses.

STG 1183—Business Communications. A course designed to teach the principles of letter writing as applied to sales, credit, collection, request, and application situations.

STG 1233—Business Filing and Records Management. A course designed to teach the principles and rules governing the use of alphabetic, numeric, subject, and geographic filing systems; principles of coding, indexing, equipment, and records management are also emphasized.

STG 1213—Machine Transcription. A general transcription course designed for students not enrolled in shorthand to provide fundamental skills in transcribing mailable copy through the use of transcribing equipment. Emphasis is placed upon the transcription skills of accuracy, punctuation, grammar, placement and paragraphing.

STG 1163—Intermediate Typewriting. This course is 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, stencils, and other special communications.

STG 1173—Intermediate Shorthand. A continuation of elementary shorthand with emphasis on speed development and mailability of short-letter transcripts, grammar, punctuation, and letter placement. A minimum of 80 words a minute is required for course completion.

STG 1293—Secretarial Accounting II. A continuation of Secretarial Accounting I building upon the principles of automated data processing, payroll systems, accounting for sales tax, bad debts, depreciation, notes, accrued revenue, and expenses, reconciling bank statements, and working practice sets.

STG 1333—Secretarial Office Procedures. This course is designed to provide students with knowledge of required office duties, skills, and procedures used in business offices. Training in the use of the push-button telephone, handling of correspondence, typing business forms, letters and compiling selected data from area offices.

STG 1212—Advanced Shorthand and Transcription. This course is designed to provide students with high-speed dictation practice with emphasis on transcribing new material. Emphasis is also placed upon mailable transcripts. A minimum of 90 words a minute is required for course completion.

STG 1222—Legal/Medical Machine Transcription. A course designed to train students in the transcription of documents common to a legal or medical office. Terminology, spelling, capitalization, punctuation, and accurate transcript are emphasized.

STG 1226—Office Simulation. A terminal course designed to incorporate previously learned knowledge, duties, and secretarial skills and apply them to realistic situations utilizing the APEX simulated office.

WELDING 8220

(Jackson County and Perkinston Campuses and George County Occupational Training Center

This program is preparatory to job entry as a welder. Employed welders may be interested in this program as a means of increasing their knowledge and skill in the welding trade. Both plate and pipe welding are included in this course using the latest techniques and equipment.

Individuals completing welder training can expect to find employment in the fields of: shipbuilding, automotive, railway car and air craft manufacturing, bridge, dam, power plant and oil rig construction, and maintenance in all types of facilities.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
WLD	1004, 1014, 1024	Shielded Metal Arc Welding	12
WLD	1035	Gas Metal Arc Welding	5
WLD	1105	Gas Tungsten Arc Welding	5
WLD	1113, 1123, 1133	Pipe Welding	9
WLD	1142	Metal Cutting	2
WLD	1161	Industrial Safety	1
WLD	1182	Blueprint Reading and Sketching	2
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		(1080 Clock Hours) Total Semester Hours	36

WLD 1004—Shielded Metal Arc Welding. Tack welding techniques using E-7018 electrodes; buildup with stringer beads in flat position; horizontal fillet on a tee-joint design: vertical fillet on a tee-joint design; overhead fillet on a tee-joint design.

Related Instruction: orientation, introduction to arc welding, safety, arc welding terms, power sources, accessory equipment, machine maintenance and electrodes. One hundred twenty hours instruction. Four semester hours.

WLD 1014—Shielded Arc Welding. Tack welding techniques using F-6010 electrodes; buildup with stringer beads in flat position; horizontal fillet on a tee-joint design; vertical fillet on a tee-joint design; overhead fillet on a tee-joint design.

Related Instruction: safety; joints; positions; manual welding procedures; basic metallurgy. One hundred twenty hours instruction. Four semester hours.

WLD 1024—Shielded Metal Arc Welding. Plate welding using both E-6010 and E-7018 electrodes. Vertical butt; overhead butt and box weld 12" off floor.

Related Instruction: safety; expansion and contraction; distortion control; identification of metals; codes and specifications; welder qualification; welding procedures; destructive testing. One hundred twenty hours of instruction. Four semester hours.

WLD 1035—Gas Metal Arc Welding. Short arc: horizontal fillet tee-joint; vertical fillet tee-joint; horizontal butt; vertical butt and overhead butt.

Fluxcore: horizontal filet; flat butt.

Spray Arc: horizontal fillet and flat butt on carbon steel. Horizontal fillet; vertical fillet; overhead-fillet; vertical butt and overhead butt on aluminum.

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; metals and weldability; changes during welding; trouble shooting; structure of metals; physical and mechanical properties; plain carbon steels; low alloy steels; welding of aluminum alloys. One hundred fifty hours of instruction. Five semester hours.

WLD 1105—Gas Tungsten Arc Welding. Steel: Gas welding techniques; horizontal fillet, vertical fillet; overhead fillet; vertical butt open root; overhead butt open root.

Stainless steel: horizontal fillet; vertical fillet; overhead fillet.

Aluminum: horizontal fillet; vertical fillet; overhead fillet; vertical butt; overhead butt.

Related Instruction: introduction to gas tungsten arc welding; safety; secondary accessories; shielding gases; applications; procedures and techniques; defect; thermal cracking; incomplete fusion; dilation; absorbtion of gases; contamination and pickup; weldability of metals; non ferrous alloys; trouble shooting. One hundred fifty hours instruction. Five semester hours.

WLD 1113—Pipe Welding. Pipe welding techniques using the E-6010 electrode in the vertical fixed (2G) position and horizontal fixed (5G) position.

Related Instruction: joint preparation; safety; fit up and jigging pipe welding procedures and pipe welding procedures and pipe welder qualification.

Prerequisite: completion of WLD 1024 or pass a pre-test. Ninety hours instruction. Three semester hours.

WLD 1123—Pipe Welding. Pipe welding techniques using E-7018 electrode in the vertical fixed (2G) position and the horizontal fixed (5G) position.

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

Prerequisite: completion of WLD 1024 and WLD 1113 or pass a pre-test. Ninety hours instruction. Three semester hours.

WLD 1133—Pipe Welding. Pipe welding techniques using both the gas tungsten arc welding and shielded metal arc welding processes in restricted position. Vertical fixed (2G) GTAW; horizontal fixed (5G) GTAW; GTAW root pass/E-7018 fill.

Related Instruction: A.W.S. Specifications; U.S. Navy Specifications; electrode choice; effect of common elements.

Prerequisite: WLD 1105, WLD 1113 and WLD 1123. Ninety hours instruction. Three semester hours.

WLD 1142—Metal Cutting. Oxyacetylene equipment; safety; equipment; assembly; lighting and adjustment; handcutting; automatic straight cutting; automatic bevel cutting; pipe beveling.

Arc Gouging: theory; equipment; application. Grinding. Sixty hours instruction. Two semester hours.

WLD 1161—Industrial Safety. Personal and team safety; safe use of hand and power tools of the trade; safe testing procedures; safe dress and habits; safe handlinerials of the trade; use of firefighting equipment, administering first aid. Thirty hours instruction. One semester hour.

WLD 1182—Blueprint Reading and Sketching. 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.

WELDING/FITTING 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 the atest techniques and equipment.

Individuals completing welder/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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
WF	1004, 1014, 1023	Shielded Metal Arc Welding I, II, II	11
WF	1032	Gas Metal Arc Welding	2
WF	1042	Gas Tungsten Arc Welding	2
WF	1051, 1061	Pipe Welding I, II	2
WF	1072	Metal Cutting	2
WF	1081	Industrial Safety	1
WF	1092	Layout & Sketching	2
WF	1104, 1114	Blueprint Reading I, II	8
WF	1126	Fitting	6
RE	1000	Employability Skills	
RE	1010, 1020	Related Education	
		Total Semester Hours	36

WF 1004—Shielded Metal Arc Welding I. Tack welding techniques using E-7018 electrodes; build up with stringer beads in flat position; horizontal fillet on a tee-joint design; vertical fillet on a tee-joint design; overhead fillet on a tee-joint design.

Related Instruction: Orientation, introduction to arc welding, safety, arc

welding terms, power sources, accessory equipment, machine maintenance and electrodes. One hundred twenty hours instruction. Four semester hours.

WF 1014—Shielded Metal Arc Welding II. Tack welding techniques using E-6010 electrodes; build up with stringer beads in flat position; horizontal fillet on a tee-joint design; vertical fillet on a tee-joint design; overhead fillet on a tee-joint design.

Related Instruction: Safety; joints; positions; manual welding procedures; basic metallurgy. One hundred twenty hours instruction. Four semester hours.

WF 1023—Shielded Metal Arc Welding III. Plate welding using both E-6010 and E-7018 electrodes. Vertical butt; overhead butt and box weld 12" off floor.

Related Instruction: Safety; expansion and contraction; distortion control; identi of metals; codes and specifications; welder qualifications; welding procedures; destructive testing. Ninety hours of instruction. Three semester hours.

WF 1032—Gas Metal Arc Welding. Short arc; horizontal fillet tee-joint; vertical fillet tee-joint; horizontal butt; vertical butt and overhead butt.

Fluxcore: Horizontal fillet; flat butt.

Spray Arc: Horizontal fillet and flat butt on carbon steel. Horizontal fillet; vertical fillet; overhead fillet; vertical butt and overhead butt on aluminum.

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; metals and weldability; changes during welding; trouble shooting; structures of metals; physical and mechanical properties; plan carbon steels; low alloy steels; welding of aluminum alloys. Sixty hours of instruction. Two semester hours.

WF 1042—Gas Tungsten Arc Welding. Steel: Gas welding techniques; horizontal fillet, vertical fillet; overhead fillet; vertical butt open root; overhead butt open root.

Stainless steel: Horizontal fillet; vertical fillet; overhead fillet.

Aluminum: Horizontal fillet; vertical fillet; overhead fillet; vertical butt; overhead butt.

Related Instruction: Introduction to gas tungsten arc welding; safety; secondary accessories; shielding gasses; applications; procedures and techniques; defect; thermal cracking; incomplete fusion; dialation; absorption of gases; contamination and pickup; weldability of metals; nonferrous alloys; trouble shooting. Sixty hours instruction. Two semester hours.

WF 1051—Pipe Welding I. Pipe welding techniques using the E-6010 electrode in the vertical fixed (2G) position and horizontal fixed (5G) position.

Related Instruction: Joint preparation; safety; fit up and jigging pipe welding procedures and pipe welder qualifications.

Prerequisite: Completion of WF 102 or pass a pre-test. Thirty hours instruction. One semester hour.

WF 1061—Pipe Welding II. Pipe welding techniques using E-7018 electrode in the vertical fixed (2G) position and the horizontal fixed (5G) position.

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

Prerequisite: Completion of WF 1023 and WF 1051 or pass a pre-test. Thirty hours instruction. One semester hour.

WF 1072—Metal Cutting. Oxyacetylene equipment; safety; equipment; assembly; lighting and adjustment; handcutting; automatic straight cutting; automatic level cutting; pipe beveling.

Arc Gouging: Theory; equipment; application. Grinding. Sixty hours instruction. Two semester hours.

WF 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 firefighting equipment; administering first aid. Thirty hours instruction. One semester hour.

WF 1092—Layout and Sketching. Freehand sketch views of objects; read symbols as applied to the trade; read working drawings as applied to the trade. Sixty hours instruction. Two semester hours.

WF 1104—Blueprint Reading I. This unit of instruction includes basic concepts of blueprint reading as pertains to the construction trades. Basic sketching and design, understanding of symbols and their use. One hundred twenty hours instruction. Four semester hours.

WF 1114—Blueprint Reading II. Design and construction of blueprints associated and related to the construction trades from a machine and mechanical standpoint. One hundred twenty hours instruction. Four semester hours.

WF 1126—Fitting. This unit involves layout of steel plate pertaining to construction and shipbuilding trades; different joint designs and correct fit-up procedures. One hundred eighty hours instruction. Six semester hours.

RELATED VOCATIONAL EDUCATION COURSES

RE 1000—Employability Skills*. Learning experiences in applying for a job, job interviewing and employer-employee relations.

RE 1010—Related Education*. Learning experiences in communication skills both oral and written as applied to the occupation in which the student is enrolled.

RE 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 RE 1010 and RE 1020 if they have an academic functional grade level of ninth 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 ninth 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 above-ninth 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.

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	HC
9000	9075	9150	9225	9245	9265
9074	9149	9224	9244	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	HC
9285	9360	9435	9510	9530	9550
9359	9434	9509	9529	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	HC
9570	9620	9670	9720	9740	9760
9619	9669	9719	9739	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.

Special courses may lead to the MGCJC certificate.

*Codes:

JC	JD	PK	GC	KS	HC
9790	9850	9910	9930	9950	9970
9849	9909	9929	9949	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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