



MISSISSIPPI GULF COAST JUNIOR COLLEGE—1979-80



MISSISSIPPI  
GULF COAST JUNIOR COLLEGE



(33) C. H. H. H. 1979-80



catalog  
1979-80





# MISSISSIPPI

## GULF COAST JUNIOR COLLEGE

### CENTRAL OFFICE

*Mississippi's First Tri-Campus College*

*District Administration Offices  
Perkinston, Mississippi 39573*

### JACKSON COUNTY CAMPUS

*(Established 1965)  
Gautier, Mississippi 39553*

### JEFFERSON DAVIS CAMPUS

*(Established 1965)  
Handsboro Station Gulfport, Mississippi 39501*

### PERKINSTON CAMPUS

*(College division established 1925)  
Perkinston, Mississippi 39573*

### GEORGE COUNTY OCCUPATIONAL TRAINING CENTER

*(Established 1972)  
Lucedale, Mississippi 39452*

*Harrison, Stone, Jackson and George Counties Cooperating*

*Accredited By  
Southern Association of Colleges and Schools*

CATALOG 1979-80



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## 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 Perkinson Campus at Perkinson which has dormitory facilities for men and women. Material is also included on the George 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

1979

## AUGUST

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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## SEPTEMBER

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## OCTOBER

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## NOVEMBER

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## DECEMBER

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1980

## JANUARY

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## JULY

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## AUGUST

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## OCTOBER

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## NOVEMBER

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## DECEMBER

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

## COLLEGE CALENDAR 1979-80

August 15, 16, 17—Faculty Workshops.

### First Semester

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

Monday, August 20—Dormitories open; Perkinson boarding students report. Registration—all campuses. First semester fees due. Semester room rent and first month's board due at Perkinson.

Tuesday, August 21—Registration continues.

Wednesday, August 22—Classes begin.

Wednesday, August 29—Last day to drop a course without a grade, and last day to enter a first semester course.

Monday, September 3—Holiday (Labor Day)

Monday, September 17—Second month's board due at Perkinson.

Monday, October 15—Third month's board due at Perkinson.

Friday, October 19—First term ends. Grade report due.

Friday, October 26—Last day to drop with a "W".

Monday, November 12—Board due at Perkinson for the remaining five weeks of first semester.

Wednesday, November 21—Thanksgiving holidays begin after fourth period class. Administrative offices close at 2:00 p.m.

Monday, November 26—Classes resume.

Friday, December 14—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 paid, the student will be free until classes begin.

Wednesday, January 2—All administrative offices open.

Thursday and Friday, January 3 and 4—Registration. Second semester fees due at assigned registration time. Semester room rent and first month's board due at Perkinson.

Monday, January 7—Classes begin.

Monday, January 14—Last day to enter a second semester course and last day to drop without a grade.

Thursday, January 31—Second month's board due at Perkinson.

Thursday, February 28—Third month's board due at Perkinson.

Friday, March 7—First term ends. Grades due. Last day to drop a course with a "W".

Friday, March 7—Spring holidays begin after classes. Administrative offices open Monday, March 10 through Thursday, March 13.

Monday, March 17—End of Spring holidays.

Thursday, April 3—Board due at Perkinson for the remaining five weeks of second semester.

Friday, April 4—Easter Holiday (Good Friday)

Wednesday, Thursday, Friday, May 7, 8, 9—Graduation exercises for the three campuses. Jefferson Davis, May 7, Jackson County, May 8, Perkinson, May 9.

Friday, May 9—Session ends.



## Summer Session 1980

Tuesday, May 27—Registration.

Friday, June 27—First five-week term ends.

Monday, June 30—Second five-week term begins.

Friday, July 4—Holiday.

Friday, August 1—Session ends.

## 1979-80 Calendar Keesler AFB Center

August 20

September 1

September 3

September 4

October 8

October 22

November 12, 13, 14, 15

### FALL TERM Sept. 3, 1979—Nov. 16, 1979

Begin Registration

End Registration

Labor Day Holiday

Classes Begin

Holiday (Night Classes will meet) Columbus Day

Holiday (Night Classes will meet) Veterans Day

Final Examinations

### WINTER TERM Nov. 26, 1979—

Feb. 22, 1980

November 12

November 21

November 22, 23

November 26

December 14

January 2

February 18, 19, 20, 21

Begin Registration

End Registration

Thanksgiving Holiday

Classes Begin

Begin Christmas Holiday

Classes Resume

Final Examinations

### SPRING TERM March 3, 1980—May 16, 1980

February 18

February 29

March 3

April 4

May 12, 13, 14, 15

Begin Registration

End Registration

Classes Begin

Easter Holiday (Good Friday)

Final Examinations

### SUMMER TERM May 27, 1980—August 8, 1980

May 19

May 23

May 26

May 27

July 4

August 4, 5, 6, 7

Begin Registration

End Registration

Holiday (Memorial Day)

Classes Begin

Holiday (Classes will not meet) Independence Day

Final Examinations

## Semester Testing Schedule

### FIRST SEMESTER

**Monday**, 8-10, 1st Period MWF classes

10-12, 3rd Period MWF classes

1-3, 5th Period MWF classes

**Tuesday**, 8-10, 1st, 2nd Period TT classes

10-12, 3rd, 4th Period TT classes

1-3, 7th MWF classes

**Wednesday**, 8-10, 2nd Period MWF classes

10-12, 4th Period MWF classes

1-3, 6th Period MWF classes

**Thursday**, 8-10, 5th, 6th or 6th, 7th classes

### SECOND SEMESTER

**Thursday**, 8-10, 1st Period MWF classes

10-12, 3rd Period MWF classes

1-3, 5th Period MWF classes

**Friday**, 8-10, 1st, 2nd Period TT classes

10-12, 3rd, 4th Period TT classes

1-3, 7th MWF classes

**Monday**, 8-10, 2nd Period MWF classes

10-12, 4th Period MWF classes

1-3, 6th Period MWF classes

**Tuesday**, 8-10, 5th, 6th, 6th or 6th, 7th 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
Arlan Robinson	Beat 5	Gulfport
Nicky Creel	Chancery Clerk	Gulfport

### STONE COUNTY

John Dees	Beat 1	Wiggins
O. B. Brown	Beat	Route 2, Perkinston
Lee Overstreet, Jr.	Beat 3	McHenry
Orbin Mallet	Beat 4	Wiggins
Glennis Hunt	Beat 5	Route 1, Perkinston
Miss Ona Mae Willingham	Chancery Clerk	Wiggins

### JACKSON COUNTY

Lum Cumbest	Beat 1	Route 2, Pascagoula
Edward Khayat	Beat 2	Moss Point
J. C. May	Beat 3	Pascagoula
William T. Roberts	Beat 4	Gautier
Ed McElroy	Beat 5	Gautier
Wilbur Dees	Chancery Clerk	Pascagoula

### GEORGE COUNTY

Loren S. Ward	Beat 1	Lucedale
Mrs. K. M. Brannon	Beat 2	Lucedale
Ralph B. Fairley	Beat 3	Lucedale
Billie Reeves	Beat 4	Lucedale
Clint Williams	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 1978	2 Gulfport
T. W. Milner, Jr.	June 1981	2 Gulfport
Harold Demetz	December 1979	3 Pass Christian
Herbert C. Hanson	June 1979	3 Pass Christian
Tofie M. Owen, Sr.	December 1980	4 Gulfport
Mrs. C. T. Switzer	June 1980	4&5 Biloxi
Alan J. Santa Cruz	December 1981	5 Biloxi
Robert D. Ladner	December 1979 Supt. of Education	Gulfport

### STONE COUNTY

James E. Bryan, Jr.	December 1982	1 Wiggins
C. G. Odom	December 1983	2 Perkinston
William S. Mauldin, Jr.	December 1979	3 McHenry
Parnell Anderson	December 1980	4 Wiggins
Gordon G. Bond	December 1981	5 Perkinston
J. A. O'Neal	December 1979 Supt. of Education	Wiggins

### JACKSON COUNTY

Franklin Hamilton	December 1982	1 Hurley
R. A. Roberts	December 1978	2 Moss Point
R. H. Slaughter, Jr.	December 1979	3 Pascagoula
J. K. Lemon	December 1980	4 Ocean Springs
Larry Fornea	December 1981	5 Gautier
Warner Peterson	June 1982 County at Large	Pascagoula
M. H. Mallette	December 1979 Supt. of Education	Pascagoula

### GEORGE COUNTY

Wilbur G. Ward	December 1982	1 Lucedale
Luther Jones	December 1978	2 Lucedale
M. L. Pope	December 1979	3 Lucedale
Arlie Howell	December 1980	4 Lucedale
M. C. Murrah	December 1981	5 Lucedale
E. J. Roberts	December 1979 Supt. of Education	Lucedale

## ADMINISTRATIVE OFFICERS

### Central Administration

President .....	Dr. J. J. Hayden, Jr.
Executive Assistant for Instructional Affairs .....	Robert L. Johnson
Executive Assistant for Administration & Finance .....	Gwinn Naderhoff
Administrative Assistant for Vocational-Technical Affairs .....	Boyce L. Breland
Administrative Assistant for Institutional Research & Planning .....	H. G. Carnathan
Administrative Assistant for Business .....	Everett Compston
Administrative Assistant for Manpower Training Programs & Special Services .....	Edward A. Evans
Administrative Assistant for Institutional Relations .....	James E. Reese
College Director, Vocational-Technical Programs .....	Dr. R. Travis Ferguson
Director of Public Information .....	Winfred Moncrief
Director of Athletics .....	Kenneth Farris
Director of Data Processing .....	Robert T. Smith
Director of Accounting .....	Jerry Bryan
Coordinator of Health Occupations and Title IX Coordinator .....	Mrs. Louise Jones
Coordinator of Transportation and Special Projects .....	Gary Lynn Rogers
College Representative, Alumni Association .....	Mrs. Ruth C. Ford

### Jackson County Campus

Executive Dean .....	Mr. Curtis L. Davis
Director of 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
Associate Director of Vocational-Technical Programs .....	Mr. Jerold L. Shepherd
Librarian .....	Mrs. Mary A. Palmer
Assistant Librarian .....	Mrs. Cheryl J. Hinton
	Miss Sandra K. Abraham
Financial Aid Officer .....	Mrs. Carolyn C. Allen
Director of Special Services .....	Ms. Annie T. Moore
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. Bert Phelps
	Mr. Leon C. Tingle
Recruitment/Placement Counselor .....	Mr. William F. Dabbs
Special Services Counselor .....	Mr. David P. Greenwell

### Jefferson Davis Campus

Executive Dean .....	Glen W. Cadle
Director of Student Services .....	William L. Vierling
Director of Finance .....	Clifton D. Taylor

Director of Instruction .....	G. L. Douglas
Director of Vocational/Technical Programs .....	Carlie D. Scofield
Director of Keesler Center .....	Sylvester D'Aquilla
Assistant Director of Vocational/Technical Programs .....	Wendell Thornton
Counselor, Vocational/Technical .....	Herschel J. Smith
Admissions/Activities Counselor .....	Ronnie Farris
Counselor .....	Mrs. Mildred Tate
Recruitment/Placement Counselor .....	Gene R. Rester
Counselor, Keesler Center .....	Tommy Adkins
Counselor, Vocational/Technical .....	Mrs. Veta Griffith
Librarian .....	Jack Burford
Assistant Librarian .....	Miss Louise Ward
Assistant Librarian .....	Mrs. Mary Benbow
Director, Harrison County Occupational Training Center .....	Gerald Gartman
Financial Aid, Testing Officer, and Evening Coordinator .....	T. J. Smith
Evening Coordinator .....	William Therrell
Coordinator, Media .....	Donald Moore
Coordinator, Continuing Education .....	Sam Kirsch

### **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-Technical Programs .....	Mr. Billy J. Scarbrough
Librarian .....	Mr. Charles M. Clark
Assistant Librarian .....	Ms. Janice Chumbley
Media Coordinator .....	Mr. Dale Sellers
Assistant Media Coordinator .....	Ms. Pamela Sheeler
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

### **STAFF**

#### **Central Office**

Secretary to the President .....	Mrs. Ethel Bond
Secretary, Executive Assistant for Instructional Affairs ....	Mrs. Karen McQueen
Secretary, President's Office .....	Mrs. Elizabeth Willison
Secretary, Executive Assistant for Administration & Finance ....	Miss Nancy Lee
Senior Bookkeeper .....	Mrs. Florence Rainwater
Secretary, Administrative Assistant for Business .....	Ms. Janice Thompson
Personnel Monitor .....	Mrs. Millie Taft
Secretary, Director of Accounting, MDT .....	Mrs. Marleen Moore
Secretary, Business Office .....	Mrs. April Grace
Accounts Payable Clerk .....	Mrs. Helen Vernon
Insurance and Grants Clerk .....	Mrs. Carolyn Brooks
Bookstore Coordinator .....	Mr. Marion Van
Repair Technician .....	Mr. Admiral Ladner



Secretary, Institutional Research and Planning .....	Mrs. Shirlee Arkwright
Secretary, Vocational-Technical Affairs .....	Mrs. Sistie Farris
Secretary, MDT Programs .....	Mrs. Dot Lyons
Manager of College Relations .....	Mrs. Joyce Rogers
Manager of Publications .....	Mrs. Gertie Brown
Manager of Publicity .....	Miss Sandra Cordray
Computer Operator/Programmer .....	Mr. Patrick Buckley
Key Punch Operator .....	Miss Elaine McDermott
Key Punch Operator .....	Miss Deborah Reece
Courier .....	Mrs. Nettye Alexander

### **Jackson County Campus**

Secretary to Executive Dean .....	Miss Kathleen Lott
Secretary to Director of Instruction .....	Mrs. Marion Mallette
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 .....	Mrs. JoAnne Brown
Bookkeeper .....	Mrs. Sue Fisher
Secretary to Associate Director of	
Vocational-Technical Programs .....	Mrs. Carolyn Martin
	Miss Shirley Packer
	Miss Dorothy Gautier
Secretary to Associate Director of	
Evening College .....	Mrs. Jeannette Tootle
Library Secretaries .....	Mrs. Irma Grant
	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. Connie Strange
Secretary, Veterans Affairs .....	Mrs. Helen Davis
Media Technician and Graphic Artist .....	Mrs. Mary Dyle
Supervisor, Buildings & Grounds .....	Louis Tremmel
Ass't Supervisor, Buildings & Grounds .....	Wilbur Williams
Supervisor, Janitorial Services .....	Namon Bangs
Chief of Security .....	Richard Batchelor
Bookstore Manager .....	Walter Robey

### **Jefferson Davis Campus**

Secretary to Executive Dean .....	Mrs. Loyce Williams
Secretary to Director of Student Services .....	Mrs. Sammie Baxter
Secretary to Director of Instruction .....	Mrs. Rita Wales
Secretary to Director of Finance .....	Ms. Sharron Gentry
Secretary to Director of Vocational/ Technical Programs .....	Mrs. Pat Lanning
Secretary to Director of Keesler Center .....	Miss Elizabeth Locke

Receptionist .....	Mrs. Betty Conn
Supervisor of Building/Grounds .....	Mr. R. L. Stafford
Assistant Supervisor of Building/Grounds .....	Mr. Eugene Bethel
Book Store Manger .....	Mrs. Inez Carlisle
Records Clerk .....	Mrs. Ann Kempkes
Library Assistant .....	Mrs. Barbara White
Secretary, Clerk .....	Miss Evelyn Strange
Secretary, Health Occupations .....	Mrs. Catherine Merrell
Secretary, Nursing Department .....	Mrs. Bernice Gates
Secretary, Continuing Education .....	Mrs. Patty Linton
Media Technician .....	Ms. Pat Smith
Secretary, Veterans Affairs .....	Miss Denise Ladner
Secretary, Admissions/Financial Aid .....	Mrs. Linda Hornsby
Clerical Assistant .....	Miss Maria Hahn
Secretary, Library/Instruction .....	Ms. Carmen Jorge

### PERKINSTON CAMPUS

Acting Supervisor, Buildings & Grounds .....	Mr. R. M. Allison
Supervisor, Janitorial Services .....	Mr. Billy Finnan
Records Clerk .....	Mrs. Willie Bunch
Nurse .....	Mrs. Marie Taylor
Bookkeeper .....	Mrs. Clarice Coker
Secretary to Executive Dean .....	Ms. Nelda Lyons
Receptionist/Secretary .....	Mrs. Romona Shattles
Secretary to Librarian .....	Mrs. Ann Bunch
Secretary, Media Center .....	Mrs. Millie Johnson
Secretary, Faculty .....	Mrs. Diane Sekul
Secretary, Science Dept. ....	Mrs. Linda Creel
Secretary, Music & Business .....	Mrs. Diane Hickman
Secretary, Maintenance .....	Mrs. Elaine Stephens
Secretary, Vocational-Technical .....	Mrs. Pat Martin
Secretary, Student Services .....	Mrs. Sheree Bond
Secretary, Finance .....	Mrs. Trudy Bryan
Secretary, Veterans Affairs .....	Mrs. Tommie Weathers
Switchboard Operators .....	Mrs. Carol Cochran
	Mrs. Joyce Williams
Clerk, Finance .....	Mrs. Glennie White
Clerk, Dial Access/Language Lab .....	Mrs. Doris Strickland
Head Housemother .....	Mrs. Mary Dees
Assistant Head Housemother .....	Mrs. Dorothy McHenry
Housemothers .....	Mrs. Virginia Stringfellow
	Mrs. Aline Kennedy
	Mrs. Earline Taylor
	Mrs. Thelma Rogers

### George County Occupational Training Center

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

## COLLEGE EXECUTIVE COUNCIL

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

### College Administrative Council

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

**College Administrative Council:** Dr. J. J. Hayden, Jr., Mr. Robert L. Johnson, Mr. Gwinn Naderhoff, Dean Curtis L. Davis, Dean Clyde Strickland, Mr. Boyce L. Breland, Mr. Herbert Carnathan, Mr. Everett Compston, Mr. Edward A. Evans, Mr. James Reese, Mr. John W. Cooley, Mr. Gerald Gartman, Mr. Winfred Moncrief, Mr. Kenneth Farris, Mr. Robert Smith, Mr. Jerry Bryan, Mr. Travis Ferguson, and Mrs. Louise Jones.

## JACKSON COUNTY CAMPUS

### Committees

**Admissions:** Fisher, Lofton, Phelps, Crane, Greenwell, Mulkana.

**Sub-Committees for Health Programs:**

**X-Ray:** Phelps, Lofton, Moore, Vincent, Fisher.

**LPN:** Phelps, Usher and other representatives as required by State regulations.

**RN:** Fisher, Phelps, Anderson, Lofton, Greenwell, Webb, Hill.

**Christian Council:** Turney, Taylor, presidents of Christian organizations and of Student Council.

**Dicipline:** Malone, Mulkana, Robbins, two students.

**Faculty Publicity:** Patterson, Fountain, Mansfield, Lofton.

**Graduation:** Fisher, Puhle, Woods, Duncan, Lofton.

**Guidance:** Fisher, Phelps, Lofton, Allen, Dabbs, E. Smith.

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

**Learning Resource:** Patterson, Palmer, Herrington, White, F. Batchelor, Irwin, Richardson, Horton, G. Taylor, VanCourt, E. Shaw, Scott, Miller.

**Physical Education:** Keith, Schlie, Ainsworth, Rogers, Crane.

**Scholarship:** Allen, Lofton, D. Shaw.

**Student Activities:** Lofton, D. Shaw, Schlie, Zellner, Dabbs, presidents of the Student Council, the VICA, and the PTK.

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

### Department Chairpersons

Associate Degree Nursing .....	Mrs. Faye Anderson
Business and Office Administration .....	Dr. Royce Luke
Fine Arts .....	Dr. Joseph Ello
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. Gerald Taylor
Technical Education .....	Mr. Charlie Ormon

### Faculty Advisory Committee

Dr. Saeed Mulkana	Appointed	1978-79
Mr. Walter Mullen	Appointed	1976-77
Mr. William Vaughan	Appointed	1977-78
Miss Rose Schlie	Elected	1978-79
Mr. Harold Rogers	Elected	1976-77
Mrs. Bennie L. VanCourt	Elected	1977-78

## JEFFERSON DAVIS CAMPUS

### Committees

- Administrative:** Cadle, Vierling, Scofield, Douglas, Taylor, D'Aquilla.
- Admissions:** Vierling, Thornton, Douglas, Griffith, Farris, Tate, Rester.
- Discipline:** Dedeaux, Dunn, Sanders, Welch, Moran, Van Court, President of Student Council, Student appointed by the Student Council.
- Faculty Advisory:** Cadle, McKay, Acuff, Richards, Beacham, Black, Brewer.
- Faculty Reception and Courtesy:** Ward, Knight, Herring, two students appointed by the Student Council.
- Graduation:** Vierling, Moore, Therrell, Ashmead, Lamas, Marion, two students appointed by Student Council.
- Guidance:** Vierling, Farris, Rester, Griffith, Tate, H. Smith.
- Instructional Affairs:** Cadle, Douglas, Scofield, appropriate Department Chairperson(s).
- Learning Resource:** Burford, Ward, Benbow, Moore, Kirsch, Bachman, D. Fitch, two students appointed by the Student Council.
- Physical Education and Health Service:** Beacham, Usey, Anastasio, Peterman, two students appointed by the Student Council.
- Publications:** Duncan, Ward, Vierling, King, Bailey, editors of annual and Mississippi Sound.
- Scholarship:** T. J. Smith, McGuire, Drago, Walker, S. Williams, two students appointed by the Student Council.

### Department Chairpersons

Associate Degree Nursing .....	Eileen Callahan
Business and Office Administration .....	Elaine Graves
Fine Arts .....	James Mathis
General Studies .....	Elaine Duncan
Health and Physical Education .....	Winston Beacham
Language Arts .....	Betty Malone
Mathematics .....	Paul McKay
Science .....	Quincy Long



Social Studies .....	Harry Stamps
Technical Programs .....	William Brewer
Vocational Health Occupations .....	June Krohn
Vocational Trade Programs .....	Otis Parkes

## PERKINSTON CAMPUS

### Committees

**Admissions:** James, Chair; Scarborough; Davis; Cooper.

**Campus Athletic:** Farris, Chair; Sekul; Ross; Weathers; Cooper.

**Christian Council:** Rominger; Warren; BSU Director; Presidents of Christian organizations.

**Discipline:** Warren, Chair; Sullivan; Kelley; two students.

**Faculty Housing:** Strickland, Chair; J. J. Hayden; Naderhoff.

**Graduation:** McInnis, Chair; Scarborough; W. Batson; K. Lewis; J. Jenkins.

**Guidance:** Scarborough, Chair; James; Cooper; J. R. Smith.

**Learning Resource:** Strickland, Chair; C. Clark; Chumbley; M. Clark; Hall; Sellers; Wilson.

**Scholarship:** Stringfellow, Chair; Scarborough; Strickland.

**Student Activities:** Scarborough, Chair; Farris; Cooper; J. R. Smith; D. Smith.

**Student Housing:** Scarborough, Chair; Davis; Cooper; Dees; Dormitory Supervisors.

**Student Publications:** Scarborough, Chair; Davenport; Moncrief; **Bulldog** and 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 .....	Mr. Larry O'Neal
Science .....	Dr. Richard Miller
General Studies .....	Mrs. Millie Clark
Social Studies .....	Mr. Charles Sullivan
Vocational-Technical .....	Mr. Billy J. Scarbrough

### Faculty Advisory Committee

Mrs. Dorothy Hall	Appointed	1976-79
Dr. David Schwab	Elected	1976-79
Mr. Charles Acres	Appointed	1977-80
Mr. Robert Rominger	Elected	1977-80
Mrs. M. K. Adams	Appointed	1978-81
Dr. Tom Walden	Elected	1978-81

## FACULTY

- J. J. Hayden, Jr.**, President (1950). B.S. and M.S., Mississippi State University. Ed.D., University of Southern Mississippi.
- Gwinn Naderhoff**, Executive Assistant for Administration and Finance (1977). B.A. and M.S., University of Southern Mississippi. A.B.D. and Ph.D., University of Mississippi.
- Robert L. Johnson**, Executive Assistant for Instructional Affairs (1972). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Boyce L. Breland**, Administrative Assistant for Vocational-Technical Affairs (1967). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi, Radio Technical Training, Florence State Teachers College and Mississippi State University.
- H. G. Carnathan**, Administrative Assistant for Institutional Research and Planning (1970). B.A. and M.S., University of Alabama.
- 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 Manpower Training Programs and Special Services (1956). B.S., Mississippi State University. Additional study, University of Southern Mississippi.
- James E. Reese**, Administrative Assistant for Institutional Relations (1977). Attended University of Alabama.
- Winfred H. Moncrief**, Director of Public Information (1971). B.S., University of Southern Mississippi.
- Robert T. Smith**, Director of 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.E., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- R. Travis Ferguson**, College Director of Vocational-Technical Education Programs (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**, Director of Accounting (1977). B.S., University of Southern Mississippi.
- Ruth C. Ford**, College Representative, Alumni Association (1974). A.S., Perkinston Campus. B.S., University of Southern Mississippi. Additional study, 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**, Financial Aid Officer (1977). B.S., and M.Ed., Mississippi State University.

- Faye Anderson**, Nursing (1968). B.S., McNeese State University. M.S., University of Southern Mississippi.
- Floye Batchelor**, 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.
- William A. Bowman**, Automotive and Diesel Mechanics (1976). Study at Hinds Jr. College and University of Southern Mississippi.
- Eleanor Bridges**, Practical Nursing (1977). R.N. A.S., Mississippi Gulf Coast Junior College. Additional study at William Carey College and University of Southern Mississippi.
- Bob Carlisle**, Pipefitting/Plumbing (1977). Study, Mississippi Gulf Coast Jr. College and 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.
- Larry Crane**, Associate Director of Campus Evening College (1970). Graduate, Ingalls Inplant Welding School. B.S. and M.S., University of Southern Mississippi.
- William F. Dabbs**, Recruitment/Placement Counselor (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 A. Davis**, Nursing (1974). B.S., Northeast Louisiana University.
- Tom A. David**, Welding (1978).
- Donald Dore**, M.D., Medical Laboratory Technology, Appointed to Advisory Committee July 1, 1971. Singing River Hospital, Pascagoula, MS.
- Nancy Dorroh**, Distribution and Marketing (1976). B.S., University of Southern Mississippi.
- Carl Duncan**, General Studies (1975) A.A., Mississippi Gulf Coast Jr. College. B.S., M.A. University of Southern Mississippi.
- William R. Ehlert**, M.d., X-Ray Technology, Appointed to Advisory Committee November 18, 1976. Singing River Radiology Group, Pascagoula, MS.
- 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.
- David P. Greenwell**, Special Services Counselor (1975). B.S., M.S., University of Southern Mississippi.
- William Harris**, Welding (1977). Studies being done at University of Southern Mississippi toward B.S.
- Edward Harvey**, Biology (1977). B.S., William Carey College. M.S. New Orleans Baptist Theology Seminary. Ph.D., University of Southern Mississippi.

- Benedict C. Heidgerken**, Industrial Electricity (1974). Certificate, Industrial Electricity, Mississippi Gulf Coast Jr. College. B.S., University of Southern Mississippi. Additional study being done at University of Southern Mississippi.
- 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.
- Jonelle Horton**, Basic Related Education (1978). B.S., University of NC Chapel Hill. M.S., Loyola University.
- Annette Hutcherson**, Nursing (1978). B.S., M.S., University of Mississippi Medical Center. Additional study at University of Southern Mississippi.
- Robert C. Hudson**, Machine Shop (1976). Study at California Western University and 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 Iverson**, 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.
- Charles Keith**, Physical Education (1965). B.S., M.A., Ed.D., University of Southern Mississippi.
- 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.
- 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 Instruction (1966). B.S., Technical Education and M.S., Industrial Education, Mississippi State University.
- 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.

- Larry McKay**, Nuclear Radiation Control Technology (1977). B.S., University of Tennessee. M.S., University of Arkansas. Ph.D., Purdue University.
- Mary M. Miller**, Business (1964). B.S., M.S., and Ed.D., University of Southern Mississippi.
- Paul Moore**, M.D., X-Ray Technology, Appointed to Advisory Committee for the X-Ray Technology July, 1970. Singing River Radiology Group. P.A.
- Annie T. Moore**, Director of Special Services Program (1974). B.S., M.S., Jackson State University.
- Mohammed Mulkana**, Science (1970). B.S., D.J., Government. M.S., University of Rhode Island. M.Sc., University of Karachi Pakistan. Ph.D., Mississippi State University.
- Houshang Moradmand**, Business (1976). B.S., Mississippi College. M.B.A., Mississippi College.
- Nathan Moseley**, Machine Shop (1976). Study at Pearl River Junior College and University of Southern Mississippi.
- 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 University. Additional study at University of Southern Mississippi.
- Robert Newton**, English (1970). B.S., 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.
- Lynne Pringle**, Social Studies (1971). Diploma, Gulf Park Junior College. Vanderbilt University. George Peabody College, M.S.S., University of Mississippi.
- Gus H. Puhle**, Director of Finance (1973). Study at University of Wisconsin.
- Herbert C. Robbins**, Electrical and Electronics Technology (1975). Study at Community College of the Air Force. B.S. and M.S., University of Southern Mississippi.
- Martha Richardson**, Music (1969). B.A., Vassar College. M.A., University of South Alabama. Additional study at 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.
- Rose Schlie**, Physical Education (1974). B.S., Northwest Missouri State College. M.S., University of Southern Mississippi.
- Clyde Scott**, Social Studies (1976). A.A., Mississippi Gulf Coast Jr. College. B.S., M.A., University of Southern Mississippi.



- L. J. Scriptor**, 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**, Associate Director of Vocational-Technical Programs (1968). B.S., Mississippi State University. M.S., University of Southern Mississippi. Additional study at University of Southern Mississippi.
- Harold Simer**, Drafting and Design Technology (1977). A.S., Mississippi Gulf Coast Junior College. B.S. and Graduate Studies at University of Southern Mississippi.
- Thomas Ralph Smith**, Mathematics (1965). B.S., Louisiana 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.
- Cecile H. Stephens**, Art (1968). B.F.A., Auburn University. M.A., University of South Alabama. M.A., University of Mississippi. A.B.D., Nova University.
- 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.
- Gerald W. Taylor**, Welding (1969). Diploma, Welding, Nashville Auto Diesel College. Additional study at University of Southern Mississippi.
- Saralee Taylor**, Human Services (1976). B.A., M.A., University of Oregon.
- 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.
- Leon Tingle**, Vocational Counselor (1978). B.S., William Carey College. M.S., University of Southern Mississippi.
- Milton L. Turney**, Speech (1969). Th.B., Trevecca Nazarene College. M.S., Ph.D., University of Southern Mississippi. Post doctoral work, Northwestern University, University of Oklahoma, and Mississippi State University.
- Shira R. Usher**, Practical Nursing (1970). R.N.A.S., Mississippi Gulf Coast Jr. College. B.S., University of Southern Mississippi. Graduate study at 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.
- William E. Vaughan**, Industrial Electricity (1971). Study at Mississippi Gulf Coast Jr. College and 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 (1976). B.S., Dillard University.

- 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.
- Patricia Wilson**, Language (1978). B.S., M.S., University of Southern Mississippi.
- Nancy Woods**, General Studies (1974). B.A., University of Southern Mississippi. M.A.C.T., Auburn University. Additional study at University of Hawaii.
- Don Zellner**, Electrical and Electronics Technology (1971). B.S., M.Ed., University of Southern Mississippi.

### Jefferson Davis Campus

- Robert L. Abbenante**, Industrial Electricity (1970). A.A.S., Jefferson Davis Campus. B.S. University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Bob J. Acuff**, Operating Engineer (1972). Mississippi Gulf Coast Junior College and University of Southern Mississippi.
- Tommy J. Adkins**, Counselor (1978). B.S. and 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 and University of Mississippi and University of Southern Mississippi.
- Randall J. Anastasio**, Physical Education (1973). B.S. and M.S., Special Education, University of Southern Mississippi. Additional certification Rehabilitation Therapy.
- 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.
- Donna C. Ashmead**, Psychology and Education (1976). B.S., University of Houston, M.Ed., Texas Southern University, Ph.D., Louisiana State University.
- Frank A. Bachman**, Plumbing (1971). Keesler A & M Tech School, Ford's Willow Run Tech School. A.A., 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.
- Kay R. Bankston**, English (1978). B.S. and M.Ed., University of Southern Mississippi.
- Jeanne Marie Barhonovich**, Nursing (1975). A.D. Nursing, Jefferson Davis Campus. B.S.N., University of Mississippi Medical Center. 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). B.A., University of Mississippi. M.L.S., University of Mississippi.
- Henry W. Black**, Social Studies (1969). B.G.E., The Municipal University of Omaha. M.A. and Ph.D., University of Southern Mississippi.

- Susan S. Black**, Mathematics (1972). B.S. and M.S., University of 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.
- Sharron S. Burch**, Nursing (1976). B.S.N., Vanderbilt University, M.N., University of Mississippi.
- James V. Burford**, Librarian (1962). B.S., University of Mississippi. Graduate study, English, Columbia University. M.A., Library Science, Peabody Library School, Peabody College.
- 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.
- Eileen Callahan**, Nursing (1969). Diploma, Nursing, Jennie Edmundson Memorial Hospital. B.S.N., University of Nebraska. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Leon Christodoulou**, Drafting (1972). A.S., Mississippi Gulf Coast Junior College. Additional study, University of Southern Mississippi.
- Jerry B. Clark**, Social Studies (1968). B.A., Delta State College. M.A., Mississippi State University. Additional study, University of Southern Mississippi.
- Mary F. Crown**, Nursing (1974). Diploma, Druid City School of Nursing. B.S.N., University of Alabama.
- Clara L. D'Aquila**, Social Studies and English (1976). B.A., M.A., University of Southern Mississippi. Ph.D., Tulane University.
- Sylvester J. D'Aquila, 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. Additional study, Southwestern Baptist Theological Seminary and University of Southern Mississippi.
- Mary Ann Dean**, Surgical Technician (1976). R.N., B.S. in Nursing, Medical College of Virginia.
- David L. Dedeaux**, Social studies (1975). B.A., Jackson State University. M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- G. L. Douglas**, Director of 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.
- Elaine H. Duncan**, Development 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.
- Ronnie Chad Farris**, Admissions—Activities Counselor (1978). B.S., Mississippi State University. M.Ed., 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**, English and German (1972). B.A., University of Southern Mississippi. M.A., University of Arkansas. Additional study, University of Arkansas.
- Colyar Frierson**, Trowel Trades (1971). B.S., Alcorn State University. M.S., Bradley University. Additional study, Jackson State University, Mississippi Valley State, University of Mississippi, Clemson University, University of Missouri and University of Southern Mississippi.
- Howard W. Froman**, Business Administration (1972). A.B., Syracuse University, M.S., University of Colorado, M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Joseph O. Goforth, Jr.**, Developmental Reading (1965). A.B., Syracuse University. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi. Course work completed for Doctorate.
- 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.
- Veta F. Griffith**, Vocational Counselor (1978). B.A., Jackson State University. M. Ed., Mississippi State University.
- A. D. Hendon**, Radio Broadcasting (1967). B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Edmond A. Herring**, Art (1967). B.F.A., University of Southern Mississippi. M.A.Ed., University of Southern Mississippi.
- Patricia B. Howorth**, Nursing (1972). Diploma, Women's College Hospital. B.S.N., University of Mississippi. M.S., Texas Woman's University.
- Joy Huddleston**, Nursing (1974). Diploma, Nursing South Mississippi Charity Hospital. B.S.N., University of Alabama. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- William Ralph James**, Construction Instructor Coordinator (1978).
- Howard D. King**, Air-conditioning and Refrigeration (1975). Study, Mississippi Gulf Coast Junior College and University of Southern Mississippi.
- 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.

- Verne B. Lamas**, Practical Nursing (1971). Diploma, Nursing, Hotel Dieu School of Nursing. Additional study, Jefferson Davis Campus and University of Southern Mississippi.
- Janie Languirand**, Biology and Chemistry (1969). B.S., Belhaven College. M.S., University of Mississippi. A.D.N., Jefferson Davis Campus. Ph.D., Biology University of Mississippi.
- Betty June Lee**, Business Education (1965). B.S. Mississippi State College for Women. M.Ed., Mississippi State University. Additional study, University of Southern Mississippi.
- Ronnie W. Lee**, Distribution and Marketing Technology (1975). B.S., University of Southern Mississippi. M.S., Mississippi State University. Additional study, Mississippi College and University of Southern Mississippi.
- Ola F. Lenaz**, G.E.D. Chief Examiner (1968). B.S. and M.Ed., University of Southern Mississippi.
- Lucas P. Lisotta**, Speech (1962). B.A., Northeast Louisiana State College. M.A., Louisiana State University. Additional study, Louisiana State University.
- Quincy A. Long**, (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., Loyola University; M.S., Loyola University.
- Martha B. Marion**, Practical Nursing (1976). R.N., Diploma, Methodist Hospital School of Nursing. Additional study, University of Southern Mississippi.
- James F. Mathis**, Art (1965). B.A. and M.Ed., Mississippi College. Additional study, University of Southern Mississippi.
- Ralph H. McBroom**, Related Education Industrial Arts (1978). B.S., University of Southern Mississippi. M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Eddie McGuire**, Hotel-Motel-Restaurant (1976). B.I.A., Oklahoma City University.
- Paul G. McKay**, Mathematics (1967). A.A., East Central Junior College. B.S. and M.Ed., Mississippi State University. Additional study, University of Mississippi.
- Chris A. Melton**, Social Studies (1978). B.A., Mississippi State University. M.S.W., University of Southern Mississippi.
- Deolinda Mignor**, Nursing (1967). Diploma, Newport Hospital School of Nursing. B.S., Salve Regina College.
- 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 College. Additional study, University of Southern Mississippi.
- Donald E. Moore**, Media Coordinator (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., Perkinston. B.S. and M.S. University of Southern Mississippi. Additional study, University of Southern Mississippi.



- Daniel R. O'Briant**, Metal Trades (1977). Auto Mechanics Technical School, U.S.A.F. Supply and Logistics School, U.S.N. Study, 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.
- Otis L. Parkes**, Industrial Electricity/Electronics (1970). A.A.S., Jefferson Davis Campus. B.S., University of Southern Mississippi. M.E. University of Southern Mississippi. M.E. University of Southern Mississippi.
- Thomas D. Peterman**, Data Processing (1969). B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- H. Walton Pigott**, Biology (1966). B.S., University of Southern Mississippi. M.N.S., Louisiana State University. Additional study, University of Mississippi.
- Jane Reid**, Practical Nursing (1967). Diploma, University of Tennessee School of Nursing. B.S., University of Southern Mississippi. Additional study, University of Mississippi and University of Southern Mississippi.
- Gene R. Rester**, Recruitment-Placement Counselor (1978). B.S., University of Southern Mississippi. M.Ed., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Norma Jane Richards**, Nursing (1972). B.S.N., Louisiana State University. Additional study, Louisiana State University. Additional study, Texas Woman's University.
- Stephen Roberts**, Biology (1978). A.A., Jones Junior College. B.S. and M.S., University of Southern Mississippi.
- Lynne R. Rutter**, Nursing (1979). B.S., University of South Carolina. M.N., Emory University.
- James Sanders**, Air-Conditioning/Refrigeration (1970). A.S., Jefferson Davis Campus. B.S., University of Southern Mississippi.
- Mary Schaefer**, Nursing (1977). B.S.N., Loyola University, Baltimore. Additional study, Loyola University and Marquette University.
- Carlie Scofield**, Director of Vocational-Technical Programs (1965). A.S., Perkinson Campus. B.S., Mississippi State University. M.S., University of Southern Mississippi.
- Margaret M. Shaw**, Piano (1970). B.Mus., Stetson University. M.A., Columbia University. Graduate pupil in piano of Edwin Hughes, New York. Master classes with Dr. Hughes at Winthrop College and University of South Carolina.
- R. Elaine Schmidtling**, Nursing (1978). Diploma, John Peter Smith School of Nursing. B.S.N., William Carey College.
- Charlie 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. Additional study, University of Southern Mississippi.
- Himbert J. Sinopoli**, Hotel-Motel-Restaurant (1975). B.S. and M.S., University of Mississippi. Additional study, Mississippi State University.
- Lillie Belle Simon**, Nursing (1974). Diploma, Nursing, Baptist Memorial Hospital, Memphis, Tennessee. B.S., Siena College, Memphis, Tennessee.
- 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.

- T. J. Smith**, Financial Aid Officer (1975). B.S., Delta 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. Additional study, 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.
- Captain Richard R. Stewart**, Military Science (1978). B.A., Lawrence University. Additional study, University of Oklahoma and Georgia State University.
- Mildred Tate**, Counselor (1971). B.S., Xavier University. M.A., Southern University. Additional study, University of Southern Mississippi.
- Clifton D. Taylor**, Director of Finance (1965). B.M.E. and M.M.E., University of Southern Mississippi and University of Mississippi.
- William E. Therrell**, Social Studies (1963). B.S. and M.A., Mississippi State University.
- Max W. Thornton**, Assistant Director of Vocational-Technical Programs (1969). B.S. and M.Ed., Mississippi State University. Additional study, University of Southern Mississippi.
- Bob Usey**, Health and Physical Education (1968). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Marilyn S. Van Court**, Fashion Merchandising (1976). A.S., Perkinston Campus. B.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- William L. Viérling**, 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 studies, Louisiana State University.
- Evelyn Webb**, Developmental English (1972). B.A. Jackson State University. M.S., University of Southern Mississippi.
- Cheryl D. Welch**, Speech (1977). B.S. and M.S., Communication, 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 J. Williams**, Business Education (1975). B.S., Alcorn State University. M.B.E., Jackson State University. Additional study, University of Southern Mississippi.

### Perkinston Campus

- Charles M. Acres**, Art (1976). B.A., Jacksonville State University; M.A., M.F.A. University of Alabama.
- Sandra T. Acres**, English (1977). B.S. and M.S., University of Alabama; additional study University of Alabama.
- Mary Adams**, Home Economics (1970). B.S. and M.S., Mississippi State College for Women.
- Sydney E. Alexander**, English (1960). B.S. and M.A., University of Southern Mississippi. Additional study, University of Southern Mississippi.

- Cassie Batson**, Mathematics (1968). B.A. and M.S. 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.
- 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.
- Mildred Clark**, English (1975). B.S. English, and M.E., Psychology of Reading, University of Southern 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., William Carey College and University of Southern Mississippi.
- Helen D. Davenport**, Related Education (1978). B.S. and M.S., University of Southern Mississippi.
- Eugene G. Davis**, Student Discipline & Housing (1978).
- Delta B. De La Fuente**, Dance/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; additional study at University of Southern Mississippi.
- Stuart H. Greenberg**, Computer Science/PT (1978). B.S., University of Maryland; additional study at University of Southern Mississippi.
- Word Guild**, Languages (1964). B.A., Mississippi State College for Women. Study at Mississippi State College for Women, Sophie Newcomb, University of Southern Mississippi. Foreign study, France, Spain, Mexico and South American. M.A. and Ph.D., University of Southern Mississippi.
- Dorothy Sheehan Hall**, English (1968). B.A., Mississippi State College for Women. M.Ed., University of Southern Mississippi.
- Lillian A. Hayden**, Developmental Reading (1962). B.S., History, and M.S., Psychology of Reading, University of Southern Mississippi. Additional study, Loyola University, New Orleans and Florida Atlantic University.
- Nellie G. Henderson**, English (1968). B.S. and M.A. 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.
- 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.
- Eva B. Jenkins**, Perkette Choreographer and Math/PT (1978). B.S. and M.S., University of Southern Mississippi.
- Paul Johnson**, Soils/PT (1974). B.S., Fort Valley State College; M.S., University of Georgia.
- 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.
- 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. Additional Graduate study, University of Mississippi and 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. Additional study, University of Southern Mississippi, William Carey College.
- Larry O'Neal**, Mathematics (1967). B.S. and M.Ed., Mississippi State University. Additional study, Mississippi State University and University of Southern Mississippi.
- Kinnie S. Parker**, Auto Mechanics (1975). Diploma in Auto Mechanics. Nine years working experience.
- Robert Rominger**, Social Studies (1970). B.A. and M.A., University of West Florida. Additional study, University of Southern Mississippi.
- Barbara Ross**, Health and Physical Education (1960). B.S. and M.S., University of Southern Mississippi. Additional study, University of Southern Mississippi.
- Edward Scarborough**, Director, Student Services (1970). B.S. and M.Ed., University of Southern Mississippi.
- Billy J. Scarbrough**, Vocational-Technical Director (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.
- Pamela B. Sheeler**, Assistant Media Coordinator (1978). B.S., Morris Harvey College; M.S., Marshall University.
- 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.
- 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.
- Roney Walker**, Drafting and Design (1974). A.S., Mississippi Gulf Coast Junior College. Four years 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.
- Larry Burney**, Secretarial Science (1976). B.S., Albany State College, M.B.Ed., Jackson State University.
- Mary A. Byrd, R.N.**, Practical Nursing (1975). Diploma, Sacred Heart Hospital, Pensacola, Florida. Additional study, Mississippi Gulf Coast Junior College, William Carey College.
- 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. Perkinson 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, MS. Additional study, University of Southern Mississippi.
- Wayne Holt**, Building Trades (1977). Two and one half years experience. Additional study.
- Benjamin Howell**, Pipefitting Plumbing (1978). B.S. equivalent.
- Lonnie Howell**, Related Education (1978). B.S., University of Southern Mississippi; M.Ed., William Carey College.
- Sedrick Howell**, Carpentry and Building Trades, (1977). 14 years experience.



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

**Dennis Klene**, Air Conditioning and Refrigeration, (1973). A.S., Jackson County Campus. Additional study.

**Melvin Lister**, Welding, H.W. Six years experience teaching, two years work.

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

**Joe Strickland**, Domestic Appliance Repair, (1978). Two years work experience.



JC STUDENTS TAKE BREAK BETWEEN CLASSES.

## 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 1977-78 session was over 26,000.

## **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 and procedures.

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. Where 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.



"FREAK DAY"—AN ANNUAL AFFAIR AT JD

## PART II BUILDINGS, GROUNDS & EQUIPMENT

Mississippi Gulf Coast Junior College has developed master site plans for the campuses, which are essential to carry out a ten-year building program adopted by the Board of Trustees. Based upon projected student enrollment figures, the program is designed to provide the physical needs of the college for the foreseeable future.

New vocational-technical complexes were dedicated at both the Jackson County and Jefferson Davis Campuses during the 1968-69 session and a combination academic/administration building was dedicated at Perkinston. The opening of the 1969 fall session saw the beginning of a new food facility and student center operation on the Jackson County Campus.

Recent additions have been the Malone Fine Arts Building and Weeks Vocational Building on the Perkinston Campus, the new health and physical education, fine arts and library classroom buildings on the Jackson County Campus and fine arts, physical education, administration and learning resources, as well as additions to library and student center buildings on the Jefferson Davis Campus.

In the next decade, the college is expected to invest an estimated \$12 million in new construction. In doing so, it hopes to provide the most modern classroom and laboratory facilities—academic, vocational and technical—and to furnish them with the most up-to-date equipment available.

### Jackson County Campus

The location of this campus adjacent to a major four lane highway U.S. 90 at Gautier, some five miles west of Pascagoula, 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 and are connected by covered walkways.

**Building A**, the main building on the campus is a single story, circular building, two hundred and forty feet in diameter and 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 student and faculty use a collection of over eleven thousand media software items. This software includes films, filmstrips, records, audio cassettes, and videocassettes. The Media Center staff is available to assist students in locating material and in operating equipment. The Media Center is open as follows: Sunday from 1:00 p.m. to 4:00 p.m., Monday through Thursday from 7:30 a.m. to 8:00 p.m., and Friday from 7:30 a.m. to 2:30 p.m.

**Building B** is the oldest of the three vocational-technical education buildings. The classrooms and laboratories in this building accommodate the drafting and design technology and distribution and marketing programs. Also housed in this building is the central power plant that furnished 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 art and music classrooms, the campus bookstore, faculty dining room, student grill, dining area, lounge, and art gallery.

**Building D** is the largest of the three vocational-technical education buildings. Housed in this building are the vocational-technical education administrative offices; offices, classrooms and laboratories for the electrical and electronics technologies, x-ray technology, welding, pipefitting/plumbing, sheetmetal work, practical nursing, industrial electricity, medical laboratory technician programs.

**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 buildings 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 will house 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 technologies and machinist 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 3:30 p.m. on Friday.

## 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, an accounting room, typing and secretarial procedures room, an 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, and 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 larger 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 six offices for instructors, a lecture room, and a nursing laboratory.

**Building F - Science:** Houses five offices for instructors, two large lecture rooms, physics laboratory, inorganic chemistry laboratory, organic chemistry laboratory, general biology laboratory, and a specialized biology laboratory to accommodate microbiology. Each laboratory adjoins spacious storerooms and preparation rooms.

**Building H - Academic:** The building houses twelve general classrooms of varying size and a language laboratory, fully equipped. Classrooms in this building are used interchangeably by the general education courses.

**Building I - Library and Learning Resources Center:** 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 Learning Resources Center (LRC) 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.

**Building J - Student Center and Administration:** Contains central kitchen with food preparation facilities for serving large main dining area, private dining room and student activity area. In addition to the three dining areas, this building houses a bookstore, offices for veterans' services and counseling, large commons area for student lounging, general circulation area and the central administration offices. Administrative offices include offices for the executive dean and the directors of student services, 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 airconditioning, heating and hot water for the entire campus. Also contains a central control room for monitoring the operation of the central plant and the operation of airconditioning 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, an exercise room, restrooms, a gymnasium playing area which could be used for a full basketball court and/or used for two smaller cross courts, and a stage area which doubles as a physical activities area. 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 Motor 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 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 in both programs.

**Building O - Industrial Electricity and Metal Trades:** 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, the assistant director, and the vocational

counselor. In addition, it contains a large conference room, a vocational library, 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. 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 duty 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.

**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. It is also equipped with a complete dial access retrieval system with both audio and video capabilities and is completely air conditioned.

**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 modern, fireproof structure specially designed for science teaching. Building 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 level 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 Baptist Student Union, Wesley Foundation, and the Newman Club.

**Harrison Hall**, a dormitory for women students, was constructed in 1928 and was completely renovated and air conditioned in 1974.

**George Hall** is a two-story brick dormitory constructed for male students in 1947. This building houses approximately 100 students and includes two faculty apartments. This dormitory was completely renovated in 1974.

**Jackson Hall** is a two-story brick dormitory constructed for male students in 1925 and completely renovated in 1956. This building houses approximately 55 students, and includes one faculty apartment.

**Stone Hall** is a two-story brick dormitory constructed for male students in 1915 and completely renovated in 1956. It houses approximately 55 students and includes one faculty apartment. The public information office is also in this building.

**Huff Hall** is a two-story brick dormitory for male students. Constructed in 1911, this is the oldest building on the campus. It was partially renovated in 1952, and additional improvements were effected in 1956 and 1963. This building contains a faculty apartment and houses 55 male students.

**Moran Hall** is a two-story brick dormitory constructed for women students in 1970. This building houses 100 students.

**Owen Hall** is a two-story brick dormitory constructed for male students in 1970. This building houses 100 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 with 220 straightway.

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

The **Apartment Dormitory** is a brick two-story building, built in 1948, which furnishes living accommodations to faculty members. The infirmary and nurse's apartment are located on the first floor of this building. The second floor houses student apartments.

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

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

## George County Occupational Training Center

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

The new 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, pipefitting and domestic appliance repair.

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

Built to accommodate 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.



ON CAMERA: IT'S LIVE TV AT JACKSON COUNTY CAMPUS.

## **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 the following:
  - a. a recent photograph of applicant
  - b. a medical check list
  - c. a current blood serology (boarding students)
  - d. a \$20 application fee each semester.
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 which 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 as for Academic Programs.

### **Vocational Programs**

Vocational Program requirements are:

1. The prospective student should submit an application for admission along with the following:
  - a. a recent photograph of the applicant
  - b. a medical check list
  - c. a current blood serology (boarding students)
  - d. a \$20 application fee each semester.



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 Manpower 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 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 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 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 for 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 insitutions.
- f. Falsifying any information on records required for admission.
- g. A minor living outside the home of his 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 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 administrator and selected instructors for the purpose of determining the student's ability to 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.

## **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 totalling 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 of \$18.00 per semester hour is charged in lieu of the matriculation fee. If the student is living in a dormitory at Perkinson the student has to leave the dormitory but is allowed to continue studies as a day student.

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 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 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. In addition credit may be awarded for USAFI courses, CLEP, and in other ways to be described in the catalog. 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 any time a member of the faculty or administration so recommends, a student's progress will be reviewed. If the student's academic average 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. (See policy for students enrolled under chapter 34 or 35, Title 38, United State Code, at end of this catalog section.)

## **Absentee Policy for Vocational Students**

Each campus and the George County Occupational Training Center 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 tardies of less than 15 minutes are equivalent to one hour's absence. A tardy of 15 minutes or more will be counted as one hour's absence. Six hours of accumulated absences will equal one day.

Veterans, while complying with this absentee policy, must keep in mind that the V.A. allows only 22½ days out of class in a nine month vocational program or 30 days in a 12 month vocational program including time between semesters but excluding legal holidays.

Further, if a vocational student is absent for a period of five 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 consecutive days of vocational instruction. A student dropped from a vocational program for failure to attend classes may not be admitted to another vocational program until the next enrollment period following 30 days.

See Health Occupations Handbook for absentee policies.

## **ABSENTEE POLICY Academic and Technical Programs**

Students are allowed one absence per semester hour that the course carries. Labs are counted as two-for-one. An instructor shall drop a student after the student misses more than the number of absences per semester hours that the course carries. "Official absences" are not counted and are excused. An official absence is any absence for an official college function or as part of an official college group, such as athletic teams, band, choir, drama groups, field trips, or conventions, etc. The

instructor will be notified of such absences by the college. In extenuating circumstances, students who are dropped after exceeding allowable absences may petition for reinstatement to the 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 one-day visits to their respective campuses during which each is interviewed by the director of student services and a guidance counselor. Using ACT 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. **Personal counseling.** 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. **Veterans Affairs Offices:** On each campus a Veterans Affairs Secretary is available full time to assist students attending academic, technical or vocational courses under one of the public laws dealing with veterans or their dependents (if eligible). In addition, the Veterans Administration has provided a "Vet Rep" to act as a direct link between the veteran and the Veterans Administration on emergency matters.

## **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 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".**

**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**

**C-2 quality points per semester hour**

**B-3 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 totalling 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:** H. G. Carnathan, 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'Aquila, Tommy Adkins (alternate).

**George County Occupational Training Center:** John W. Cooley, Ronnie Mizell (alternate).

**Manpower Skill Center:** Patrick Gray.

## **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 State 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 Certifications are the responsibility of the Veterans Secretary on the Jefferson Davis Campus. Current financial records are maintained by Jefferson Davis Campus Director of Finance.

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.

The Manpower Skills Center in Gulfport does not maintain financial records on their students because of the Employment Service involvement, but permanent records are the responsibility of the Director of the Skills Center; Veterans certifications are the responsibility of the Counselor. The records of the Manpower facility in George County, as well as Veterans Certifications, are maintained by the Manpower Supervisor.

## **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 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 average for a semester. If the average falls below this, the student will be placed on probation for one semester. To be taken off probation, a student must earn a 2.0 cumulative average. At the end of the probationary period (one semester), if a student is not making satisfactory progress, he or she will not be referred to the Veterans Administration for certification. At the end of the probationary period, if the student is not making satisfactory progress, the Veterans Administration benefits will be terminated. A student's enrollment will not be re-certified to the Veterans Administration until the student has been counseled and approved by a Veterans Administration Counseling Psychologist.

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 left 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 State 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 instructor's record; (c) last papers submitted; (d) last examination completed; (e) a student's reasonable statement of last date of attendance.

## **VI. REPORTS TO THE VETERANS ADMINISTRATION**

Any change in status from the last certification will be reported promptly to the Veterans Administration. Reports of unsatisfactory progress, drops, withdrawals, and unscheduled interruptions will be made within the month of occurrence or immediately thereafter. 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 Perkinson (the dormitory campus), dormitory students also pay the costs of room rent and meals.

Expenses will vary according to the legal residence of the parents or guardian of the applying student. For the purpose of determining expenses, students may be placed in one of eight categories and their principal 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 policy is explained following the list of miscellaneous fees.

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

### Breakdown of Expenses

	Dormitory Students	Day Students
Expenses each semester (George, Harrison, Jackson, Stone Counties)		
Application fee (payable in advance)	\$ 20.00	\$ 20.00
Matriculation fee	130.00	130.00
Registration fee	2.00	2.00
Book Service	<u>22.00</u>	<u>22.00</u>
Total fees	\$174.00	\$174.00
Room:		
Stone, Jackson, Huff Hall,	\$ 90.00	
Harrison, George Halls	108.00	
Owen, Moran Halls	126.00	
Board:		
5-Day Plan	\$225.25	
7-Day Plan	267.75	
Total Cost for Semester	5-Day Plan Meals	7-Day Plan Meals
Stone, Jackson, Huff Halls	\$489.25	\$531.75
Harrison, George Halls	507.25	549.75
Owen, Moran Halls	525.25	567.75
Amount due at registration (includes application fee and first month board)		\$174.00

	DORM		
	5-Day Plan Meals	7-Day Plan Meals	Day Students
Stone, Jackson, Huff Halls	\$317.00	\$327.00	\$174.00
Harrison, George Halls	335.00	345.00	
Owen, Moran Halls	353.00	363.00	
Due each 4-week period after registration	\$ 53.00	\$ 63.00	0

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

**Full-time out-of-state residents** must pay an additional tuition fee of \$200.00 each semester at the time of registration.

**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 bed, 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.

**Full-time transfer or technical students:** Students who take 12 or more semester hours of day classes are considered full-time and pay a matriculation fee of \$130.00.

**Full-time vocational students:** Cost per semester is \$152 plus books (Practical Nursing and Surgical Technician students pay only a total fee of \$152 for the full programs). George County Occupational Center applies this cost as well as the three campuses.

**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 \$18.00 per semester hour in lieu of the regular matriculation fee. (See Registration, Book Service and Parking Fees below).

If a full-time student reduces his or her work load to less than twelve (12) hours during the first six weeks of a semester the student becomes subject to this special student tuition.

If a dormitory student becomes a special student, he or she must move out and continue studies as a day student. This \$18.00 per semester hour fee also applies to military servicemen and/or their dependents.

**Evening college students.** The cost of courses offered in the Evening College Division of the college is \$18.00 per semester hour. (See Registration, Book Service and Parking fees below.) This fee also applies to military servicemen and/or their dependents.

### Adult Vocational Courses:

Tuition	Hours Per Course	Lab Fee (if applicable)	Total Fees Paid by Student
\$14	36	\$ 8	\$22
16	54	12	28
18	72	16	34
26	90	18	44
28	108	21	49
30	126	25	55
32	136	26	58
34	144	28	62
36	162	31	67
38	180	34	72

This schedule applies to adult vocational courses where trade laboratories are used for instructional purposes. Classes involving extraordinary expenditures will be assessed on a cost basis with approval of executive dean and director of finance. (See registration and parking fees below.)

**Registration and Parking Fees:** Should be added to the above costs as applicable:

Fall day students: Pay \$5.00 parking fee per one motor vehicle for the whole year.

Spring and summer day students: Pay \$3.00 parking fee per one motor vehicle for the remainder of the year, if new registrants.

All students: Pay \$2.00 registration fee which includes parking privileges for one motor vehicle for one semester.

After paying, the initial parking fee for one motor vehicle, additional stickers cost \$1.00 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** - A book service fee of \$22.00 per semester is charged to full-time transfer and technical students. Part-time transfers and technical students are charged \$5.50 per course. Vocational students purchase their books at the beginning of the semester. The Book Service fee will entitle the student to receive his or her books from the bookstore without further charge. Books will be returned to the bookstore at the end of the semester. Workbooks and dated material that cannot be reused will be purchased separately by the student.

Each student will receive a book card in his IBM package. There will also be a computer card with full instructions for the book service.

## Miscellaneous Fees

**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 attempts to select a group insurance plan that will offer comprehensive coverage at a reasonable cost.

**Returned Check** - A fee of \$3.00 will be charged by the college for each check returned due to insufficient funds or stop-payment.

**Gym Suits** - Physical education students must wear gym suits in class. Appropriate suits are available through the college at a nominal cost.

**Transcripts of Credit** - One official transcript of credits is furnished without charge and a fee of \$1.00 is charged for each additional transcript.

**Graduation Fees** - These include costs of caps, gowns and diplomas, and are payable during the semester before graduation. They are 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.

**Change of Program Fee** - This fee of \$5.00 is charged for adding or exchanging courses, or transferring from one section to another, unless requested by the administration, after classes begin (See college calendar.)

**Dormitory Room Key Deposit** - This fee of \$1.00 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 \$50.00 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.

Students pursuing vocational programs under Chapters 34 or 35, Title 38, United States Code, who withdraw from school will receive \$12.00 of the application/

registration fee (which totals \$22.00). For all other students this fee is non-refundable. Laboratory fees are non-refundable.

Matriculation, Tuition, and Book Service Fees are refundable as follows:

**Regular Session**—60% if official withdrawal occurs during the first two weeks of the semester, 50% after the second week and before the end of the first eight weeks, 100% if the student has never attended a class **and** official withdrawal occurs during the first two weeks of the semester. No refund after the eighth week.

**Non-credit Courses**—A tuition refund of 100% will be made if a class is cancelled. If formal withdrawal occurs prior to the first class meeting, only the registration fee will be charged. Tuition refund of 75% will be made if an Application for Refund is submitted by the student, stating reason for refund, and received by the Office of Admissions/Evening Coordinators before the second meeting of a non-credit course. No refunds will be issued after this time. The refund process takes a minimum of six weeks.

**Summer Session**—For classes of 10 weeks duration, 50 percent if official withdrawal occurs during the first two weeks of the session. For classes of five weeks duration, 50 percent if official withdrawal occurs during the first week of the session.

Other Provisions: **Parking Fees** are refundable if applied for before the parking sticker is issued. **Room Rent** (Perkinston Campus) is not refundable after the semester begins. **Cost of Meals** (Perkinston Campus) is refundable up to the unused balance of cost if applied during the first four months of the semester.

## EXCEPTIONS

**Veterans**—All fees, except application and registration fees, paid to the college by veterans or war orphans, are refundable if requested by the student at the time of official withdrawal. The total fees paid, excluding the application and registration fees, are divided by the number of weeks in the semester and the refund pro-rated for the number of weeks remaining in the semester after the date of official withdrawal.

**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.

**Keesler Center**—Since the duration of the terms at the Keesler Center of Jefferson Davis Campus does not conform to the normal semester pattern, the following percentages will apply for computing refunds there: 50 percent if official withdrawal occurs during the first two weeks of the term; 25 percent if official withdrawal occurs during the third week of the term. No refund after the third week.

## 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 student 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 Kiwanis 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 \$500 loan 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 1979-80 session.

## **Servicemen's Opportunity College**

As a result of meeting criteria developed by the Department of defense and the American Association of Community and Junior Colleges, the Mississippi Gulf Coast Junior college is recognized as a Servicemen's Opportunity College and pledges itself to a continuous institutional effort toward helping active duty servicemen in obtaining their educational goals and to seek new approaches which will better meet the educational needs of servicemen.

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

## **Special Services Program**

The 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 Office of Education of the Department of Health, Education and Welfare. Further information may be obtained at the Special Services Office on the Jackson County Campus.

## Policy for Awarding College Credit for CLEP

1. Up to 30 semester hours of credit for the general examination will be awarded if a minimum score of 50 is attained on each test area. Designated courses are to be listed.

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.

CLEP General Examination	Semester Hours Credit	MGCJC Course Equivalency
English Composition	6	English 1113 and 1123
Social Sciences-History	6	May select any two courses of following: PSC 1113 (3 hours) HIS 1113 (3 hours) HIS 2213 (3 hours)
Natural Science	6	BIO 1113 and PHY 2213
Humanities	6	May select 1 of following: ART 1113 (3 hours) MUS 1113 (3 hours) AND May select 1 of following: ENG 2213 (3 hours) ENG 2233 (3 hours)
Mathematics	6	*Two courses will be selected by Director of Student Services from the following: BAD 1313 MAT 1213 MAT 1223 MAT 1323 MAT 1233 MAT 1313
TOTAL 30 Semester Hours		

\*Student will be counseled, using high school grades, test scores and proposed program to determine appropriate mathematics courses for which credit will be granted.

2. On credit to be awarded for **subject examinations** a minimum percentile rank of 50 will be strictly applied. All subjects listed in the Mississippi Gulf Coast Junior College Catalog will be eligible for credit for subject if **CLEP has such an established examination.**

3. The total amount of CLEP credit awarded for the **general examination** and for **subject examinations** still should not exceed 30 semester hours.
4. To receive credit through CLEP a person must enroll in Mississippi Gulf Coast Junior College to take additional college credit courses.
5. Designated courses, the appropriate course numbers and the appropriate semester hour credit awarded through the use of CLEP will be placed on the student's transcript under the heading "**credit awarded by CLEP**". No letter grades will be assigned.

## 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.



**FINAL TOUCH: FASHION MERCHANDISING STUDENTS STUDY MAKE-UP.**

## 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.

**News Magazines.** Jackson County Campus publishes a monthly newspaper, *Insight*. *The Mississippi Sound* on the Jefferson Davis Campus is published by students twice each semester.



**Literary Magazine.** *Footprints* is published each spring on the Perkinson 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 (NEA) 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 the Perkinson and Jefferson Davis 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), **Westminster Fellowship** (Presbyterian), **Wesley Foundation** (Methodist). The purpose of these organizations is to enrich the spiritual life of the student, afford an opportunity for discussion, and to be a channel of service to others.

## Music

Perkinston Campus has a marching band, stage band, girls' parade unit (Perkettes), and choir with its smaller vocal ensembles. Both Jefferson Davis and Jackson County 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 Projects:** The Hall of Fame Award was established in 1970 to honor former students who have brought fame and honor to the college through their achievements. A faculty member is chosen from each campus as Instructor of the Year and is honored at the spring alumni meeting. Monies are solicited to assist students through the Alumni Scholarship and Loan Fund program.

**Student Participation:** A student representative serves in an advisory capacity on the Board of Directors of the Association. Student organizations and individuals are encouraged to make nominations for the Instructor of the Year. The Association sponsors luncheons for graduating sophomores on the three campuses and presents each graduate with a complimentary one-year membership.

## 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 of 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 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 probation, or entry of an adverse notation or 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 and has had an opportunity (a) to appear alone or with any other person to advise and assist him, before an appropriate committee, or official, (b) to know the nature and source of the evidence against him and to present evidence in his own behalf, (c) to the extent possible, afforded the right of confrontation and cross examination, and (d) to have his 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 to which the college has the right to inquire.
  - e. Engaging in a riot or other activity which results in the disruption of the educational mission of the college, or hinders the free exercise by others of their lawful rights or discharge of their duties on and about the campus or in connection with an off-campus college-related activity.
  - f. Violation of municipal, state or federal law, or of promulgated rules and regulations of the college or its board of trustees upon any campus of the

college or off the campus but in connection with any college-related activity, regardless of any decision or action by other public authority as to prosecution for such offense.

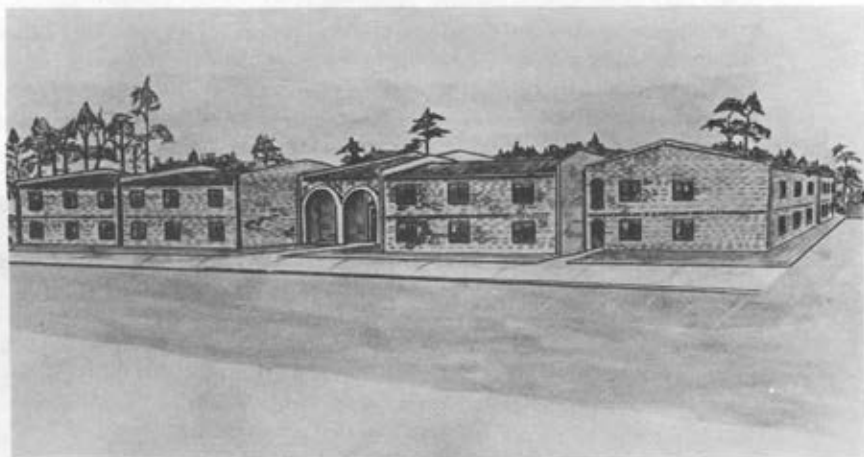
- g. Possession, on campus or while present at or near any college-related activity of any firearm, including devices for firing blank cartridges or charges, or of any incendiary device or of stink bombs, tear gas or other dangerous chemicals.
- h. Refusal to appear and testify as a witness before the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

Major offenses, for which suspension or expulsion is appropriate, are those offenses which interfere with the mission of the college or interfere with others in the free exercise of their rights and duties or which involve a danger or threat of danger to individuals or property; those offenses involving cheating or false statements or representations about official matters. The *persistent* violation of less serious laws, rules, or regulations shall be considered a major offense. When a student has twice been officially punished, by reprimand or otherwise, which punishment is duly recorded by the Director of Student Services, he 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: (a) discipline committee (b) executive dean (c) college president and (d) board of trustees.



**ARTIST'S CONCEPT OF WOMEN'S DORM AT PERK**

## 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 worth, implying motivation, academic aptitude and ability to set and reach a goal.

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

1. No additional physical education courses required.
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

Two degrees may be awarded students of the Mississippi Gulf Coast Junior College who successfully complete all requirements for graduation as they apply to either of these:

#### 1. Associate Degree

- A. Completion of a minimum of 64 semester hours with a "C" average or better from any of the programs offered and listed in the catalog which are not designated as technical or an applied science.
- 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, sociology, geography, economics, philosophy, psychology)
  - Mathematics, 3 semester hours
  - Science, 6 semester hours
  - Physical education, 2 semester hours (substitutes for those unable to take)
  - Total, 32 semester hours

In instances where the curriculum does not require all of the above, substitutions may be approved by the dean or director of instruction.

#### 2. Associate in Applied Science Degree

Completion of all courses specified for a particular technical or applied science program with an overall average of "C" or better. Each program must have a minimum of 64 semester hours. (All secretarial or business curriculums two years in length fall in this category.)

\*Substitutions for any courses to satisfy either degree must have the approval of the director of instruction or the dean. In no case can a substitution be made for an applied course in a technical program. (An applied course means one listed for a particular technical program which constitutes training directly relating to the major. Example: Fundamentals of Drafting.)

### General Graduation Requirements

General graduation requirements apply to both plans of graduation. These requirements include earning a minimum 64 semester hours with a quality point



average of at least 2.0 for each semester hour attempted, and two semester hours of physical education. (Under certain conditions, other work may be substituted for P.E., provided the 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.

## **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 vocational education program listed under Group VIII of 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**

Before a student is admitted to any curriculum he or she must have an interview with one of the college counselors to evaluate the student's potential for success in the curriculum of his choice. If there is evidence of the lack of readiness for a specific curriculum, the student will be assigned to the General Studies program.

The team teaching approach is used in the General Studies Program and individual attention is given each student by instructors and tutors. All courses carry college transfer credit and self-paced learning is emphasized.

In most cases students will remain in the General Studies Program one year although it is possible for those making exceptional progress to transfer to the traditional program at the end of the first semester.

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.

## 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.

**Learning Resource Center Holdings:** At the end of the 1978-79 fiscal year, the combined holdings of the three campus learning resource facilities were 74,800 books, 747 periodical subscriptions, and 22,140 media software items.

## Choosing a Curriculum

Mississippi Gulf Coast Junior College offers the following programs of study:

1. **University parallel curricula 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 curricula to prepare persons for employment or advancement within respective areas.**
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.**

## Academic Curricula

The academic study programs are designed to meet the needs of a student who expects to transfer to a four-year college or university after graduating from Mississippi Gulf Coast Junior College.

A student should consult the catalog of the particular senior institution for assistance in planning the work to be done at Mississippi Gulf Coast Junior college.

The following course groupings and sequences are those normally recommended by counselors. These programs meet not only MGCJC graduation requirements but most, if not all, transfer prerequisites.

After reviewing the section of suggested studies, a student should discuss the desired curriculum with a guidance counselor who will assist in determining the actual choice. Final responsibility for this rests with the student.

Courses of study are approved by the Veterans Administration.

## GROUP I B.A. PREPARATORY CURRICULUM 0000

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
PSY 1513	Psychology	. . . . .	3	or 3
	Electives	. . . . .	4	4

## GROUP I B.S. PREPARATORY CURRICULUM 0000\*

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	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
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 1213	Mathematics . . . . .	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
<b>SOPHOMORE YEAR</b>			
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

\*HEGIS Taxonomy of Instruction Programs in Higher Education. A four-digit number following each field of study.

## GROUP I—GENERAL STUDIES

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 utilizing peer tutors, 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, they show significant progress, they are encouraged to choose a specific curriculum for the second semester.)

### (Perkinston Campus)

FRESHMAN YEAR		SEMESTER HOURS	
		1 Sem.	2 Sem.
ENG 1113, 1123	English . . . . .	3	3
EPY 1213	Reading . . . . .	3	
MAT 1213*	College Math . . . . .	3	
HUM 1113	Humanities I . . . . .		3

In addition to the above, select 3 courses from the following each semester;

EPY 1513**	Psychology		
	or . . . . .	3	or 3
SEC 1113	Elementary Typewriting		
	or		
SPT 1113**	Oral Communication		
	or . . . . .	3	or 3
BIO 1113**	Fundamentals of Biology		
	or		
HIS 1113**	Survey of World History		
	or . . . . .	3	or 3
SOC 2113**	Sociology		
	or		
	Electives . . . . .	3	3
HPR	Physical Education . . . . .	<u>1</u>	<u>1</u>
		16 or 19***	16

\*This course can be challenged by taking an examination at the beginning of the semester.

\*\*Selection is dependent upon course work need for major.

\*\*\*Dependent on course work.

**(Jackson County Campus)**

FRESHMAN YEAR		SEMESTER HOURS	
		1 Sem.	2 Sem.
ENG 1113, 1123	English . . . . .	3	3
REA 1213, 1223	Reading . . . . .	3	3
MAT 1213, 1223	College Mathematics . . . . .	3	3
SPT 1113	Oral Communications . . . . .	3	or 3
PSY 2553*	Psychology of Personal Adjustment . . . . .	3	or 3

\*Optional

**(Jefferson Davis Campus)**

FRESHMAN YEAR		SEMESTER HOURS	
		1 Sem.	2 Sem.
ENG 1113, 1123	English . . . . .	3	3
REA 1213	Reading . . . . .	3	
MAT 1213, 1223	Contemporary College Mathematics . . . . .	3	3
PSC 1113	Government . . . . .	3	
SOC 2113	Sociology . . . . .		3
BIO 1113, 1123	Biology . . . . .	3	3
SPT 1113	Oral Communication . . . . .		3
HPR 1111	Physical Education . . . . .	1	or 1

**SOPHOMORE YEAR**

Major Courses



## GROUP II BUSINESS & OFFICE ADMINISTRATION 0500

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 in Science Degree preparatory curriculum will prepare business majors in such fields as: accounting and auditing; business administration; economics; marketing; office management; personnel management; institutional and industrial management; hospital management; hotel management; banking; life insurance; property and casualty insurance; or public administration.

The junior college business education curriculum also offers the freshman and sophomore courses usually required by a senior institution for the Bachelor's Degree in business education.

Eighteen-month programs are offered in secretarial science, general business and accounting, and medical secretarial training. A nine-month program in secretarial science is also available as well as a clerical option (See Technical Section).

### Business B.S. Preparatory 0500

			SEMESTER HOURS	
FRESHMAN YEAR			1 Sem.	2 Sem.
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
HPR 1213	Hygiene			
	or Fine Arts	. . . . .	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. Students planning to attend USM should not take hygiene.

\*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.

\*\*Students at Jefferson Davis Campus planning to attend USM-Gulf Park should take EDP 1223 during the fourth semester.

## Business Education 0501

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
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
	Electives . . . . .	2	or 2

\*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.

## GROUP III FINE ARTS

### Music 1004

(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 2211, 2221	Band . . . . .	1	1

## Art 1001

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	
			1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>				
ENG 1113, 1123	English	. . . . .	3	3
HIS 1113, 1123	History	. . . . .	3	3
PHY 2213, 2223	Physical Science	. . . . .	3	3
MAT 1213	Mathematics	. . . . .	3	or 3
ART 1913	Art for Elementary Teachers (elective)		3	or 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
<b>SOPHOMORE YEAR*</b>				
ENG 2323, 2333	English	. . . . .	3	3
PSY 1513	Psychology	. . . . .	3	or 3
SPT 1113	Speech	. . . . .	3	or 3
ART 2313	Drawing II	. . . . .	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 0901

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 2414, 2424	Physics	. . . . .	4	4
MAT 2613, 2623	Calculus	. . . . .	3	3
HIS 2213	History	. . . . .	3	
ECO 2113	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: MAT 1815, 2425, 2433 may be substituted for MAT 1613, 1623, 2613, 2623 (depending on campus offerings).

### Computer Science 0701

			SEMESTER HOURS	
FRESHMAN YEAR			1 Sem.	2 Sem.
ENG 1113, 1123	English	. . . . .	3	3
PHY 2213, 2223	Physical Science	. . . . .	3	3
MAT 1313	College Algebra	. . . . .	3	
MAT 1323	Trigonometry	. . . . .	3	
MAT 1613, 1623	Calculus	. . . . .	3	3
BIO 1113, 1123	Biology	. . . . .	3	3
HPR	Physical Education	. . . . .	1	1

#### SOPHOMORE YEAR

ENG 2233, 2243	English Literature, I, II	. . . . .	3	3
HIS 1113, 1123	History	. . . . .	3	3
MAT 2613, 2623	Calculus	. . . . .		3
PSC 1113	Government	. . . . .	3	
ECO 2113	Economics	. . . . .		3
PSY 1513	Psychology	. . . . .		3
	Elective	. . . . .	4	or 4
MAT 2913	is not required but is strongly recommended			

NOTE: MAT 1313, 1323 may be waived if sufficient background.

NOTE: MAT 1815, 2425, 2433 may be substituted for MAT 1613, 1623, 3613, 2623 (depending on campus offerings).

## Mathematics Education 1701

			SEMESTER HOURS	
FRESHMAN YEAR			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.

NOTE: MAT 1815, 2425, 2433 may be substituted for MAT 1613, 1623, 2613, 2623 (depending on campus offerings).



## Industrial Technology 5312

(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 1901

			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	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

\*Students may substitute BIO 1314.

### Medical Technology 5216

			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 2323, 2333	English	. . . . .	3	3
CHE 2425, 2435	Chemistry	. . . . .	5	5
MFL 1113, 1123	French	. . . . .	3	3
PHY 2414	Physics	. . . . .	4	
PSY 1513	Psychology	. . . . .	3	or 3
BIO 2914	Bacteriology			
	or			
BIO 2924	Microbiology	. . . . .		4

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

## Pre-Pharmacy 1211

			SEMESTER HOURS	
			1 Sem.	2 Sem.
FRESHMAN YEAR				
BIO 2414, 2424	Zoology I, II	. . . . .	4	4
CHE 1215, 1225	Chemistry	. . . . .	5	5
ENG 1113, 1123	English	. . . . .	3	3
MAT 1313, 1323	Mathematics	. . . . .	3	3
HPR	Physical Education	. . . . .	1	1
SOPHOMORE YEAR				
CHE 2425, 2435	Chemistry	. . . . .	5	5
PHY 2414, 2424	Physics	. . . . .	4	4
BIO 1314	Botany	. . . . .	4	or 4
BIO 2914	Bacteriology			
	or			
BIO 2924	Microbiology	. . . . .	4	or 4
ECO 2113, 2123	Economics	. . . . .	3	3

## Optometry 1209

			SEMESTER HOURS	
			1 Sem.	2 Sem.
FRESHMAN YEAR				
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 1212

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
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
<b>SOPHOMORE YEAR</b>			
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 1215

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
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
<b>SOPHOMORE YEAR</b>			
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 1905

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
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 1113	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 Physical Science.

## 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 0101

		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

## Agricultural Engineering 0903

		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 0114 Preparatory for MSU

FRESHMAN YEAR		Semester Hours
BIO 1314	Botany . . . . .	4
BIO 2424	Zoology II . . . . .	4
MAT 1613	Differential Calculus* . . . . .	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 1218

			SEMESTER HOURS	
FRESHMAN YEAR			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 1301

(Perkinston Campus)

Designed for students who are planning to complete the Bachelor's Degree with a major in home economics.

		SEMESTER HOURS		
		1 Sem.	2 Sem.	
<b>FRESHMAN YEAR</b>				
ENG 1113, 1123	English . . . . .	3		3
MAT 1213	Mathematics . . . . .	3	or	3
BIO 1113	Biology . . . . .	3		
HEC 1213	Food Selection and Preparation . . .	3		
PSC 1113	Government . . . . .	3	or	3
HPR 1213	Health . . . . .	3	or	3
ECO 2113	Economics . . . . .	3	or	3
SPT 1113	Speech . . . . .	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		1
<b>SOPHOMORE YEAR</b>				
ENG 2323, 2333	English . . . . .	3		3
CHE 1215, 1225	or CHE 1314, 1414 Chemistry . . .	4 or 5		4 or 5
HIS 1113, 1123	History . . . . .	3		3
HEC 1313	Elementary Clothing . . . . .	3	or	3
PSY 1513	Psychology . . . . .	3	or	3
ART 1413	Design . . . . .	3	or	3
SOC 2113	Sociology . . . . .	3	or	3
SOC 2133	Marriage and Family . . . . .	3	or	3
MAT 1121	Metric System . . . . .	1	or	1

Additional courses offered by the home economics department. Suggested that home economics majors take these additional courses as elective hours.

HEC 1112	Social Usage . . . . .	2		
HEC 2833	Prenatal and Infant Care . . . . .			3
HEC 2613	Home Economics for Moderns . . . .			3

## GROUP VI EDUCATION 0800

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.

			SEMESTER HOURS	
FRESHMAN YEAR			1 Sem.	2 Sem.
ENG 1113, 1123	English	. . . . .	3	3
HIS 1113, 1123	History	. . . . .	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 1213*	College Mathematics I			
	or			
MAT 1313***	College Algebra II	. . . . .	3	or 3
PSC 1113	Government	. . . . .	3	or 3
HPR	Physical Education	. . . . .	1	1
SOPHOMORE YEAR (ELEMENTARY EDUCATION) 0802				
ENG 2323, 2333	English			
	or			
ENG 2413, 2213	English	. . . . .	3	3
MUS 1113	Music Appreciation			
	or			
ART 1113	Art Appreciation	. . . . .	3	or 3
MAT 1223	College Mathematics	. . . . .	3	or 3
MUS 2513, 2523	Music for Children	. . . . .	3	3
PSY 1513	Psychology	. . . . .	3	or 3
ECO 2113	Economics			
	or			
SOC 2113	Sociology			
	or			
GEO 1123	Geography	. . . . .	3	or 3
SPT 1113	Speech	. . . . .	3	or 3
PHY 2213, 2223	Physical Science			
	or			
CHE 1314, 1414**	Chemistry	. . . . .	3 or 4	3 or 4
	Electives	. . . . .	1	1

\*Mathematics 1213 is required for elementary teachers.

\*\*Students should consult college of their choice before making decision.

\*\*\*USM requires College Algebra for all secondary education majors.

# SOPHOMORE YEAR (SECONDARY EDUCATION) 0803

ENG 2323, 2333	English							
	or							
ENG 2413, 2213	English . . . . .	3						3
MUS 1113	Music Appreciation							
	or							
ART 1113	Art Appreciation . . . . .	3	or					3
SPT 1113	Speech . . . . .	3	or					3
ECO 2113	Economics . . . . .	3	or					3
PHY 2213, 2223	Physical Science							
	or							
CHE 1215, 1225**	Chemistry . . . . .	3 or 5						3 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

\*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 5312 (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

## ALPHABETICAL LISTING AND DESCRIPTION OF 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 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 2313—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 semester hours.

### 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 charcoal and pencil. 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.** Study in terms of visual design, problems involving all the design elements of color, line, light, shade, etc. Color theory, some lettering, variety of media and techniques with two dimensional design. Two lecture and four laboratory periods per week. Three semester hours.

**ART 1423—Design II.** Further study of the creative approach to design through the use of reproductive media and techniques with an emphasis on three 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 per week. Three semester hours.

**ART 2513—Painting I.** Techniques used in painting water colors, oils, pastels, or other media, in still life and landscape pictures. Three semester hours.

**ART 2523—Painting II.** Further study of techniques used in painting with colors, oils, pastels, acrylics and mixed media. Prerequisite: ART 2513. 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. Prerequisite: ART 2613 or permission of the instructor. 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—Fundamentals of Biology.** (For non-science majors.) Courses in general biology which include biological principles, processes, and systems of the plants and animals presented in a sequence in which 1113 is a prerequisite to 1123. These courses are designed to meet general education requirements of certain non-science majors. These courses will not give credit toward a major or minor in the biological sciences and will not meet prerequisite requirements for higher level courses in biology. Two lecture and one two-hour laboratory periods per week or three lectures per week. Three semesters hours each.

**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 week. 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 I.** A study of the anatomy and physiology of the human body as an integrated whole with more detailed studies of the skeletal, muscular, and nervous systems. 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 2914—General Bacteriology.** A study of non-pathogenic and pathogenic bacteria, yeasts, and molds in relation to disease, foods, public health, and industry. Laboratory includes a study of techniques in staining and culturing of micro-organisms. Prerequisites: Eight semester hours of chemistry and BIO 2414. Three lecture and two laboratory periods per week. Four semester hours.

**BIO 2924—Microbiology.** A comprehensive study of bacteria and other micro-organisms 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 2213—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 2323—Business Statistics.** An introduction to basic statistics. Topics covered include measures of central tendency and variability, confidence intervals, hypothesis testing, t-distribution, and regression and correlation analysis. 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 contracts, agency and employment, negotiable instruments and commercial paper. Three semester hours.

**BAD 2423—Business Law II.** This course 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 2513—Principles of Management.** This course is a study of basic management principles as applied to the functions of planning, organizing, personnel manning, directing, controlling, and coordinating with effective communication in business enterprise. Three semester hours.

**BAD 2613—Principles of Finance.** This course of study of the organization and operation of the American financial system with consideration of public and private financial institutions. Financial problems of industrial and commercial firms, methods and procedure 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.

## 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 is 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, pre-dental, or biological science majors. Three hours lecture and two hours laboratory per week. 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 Course

**CSC 1113—Introduction to Computer Programming.** A basic course that advances concepts, terminology, and theory of modern computers and provides a background in programming languages. Three semester hours.

## ECONOMICS

**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 1613—Introduction to 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 prenatal 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 1113A-1123A—English.** This course is presently designed for students scoring above the 75 percentile (College Bound Norms) in the English section of the ACT. The basic requirements of reading, writing, speaking, listening, vocabulary building, elementary research, and critical analysis are supplemented to further develop the initiative, resourcefulness, and creativity of the student. Since more sophisticated writing and additional reading are required throughout the year, the course may eventually lead to the establishment of an honors course. 1113A is a prerequisite to 1123A. Three semester hours each.

**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, critical analysis, and drama. 1113 is a prerequisite to 1123. Three semester hours each. (ENG 1113 and 1123 are prerequisite to the following courses.)

**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 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 studied 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 1613, Calculus I-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. Six 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. Six 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—Lifesaving: Rescue and Water Safety.** This is the American Red Cross Senior 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.

**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 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., Euphorants, 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 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 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 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 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.

**SOC 2143—Marriage and Family.** A course designed to analyze current problems in courtship, engagement, and early years of marriage. Identifies the factors that contribute to success and happiness in marriage. 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 hours.

**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 to 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.

## 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 1113 and JOU 1123. 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 1113—Introduction to Journalism.** A course designed to introduce basic principles and careers in mass communications with emphasis on the newspaper. Three semester hours.

**JOU 1123—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 2313—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 3313—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 1111—Slide Rule.** The traditional course in the operation and use of the slide rule, stressing accuracy and speed in the use of the fundamental scales. One semester hour.

**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.** This course is designed to develop for the student the mathematical concepts, foundations and techniques for a program in general education. The structure of the real number system and its major subsystems: The natural numbers, the integers and the rational numbers are presented along with the concepts of sets, logic and other numeration systems. Three semester hours.

**MAT 1223—College Mathematics II.** A continuation of MAT 1213. The basic concepts of elementary algebra, informal geometry, probability and statistics are presented. Three semester hours.

**MAT 1233—Intermediate Algebra.** This 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 1233 or two years of high school algebra. 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-differentiation; the definite integral; applications of the definite integral; differentiation and integration of transcendental functions. Prerequisite: MAT 1613. Three semester hours.

**MAT 1815—Calculus I.** This course emphasizes some of the basic concepts in analytic geometry, differentiation of algebraic and trigonometric functions, and the properties of antiderivatives. Prerequisite: Two units of algebra, one unit of trigonometry, or MAT 1313. Five semester hours.

**MAT 2425—Calculus II.** A continuation of MAT 1815 with emphasis on the techniques of integration, partial differentiation. Five semester hours.

**MAT 2433—Calculus III.** This course is a continuation of MAT 2425 covering applications of integration and infinite series. 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 2613 or enrollment in MAT 2613. 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 marksmanship 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 effects 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.** 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. Review 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 1241-1251—Class Guitar I, II (Non-Majors).** Fundamental skills of chording, strum technique, notation, and melody playing. This course does not fulfill the applied music requirements for music majors. Class meets one hour each week of the semester. One semester hour credit each. Jackson County Campus.

**MUA 1331—Organ I (Non-Majors).** For students who desire organ as an elective. One private lesson each week. One hour practice daily. One semester hour credit. 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 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 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 1782 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 enhancing 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, sightreading 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.

**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 student 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 Religions.** 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.

\*Offered when staff is available.

## PHYSICAL SCIENCE

**PHY 2213-2223—Physical Science Survey I, II.** Courses in basic principles, methods, and theory of the physical sciences which include a general survey of chemistry, physics and earth science. These courses are designed to meet general education requirements of certain non-science majors and will not give credit toward a major or minor in physical science. Three lecture periods per week or two hours lecture and one two hour laboratory period each week. Three semester hours each.



## 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.** 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 semester hours.

**SEC 1123—Intermediate Typewriting.** 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 semester hours.

**SEC 1213, 1223—Elementary and Intermediate Shorthand I, II.** These courses include a study of Gregg Shorthand, Diamond Jubilee Series, 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 semester hours.

**SEC 1312—Principles of Filing.** This course is designed to provide the students with basic filing procedures including alphabetic indexing, coding, card filing, and alphabetic, subject, numeric, and geographic correspondence filing. Prerequisite: Typewriting. Two semester hours.

**SEC 2113—Advanced Typewriting.** 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 semester hours.

**SEC 2123—Production Typewriting.** 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. Prerequisite: Advanced typewriting. Three semester hours.

**SEC 2213—2223—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 placed upon phrasing, accurate and attractive transcripts, and punctuation of business letters. Three semester hours each.

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

**SEC 2523—Office Machines.** This course is designed to give a reasonable proficiency in the use of such machines as full- and ten-key adding machines; key-driven, rotary, printing, and electronic calculators; duplicating machines; a posting machine; and other types of office equipment. Prerequisite: Typewriting. Three semester hours.

**SEC 2613—Business Communications.** This course emphasizes the principles of effective report and letter writing with practice in the preparation of business letters such as sales, credit, collection and application. Prerequisite: Typewriting. Three semester hours.

**SEC 2513—Office Appliances.** This course provides instruction and practice in the operation of office appliances, including spirit, stencil, and offset duplicators, transcribing machines, proportional-spacing typewriters, mimeoscope, composing machines, and copying machines. Prerequisite: Office Machines and Typewriting. Three semester hours.

## SOCIOLOGY

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

**SOC 2133—Social Problems.** A study of the nature, scope, and effects of the major 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 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 1221—Movement for the Actor.** Technique for stage movement for the actor. One semester hour.
- SPT 1233—Fundamentals of Acting.** General educational approach to the art of acting, stressing basic techniques with emphasis on motivation for movement. 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 1251—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 1261—Drama Production.** Third one-hour course, in the sequence of possible four, which requires participation in the college production for that semester. One semester hours.
- 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 hours.
- 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.



**CERAMICS CLASSES POPULAR AT GCJC**

## GROUP VII TECHNICAL

### ASSOCIATE DEGREE NURSING PROGRAM

#### (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 admission requirements for fall class is June 15. Pre-registration is required.

Admission to the Associate Degree Nursing program requires:

1. An ACT score with composite of 15 or higher.
  - 1.1 Students with less than a composite score of 15 on the ACT must complete successfully (no less than 2.0 on 4.0 scale) a minimum of twelve semester hours or equivalent in specified academic subjects, including anatomy and physiology, before being admitted to the nursing curriculum.
  - 1.2 A score of 15 or higher is required 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 107.
2. Completed application to the Nursing Department (including picture).
3. Three personal references with complete mailing addresses. It is required if employed within the last two years, one of the references be from the last immediate supervisor. The student must obtain permission from these people before giving the name as reference.
4. Medical examination completed within three months prior to admission date, including:
  - 4.1 Serology
  - 4.2 Tuberculin Test
  - 4.3 Tetanus booster or immunization (within 10 years).
5. Dental examination with proof appropriate corrective measures are under way.



6. Upon successful completion of the above requirements the prospective student may be scheduled to meet with the Nursing Admissions Committee.
7. 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 quality point of 2.0 is required in the major areas of nursing and in the biological sciences. 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.

(Explanation of numbering system for **nursing** courses: First number indicates year in which course is placed, and the last two numbers indicate course credit.)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
English 1113	. . . . .	3	
BIO 2514, 2524	. . . . .	4	4
PSY 1513	. . . . .	3	
NP 107, 112	. . . . .	7	12
NP 101	. . . . .	1	
or MAT 1121			

		SEMESTER HOURS	
SUMMER		1 Sem.	2 Sem.
English 1123	. . . . .	3	
BIO 2924	. . . . .		4
or 2914			

		SEMESTER HOURS	
SOPHOMORE YEAR		1 Sem.	2 Sem.
NP 212, NP 2112	. . . . .	12	12
EPY 2513	. . . . .	3	
SOC 2112	. . . . .		3

**NP 101** 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.

**NP 107** 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 health-illness continuum, self care concepts, individual involvement in teaching-learning process, legal and ethical variables which influence the nursing process, and concepts of interpersonal and

intra-personal 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 program. Corequisites: BIO 2514; and PSY 1513. Seven semester hours.

**NP 112** 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 or self as therapeutic tool through use of effective communication.

Prerequisites: NP 107; BIO 2514; PSY 1513. Pre or corequisites: BIO 2524. Twelve semester hours.

**NP 212** 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, health-illness continuum, concepts of communication, the developmental cycle, and self-care activities of the individual within the family and community.

Prerequisites: BIO 2924; or 2914; NP 107; NP 112. Corequisites: EPY 2513. Twelve semester hours.

**NP 2112** This course is designed to focus on the nursing process and the student's ability within the framework of the health team to assist the individual with variations in the health illness continuum. The students incorporate communication skills and utilize awareness of biopsychosocial variables in implementing the nursing process for multiple clients having complex, commonly occurring problems in selected settings.

Prerequisites: BIO 2924; or 2914; NP 107; NP 112. Twelve semester hours.

## HUMAN SERVICES ASSOCIATE DEGREE PROGRAM (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

		1st Semester	SEMESTER HOURS
HUS 1113	Human Services I	. . . . .	3
HUS 1111	Seminar I	. . . . .	1
ENG 1113	English Composition	. . . . .	3
PSY 1513	General Psychology	. . . . .	3
HIS 1113 or 2213	History	. . . . .	3
HPR 1111	General Activities	. . . . .	1
	Elective	. . . . .	3
			<hr/> 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
			<hr/> 16

### SOPHOMORE YEAR

		1st Semester	
HUS 2113	Human Services III	. . . . .	3
HUS 2111	Seminar II	. . . . .	1
PSC 1113	Government	. . . . .	3
EPY 2513	Child Growth & Development	. . . . .	3
	Elective	. . . . .	3
	Elective	. . . . .	3
			<hr/> 16

		2nd Semester	
HUS 2133	Human Services IV	. . . . .	3
SPT 1113	Oral Communications	. . . . .	3
HPR 1213	Personal Hygiene	. . . . .	3
MAT 1213	College Math	. . . . .	3
	Elective	. . . . .	3
			<hr/> 15

TOTAL: 64 hours

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

## **COURSE EXPLANATION**

**HUS 1113—Human Services I.** Three hours credit. Class meets two hours per week, and student has four hours per week field experience in a school. Issues: education, listening skills, confidentiality, paraprofessional and professional occupations, observing and recording behavior, verbal and nonverbal communication, and understanding self. Agency approved by course instructor.

**HUS 1123—Human Services II.** Three hours credit. Class meets two hours per week, and student has four hours per week field experience in a social service agency. Issues: community resources, problem-solving, therapeutic theories and self-assertion. Agency approved by course instructor.

**HUS 2113—Human Services III.** Three hours credit. Class meets two hours per week, and students has four hours per week field experience in a mental health agency. Issue: nature of mental health and interviewing techniques. Agency approved by course instructor.

**HUS 2123—Human Services IV.** Three hours credit. Class meets two hours per week, and student has four hours per week field experience in an agency different from any previous one; agency can be in either education, social service, or mental health areas. Issue: basic counseling skills. Agency approved by course instructor.

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

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

## BANKING AND FINANCE TECHNOLOGY (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	
		1st Sem.	2nd Sem.
ENG 1113, 1123	English . . . . .	3	3
BAD 1313	Business Math . . . . .	3	
PSY 1513	General Psychology . . . . .	3	
ECO 2113	Principles of Economics . . . . .	3	
BFT 100	Principles of Bank Operations . . . . .	3	
ACC 1213	Principles of Accounting . . . . .		3
BAD 2413	Business Law . . . . .		3
BFT 110	Money and Banking . . . . .		3
	Elective*		3
		15	15
SOPHOMORE YEAR			
ACC 1223	Principles of Accounting . . . . .	3	
DMT 210	Personnel Management . . . . .	3	
SPT 1113	Oral Communication . . . . .	3	
BFT 200	Credit Administration . . . . .	3	
BFT 210	Analyzing Financing Statements . . . . .		3
	Electives*	6	
BFT 211	Fundamentals of Bank Data Processing . . . . .		3
BFT 213	Bank Management . . . . .		3
BFT 216	Bank Public Relations and Marketing . . . . .		3
BFT 218	Bank Investments . . . . .		3
	Elective*		1
		18	16

\*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 100—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 110—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 200—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 202—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 203—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 204—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 205—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 206—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 207—Loans and Discounts.** This course teaches bank employees the essential facts about promissory notes, including calculating interest and discounting commercial paper; guarantees; general collateral agreements; examining and processing documents accompanying notes secured by stocks, bonds, and savings account passbooks; and the concepts of attachment, perfection, priority, default, and foreclosure. Two semester hours.



**BFT 210—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 211—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 213—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 214—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 215—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 216—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 218—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 219—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 220—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 221—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 (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, verifier, 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 flowcharts, 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

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition . . . . .	3	
DMT 204	Marketing . . . . .	3	
SEC 1113	Elementary Typewriting* . . . . .	3	
DMT 102	Principles of Business Management . . . . .	3	
Approved	Elective . . . . .	4	
DMT 100	Salesmanship . . . . .		3
BAD 1313	Business Mathematics . . . . .		3
PSY 1513	General Psychology . . . . .		3
Communication	Elective . . . . .		3
Approved	Electives . . . . .		6

### SOPHOMORE YEAR

SPT 1113	Speech . . . . .	3	
ACC 1213	Principles of Accounting . . . . .	3	
DMT 207	Advertising . . . . .	3	
ECO 2113	Principles of Economics . . . . .	3	
DMT 210	Personnel Management . . . . .	3	
BAD 2413	Business Law . . . . .		3
DMT 203	Retail Merchandising . . . . .		3
DMT 101	Retailing . . . . .		3
DMT 217	Fundamentals of Small Business Organization . . . . .		3
Approved	Elective . . . . .		3

Communication Elective: ENG 1123, English Composition at Jefferson Davis; RT 106, Technical Writing and Reports at Jackson County.

Approved Electives: Display Techniques, Sociology, Simulated Business Training, Marketing Management, Business Internship, P.E., or other DMT and business courses not already taken.

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

### FASHION MERCHANDISING

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition . . . . .	3	
DMT 102	Principles of Business Management . . . . .	3	
DMT 204	Marketing . . . . .	3	
DMT 104	Modeling and Personal Development . . . . .	3	
SEC 1113	Typing* . . . . .	3	
DMT	Elective (Jackson County) . . . . .	2	
	Elective (Jefferson Davis) . . . . .	1	
Communication	Elective . . . . .		3
DMT 100	Salesmanship . . . . .		3
SPT 1113	Speech . . . . .		3
PSY 1513	General Psychology . . . . .		3
DMT 208	Fashion Color and Design . . . . .		3
DMT	Elective . . . . .		3

# SOPHOMORE YEAR

ACC 1213	Principles of Accounting	3
DMT 209	Textiles	3
DMT 207	Advertising	3
DMT 211	Fashion Buying	3
BAD 1313	Business Math	3
DMT 101	Retailing	3
ECO 2113	Principles of Economics	3
DMT 203	Retail Merchandising	3
DMT 216	Fashion Marketing and Merchandising	3
DMT	Elective	3

\*Students who have credit for high school typing will schedule an approved elective in lieu of typing. Communication Electives: RT 106 Technical Writing and Reports; ENG 1123 English Composition.

DMT Electives: DMT 103 Basic Merchandise Selection DMT 114 Simulated Bus. Training  
DMT 105 Display Technique DMT 215 Business Internship

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

**DMT 100—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 101—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 102—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 103—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 104—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 105—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 semester hours.

**DMT 114—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 203—Retail Merchandising.** Introduction to the field of merchandising with emphasis on its historical development and trends, career opportunities, marketers and merchandising methods. Three semester hours.

**DMT 204—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 207—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 208—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 209—Textiles.** Study of basic textile terminology and textile fibers. Emphasis on identification, construction, and fabric finishes. Three semester hours.

**DMT 210—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 211—Fashion Buying.** A study of the duties and problems of the fashion buyers, demand forecasting, sources of buying information, buying policies and practices, and budgeting problems. Three semester hours.

**DMT 214—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 204 - Marketing.

**DMT 215—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 216—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 217—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

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.

### (Perkinston Campus)

			SEMESTER HOURS	
FRESHMAN YEAR			1 Sem.	2 Sem.
ENG 1113	English Composition . . . . .		3	
RT 101	Technical Communications . . . . .			3
RT 110,111	Technical Mathematics . . . . .		3	3
PSC 1113	Government . . . . .		3	
DR 110	Fundamentals of Drafting . . . . .		5	
IED 2313	General Metals . . . . .		3	
RT 113	Descriptive Geometry . . . . .			3
DR 111	Machine Drafting . . . . .			5
DR 207	Piping, Sheet Metal, Electrical Drafting . .			3
HPR	Physical Education . . . . .		1	1
SOPHOMORE YEAR				
SPT 1113	Oral Communications . . . . .		3	
RT 209,210	Plane Surveying . . . . .		3	3
RT 115,116	Technical Physics . . . . .		3	3
DR 205	Architectural Drafting . . . . .		5	
DR 213	Introduction to Steel Shipbuilding and Blueprint Reading . . . . .		3	
DR 212	Structural Design & Strength of Materials .			5
DR 206	Map & Topographical Drafting . . . . .			3
RT 204	Foundations of Business . . . . .			3

## (Jackson County Campus)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113	English Composition . . . . .	3	
SPT 1113	Speech . . . . .		3
RT 110,111	Technical Math . . . . .	3	3
RT 105	Technical Physics . . . . .		3
DR 206	Map and Topographical Drafting . . . . .		3
DR 110	Fundamentals of Drafting . . . . .	5	
DR 111	Machine Drafting . . . . .		5
DR 213	Introduction to Steel Shipbuilding and Blueprint Reading . . . . .	3	
DR 216	Construction Materials & Cost Estimating .	3	

### SOPHOMORE YEAR

RT 115	Technical Physics . . . . .	3	
RT 106	Technical Writing & Reports . . . . .	3	
RT 113	Descriptive Geometry . . . . .	3	
RT 209, 210	Plane Surveying . . . . .	3	3
DR 205	Architectural Drafting and Design . . . . .	5	
DR 212	Structural Design & Strength of Materials .		5
RT 104	Occupational Essentials . . . . .		3
DR 207	Piping, Sheetmetal, Electrical Drafting . .		3
	Elective . . . . .	3	
(DR 217 Special Design Problem is recommended and requires permission of the instructor)			

## (Jefferson Davis Campus)

		SEMESTER HOURS	
FRESHMAN YEAR		1 Sem.	2 Sem.
ENG 1113, 1123	English . . . . .	3	3
RT 110, 111	Technical Mathematics . . . . .	3	3
RT 113	Descriptive Geometry . . . . .	3	
DR 110	Fundamentals of Drafting . . . . .	5	
IT 125	Engineering Materials . . . . .	3	
DR 111	Machine Drafting . . . . .		5
DR 209	Technical Illustration . . . . .		3
DR 215	Sheetmetal Drafting . . . . .		3
HPR	Physical Education . . . . .	1	1

### SOPHOMORE YEAR

SPT 1113	Speech or		
PSC 1113	American Government . . . . .	3	
RT 209, 210	Plane Surveying . . . . .	3	3
RT 115, 116	Technical Physics . . . . .	3	3
DR 205	Architectural Drafting & Design . . . . .	5	
DR 207	Piping and Electrical Drafting . . . . .	3	
DR 212	Structural Design & Strength of Materials .		5
DR 206	Map and Topographical Drafting . . . . .		3
DR 213	Introduction to Steel Shipbuilding and Blueprint Reading . . . . .		3

**DR 110—Fundamentals of Drafting.** This course is designed to provide fundamental knowledge of the principles of drafting as well as skill in the basic techniques of using drafting room equipment. It covers such topics as lettering, inking, geometric construction, sketching, orthographic projections, pictorial drawing, dimensioning, section and simple scale drawings. Two lecture and six laboratory periods per week. Five semester hours.

**DR 111—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 110. Five semester hours.

**DR 205—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 111. Five semester hours.

**DR 206—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 111. Three semester hours.

**DR 207—Piping, Sheetmetal and Electrical Drafting.** An advanced course in drafting, techniques and knowledge are employed in the planning of mechanical and electrical objectives. Efficient use of applicable handbooks and code books is an integral part of this course. Prerequisite: DR 111. Three semester hours.

**DR 208—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 111. Five semester hours.

**DR 209—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.

**DR 210—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.

**DR 211—Automated Drafting.** This course is designed to provide a background in the semi-automatic methods used to develop, validate, and assist in the manu-

facturing process. A study of numerical controlled machine tools and their required application to drafting procedures. Three semester hours.

**DR 212—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 111. Five semester hours.

**DR 213—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 214—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.

**DR 215—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, triangulations and combination problems. One lecture and four laboratory hours per week. Prerequisite: RT 113. Three semester hours.

**DR 216—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 take-offs. One lecture and four laboratory hours per week. Three semester hours.

**DR 217—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.

## ELECTRONICS TECHNOLOGY (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 station engineer (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	
FRESHMAN YEAR			1 Sem.	2 Sem.
ENG 1113	English Composition . . . . .		3	
RT 106	Technical Writing and Reports . . . . .			3
RT 110, 111	Technical Mathematics . . . . .		3	3
RT 115	Technical Physics . . . . .			3
RT 104	Occupational Essentials . . . . .		3	
ET 100	Basic Electricity . . . . .		4	
ET 101	Introduction to Electronics . . . . .		3	
ET 110	Electron Theory . . . . .			4
ET 111	Digital Electronics I . . . . .			3
SOPHOMORE YEAR				
RT 116	Technical Physics . . . . .		3	
ET 202	Digital Electronics II . . . . .		4	
ET 200, 210	Semiconductors I, II . . . . .		4	3
ET 201, 211	Systems I, II . . . . .		4	3
ET 212	Industrial Instrumentation & Control . . . . .			4
ET 213	FCC License Preparation . . . . .			4
RT 107	Technical Drawing . . . . .			3

**ET 100—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 101—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 110—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 100. Four semester hours.

**ET 111—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 100. Three semester hours. Two hours lecture, two hours laboratory per week.

**ET 200—Semiconductors I.** This course covers the theory and application of bipolar transistors, UJT, SCR, JFET, MOSFET, and other semiconductor devices. Three lecture and two laboratory periods per week. Prerequisite ET 100. Four semester hours.

**ET 201—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 110. Four semester hours.

**ET 202—Digital Electronics II.** A continuation of ET 111 covering: counters, registers, memory, I/O devices, D/A conversion, microprocessors, computers, and programming. Three lecture and two laboratory periods per week. Prerequisite: ET 111. Four semester hours.

**ET 210—Semiconductors II.** A continuation of ET 200. This course covers linear and digital Integrated Circuit theory and application. Prerequisite: ET 200. Two lecture and two laboratory periods per week. Three semester hours.

**ET 210—Semiconductors II.** A continuation of ET 200. This course covers linear and digital Integrated Circuit theory and application. Prerequisite: ET 200. Two lecture and two laboratory periods per week. Three semester hours.

**ET 211—Systems II.** A continuation of ET 201. 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 212—Industrial Instrumentation and Control.** A study of the transducers, analyzing and controlling equipment, and recording devices used in automation, testing and quality control in industry. Prerequisite: ET 200 and ET 201. Four semester hours. Three hours lecture and two hours laboratory per week.

**ET 213—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 201. Four semester hours. Three hours lecture and two hours laboratory per week.



## Air Traffic Control/Aviation Management 5302 (Keesler Center)

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
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
<b>SOPHOMORE YEAR</b>			
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 judicial 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 (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	
		1 Sem.	2 Sem.
<b>FRESHMAN</b>			
BAD 1113	Introduction to Business . . . . .	3	
ENG 1113, 1123	English . . . . .	3	3
HMR 100	Basic Food Preparation . . . . .	4	
HMR 105	Hotel, Motel, Front Office Procedures . . . .	3	
HMR 110	Orientation for the Hospitality Industry . . .	2	
HMR 102	Food Service in Institutions . . . . .		3
HMR 101	Quality Foods . . . . .		4
HMR 106	Hotel, Motel, Restaurant Accounting . . . .		3
HMR 107	Hotel, Motel, Restaurant Safety & Sanitation		2
HMR 206	Internship in Hospitality Industry . . . . .	3	
HPR	Physical Education . . . . .	1	1
<b>SOPHOMORE YEAR</b>			
BAD 2413	Business Law . . . . .	3	
HMR 205	Profitable Food and Beverage Operation . .	3	
HMR 201	Profits through Promotion . . . . .	3	
SEC 2523	Office Machines . . . . .	3	
SEC 1113	Typewriting . . . . .	3	
SEC 2613	Business Writing . . . . .		3
HMR 200	Administrative Housekeeping . . . . .		3
SPT 113	Speech . . . . .		3
	Electives . . . . .		6

**HMR 100—Basic Food Preparation.** Familiarization with tools and equipment, kitchen organization, study of recipes of basic foods, purchasing, storage, and preparation. Lab fee. Four semester hours.

**HMR 101—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, gum paste, display food pieces. Lab fee. Prerequisite: HMR 100. Four semester hours.

**HMR 102—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 production schedule and order list. Attention is given to use of equipment, personnel, operation reports, portion control, care and maintenance of equipment. Three semester hours.

**HMR 105—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 and field trips required. Three semester hours.

**HMR 106—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. Three semester hours.

**HMR 107—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 each week. Two semester hours.

**HMR 110—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 200—Administrative Housekeeping.** Familiarization with duties and responsibilities of housekeeping. Organization, comprehension, schedules, pars, laundry operation and maintenance. Student projects. Three semester hours.

**HMR 201—Profits through Promotion.** A study of methods used to promote a facility. Creative thinking and brainstorming. Familiarization with trade journals such as Hotel Red Book. Student projects. Three semester hours.

**HMR 205—Profitable Food and Beverage Operation.** Food and beverage cost controls. Profitable menu planning. Selection of personnel and wage studies. Food and beverage in all phases. Student projects. Three semester hours.

**HMR 206—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 207—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 208—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 100).

**HMR 209—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 210—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 105).

## **INDUSTRIAL SAFETY AND FIRE SCIENCE** **(Jackson County Campus)**

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	
		1 Sem.	2 Sem.
<b>FIRST YEAR</b>			
ENG 1113	English Composition . . . . .	3	
SPT 1113	Speech . . . . .	3	3
RT 208	Industrial Relations . . . . .	3	
RT 110	Technical Mathematics . . . . .	3	
PSC 1113	American Government . . . . .	3	
ISF 100	Introduction to Industrial Safety and Fire Science . . . . .	3	
ISF 101	Federal, State and Local Fire and Safety Laws . . . . .	2	
RT 107	Technical Drawing . . . . .		3
ET 100	Basic Electricity . . . . .		4
ISF 110	Fire Fighting Tactics & Strategy I . . . . .		3
ISF 111	Fire and Safety Protection Organization and Administration . . . . .		3
ISF 112	Fire and Safety Hazards Prevention and Investigation . . . . .		3
<b>SECOND YEAR</b>			
RT 106	Technical Writing Reports . . . . .	3	
RT 115, 116	Technical Physics . . . . .	3	3
DR 206	Basic Architectural Drafting . . . . .	5	
ISF 202	Fire Fighting Tactics & Strategy II . . . . .		3
ISF 203	General Insurance . . . . .	3	
RT 223	Hydraulics and Pneumatics . . . . .	3	3
RT 130	Properties of Materials . . . . .		4
ISF 210	Industrial Safety and Fire Inspection Principles and Practices . . . . .		3
ISF 211	Water Distribution, Sprinkler and Standpipe Systems . . . . .		2

**ISF 100—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 101—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 110—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 111—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 100. Three semester hours.

**ISF 112—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 202—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 110. Three semester hours.

**ISF 203—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 101. Three semester hours.

**ISF 210—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 practices and improvements. One lecture and four laboratory periods per week. Prerequisite: ISF 112. Three semester hours.

**ISF 211—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 TECHNOLOGY

### Jackson County Campus

The Industrial Technology curriculum will develop individuals with the ability to:

1. Extensively apply the knowledge of mathematics and science to directly assist scientists, engineers, and management to accomplish 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 and interpretations based on substantive experience, compile and analyze diagnostic information, and prepare advisory reports or directive documents, intellectually and usefully consistent with sound business practices.
5. Be capable of, and employ when required, plans for the efficient use of manpower, materials, money, equipment and statistics derived from the employment of any and all of the above; and function in planning, application, and correction capacities in relation to them.

Fields of employment opportunity include: Process Operator, Quality Control Inspector, Production Planner, Inventory Control Supervisor, Technical Writer, Job Planner, Job Estimator, Supply Technician, Installation Technician, Laboratory Technician, Chemical Engineering Assistant, Industrial Engineering Assistant, Quality Control Technician, Maintenance Inspector, Mechanical Engineering Assistant, Methods Technician, Maintenance Records Technician, Metallurgical Laboratory Technician, Failure Analyst, Heating Treating Technician, Metallurgical Engineering Assistant, Welding Inspector, Welding Methods Technician, Welding Control Technician, and with experience as a Production Supervisor, Quality Control Supervisor or an Instructor in these crafts.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
ENG 1113	English Composition . . . . .	3	
SPT 1113	Speech . . . . .		3
RT 110, 111	Technical Mathematics . . . . .	3	3
RT 104	Occupational Essentials . . . . .	3	
IT 125	Engineering Materials & Methods . . . . .	3	
RT 130, 132	Properties of Materials . . . . .	4	4
RT 115	Technical Physics . . . . .		4
IT 126	Statistics and Quality Control . . . . .		3
RT 107	Technical Drawing . . . . .		3

			SEMESTER HOURS	
			1 Sem.	2 Sem.
<b>SOPHOMORE YEAR</b>				
RT	106	Technical Writing and Reports . . . . .	3	
RT	116	Technical Physics . . . . .	3	
IT	226	Industrial Management . . . . .		2
IT	227	Engineering Systems . . . . .	3	
IT	200	Welding Processes . . . . .	3	
IT	201	Metallurgy . . . . .	4	
RT	230	Properties of Materials . . . . .		4
IT	202	Material Testing . . . . .	4	
DR	212	Structural Design & Strength of Materials . . . . .		5
DR	213	Steel Shipbuilding and Blueprint Reading . . . . .		3
IT	229	Statistics and Quality Control . . . . .		3

**IT 125—Engineering Materials and Methods.** As the result of completing this course the student will be able to apply the appropriate reference tables and tools to evaluate all commonly used engineering materials and their employment in industry. Three semester hours.

**IT 126—Statistics and Quality Control.** A study of statistical concepts; analysis and evaluation of industrial and engineering data; and theory and application of inspection sampling plans and control charts for the design specification and control of quality. Three semester hours.

**IT 226—Industrial Management.** This course covers production activities, production control, cost and sales estimating requirements, and cost elimination methods, covering at the same time aspects of personnel management and failure evaluation. Two semester hours.

**IT 227—Engineering Systems.** This covers the planning, maintenance and layout of manufacturing systems. It covers such functions as measurement control, material handling and transport, power systems and production design systems. Three semester hours.

**IT 200—Welding Processes.** As the result of completing this course the student will be able to demonstrate the ability to handle and understand the techniques involved in cutting and welding all the common metals used in industry as well as the ability to apply this knowledge. Three semester hours.

**IT 201—Metallurgy.** As the result of completing this course the student will be able to demonstrate the ability to perform the theoretical and practical operations required by industry in the laboratory and production areas of metallurgy and processes applying thereto. Four semester hours.

**IT 202—Material Testing.** As the result of completing this course the student will be able to demonstrate performance in all of the theoretical and practical areas of industrial testing used currently. Four semester hours.

**IT 229—Statistics and Quality Control.** This course covers special control chart methods for analysis of attributes and variable, double and multiple sampling inspection, capability analysis, aspects of life and reliability analysis, and economic considerations of quality decisions. Three semester hours.

## LAW ENFORCEMENT (Jefferson Davis Campus - Two Years)

The two-year Associate Degree program in law enforcement is balanced between basic general education courses, common to all college programs, and requirements in administrative and specialized law enforcement courses. The program is designed to meet the needs of various law enforcement agencies and to provide the student with the knowledge and attitudes needed to be an effective, professional law enforcement officer in modern society. It provides a complete program for those students intending to earn the Associate in Applied Science Degree.

			SEMESTER HOURS	
			1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>				
ENG 1113, 1123	English . . . . .		3	3
PSC 1113	Government . . . . .		3	
SEC 1113	Typewriting			
	or . . . . .		3	
BAD 2413	Business Law			
PSY 1513	Psychology . . . . .			3
SOC 2113	Sociology . . . . .			3
LET 1313	Introduction to Law Enforcement and Criminal Justice . . . . .		3	
LET 1323, 1333	Police Organization and Administration . .		3	3
LET 1363	Introduction to Corrections . . . . .			3
HPR	Physical Education . . . . .		1	1
<b>SOPHOMORE YEAR</b>				
HIS 2213	American History . . . . .			3
SPT 1113	Speech . . . . .		3	
BAD 1313	Business Mathematics			
	or . . . . .		3	
MAT 1233	College Algebra			
LET 2333	Criminal Investigation I . . . . .		3	
LET 2413	Administration of Criminal Justice . . . . .			3
LET 2343	Criminal Investigation II . . . . .			3
LET 2323	Criminal Law-Evidence . . . . .		3	
	Electives** . . . . .		6	6

\*Physical education requirements may be met by specialized courses in swimming, lifesaving, or first aid.

\*\*Electives can be taken from the following areas: LET 1353; HPR 1213; BAD 1113; ECO 2113; BAD 2513; BAD 2413; HIS 2223; PHI 2113 or other subjects approved by the department.

**LET 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.

- LET 1323—Police Organization and Administration.** Introduction to principles of organization and management as applied to law enforcement agencies; introduction to concepts of organizational behavior, administration of staff units, personnel recruitment, training, and discipline with relationship of agencies and the public. Three semester hours.
- LET 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. LET 1323 prerequisite.
- LET 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.
- LET 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.
- LET 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.
- LET 2333—Criminal Investigation I.** Principles involved in the investigation of crimes; crime scene searches and care of evidence; surveillance and undercover work; interrogation of victims, witnesses and suspects; obtaining confessions and written statements; and report writing. Three semester hours.
- LET 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. LET 2333 prerequisite.
- LET 2413—Administration of Criminal Justice.** A study of the legal concepts and procedures, including laws of arrest and search warrant procedure, beginning with the issuance of legal process to ultimate dispositions, including informations, indictments, arraignments, preliminary hearings, bail, juries and the trial. Three semester hours.
- LET 2513—Law Enforcement and the Juvenile.** The role of police in juvenile delinquency and control. The organization, functions and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile care disposition and juvenile statutes and court procedures. Three semester hours.

## **MEDICAL LABORATORY TECHNICIAN (Jackson County Campus - Two Years)**

This program of twenty-one months duration is offered in affiliation with Ocean Springs Hospital, Ocean Springs, Mississippi and the Veteran's Administration Hospital, Biloxi, Mississippi. Students who successfully complete this program are prepared for employment in hospitals and medical laboratories as Medical Laboratory Technicians.

The clinical laboratories at the Ocean Springs Hospital and the Veteran's Administration Hospital, in which the students gain their clinical laboratory experience, 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 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 by the MLT Admissions Committee when all of the below requirements have been satisfactorily accomplished. These requirements should be followed in the order listed below. There is a limit to the number of applicants that can be admitted each fall.

1. A college application must 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 must have a minimum composite score of 15 on the ACT. The ACT is given 5 times each year. Application to take the ACT must be made approximately one month in advance of the test date and the results are usually available approximately one month after the test date.
  3. A high school background of Chemistry, Biology and Math is required or 24 or more hours of acceptable college credit.
  4. All applicants must have an interview with the Education Coordinator of the MLT department and members of the MLT Admissions Committee.
  5. Complete all other admissions requirements.
    - a. Copies of above tests or official college transcripts on file.
    - b. Official high school transcript (a partial transcript will be acceptable on a temporary basis) on file.
    - c. MLT application to include: physical exam and references and required immunizations—TB test required on pre-entry and pre-exit clinical rotation.
- All of the above **must** be completed and on file by the dates indicated below.

- a. April 1—For all students currently enrolled on a campus of the MGCJC.
- b. June 15—New Applications.
- c. July 1—Last date for any student to be admitted to the MLT program, except under special circumstances when a vacancy may occur or exist.

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	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
ENG 1113	English Composition . . . . .	3	
SPT 1113	Oral Communication . . . . .		3
CHE 1215, 1225	Chemistry . . . . .	5	5
BIO 2513, 2523	Anatomy and Physiology . . . . .	3	3
RT 110	Technical Mathematics . . . . .	3	
MLT 100, 101	Medical Laboratory Orientation & Ethics . .	3	3
MLT 102, 103	Medical Terminology . . . . .	1	1
BIO 2924	Microbiology . . . . .		4

		SEMESTER HOURS	
<b>SUMMER</b>			
MLT 200	Urinalysis & Parasitology . . . . .	3	
MLT 220	Chemistry . . . . .	3	
MLT 221	Bacteriology & Mycology . . . . .	3	
MLT 222	Hematology . . . . .	3	
MLT 223	Immunohematology . . . . .	3	

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>SOPHOMORE YEAR</b>			
RT 106	Technical Writing & Reports . . . . .	3*	
PSY 1513	Psychology . . . . .	3	
SOC 2113	Sociology . . . . .	3	
MLT 210	Medical Laboratory Mathematics . . . . .	4	
MLT 211	Medical Laboratory Instrumentation . . . .	2	
	**Electives . . . . .		2
MLT CR-200	Clinical Rotation of Urinalysis & Parasitology . . . . .		2
MLT CR-220	Chemistry . . . . .		2
MLT CR-221	Microbacteriology & Mycology . . . . .		2
MLT CR-222	Hematology . . . . .		2
MLT CR-223	Immunohematology . . . . .		2
MLT CR-224	Seminar . . . . .		2

\*Sophomore level medical laboratory technology students will be divided into group one and group two. Their sophomore year will be arranged as follows: Group one - takes courses in semester one in the fall semester; takes courses in semester two in the spring semester. Group two - takes courses in semester two in the fall semester takes courses in semester one in the spring semester.

\*\*Electives are not required for the Associate in Applied Science Degree. Suggested electives: typewriting, principles of management, economics, government, filing, literature.



**MLT 100—Medical Laboratory Orientation & Ethics.** General summary of an introduction to diagnostic laboratory work in the areas of Chemistry and Urinalysis. Rules and Ethics of conduct in a hospital laboratory. One lecture period and two - two hour lab periods per week for eighteen weeks. Three semester hours credit.

**MLT 101—Medical Laboratory Orientation & Ethics.** General summary of an introduction to diagnostic laboratory work in the areas of hematology, blood banking and microbacteriology. Rules and Ethics of conduct in a hospital laboratory. One lecture period and two - two hour lab periods per week for eighteen weeks. Three semester hours credit. Prerequisite MLT 100.

**MLT 102—Medical Laboratory Terminology.** General medical terms used in the hospital laboratory, covering all departments. One lecture period per week for eighteen weeks. One semester hour credit.

**MLT 103—Medical Laboratory Terminology.** General medical terms used in the hospital laboratory, covering all departments not covered in MLT 102. One lecture period per week for eighteen weeks. One semester hour credit. Prerequisite: MLT 102.

**MLT 200—Urinalysis and Parasitology.** Study of the kidney and its functions. Analysis of both normal and abnormal, chemical and microscopic elements in urine. A study of pathogenic parasites and their life cycles, demonstrations of ova and cysts. Five lecture periods per week for ten weeks. (Summer Session on campus for MLT 200, 220 through 223). Prerequisite: MLT 100, 101, 102, & 103; BIO 1513, 1523, 2924; CHE 1215, 1225. Three semester hours.

**MLT 220—Chemistry.** The study and determination of various biochemical constituents of blood, urine, and body fluids. Diagnostic procedures for aiding in diagnosis of disease processes. Five hours lecture per week for ten weeks. Prerequisite MLT 100, 101, 102, 103; CHE 1215, 1225; BIO 1513, 1523, 2924. Three semester hours.

**MLT 221—Microbacteriology and Mycology.** Techniques and theory for the cultivation and identification of pathogenic bacteria and fungi. Five lecture hours per week for ten weeks. Prerequisite: MLT 100, 101, 102 & 103; CHE 1215, 1225, BIO 1513, 1523, 2924. Three semester hours.

**MLT 222—Hematology.** A study of the blood and blood forming tissues, morphology of cells, blood counts, coagulation, hemolytic abnormalities and tests for their diagnosis. Five hours lecture per week for ten weeks. Prerequisite: MLT 100, 101, 102 & 103; CHE 1215, 1225; BIO 1513, 1523, & 2924. Three semester hours.

**MLT 223—Immunohematology.** A study of antibody formation and their reaction against specific antigens; serology and blood banking procedures are covered. Five lecture hours per week for ten weeks. Prerequisite: MLT 100, 101, 102 & 103; CHE 1215, 1225; BIO 1513, 1523 & 2924. Three semester hours.

**MLT-CR-224—Medical Laboratory Technician - Clinical Rotation.** A two hour seminar once a week. Discussion of pertinent matters relating to different areas of clinical rotation. Two semester hours.

The Clinical Rotation numbers will be listed as follows:

MLT-CR-200 Clinical Urinalysis and Parasitology

MLT-CR-220 Clinical Chemistry

MLT-CR-221 Clinical Microbacteriology & Mycology

MLT-CR-222 Clinical Hematology

MLT-CR-223 Clinical Immunohematology

MLT-CR-224 Clinical Rotation Seminary

The above areas are participated in by the students during their Clinical Rotation.

Included at this time is a two-hour "seminar" once a week on campus. Prerequisite:

MLT 200, 220, 221, 222, 223.

**MLT 210—Medical Laboratory Mathematics.** Mathematics used in all medical laboratory procedures. Normal, molar, and molal solutions; formulas, ratios and standard deviations; construction of "curves". Prerequisite: RT110 or College Algebra; MLT 100, 101, 102, 103, 200, 220, 221, 222 & 223. Two lecture periods per week and two - two hour lab periods per week. Four semester hours.

**MLT 211—Medical Laboratory Instrumentation.** A study of instruments used in the Clinical laboratory and their operation. Prerequisite: MLT 100, 101, 102, 103, 200, 220, 221, 222 & 223. Two lecture periods per week. Two semester hours.

## NUCLEAR RADIATION CONTROL TECHNOLOGY (Jackson County Campus)

The Nuclear Radiation Control Technology Program is designed to deliver basic training in radiological control theory and practices to enable the student to provide nuclear support services as a radiation control technician at nuclear facilities such as commercial nuclear power plants, military reactors, hospitals, universities and governmental or private research centers. Because the nuclear industry is relatively young and growing rapidly, enhanced promotional opportunities in the radiation sciences should be available to those who successfully complete the Nuclear Radiation Control Technology Program.

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
ENG 1113	English		
SPT 1113	Speech . . . . .	3	3
BIO 1113	Fundamentals of Biology . . . . .	3	
RT 114	Metric System . . . . .	1	
RT 110, 111	Technical Mathematics . . . . .	3	3
RT 115	Technical Physics . . . . .		3
NRT 100	Fundamentals of Radiation . . . . .	3	
NRT 101	Radiation Measurements . . . . .		3
NRT 102	Radiation Mathematics . . . . .	3	
NRT 200	Biological Effects of Radiation . . . . .		3

## SOPHOMORE YEAR

## SEMESTER HOURS

			1 Sem.	2 Sem.
ET	100	Basic Electricity . . . . .	4	
RT	104	Occupational Essentials . . . . .		3
RT	106	Technical Writing & Reports . . . . .	3	
RT	107	Technical Drawing . . . . .		3
RT	116	Technical Physics . . . . .	3	
RT	130	Properties of Materials . . . . .		4
NRT	201	Instrumentation . . . . .	3	
NRT	202	Environmental Radiation . . . . .	3	
NRT	203	Radiological Safety . . . . .		2
NRT	204	Seminar in Radiological Health . . . . .		2
		*Elective . . . . .		3

\*Recommended electives: BAD 2313T; BIO 2513; CSC 1113; IT 126, IT 130.

**NRT 100—Fundamentals of Radiation.** Introduction to the basic concepts of particulate and electromagnetic radiation. History of the nuclear sciences. Types and properties of radiation and radioactivity. Fission, fusion and ionization. Three semester hours.

**NRT 101—Radiation Measurements.** Introduction to and definition of radiation measurement units and terms. Counting statistics. Utilization of portable instruments in practical applications. Purpose of and techniques for personnel monitoring. Introduction to environmental surveillance. Prerequisite: NRT 100 and NRT 102. Three semester hours.

**NRT 102—Radiation Mathematics.** Introduction to the specialized units and techniques of radiological health computations. Unit conversion. Powers of ten. Review of the metric system, with particular emphasis on physical units. Basic concepts of algebra, with emphasis on the solution of linear and fractional equations. Three semester hours.

**NRT 200—Biological Effects of Radiation.** Survey of radiation and its effects on biological systems. Explanation and definition of specialized units and terms. Development and application of radiation dose guidelines. External and internal radiation dose. Whole body counting. Body burden and resulting dose. Prerequisite: NRT 100 and NRT 102. Three semester hours.

**NRT 201—Instrumentation.** Introduction to different types of radiation detectors, with emphasis on laboratory instruments. Counting efficiency and statistics. Use of laboratory instruments to determine type of radioactive particles or rays and radiological half-life. Prerequisite: NRT 101. Three semester hours.

**NRT 202—Environmental Radiation.** Natural radiation background. Policies and practices of environmental surveillance. Detailed techniques of measuring radioactivity in air, water, soil and biota. Perimeter radiation level monitoring. Prerequisite: NRT 101. Three semester hours.

**NRT 203—Radiological Safety.** Studies of radiological accidents with emphasis on prevention and corrective actions. Treatment of injured, irradiated or contaminated personnel. Specialized monitoring techniques. Public involvement and governmental/private sector interface in radiological casualties. Survey of principles of occupational safety, with emphasis on radiation and radioactivity. Prerequisites: NRT 201 and 202. Two semester hours.

**NRT 204—Seminar in Radiological Health.** Students will be assigned a radiological research topic, will present their results before assembled students, and will be expected to defend their presentation. Prerequisites: NRT 201 and 202. Two semester hours.

## ORNAMENTAL HORTICULTURE (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, turfgrass management with golf courses, 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
BIO 1314	Botany . . . . .			4
AGR 1313	Plant Science . . . . .		3	
RT 110, 111	Technical Mth . . . . .		3	3
OH 112, 113	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 204	Foundations of Business . . . . .		3	
OH 210	Plant Propagation . . . . .			3
OH 214, 215	Greenhouse and Nursery Management . . .		3	3
OH 212, 213	Landscape Development . . . . .		3	3
OH 211	Turfgrass Management . . . . .			4
RT 209	Plane Surveying . . . . .			3

- OH 112—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 113—Plant Materials II.** A continuation of OH 112. One hour lecture and six hours laboratory per week. Four semester hours.
- OH 210—Plant Propagation.** The scientific principles as a basis for practices in the propagation of ornamental plants. Propagation by seeds, cuttings, grafting, and budding are considered from a practical commercial production viewpoint. One hour lecture and four hours laboratory per week. Three semester hours.
- OH 211—Turfgrass Management.** The identification, establishment, maintenance, management, and sod production of turfgrass used for home lawns, golf courses, sports grounds, highways, and parks are included in this course. One hour lecture and six hours laboratory per week. Four semester hours.
- OH 212—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 213—Landscape Development II.** The execution of landscape architecture plans including plan layout, soil preparation, plant selection, and setting and cost analysis. Pest control and general landscape maintenance. One hour lecture and four hours laboratory per week. Three semester hours.
- OH 214—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 215—Greenhouse and Nursery Management II.** A continuation of OH 214. One hour lecture and four hours laboratory per week. Three semester hours.

## **RADIO BROADCASTING TECHNOLOGY (Jefferson Davis Campus - Two Year Terminal)**

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

The program is designed to include the support and assistance of broadcasting stations located in the area served by the college. The broadcasting curriculum at Jefferson Davis has the full support of the National Association of Broadcasters and the Mississippi Broadcasters Association.

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 qualify for the third class FCC license with broadcast endorsement, and receive an Associate in Applied Science Degree.

FRESHMAN YEAR		SEMESTER HOURS	
		1 Sem.	2 Sem.
RS 100	Introduction to Broadcasting . . . . .	3	
RS 101, 200	Announcing I, II . . . . .	4	4
ENG 1113	English . . . . .	3	
SPT 1113 or 2143	Speech or Oral Interpretation or		
SPT 1153	Voice and Diction . . . . .	3	
SEC 1113*	Typewriting . . . . .	3	
RS 102	Radio Programming . . . . .		3
RS 104	Radio Writing . . . . .		2
DMT 107	Advertising . . . . .		3
PSC 1113	Government . . . . .		3
HPR	Physical Education . . . . .	1	1
SOPHOMORE YEAR			
RS 203	Announcing III . . . . .	3	
RS 201	Radio Production . . . . .	2	
RS 202	Radio News . . . . .	3	
BAD 1113	Business . . . . .	3	
DMT 100	Salesmanship . . . . .	3	
RS 204**	Radio Sales . . . . .		3
RS 205**	Radio Station Management . . . . .		3
BAD 1313	Business Mathematics . . . . .		
	or		
MAT 1213	College Math I . . . . .		
	or		
MAT 1313	College Algebra . . . . .	3	
MUS 1113	Music Appreciation . . . . .	3	
GEO 1123	Geography . . . . .	3	
	Elective . . . . .	2	or 2

\*If a student has taken high school typewriting, a three hour elective will be required.

RS 101 is a prerequisite for Announcing II & III of Radio Production and Radio News.

DMT 100 and 107 are prerequisites for RS 204.

\*\*RS 203 is a prerequisite for both RS 204 and RS 205.

**RS 100—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 101—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. Four semester hours.

**RS 102—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 104—Radio Writing.** To explain the mechanics and techniques of writing radio commercial copy and to provide the beginner with the means for practical application of information about copy writing and thus lessen the need for on-the-job training. Two semester hours.

**RS 200—Announcing II.** To prepare the student for the FCC test for Radio Telephone Third Class Operator Permit. 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. Four semester hours.

**RS 201—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. Two semester hours.

**RS 202—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 203—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 204—Radio Sales.** Sales as applied to radio broadcasting. To train the student in the business, economics and marketing of radio sales promotion. Three semester hours.

**RS 205—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.

## SECRETARIAL SCIENCE

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

### (Nine Months)

		SEMESTER HOURS	
		1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>			
ENG 1113, 1123	English . . . . .	3	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 1312	Filing . . . . .	2	
SEC 2413	Secretarial Procedures . . . . .		3
SEC 2513	Office Appliances . . . . .		3
SEC 2613	Business Communications . . . . .		3
HPR	Physical Education . . . . .	1	1

### (Two-Year)

<b>FRESHMAN YEAR</b>			
ENG 113, 1123	English . . . . .	3	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	Key punch . . . . .	1	or 1
HPR	Physical Education . . . . .	1	1

#### SOPHOMORE YEAR

ACC 1213	Accounting . . . . .	3	
SEC 2113	Typewriting . . . . .		
	or		
	Elective* . . . . .	3	
SEC 2113, 2223	Shorthand . . . . .	3	3
SEC 1513	Machine Transcription . . . . .		3
SEC 2613	Business Communications . . . . .	3	
SEC 2123	Typewriting . . . . .		3
SEC 2413	Secretarial Procedures . . . . .		3
SEC 1313	Filing . . . . .	3	
SEC 2513	Office Appliances . . . . .		3
	Elective . . . . .	1	or 1

\*ACC 1223 recommended—64 hours required.

## CLERICAL OPTION

To better serve the students who attend the MGCJC, the following clerical option curriculum is proposed to train clerk-typists, file clerks, and receptionists as well as key-punch operators.

### CLERICAL CURRICULUM (9-Months)

			SEMESTER HOURS	
			1 Sem.	2 Sem.
ENG 1113, 1123	English . . . . .		3	3
SEC 1113 or 1123, 1123 or 2113	Typewriting . . . . .		3	3
BAD 1313	Mathematics . . . . .		3	
BAD 1113	Introduction to Business . . . . .		3	
SEC 1313	Filing . . . . .		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

### (Two-Year)

			SEMESTER HOURS	
			1 Sem.	2 Sem.
<b>FRESHMAN YEAR</b>				
ENG 1113, 1123	English . . . . .		3	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
<b>SOPHOMORE YEAR</b>				
ACC 1213	Accounting . . . . .		3	
SEC 2113	Typewriting			
	or			
	Elective* . . . . .		3	
BAD 2413	Business Law . . . . .		3	
SEC 2613	Business Communications . . . . .			3
SEC 2123	Typewriting . . . . .			3
SEC 2413	Secretarial Procedures . . . . .			3
SEC 1313	Filing . . . . .		3	
SEC 2513	Office Appliances . . . . .			3
SEC 1513	Machine Transcription . . . . .			3
	Elective* . . . . .		4	

\*ACC 1223 is recommended.

## GENERAL BUSINESS AND ACCOUNTING TECHNOLOGY

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 a secretarial science option.

This curriculum grants an Associate in Applied Science Degree.

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

\*These courses are scheduled on alternate years and should be taken by both freshmen and sophomores when offered. Cost accounting is a required course rather than an elective. Substitution may be made by department chairman.

**SEC 1113T—Elementary Typewriting.** 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.** 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.

**SEC 1213T-1223T—Elementary and Intermediate Shorthand I, II.** These courses include a study of Gregg Shorthand, Diamond Jubilee Series, 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 no 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. Three hours lecture, one hour lab. Three semester hours each.

**SEC 1313T—Principles of Filing.** This course is designed to provide the students with basic filing procedures including alphabetic indexing, coding, card filing, and alphabetic, subject, numeric, and geographic correspondence filing. Prerequisite: typewriting. Two hours lecture, one hour lab. 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.** 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.** 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. 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 phrasing accurate and attractive transcripts, and punctuation of business letters. Three hours lecture, one hour lab. Three semester hours each.

**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. Prerequisite: typewriting. Three

**SEC 2513T—Office Appliances.** 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 a reasonable proficiency in the use of such machines as full- and ten-key adding machines; key-driven, rotary, printing, and electronic calculators; duplicating machines; a posting machine; and other types of office equipment. Prerequisite: typewriting. 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 hours lecture, one hour lab. 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 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 lab. 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 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 2323T—Business Statistics.** An introduction to basic statistics. Topics covered include measures of central tendency and variability, confidence intervals, hypothesis testing, t-distribution and regression and correlation analysis. 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 and 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 three effects on prices, interest rates, and economic activities are included. Three semester hours.

## SUPERVISION AND MANAGEMENT (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	
		1 Sem.	2 Sem.
<b>FIRST YEAR</b>			
ENG 1113	English . . . . .	3	
RT 106	Technical Writing and Reports . . . . .		3
BAD 1313	Business Math . . . . .	3	
BAD 1113T	Introduction to Business . . . . .	3	
IT 226	Industrial Management . . . . .	3	
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 210	Personnel Management . . . . .		3
<b>SECOND YEAR</b>			
SPT 1113	Oral Communications . . . . .	3	
RT 208	Industrial Relations . . . . .	3	
BAD 2413T	Business Law . . . . .	3	
DMT 101	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 213	Supervisory Training Techniques . . . . .		3
	Elective . . . . .	4	

## **X-RAY TECHNOLOGY (Jackson County Campus)**

This twenty-four month program is offered in affiliation with Singing River Hospital System, Pascagoula, Mississippi. Students who successfully complete this program are prepared for employment in hospitals, clinics, and medical offices as X-Ray Technologists.

The radiology department at Singing River Hospital, in which the students gain their formalized laboratory and clinical work experience, is recognized as an extended campus of the college. The college is assisted and advised by an advisory committee composed of radiologists, registered X-Ray Technologists, and other interested individuals.

Graduates of this program are eligible to write the registry examination with the Council on Medical Education to become registered X-Ray Technologists.

X-Ray Technology students are scheduled for supervised clinical laboratory experience throughout the twenty-four months, in addition to classroom studies.

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 X-Ray Technology Program**

The admission requirements of this program are subject to revision. Acceptance into the X-Ray 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. Student must be enrolled in the prerequisite courses.
3. Student must not have excessive absences according to the school absentee policy in XT 100—Orientation to X-Ray Technology.
4. Student must be interviewed by the Admissions Committee for the X-Ray 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 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.

**Fall Semester: Prerequisite courses for acceptance into X-Ray Technology.**

SEMESTER HOURS		
ENG 1113	English . . . . .	3
BIO 2513	Anatomy & Physiology . . . . .	3
MAT 1233	Intermediate Algebra . . . . .	3
EPY 1513	General Psychology . . . . .	3
SEC 1113*	Elementary Typewriting . . . . .	3
XT 100	Orientation to X-Ray Technology . . . . .	1

**Spring Semester**

ENG 1123	English . . . . .	3
BIO 2523	Anatomy & Physiology . . . . .	3
SOC 2113	Sociology . . . . .	3
XT 101	Formulating X-Ray Techniques . . . . .	3
XT 102	Clinical Lab. @ Singing River Hospital . . .	2

**Summer Semester**

XT 105	Fundamentals of X-Ray & Radium Physics .	4
XT 106	Nursing Procedures Pertaining to Radiology	3
XT 103	Formulating X-Ray Techniques . . . . .	3
XT 104	Clinical Lab. @ Singing River Hospital . . .	2

**Fall Semester**

XT 100	Introduction to Diseases . . . . .	4
XT 211	Osseous System . . . . .	3
XT 230	Radiation Therapy & Nuclear Medicine . . .	3
XT 203	Pediatric Radiograph . . . . .	3
XT 204	Clinical Lab. @ Singing River Hospital . . .	4

\*Students who have had high school typing will take SEC 1123.

**SOPHOMORE YEAR**

SEMESTER HOURS		
<b>Spring Semester</b>		
XT 212	Osseous System . . . . .	3
XT 221	Contrast Media . . . . .	3
XT 223	Special Procedures . . . . .	6
XT 224	Clinical Lab. @ Singing River Hospital . . .	5

**Summer Semester**

XT 222	Contrast Media . . . . .	3
XT 201	Formulating X-Ray Techniques . . . . .	3
XT 231	Film Critique . . . . .	3
XT 202	Clinical Lab. @ Singing River Hospital . . .	3

**Fall Semester**

XT 240	Evaluation of X-Ray Techniques . . . . .	4
XT 241	Clinical Lab. @ Singing River Hospital . . .	8

**TOTAL SEMESTER HOURS 100**  
**TOTAL CLINICAL HOURS 2593**

**XT 101—Formulating X-Ray Techniques.** General course which deals with the X-Ray Film, chemicals, X-Ray machines to the finished product. Three class hours per week for one semester. Three semester hours.

**XT 230—Radiation Therapy.** This introduction course is designed to provide the student with the basic methods involved in radiation therapy and nuclear medicine. Emphasis will be placed on types of radiation; tissue reaction; instrumentation; radiation protection; record keeping and administrative procedures. Two class hours per week for one semester. Two formalized laboratory hours per week. Three semester hours.

**XT 102—Fundamentals of X-Ray & Radium Physics.** This course deals with simplified mathematics, electric current magnetism, electric generators and motors. The majority of the time is spent studying the principles of X-Ray equipment and the production of X-Rays, Gamma Rays as omitted by radium, X-Ray protection and measurements are taught. Four class hours per week for one semester. Four semester hours.

**XT 103—Formulating X-Ray Techniques.** Observation of X-Ray film, chemicals, use of X-Ray machines, routine procedures and observations involving patient relations. Three hours lecture per week. Three semester hours.

**XT 106—Nursing Procedure Pertaining to Radiology.** Handling of patients, aseptic techniques, tray set-up, artificial respiration, anesthesia, operating room and bedside radiography. One hour lecture and four hours lab per week for one semester. Three semester hours.

**XT 102, 104, 202, 204, 224 and 241—Clinical Laboratory Experience.** Observe and perform specialized radiographic procedures, patient care and positioning, perform portable X-Rays, basic film critique. One semester hour allocated for every 90-125 clinical hours of work. Total twenty-six semester hours.

**XT 200—Introduction to 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 211, 212—Radiology of the Osseous System.** Evaluation of patients as the habitus, topographical anatomy, projections and X-Ray Techniques for the entire skeleton. Two class hours per week for two semesters. Two laboratory hours per week for two semesters. Three semester hours each.

**XT 221, 222—Common Radiographic Procedure with Contrast Media.** Use of contrast materials, reaction to media, preparation and administration, proper radiographic projections, anatomy and physiology of organs studied. One class hour per week for two semesters. Four lab hours per week for two semesters. Three semester hours each.

**XT 223—Special Radiographic Procedure.** Special radiographic equipment, different procedures and contrast material used, anatomy of parts involved. Two class hours per week for one semester. Eight hours of lab per week for one semester. Six semester hours.

**XT 203—Pediatric Radiography.** Equipment and accessories, handling of children, systematic studies about the same as adults, techniques. One class hour per week for one semester. Four hours lab per week for one semester. Three semester hours.

**XT 201—Formulating X-Ray Techniques.** Continuation of XT 103. Three class hours per week for one semester. Three semester hours.

**XT 231—Film Critique.** This course deals with the evaluation of the students' finished product, the exposed film. The student is taught what is expected and then criticized by film evaluation. Contrast, density, gamma and other qualities are taught. Three class hours per week. Three semester hours.

**XT 100—Orientation to X-Ray Technology.** This course is designed to familiarize the student with the role of an X-Ray technologist by student's observation of the technologist in a hospital X-Ray department. One class hour per week for one semester. One semester hour.

**XT 240—Evaluation of X-Ray Techniques.** This course is designed to compile and evaluate the student's cognitive knowledge of all his previous theory and clinical experience and to relate this knowledge to the overall performance in X-Ray Technology. Four class hours per week for one semester. Four semester hours.

## RELATED TECHNICAL COURSES

**RT 104—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 106—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. Prerequisite: ENG 1113. Three semester hours.

**RT 106—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. Prerequisite: ENG 1113. Three semester hours.

- RT 107—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. Four laboratory periods per week. Two semester hours.
- RT 108—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. Four laboratory periods per week. Two semester hours.
- RT 110—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 111—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 113—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.
- RT 114—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 115—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 116—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 130—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 132—Properties of Materials.** This is a continuation of the procedures of RT 130 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 202—Technical Communications.** An advanced course in oral and written communications. The communications instructor will coordinate with technical speciality instructors on oral and written student assignments in their specific technology. Three semester hours.

**RT 204—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 208—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 209-210—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.

**RT 211—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 presses, strength-testing equipment, forging, and welding. One lecture and four laboratory periods per week. Three semester hours.

**RT 212—Technical Mathematics.** This course covers: graphical methods of calculus; differentiation; and integration. Three semester hours.

**RT 213—Supervisory Training Techniques.** This includes a study of the supervisor's responsibility for developing employees through orientation and induction training 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.

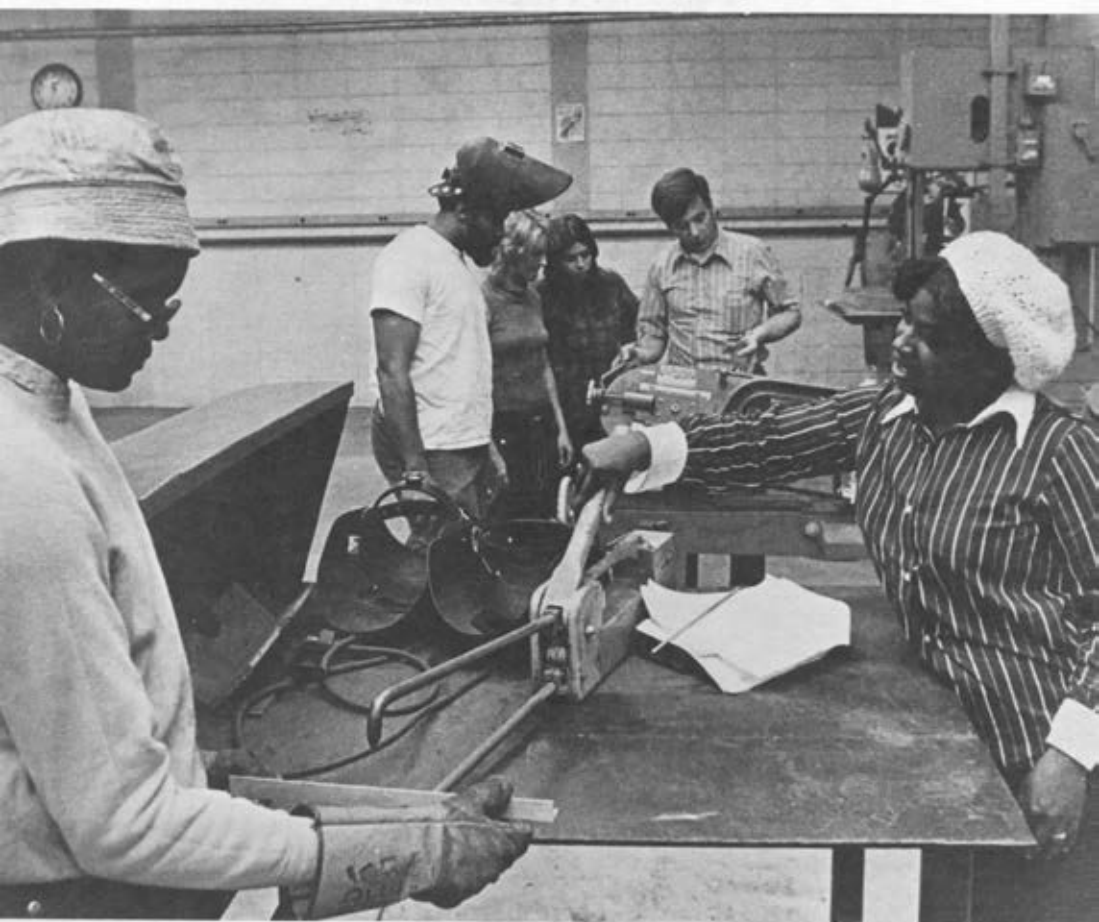
**RT 223—Hydraulic and Pneumatics.** This course covers introduction to hydraulics, principles of hydraulics in physics; fluids and piping; hydraulic pumps; hydraulic motors; control valves and gaging; accessory equipment; hydraulic circuit system designs; hydraulic power unit; pneumatic controls; pneumatic 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 230—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 321—Properties of Materials.** This is a continuation of RT 230. 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 100—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 110. Four semester hours.



**WELDING: A POPULAR PROGRAM COLLEGE-WIDE**

## **GROUP VIII VOCATIONAL**

The following vocational programs lead to diplomas granted by the Mississippi Gulf Coast Junior College and are preparatory for employment upon graduation.

### **HOUSEBUILDING PROGRAM**

Students enrolled in the six trade and industrial education programs on the Jefferson Davis Campus (namely carpentry, trowel trades, air-conditioning, plumbing, metal trades and industrial electricity/electronics) will participate in a housebuilding program where they will apply and refine the skills and knowledge acquired on campus on their program activities.

While students are participating in the housebuilding program, they will follow the regular college schedule of six hours per day. While receiving training at the off-campus site, students will be assigned to phases of actual house construction related to course units of study. During the students' participation, they will be under the supervision of a qualified college instructor and they will follow the college calendar of closure dates.

The college will grant credit for the housebuilding portion of the students' education and training on the same basis that credit is granted the on-campus periods (in-school periods) of their education and training, i.e., they will apply and refine the skills and knowledge acquired during the on-campus periods and credit for the competencies applied and refined will be credited to the applicable competency area in the approved course outlines.

Credit earned by students in the housebuilding portion of their training will be a part of the credit counted toward the diplomas granted to students.

### **AIR CONDITIONING/REFRIGERATION (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 is combined with practical application and experience in varied laboratory experiences.

Either Air Conditioning or Refrigeration may be taken as a single course or combined in a sequence to include both areas.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
ACR 100	Introduction to Refrigeration . . . . .	3
ACR 101	Refrigeration Systems . . . . .	4
ACR 102	Heat and Temperature . . . . .	4
ACR 103	Methods of Heat Transfer . . . . .	3
RV 100	Blueprint Reading (Part I) . . . . .	2
RV 101	Applied Mathematics (Part I) . . . . .	2
ACR 104	Principles of Charging, Testing and Piping .	3
ACR 105	Basic Electricity for Refrigeration . . . . .	4
ACR 106	Electric Motors for Refrigeration . . . . .	4
ACR 107	Refrigeration Controls . . . . .	3
RV 102	Industrial Safety . . . . .	2
RV 103	Communicative Skills . . . . .	2
ACR 200	Introduction to Heating . . . . .	3
ACR 201	Psychrometrics . . . . .	4
ACR 202	Load Calculations . . . . .	3
ACR 203	Air Distribution and Duct Design . . . . .	4
RV 200	Blueprint Reading (Part II) . . . . .	2
RV 201	Applied Mathematics (Part II) . . . . .	2
ACR 204	Introduction to Air Conditioning . . . . .	3
ACR 205	Air Conditioning Controls . . . . .	4
ACR 206	Residential and Commercial Equipment . .	4
ACR 207	Automotive Air Conditioning . . . . .	3
RV 202	Cost Estimating . . . . .	2
RV 203	Small Business Management . . . . .	2
RE 100	Employability Skills	
RE 101, 102	Related Education	
(2160 Clock Hours) Total Semester Hours		72

**ACR 100—Introduction to Refrigeration.** Gives the students background knowledge in the history of "man-made cold", early experiments with food preparation and preservation as well as modern uses of refrigeration. Three semester hours. 90 hours instruction.

**ACR 101—Refrigeration Systems.** Gives the students the knowledge of the different systems in use, the cycle and how the systems are classified. Four semester hours. (120 hours instruction)

**ACR 102—Heat and Temperature.** This is the study of the nature and effect of heat energy in refrigeration, (latent and sensible heat). This unit also encompasses; temperature, measurement, indicators, controls and recorders. Four semester hours (120 hours instruction)

**ACR 103—Basic Methods of Heat Transfer.** The study of heat transfer by conduction, convection and radiation. Insulation is also included in this unit. Three semester hours. (90 hours instruction)

**ACR 104—Principles of Charging, Testing and Piping.** This unit consists of tools and fittings used in forming and joining piping. Piping properties are also included. The principles of evacuation and charging equipment with refrigerant will be studied. Methods of leak detection will be analyzed. Three semester hours. (90 hours instruction)

**ACR 105—Basic Electricity for Refrigeration.** This unit consists of the electron theory, positive and negative charges, static electricity, dynamic electricity, conductors, insulators, semi-conductors, transformers and circuit protection. Four semester hours. (120 hours instruction)

**ACR 106—Electric Motors for Refrigeration.** This unit consists of an in-depth study of the principles, functions, operation and maintenance of all electric motors used in the refrigeration field. Four semester hours. (120 hours instruction)

**ACR 107—Refrigeration Controls.** This unit gives instruction of the principles and operation of primary and secondary controls, limiting and safety controls, manual and automatic controls and actuating controls. Three semester hours. (90 hours instruction)

**ACR 200—Introduction to Heating.** This unit is designed to give students the background knowledge in early applications of air conditioning, body comfort, air cycle for cooling and heating, and the basic refrigeration cycle. Three semester hours. (90 hours instruction)

**ACR 201—Psychrometric.** This unit consists of psychrometric and psychrometric charts, application of psychrometric terms, psychrometric processes and advanced psychrometric processes. Four semester hours. (120 hours instruction)

**ACR 202—Load Calculations.** This unit consists of sources of heat, cooling and heating load estimating guides and estimating the air conditioning load. Three semester hours. (90 hours instruction)

**ACR 203—Air Distribution and Duct Design.** This unit consists of instructions in air distribution of ducts and outlets with emphasis on duct sizing and duct design. Four semester hours. (90 hours instruction)

**ACR 204—Introduction to Air Conditioning.** This unit is designed to give students the background knowledge in early applications of air conditioning, body comfort, air cycle for cooling and heating and the basic refrigeration cycle. Three semester hours. (90 hours instruction)

**ACR 205—Air Conditioning Controls.** This unit consists of air conditioning control, terminology, basic functions of control systems, control action, control circuits, types of control circuits, system checkout, troubleshooting and pneumatic controls and their operational counterparts. Four semester hours. (120 hours instruction)

**ACR 206—Residential and Commercial Equipment.** This unit consists of air conditioning equipment, the installation of residential and small commercial equipment, installing a water cooled self-contained unit, installing an air-cooled, self-contained unit, components used on cooling tower installations and water treatment of cooling towers. Four semester hours. (120 hours instruction)



**ACR 207—Automotive Air Conditioning.** This unit consists of instructions in automotive Air Conditioning and heating, basic principles, system components, system controls, operations, system diagnosis and repair. Three semester hours (90 hours instruction)

See Related schedule for description of related courses.

## AUTOMOTIVE MECHANICS (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 100-101-102	Automotive Engines . . . . .	15
AM 103	Automotive Fuel Systems . . . . .	3
AM 104	Electrical Systems . . . . .	3
AM 105	Cooling Systems . . . . .	2
AM 106-107	Suspension Systems . . . . .	6
AM 108	Industrial Safety . . . . .	1
AM 109	Welding and Burning . . . . .	2
AM 110	Applied Mathematics . . . . .	3
AM 111	Applied Science . . . . .	2
AM 212	Power Trains . . . . .	4
AM 200	Steering Systems . . . . .	4
AM 201-202	Braking Systems . . . . .	6
AM 203	Automotive Heating and Air Conditioning .	3
AM 204-205	Automotive Transmissions . . . . .	10
AM 206-207	Automotive Tune-Up . . . . .	8
RE 100	Employability Skills	
RE 101, 102	Related Education	
(2160 Clock Hours) Total Semester Hours		<hr/> 72

**AM 100-101-102—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 103—Automotive Fuel Systems.** Fuel-tank; lines; filters; pumps; carburetors; intake manifolds and air cleaners. Ninety hours instruction. Three semester hours.

**AM 104—Electrical Systems.** Fundamental electrical data; starting circuits; charging and ignition systems; electrical accessories. Ninety hours instruction. Three semester hours.

**AM 105—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 106-107—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 108—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 109—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 110—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 111—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 212—Power Trains.** Clutch and overdrive; synchromesh and automotive transmissions; propeller shafts; universal joints; rear axles; standard differentials. One hundred twenty hours instruction. Four semester hours.

**AM 200—Steering Systems.** Steering gears and linkage; hydraulic pumps and lines; lubrication and service. One hundred twenty hours instruction. Four semester hours.

**AM 201—202—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 203—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 204-205—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 206-207—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; starting motors, batteries and conductors; inspect, adjust, test, diagnose, repair and/or replace all parts of electrical systems; operate test equipment, distributor tester, generator tester, alternator tester, regulator tester; fuels, how refined, octane rating, storage; fuel systems, fuel tanks, lines, pumps; carburetors and carburetion. Two hundred forty hours instruction. Four semester hours each.

## CARPENTRY

**(Perkinston Campus, Jefferson Davis Campus,  
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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
RV 100	Blueprint Reading . . . . .		2
RV 101	Applied Mathematics . . . . .		2
RV 102	Industrial Safety . . . . .		2
RV 103	Communicative Skills . . . . .		2
CAR 121	Introduction to Carpentry . . . . .		4
CAR 122	Codes, Plans and Specifications . . . . .		3
CAR 123	Foundations . . . . .		3
CAR 124	Rough Carpentry . . . . .		5
CAR 125	Thermo and Sound Insulation . . . . .		2
CAR 126	Prefabrication . . . . .		3
CAR 127	Finish Carpentry . . . . .		4
CAR 128	Cabinet Making . . . . .		4
RE 100	Employability Skills		
RE 101, 102	Related Education		
(1080 Clock Hours) Total Semester Hours			36

**RV 100—Blueprint Reading (Part 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 uses. Two semester hours (60 clock hours)

**RV 101—Applied Mathematics (Part I).** This unit of instruction consists of addition, subtraction, multiplication, and division of whole numbers, fractions, ratio and percentage. Introduction to basic equations. Two semester hours. (60 clock hours)

**RV 102—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. Two semester hours. (60 clock hours).

**RV 103—Communicative Skills.** Techniques of business writing, fundamentals of speech, evaluation of technical materials, letters of introduction. Two semester hours (60 clock hours)

**CAR 121—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. Four semester hours. (120 clock hours)

**CAR 122—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. Three semester hours. (90 clock hours)

**CAR 123—Foundations.** This course includes; layouts, batter boards, build and set foundation forms, column forms, step forms, floor slab forms, side walk slab forms, set grade stakes and place reinforcing steel. Three semester hours. (90 clock hours)

**CAR 124—Rough Carpentry.** This course includes all aspects of floor framing, roof framing and wall framing techniques. Five semester hours. (150 clock hours)

**CAR 125—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 126—Prefabrication.** This course includes all the steps, techniques and guidelines in the prefabrication process of buildings in the construction trades. Three semester hours (90 clock hours)

**CAR 127—Finish Carpentry.** This course includes the processes used in interior and exterior finishing of buildings in the construction trades. Four semester hours. (120 clock hours)

**CAR 128—Cabinet Making.** This course includes the processes and materials used in the cabinet making process. Four semester hours (120 clock hours)

## CONSTRUCTION MANAGEMENT

### (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:

	SEMESTER HOURS
<b>BASIC UNITS OF INSTRUCTION</b>	
Air Conditioning and Refrigeration . . . . .	18
Carpentry . . . . .	18
Plumbing/Pipefitting and Structural Welding . . . . .	18
RE 100 Employability Skills	
RE 101, 102 Related Education	
<b>Total Semester Hours</b>	<b>54</b>

At that point, the student will have basic marketable skills in each area. He now may return for one semester of advanced instruction in the trade area of his choice:

	SEMESTER HOURS
<b>ADVANCED UNITS OF INSTRUCTION</b>	
(1) Air Conditioning/Refrigeration, or	
(2) Carpentry, or	
(3) Plumbing/Pipefitting/Welding . . . . .	18
*(2160 Clock Hours) <b>Total Semester Hours</b>	<b>72</b>

It is contemplated that graduates of this program will be employable in all areas and specialists in one. Because of the combination of broad and specific knowledge, the graduate should have the knowledge and understanding necessary for development into supervisory positions.

Special curricula in the various trade areas are as follows. The units of study listed include both basic and advanced outlines for each service area.

### Air Conditioning and Refrigeration

	SEMESTER HOURS
<b>BASIC AIR CONDITIONING AND REFRIGERATION</b>	
RAC 100 Industrial Safety . . . . .	1
RAC 101 Introduction to Refrigeration . . . . .	1
RAC 102 Heat and Temperature . . . . .	5
RAC 103 Transfer of Heat . . . . .	5
RAC 104 Analysis of Systems . . . . .	6
<b>Total Semester Hours</b>	<b>18</b>

	SEMESTER HOURS
<b>ADVANCED AIR CONDITIONING AND REFRIGERATION</b>	
RAC 110 Electrical Control Requirements in Systems	7
RAC 112 Troubleshooting Practicum . . . . .	10
RAC 105 Applied Mathematics . . . . .	1
<b>Total Semester Hours</b>	<b>18</b>

NOTE: For description of individual courses, see Refrigeration and Air Conditioning Listing.

\*Thirty clock hours equal one semester hour.

## Carpentry

BASIC CARPENTRY		SEMESTER HOURS
RV 100	Blueprint Reading . . . . .	2
RV 101	Applied Mathematics . . . . .	3
RV 102	Industrial Safety . . . . .	2
RV 103	Communicative Skills . . . . .	2
CAR 121	Introduction to Carpentry . . . . .	4
CAR 122	Codes, Plans, and Specifications . . . . .	3
CAR 123	Foundations . . . . .	3
Total Semester Hours		18

ADVANCED CARPENTRY		SEMESTER HOURS
CAR 124	Rough Carpentry . . . . .	5
CAR 125	Thermo and Sound Insulation . . . . .	2
CAR 126	Prefabrication . . . . .	3
CAR 127	Finish Carpentry . . . . .	4
CAR 127	Cabinet Making . . . . .	4
Total Semester Hours		18

NOTE: For individual course description see Carpentry listing.

## Pipefitting-Plumbing

BASIC PIPEFITTING-PLUMBING		SEMESTER HOURS
PP 100-101	Pipe Fabrication and Plumbing Systems	4
PP 112	Industrial Safety	1
PP 114	Welding and Burning	2
PP 120	Applied Science	1
PP 118	Applied Mathematics	1
Total Semester Hours		9

ADVANCED PIPEFITTING-PLUMBING		SEMESTER HOURS
PP 102	Piping Systems Metallurgy . . . . .	1
PP 103	Non-Destructive Testing . . . . .	1
PP 110	Ship Construction . . . . .	1
PP 111	Production and Quality Control Systems . .	1
PP 116	Blueprint Reading and Sketching . . . . .	3
PP 118	Applied Mathematics . . . . .	2
Total Semester Hours		9

NOTE: For individual course description, see Pipefitting listing.



## Structural Welding

BASIC STRUCTURAL WELDING		SEMESTER HOURS
WLD 100	Shielded Metal Arc Welding . . . . .	6
WLD 104	Metal Cutting . . . . .	2
WLD 116	Industrial Safety . . . . .	1
Total Semester Hours		9

ADVANCED STRUCTURAL WELDING		SEMESTER HOURS
WLD 101	Shielded Metal Arc Welding . . . . .	4
WLD 118	Blueprint Reading and Sketching . . . . .	2
WLD 112	Pipe Welding . . . . .	3
Total Semester Hours		9

NOTE: For individual course descriptions, see Welding listing.

## SPECIAL PROBLEM COURSES (George County Only)

**CAR 119—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 119—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.

**RAC 119—Special Problems.** (For advanced Construction Management students) Individualized instruction in the following: Advanced Air Conditioning and Refrigeration Layout and Design; advanced study of controls; advanced study of electricity; advanced blueprint reading. Five hundred forty hours instruction. Eighteen semester hours.

**WLD 119—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 instruction. Eighteen semester hours.

## DIESEL MECHANICS (Jackson County Campus)

This diesel mechanics program draws heavily in course work from the automotive mechanics program. This program is constructed with the intent of providing the student a well rounded program of instruction in the field of diesel mechanics.

Graduates of automotive mechanics programs or experienced mechanics who can demonstrate competency equivalent to at least one year of automotive mechanics training may be considered for advanced standing, if requested, at the time of enrollment.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
AM 100	Automotive Engines	5
AM 103	Automotive Fuel Systems	3
AM 104	Electrical Systems	3
AM 106	Suspension Systems	3
AM 108	Industrial Safety	1
AM 109	Welding and Burning	2
AM 110	Applied Mathematics	3
AM 111	Applied Science	2
AM 200	Steering Systems	4
AM 201-202	Braking Systems	6
AM 212	Power Trains	4
DM 207	Diesel Shop Safety	1
DM 208	Diesel Applied Math	1
DM 209	Diesel Applied Science	1
dM 210	Diesel Head Assembly	3
DM 211	Diesel Head Assembly	3
DM 212	Diesel Block Assembly	4
DM 213	Block Design	3
DM 214	Diesel Block Assembly	4
DM 215	Diesel Fuel Systems	3
DM 216	Diesel Fuel Systems	3
DM 217	Diesel Fuel Systems	3
DM 218	Intake Blowers & Exhaust Turbo Chargers	3
DM 220	Trouble Shooting	4
RE 100	Employability Skills	
RE 101, 102	Related Education	
TOTAL		72

NOTE: For description of Automotive Mechanics section of this program see Automotive Mechanics Program.

**DM 207—Diesel Shop Safety.** Personal and team safety, hand and power tool safety, shop equipment safety, safe work habits, use of fire fighting equipment. Thirty hours of instruction. One semester hour.

**DM 208—Diesel Applied Mathematics.** Basic math problems and trade formulas of Diesel Mechanics. Thirty hours of instruction. One semester hour.

**DM 209—Diesel Applied Science.** Principles of lubrication, transfer of heat, precision measuring, and properties of abrasion. Thirty hours of instruction. One semester hour.

**DM 210—Diesel Head Assembly.** Construction of head, a study of oil, water and air passages, mating surfaces, combustion chambers, how to clean head, and types of valve seats. Ninety hours of instruction. Three semester hours.

**DM 211—Diesel Head Assembly.** Servicing of head and related parts. Valves, valve springs, seals, rocker arms, intake and exhaust parts, injection tubes, adjusting clearances, and checking parts for wear. Ninety hours of instruction. Three semester hours.

**DM 212—Diesel Block Assembly.** General description of makes of engines two-stroke and four-stroke engine, methods of induction, types of engines, one hundred-twenty hours of instruction. Four semester hours.

**DM 213—Block design, block construction, cyclinder design, crankshaft assembly, camshaft assembly, oil pump, oil pan, accessory drive, accessory drive case.** Ninety hours of instruction. Three semester hours.

**DM 214—Diesel Block Assembly.** Internal parts of block, crankshaft composition and fabricating, connective rods, fabrication and types; pistons, rings and pins; camshaft drives, bushings and lobes; access holes and plates, oil passages, coolant passages, valve lifters and lifter bores, one hundred twenty hours of instruction. Four semester hours.

**DM 215—Diesel Fuel Systems.** Properties of diesel fuel, system requirements, system components. Ninety hours of instruction. Three semester hours.

**DM 216—Diesel Fuel Systems.** Cannon-rail system with cam-operated spray valve, cannon-rail system with self-activated spray valve, pump-injector system (jerk type). Ninety hours of instruction. Three semester hours.

**DM 217—Diesel Fuel System.** Distribution system (combination pump and distributor) American Bosch, Bendix, CAV, Roosa-master, and Caterpillar pumps. Unit injectors (single units), unit injectors (pressure-time principle). Ninety hours instruction. Three semester hours.

**DM 218—Intake blowers and exhaust turbo chargers, blowers (uniflow and roots types) - exhaust turbo chargers (centrifusal type), turbo charger repair, dual blower installation.** Ninety hours of instruction. Three semester hours.

**DM 220—Trouble Shooting and Practical Work.** This is a time set aside for actual work on line engines. The student will trouble shoot engines and repair as needed in an uncontrolled situation. This will be as near to actual shop work as possible. One hundred twenty hours of instruction. Four semester hours.

## INDUSTRIAL ELECTRICITY (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 100	Electrical Theory . . . . .		4
IE 102	Electrical Measurement and Devices . . . . .		2
IE 104	Electrical Conductor Materials . . . . .		3
IE 106	Electrical Equipment . . . . .		5
IE 108	Electrical Tools . . . . .		3
IE 110	Electrical Networks . . . . .		5
IE 112	Residential Wiring . . . . .		3
IE 113	Commercial & Industrial Electrical Systems		5
IE 114	Industrial Safety . . . . .		1
IE 116	Blueprint Reading and Sketching . . . . .		2
IE 118	Applied Mathematics . . . . .		3
RE 100	Employability Skills		
RE 101, 102	Related Education		
(1080 Clock Hours Total Semester Hours			36

**IE 100—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 102—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 104—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 106—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 108—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 110—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 112—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 113—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 114—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 116—Blueprint Reading and Sketching.** Freehand sketching, symbols, scales and dimensions; prepare shop sketches; interpret industrial, commercial and marine blueprints. Sixty hours. Two semester hours.
- IE 118—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 (Jefferson Davis Campus)

The Industrial/Electronics program is preparatory for the job entry into the electrical media. The training capabilities of this program include: knowledge of electrical theory, measurements, principles of residential-commercial wiring, power distribution, control of motors, industrial instrumentation techniques and related information.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
EE 101	Basic Theory of Electricity . . . . .	4
EE 102	Magnetic Principles . . . . .	3
EE 103	Reactive Components . . . . .	3
EE 104	Principles of Alternating Current . . . . .	4
RV 100	Blueprint Reading (Part I) . . . . .	2
RV 101	Applied Mathematics (Part I) . . . . .	2
EE 105	Analysis of the N.E.C. . . . .	4
EE 106	Basic Wiring Theory and Practices . . . . .	3
EE 107	Wiring of Residence and Farms . . . . .	4
EE 108	Wiring of Non-Residential Installations . . . . .	3
RV 102	Industrial Safety . . . . .	2
RV 103	Communicative Skills . . . . .	2
EE 201	Electric Machines (Direct Current) . . . . .	3
EE 202	Electric Machines (Alternating Current) . . . . .	4
EE 203	Electro-Mechanical Motor Control I . . . . .	3
EE 204	Electro-Mechanical Motor Control II . . . . .	4
RV 200	Blueprint Reading (Part II) . . . . .	2
RV 201	Applied Mathematics (Part II) . . . . .	2
EE 205	Introduction to Electronics . . . . .	4
EE 206	Electronic Amplifiers . . . . .	3
EE 207	Electronic Control Devices . . . . .	3
EE 208	Electronic Control . . . . .	4
RV 202	Cost Estimating . . . . .	2
RV 203	Small Business Management . . . . .	2
RE 100	Employability Skills	
RE 101, 102	Related Education	
(2160 Clock Hours)      Total Semester Hours		72

**EE 101—Basic Theory of Electricity.** Structure of matter, charges, methods of producing current, fundamental electrical units, electrical symbols and abbreviations. Four semester hours (120 hours instruction)

**EE 102—Magnetic Principles.** Relation of magnetism to electricity, types of magnets, magnetic polarities; classification of magnets, contrast of magnetism to electron flow, characteristics of coil, magnetic circuit calculations, functions of relays, practical exercises in solving magnetic systems. Three semester hours. (90 hours instruction)

**EE 103—Reactive Components.** Principles of inductance; principles of capacitance, solving of circuits containing inductance, capacitance and resistive components; practical exercises in solving reactive circuits. Three semester hours. (90 hours instruction)



- EE 104—Principles of Alternating Current.** Solving of alternating current circuits using phasor algebra; practical exercises in alternating current circuits, alternating current metering applications. Four semester hours. (120 hours instruction)
- EE 105—Analysis of the National Electrical Code.** Sponsorship of the NEC; electrical code committees; proposals to changes in the NEC; timetables of publications; format of the code; applicable requirements; feeder circuits, services, branch circuits, lighting requirements; motors, major appliances, hazardous locations. Four semester hours. (120 hours instruction)
- EE 106—Basic Writing Theory and Practices.** Switch loops and outlets, switching circuits using 3-way combinations; switching circuits using 4-way combinations, overcurrent protection, types and sizes of wire grounding principles; outlet and switch boxes, adequate wiring methods service entrance requirements; branch circuit requirements, basic lighting techniques, practical exercises on combination circuits. Three semester hours (90 hours instruction)
- EE 107—Wiring of Residences and Farms.** Planning of installations, installation of service entrance and ground; methods of installing specific outlets finishing techniques, wiring of multi-family dwellings; rough-in and trim out techniques; total electric requirements. Four semester hours. (120 hours instruction)
- EE 108—Wiring of Non-residential Installations.** How to plan for non-residential installations; problems associated with non-residential lighting techniques; wiring for schools and churches, wiring of offices, wiring of stores, wiring for hazardous locations; selected tours to non-residential electrical installations. Three semester hours. (90 hours instruction)
- EE 201—Electric Machines (Direct Current).** Theory, operation, and application of direct current generators and motors. Three semester hours. (90 hours instruction)
- EE 202—Electric Machines (Alternating Current).** Theory, operation and application of alternating current generators and motors. Four semester hours. (120 hours instruction)
- EE 203—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. Three semester hours. (90 hours instruction)
- EE 204—Electro-Mechanical Motor Control II.** The interpretation and troubleshooting of motor control circuits. Includes the actual wiring and application of motor control circuits in the shop. Four semester hours. (120 hours instruction)
- EE 205—Introduction to Electronics.** An introduction to the basic concepts of electronics. Includes the theory and application of tube and semiconductor

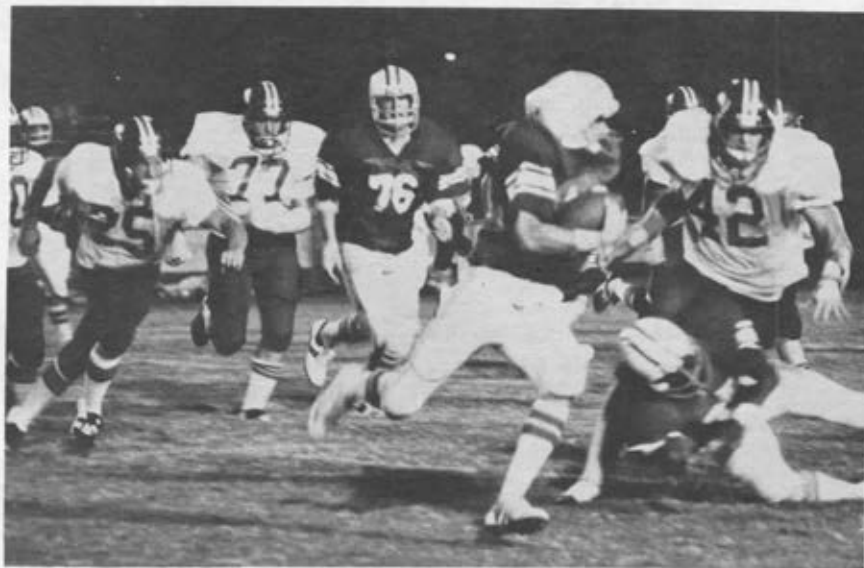
rectifying devices and electronic power supplies. Introduces the student to the use of electronic test equipment such as, VOM's oscilloscopes and function generators, in laboratory exercises. Three semester hours (90 hours instruction)

**EE 206—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. Four semester hours. (120 hours instruction)

**EE 207—Electronic Control Devices.** The theory and operating characteristics of special electronic control devices such as the SCR, UJT, diac, triac and integrated circuit. Three semester hours. (90 hours instruction)

**EE 208—Electronic Control.** The analysis, interpretation and trouble shooting of electronic control diagrams. Introduces the student to digital control circuits. Students will fabricate motor control projects. Four semester hours. (120 hours instruction)

See Related Schedules for description of related courses.



**FOOTBALL: GCJC IS USUALLY "THE TEAM TO BEAT."**

## MACHINE SHOP (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 occupational 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	Clock Hours
MS 100	Benchwork . . . . .		1	30
MS 102	Power Saws . . . . .		1	30
MS 103	Engine Lathes . . . . .		4	120
MS 104	Engine Lathe Operations . . . . .		4	120
MS 105	Engine Lathe Operations . . . . .		4	120
MS 106	Drilling Machines . . . . .		1	30
MS 107	Shaper Operations . . . . .		2	60
MS 108	Milling Machines . . . . .		3	90
MS 110	Milling Machine Operations . . . . .		3	90
MS 111	Grinding Machines . . . . .		3	90
MS 112	Industrial Safety . . . . .		1	30
MS 113	Welding and Burning . . . . .		2	60
MS 14	Blueprint Reading and Sketching . . . . .		2	60
MS 115	Applied Mathematics . . . . .		3	90
MS 116	Applied Science . . . . .		2	60
MS 200	Advanced Milling Machine Operations . . . .		8	240
MS 201	Advanced Blueprint Reading . . . . .		3	90
MS 202	Metallurgy . . . . .		4	120
MS 203	Turret Lathes . . . . .		8	240
MS 204	Precision Grinding . . . . .		6	180
MS 205	Numerical Control . . . . .		3	90
MS 206	Basic Tool and Die . . . . .		4	120
RE 100	Employability Skills			
RE 101, 102	Related Education			
TOTAL			72	2160

**MS-100—Bench Work.** Cut with handsaws and cold chisels; thread with tap and dies; file soft and hard metals; ream; using metal fasteners and tools for assembling; polish with abrasive and crocus cloth; measure with an outside micrometer, comparitor, semiprecision tools; trammel points, depth gage, and with adjustable parallel; drill with hand and with power hand drill; sand with bench sander and portable power sander; grind with portable hand grinder. Thirty hours instruction. One semester hour.

**MS 102—Power Saws.** Straight and angular cutting with power hacksaw; straight, angular and contour cutting with band saw. Thirty hours instruction. One semester hour.

**MS 103—Engine Lathes.** Types, parts, care and lubrication of engine lathes. Cutting tools, speeds and feeds and types of operations. One hundred twenty hours instruction. Four semester hours.

**MS 104—Engine Lathes.** 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 twenty hours instruction. Four semester hours.

**MS 105—Engine Lathes.** Uses of steady and follower rests. Machining various types of tapers and angles, performing knurling operations. Types, calculating and machining external and internal threads. One hundred twenty hours instruction. Four semester hours.

**MS 106—Drilling Machines.** Straight drilling of flat and round stock; counter-boring; reaming; tapping; spotfacing, counter-sinking for machine screws. Thirty hours instruction. One semester hour.

**MS 107—Shaper Operations.** Horizontal, angular, and vertical milling; groove shaping; external and internal keyways; serrating. Sixty hours instruction. Two semester hours.

**MS 108—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 110—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. Ninety hours instruction. Three semester hours.

**MS 111—Grinding Machines.** Sharpening tools using a bench grinder, form grinding; plain surface grinding with horizontal surface grinder; face-grinding horizontal surface grinder. Ninety hours instruction. Three semester hours.

**MS 112—Industrial Safety.** Personal and team safety; safe use of hand and power 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 113—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 114—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.

**MS 115—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 116—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.

**MS 200—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. Two hundred forty hours instruction. Eight semester hours.

**MS 201—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-114. Ninety hours instruction. Three semester hours.

**MS 202—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 203—Turret Lathes.** Study of various types of vertical and horizontal turret lathes. Parts and operating principles, tooling, production set-up, and practical application. Two hundred forty hours instruction. Eight semester hours.

**MS 204—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 eighty hours instruction. Six semester hours.

**MS 205—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 206—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 twenty hours instruction. Four semester hours.

## METAL TRADES (Jefferson Davis Campus)

This course is designed to develop entry level knowledge and skills in those trainees having an identifiable goal of becoming gainfully employed at the learner level in one of trades included in the metal trades cluster, namely: machinist, sheetmetal worker and combination welder.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VM 100	Introduction to Metal Trades . . . . .	3
VM 102	Geometric Layout and Measuring Devices . .	4
VM 103	Sheetmetal Layout, Forming and Fastening	4
VM 104	Oxyacetylene Cutting and Welding . . . . .	3
RV 100	Blueprint Reading (Part I) . . . . .	2
RV 101	Applied Mathematics (part I) . . . . .	2
VM 105	Arc Welding Processes . . . . .	3
VM 106	Gas-Arc Welding Processes . . . . .	4
VM 107	Fundamentals of Machine Tool Equipment .	3
VM 108	Machine Tool Applications . . . . .	4
RV 102	Industrial Safety . . . . .	2
RV 103	Communicative Skills . . . . .	2
RE 100	Employability Skills	
RE 101, 102	Related Education	
(1080 Clock Hours) Total Semester Hours		<hr/> 36

**VM 101—Introduction to Metal Trades.** This unit consists of a broad look at all major units of instruction with particular emphasis on types of metals, common metal shapes, metal storage, material handling and material conservation. Three semester hours (90 hours instruction)

**VM 102—Geometric Layout and Measuring Devices.** This unit covers the fundamentals of geometric designs, use and care of measuring and layout tools and basic techniques of making measurements and layout of metal. Four semester hours (120 hours instruction)

**VM 103—Sheetmetal, Layout, Forming and Fastening.** This unit involves layout and forming sheetmetal patterns, forming them into solid geometrical shapes and complex objects, and using the various methods and techniques of permanently fastening sheetmetal joints. Four semester hours (120 hours instruction)



**VM 104—Oxyacetylene Cutting and Welding.** This unit of instruction covers the construction of oxyacetylene equipment and the necessary safety precautions. Theory and practice of welding, brazing, hand and machine cutting with oxyacetylene equipment. Three semester hours. (90 hours instruction)

**VM 105—Arc Welding Processes.** This unit consists of theory and practice of arc welding and the use of stick electrodes from alternating and direct power sources. Three semester hours. (90 hours instruction)

**VM 106—Gas - Arc Welding Processes.** This unit covers theory and techniques of welding with wire fed shielded equipment and hand fed shielded processes for mild steels, aluminum and stainless steel. Four semester hours. (120 hours instruction)

**VM 107—Fundamentals of Machine Tool Equipment.** This unit consists of theory of tool design, tool sharpening, sawing, drilling and grinding and other basic machining operations. Three semester hours. (90 hours instruction)

**VM 108—Machine Tool Applications.** This unit involves complex operations and set-up of machine tools, including milling machines (manual and tape programmed), metal shaper and lathes. Four semester hours. (120 hours instruction)

See Related Schedule for description of related courses.



**ROTC CLASS PRACTICES FIRING WITH M-16**

## OPERATING ENGINEER (Jefferson Davis Campus)

The operating engineer program is preparatory for job entry into the field of general 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.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
VOE 101	Introduction to Plumbing . . . . .	4
VOE 102	Plumbing Laboratory . . . . .	5
VOE 103	Introduction to Metal Trades . . . . .	4
VOE 104	Metal Trades Laboratory . . . . .	5
RV 100	Blueprint Reading (Part I) . . . . .	2
RV 101	Applied Mathematics (Part I) . . . . .	2
VOE 105	Introduction to Carpentry/Woodworking . .	4
VOE 106	Carpentry/Woodworking Laboratory . . . .	5
VOE 107	Introduction to Brick and Blocklaying . . .	4
VOE 108	Brick and Blocklaying Laboratory . . . . .	5
RV 102	Industrial Safety . . . . .	2
RV 103	Communicative Skills . . . . .	2
VOE 200	Introduction to Industrial Electricity . . . .	2
VOE 201	Industrial Electricity Laboratory . . . . .	3
VOE 202	Introduction to Industrial Electronics . . . .	2
VOE 203	Industrial Electronics Laboratory . . . . .	3
RV 200	Blueprint Reading (Part II) . . . . .	2
RV 201	Applied Mathematics (Part II) . . . . .	2
VOE 204	Introduction to Refrigeration . . . . .	2
VOE 205	Refrigeration Laboratory . . . . .	3
VOE 206	Introduction to Air Conditioning . . . . .	2
VOE 207	Air Conditioning Laboratory . . . . .	3
RV 202	Cost Estimating . . . . .	2
RV 203	Small Business Management . . . . .	2
RE 100	Employability Skills	
RE 101, 102	Related Education	
(2160 Clock Hours) Total Semester Hours		72

**VOE 101—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 unit systems. Four semester hours (120 hours instruction)

**VOE 102—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 the plumbing systems, size and install sewer systems, drainage systems, hot and cold water systems and setting fixtures. Five semester hours (150 hours instruction)

**VOE 103—Introduction to Metal Trades.** This course of instruction involves the learning theories of arc welding, gas welding and lathe operations. Four semester hours. (120 hours instruction)

**VOE 104—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, lathe operating procedures and layout of sheetmetal projects. Five semester hours. (150 hours instruction)

**VOE 105—Introduction to Carpentry/Woodworking.** This course will afford the student an opportunity to become familiar with the hand tools and power tools along with instructions on the utilization and care of these tools. Further instructions on: footings and foundations, floor framing, wall and ceiling framing, roof framing and the necessary material needed to enclose a structure is given. Four semester hours. (120 hours instruction)

**VOE 106—Carpentry/Woodworking Laboratory.** This course of instruction is the practical aspects of carpentry. The student will perform various tasks (projects) utilizing the various theories of carpentry. Five semester hours. (150 hours instruction)

**VOE 107—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. Four semester hours. (120 hours instruction)

**VOE 200—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 technology. Two semester hours. (60 hours instruction)

**VOE 201—Industrial Electricity Laboratory.** This course is designed to give the student practical application of residential, commercial and industrial wiring concepts as outlined in the National Electrical Codes. Three semester hours. (90 hours instruction)

**VOE 101—Electric Motors.** This course is to provide the student with the basic theory and application of electric motors. Two semester hours. (60 hours instruction)

**VOE 203—Electric Motor Control.** This course is to provide the student with the basic theory and application of electro-mechanical motor control circuits. Three semester hours. (90 hours instruction)

**VOE 204—Introduction to Refrigeration.** This course of instruction teaches the student the basic principles of the refrigeration theory and theoretical applications associated with a basic refrigeration system. Two semester hours. (60 hours instruction)

**VOE 205—Refrigeration Laboratory.** Practical applications of the refrigeration theories which teach the student how to repair, service and install various refrigeration appliances or systems. Three semester hours (90 hours instruction)

**VOE 206—Introduction to Air Conditioning.** This course of instruction is designed to let the student progress at his or her pace. This course entails those subjects which can best be utilized by operating engineers such as: body comfort ranges, aircycles, psychometrics, load estimating, air distribution equipment, controls and balancing of a system. Two semester hours. (60 hours instruction)

**VOE 207—Air Conditioning Laboratory.** This course gives the application of air conditioning load estimation for residential and commercial buildings. Three semester hours (90 hours instruction)

See Related Schedule for description of related courses.

## PIPEFITTING/PLUMBING

(Jackson County Campus and George County Occupational  
Training Center)

The pipefitting/plumbing program of nine months duration 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 occupational field.

The graduate pipefitting/plumbing student will be able to sketch piping systems, read working drawings, fabricate and install piping systems.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
PP	100-191-102	Pipe Fabrication and Plumbing Systems . . .	15
PP	103	Piping Systems Metallurgy . . . . .	2
PP	104	Non-Destructive Testing . . . . .	2
PP	110	Ship Construction . . . . .	2
PP	111	Production and Quality Control Systems . .	1
PP	112	Industrial Safety . . . . .	1
PP	114	Welding and Burning . . . . .	2
PP	116-117	Blueprint Reading and Sketching . . . . .	6
PP	118	Applied Mathematics . . . . .	4
PP	120	Applied Science . . . . .	1
RE	100	Employability Skills	
RE	101, 102	Related Education	
(1080 Clock Hours)      Total Semester Hours			36

**PP 100-101-102—Pipe Fabrication and Plumbing Systems.** Pipe Fabrication: pipefitting handtools; bending machine; calculation of true length of pipe through bends; tangent point measurements; calculations involving pipe wall thickness, clearance and diameters; precision instruments-micrometers, vernier calipers, protractors, dial indicator, feeler gauges; techniques of pipefitting for joint design; pipe system components; pipe station work.

Plumbing Systems: Pipes; fittings; vents hot and cold water systems; fixtures, testing; soft soldering; makeup cast iron joints; fit up plastic pipe; drainage systems; regulatory requirements. Four hundred fifty hours instruction. Five semester hours each.

**PP 103—Piping System Metallurgy.** Heating; quenching; stress relieving; annealing; affects of welding upon the metal properties of various piping materials; affects of temperature on piping materials; galvanic action of dissimilar metals; corrosion affects of salt water; methods of identification—spark test, file test, color code and number code. Sixty hours instruction. Two semester hours.

**PP 104—Non-Destructive Testing.** Concepts and skills for non-destructive testing piping systems—liquid penetrant, inspection, radiography, magnetic particles, ultrasonic, hydrostatic; air flow testing and heat runs. Sixty hours instruction. Two semester hours.

**PP 110—Ship Construction.** Includes terminology and reference line study in ship construction as applied to pipe fabrication and piping system installations aboard ship. Code requirements and regulations. Sixty hours instruction. Two semester hours.

**PP 111—Production and Quality Control Systems.** Procedure for the smooth flow of materials and quality control in the construction of ships materials purchases, warehousing and control; inspection requirements of ship contracts. Thirty hours instruction. One semester hour.

**PP 112—Industrial Safety.** Personal and team safety; safe and use of hand and power tools of the trade; safe testing procedures; safe dress and habits; safe handling of materials of the trade; use of firefighting equipment; administering first aid. Thirty hours instruction. One semester hour.

**PP 114—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, adjusting and holding; straight burning; angle burning. Sixty hours instruction. Two semester hours.

**PP 116-117—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. One hundred eighty hours instruction. Three semester hours each.

**PP 118—Applied Mathematics.** A basic unit of instruction for trade occupations programs; problem solving as applied to the trade in whole numbers, fractions; applied geometry and trigonometry. One hundred twenty hours instruction. Four semester hours.

**PP 120—Applied Science.** Basic scientific principles; matter; measurements, precision measuring instruments; principles of lubrication; transfer of heat; properties of abrasives. Thirty hours instruction. One semester hour.

# OPERATING ROOM TECHNICIAN

## (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.

MAJOR UNITS OF INSTRUCTION	Theory	Clinical
	Clock Hours	Clock Hours
Introduction, Vocational Relations . . . . .	50	
Structure, Function . . . . .	50	
Related Principles of Chemistry and Physics . . . . .	10	
Nutrition and Health . . . . .	30	
Microbiology, Asepsis and Sterilization . . . . .	30	
First Aid . . . . .	10	
Introduction to Anesthesia . . . . .	10	
Operating Room Principles . . . . .	160	
Operating Room Procedures . . . . .	30	260
Clinical experiences, on-the-job training by rotation through operating room at Memorial Hospital at Gulfport . . . . .		740
RE 100 Employability Skills		
IRE 101, 102 Related Education		
Total . . . . .	380	1000



## PRACTICAL NURSING

### (Jefferson Davis Campus, Jackson County Campus, 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 instructor nurses. Upon successful completion of this course, students are eligible to write the State Board Examination to become Licensed Practical Nurses.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
PN 100	Vocational Adjustments . . . . .	1
PN 101	Health . . . . .	1
PN 102	Nursing I (Introduction to Nursing Needs) .	9
PN 103	Body Structure and Function . . . . .	2
PN 104	Nutrition . . . . .	1
PN 105	Growth and Development . . . . .	1
PN 200	Nursing II (Introduction to Medical Surgical Nursing Needs) . . . . .	4
PN 201	Pharmacology . . . . .	1
PN 202	Nursing III-A (Nursing Needs of Children) .	5
PN 203	Nursing III-B (Nursing Needs of Adults) . .	11
PN 204	Nursing IV (Nursing Needs of Newborns and Mothers) . . . . .	5
PN 205	Nursing V (Nursing Needs of the Mentally and Emotionally Ill) . . . . .	3
PN 206	Drug Administration . . . . .	1
PN 207	Special Areas . . . . .	1
PN 208	Comprehensive Nursing . . . . .	2
RE 100	Employability Skills	
RE 101, 102	Related Education	
(1800 Clock Hours)		48

**PN 100—Vocational Adjustments.** Includes orientation and introduction to practical nursing and the role of the practical nurse in the health field. Thirty hours instruction. One semester hour.

**PN 101—Health.** The study of personal, family and community health. Thirty hours instruction. One semester hour.

**PN 102—Nursing I.** This course presents a foundation structure for learning how to nurse patients. It provides a foundation which is used in all nursing courses in the curriculum. Three hundred forty five hours instruction (Including clinical laboratory experiences). Nine semester hours.

**PN 103—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 104—Nutrition.** This course is designed to provide the framework for the student to see relationships between physical well-being and nourishment, and the mental well-being and nourishment. Thirty hours instruction. One semester hour.
- PN 105—Growth and Development.** This course is designed to provide insight into the normal pattern of growth and development from conception until death. It includes physical, mental, social, and emotional developmental processes. Thirty hours instruction. One semester hours.
- PN 200—Nursing II.** Introduction to conditions of illness and includes causes, body's response, symptoms, diagnostic procedures, treatment, and related terminology. Includes theory and clinical experiences. One hundred forty hours of instruction. Four semester hours.
- PN 201—Fundamentals of Pharmacology.** This course provides basic information related to drugs: classifications, sources, measurement, regulatory requirements. Forty hours of instruction. One semester hour.
- PN 202—Nursing III, Nursing Needs of Children.** This course is designed to help the learner meet the nursing needs of children with medical-surgical conditions. One hundred forty hours of instruction and practice. Five semester hours.
- PN 203—Nursing III, Nursing Needs of Adults.** It is designed to prepare the student to meet the nursing needs of adults with medical-surgical conditions. Four hundred and ten hours of instruction and practice. Eleven semester hours.
- PN 204—Nursing IV.** This course is designed to learn to 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 clinical laboratory experience). Five semester hours.
- PN 205—Nursing V.** This course is designed to provide the student with a basic understanding of mental and emotional needs in health and in illness. It includes instruction in observation and recognition of signs and symptoms indicating possible mental and emotional problems. Ninety hours instruction (including clinical laboratory experiences). Three semester hours.
- PN 206—Drug Administration.** This course provides the learner with the opportunity to develop safe techniques and skills by supervised practice. Forty hours of supervised practice. One semester hour.
- PN 207—Specialized Areas.** This course provides the learner with experiences in the supportive and restricted departments in the clinical agency. Ninety clinical hours. One semester hour.
- PN 208—Comprehensive Nursing.** This course prepares the learner for the graduate role by providing a variety of clinical situations that require less direct supervision. One hundred sixty hours of instruction and practice. Two semester hours.

## PRINTING (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 100	Industrial Safety	1
PRT 101	Applied Mathematics	3
PRT 102	Applied Science	2
PRT 103-104	Linecasting Machines	10
PRT 110	Strip Casting Materials	2
PRT 111	Letterpress Presses	5
PRT 112	Type Composition	5
PRT 113	Typesetting Lock-Up Methods	2
PRT 114	Ink and Paper Applications	2
PRT 120	Type Layout and Design	2
PRT 121	Press Operation and Maintenance	2
PRT 203	Job Planning and Layout	3
PRT 204	Bindery Operations	4
PRT 210	Type Composition	1
PRT 211	Camera Fundamentals	5
PRT 212	Platemaking Fundamentals	4
PRT 213	Inking Types and Processes	3
PRT 214-215	Offset Presses	16
RE 100	Employability Skills	
RE 101, 102	Related Education	
Total Semester Hours		72
Clock Hours		2160

**PRT 100—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 materials of the trade; use of firefighting equipment; administering first aid. Thirty hours instruction. One semester hour.

**PRT 101—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 102—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 103-104—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 110—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 111—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 112—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 113—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 114—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 120—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 121—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 203—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 204—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 210—Type Composition.** A study of the different types and their makeup. 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.)

**PRT 211—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 212—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 213—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 214-215—Offset Presses.** An in-depth study with laboratory practice in the general nomenclature, feeding, delivery, dampening systems, inking systems, preparation, operation, wash-up and maintenance. Four hundred eighty hours instruction. Eight semester hours each.

## PLUMBING (Jefferson Davis Campus)

This program is designed to satisfy the fundamental needs 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.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
CP	100	Introduction to Plumbing . . . . .	3
CP	101	Sewer Systems . . . . .	4
CP	102	Drainage Systems . . . . .	3
CP	103	Cold Water Systems . . . . .	4
RV	100	Blueprint Reading (Part I) . . . . .	2
RV	101	Applied Mathematics (Part I) . . . . .	2
CP	104	Hot Water Systems . . . . .	4
CP	105	Plumbing Codes . . . . .	4
CP	106	Fixtures . . . . .	3
CP	107	Heating Devices . . . . .	3
RV	102	Industrial Safety . . . . .	2
RV	103	Communicative Skills . . . . .	2
RE	100	Employability Skills	
RE	101, 102	Related Education	
(1080 Clock Hours)      Total Semester Hours			36

**CP 100—Introduction to Plumbing.** This course consists of history and development of plumbing use of tools, safety and to describe the trade and its relation to health. Working conditions, opportunities and the ethics of the trade are also taught. Three semester hours. (90 hours instruction)

**CP 101—Sewer Systems.** This course is designed for the theoretical and practical aspects of: disposal system elements, house sewer, septic tanks, siphon action, tank size calculations, maintenance causes and removal of sewer obstructions. Four semester hours. (120 hours instruction)

**CP 102—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 aspect, disposal of poisonous gases arising from the discharge and traps. Four semester hours. (120 hours instruction)

**CP 103—Cold Water Supply 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 fixtures. Three semester hours. (90 hours instruction)

**CP 104—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. Four semester hours. (120 hours instruction)



**CP 105—Plumbing Codes.** This course is designed to give the student an introduction to national, southern, county plumbing codes and their application. Four semester hours. (120 hours instruction)

**CP 106—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. Three semester hours. (90 hours instruction)

**CP 107—Heating Devices.** This course is designed to give the student the background knowledge and psychomotor skills in the art 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. Three semester hours. (90 hours instruction)

See Related Schedule for description of related courses.

## REFRIGERATION AND AIR CONDITIONING (George County Occupational Training Center)

This curriculum is designed to give the fundamentals of air conditioning and refrigeration with a working knowledge of all phases of this field. It is designed to enable students to successfully enter and progress in the field of air conditioning and refrigeration installation, service, and repair. The study of related basic theory and scientific principles is coupled with practical application and experience in varied laboratory situations.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
RAC 100	Industrial Safety . . . . .		1
RAC 101	Introduction to Refrigeration . . . . .		1
RAC 102	Introduction to Heat and Temperature . . . . .		5
RAC 103	Transfer of Heat . . . . .		5
RAC 104	Analysis of Systems . . . . .		6
RAC 105	Applied Mathematics . . . . .		1
RAC 110	Electrical Control Requirements in Systems . . . . .		7
RAC 112	Troubleshooting Practicum . . . . .		10
RE 100	Employability Skills		
RE 101, 102	Related Education		
(1080 Clock Hours) Total Semester Hours			36

**RAC 100—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.

**RAC 101—Introduction to Refrigeration.** Gives a brief insight into the creation of the refrigeration system. Refrigeration systems, cycles and classification. Basic refrigeration system, installation, construction and purpose, in depth study of shop orientation. Thirty hours instruction. One semester hour.

**RAC 102—Introduction to Heat and Temperature.** Nature and effect of heat energy in refrigeration: A study of the properties of energy. The removal of heat is studied extensively. Temperature measurement, indication, controls and recorders. A study of the construction. Refrigerants and driers: causes, results, latent heat and pressure in refrigerant. One hundred fifty hours instruction. Five semester hours.

**RAC 103—Transfer of Heat.** Basic methods of heat transfer, insulation, types material, evaporator design and construction, condenser design, construction and maintenance testing. One hundred fifty hours instruction. Five semester hours.

**RAC 104—Analysis of Systems.** Compressor in mechanical refrigeration system, its construction and purpose. Metering devices: construction and operation. Related information: tools, fittings, maintenance, testing. One hundred eighty hours instruction. Six semester hours.

**RAC 110—Electrical Control Requirements in Systems.** Electrical components for refrigeration systems. This study is essential because of modern day technology. Electrical motors for refrigeration. This covers the construction and operation of the different types of motors. Related information: troubleshooting testing. Two hundred ten hours instruction. Seven semester hours.

**RAC 112—Troubleshooting Practicum.** Related information: refrigeration system basic controls, supplementary refrigeration controls. Domestic, residential, commercial and industrial refrigeration, air conditioning and heating troubleshooting, diagrams, repair. Relationships of electrical and mechanical subsystems. Three hundred hours instruction. Ten semester hours.

**RAC 105—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; ration and proportion; trade formulas in applied geometry and trigonometry. Thirty hours instruction. One semester hour.

## SECRETARIAL TRAINING

### (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.

MAJOR UNITS OF INSTRUCTION		SEMESTER HOURS
STG 101	Business English . . . . .	3
STG 102	Business Mathematics . . . . .	3
STG 103	Office Machines . . . . .	3
STG 104	Filing . . . . .	1½
STG 105	Office Practice . . . . .	1½
STG 106	Typewriting . . . . .	3
STG 116	Intermediate Typewriting . . . . .	3
STG 107-111	Shorthand or Machine Transcription . . . . .	3
STG 117-121	Intermediate Shorthand or Machine Transcription . . . . .	3
STG 118	Business Communications . . . . .	3
STG 119	Secretarial Accounting . . . . .	3
STG 122	Office Simulation . . . . .	6
RE 100	Employability Skills	
RE 101, 102	Related Education	
(1080 Clock Hours) Total Semester Hours		36

**STG-101—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 102—Business Mathematics.** A review of fundamental processes and applying them to problems of business. Ninety hours instruction. Three semester hours.

**STG 103—Office Machines.** A course designed to develop proficiency in the use of full- and ten-key adding machines, printing and display calculators, duplicating machines, and transcription machines. Ninety hours instruction. Three semester hours.

**STG 014—Filing.** A course designed to provide the student with basic skills in alphabetic, numeric, subject and geographic filing and records management. Forty five hours instruction. One and one half semester hours.

**STG 105—Office Practice.** A course designed to give the student basic skills in telephone techniques, handling mail, financial transactions, job application and interviewing, and office conduct. Forty five hours instruction. One and one half semester hours.

**STG 106—Elementary Typewriting.** A course designed to give the student basic keyboard knowledge and skill. Ninety hours instruction. Three semester hours.

**STG 107—Elementary Shorthand.** A course designed for the stenographic student to give knowledge of basic shorthand theory, brief forms, phrasing, and elementary dictation. Ninety hours instruction. Three semester hours.

**STG 111—Machine Transcription.** For students not taking shorthand to provide fundamental skills in taking machine dictation. Ninety hours instruction. Three semester hours.

**STG 118—Business Communications.** A course designed to emphasize the principles of effective letter writing in sales, credit, collection, request, and application situations. Ninety hours instruction. Three semester hours.

**STG 119—Secretarial Accounting.** A course designed to give the student fundamental knowledge of debits, credits, and the accounting cycle, and payroll procedures. Ninety hours instruction. Three semester hours.

**STG 116—Intermediate Typewriting.** A course designed to review basic knowledge and build skill in typewriting business letters, tabulation problems, manuscripts, and interoffice memorandums. Ninety hours instruction. Three semester hours.

**STG 117—Intermediate Shorthand.** A course designed to review basic skills in shorthand provide additional practice in speed building, dictation, transcription, and letter placement. Ninety hours instruction. Three semester hours.

**STG 121—Machine Transcription.** For the student not taking shorthand to review basic transcription skills and to increase speed and accuracy of work. Ninety hours instruction. Three semester hours.

**STG 122—Office Simulation.** A course designed to integrate previously learned secretarial skills and apply them in a simulated office situation. One hundred eighty hours instruction. Six semester hours.

## SECRETARIAL TRAINING—STENOGRAPHIC SEQUENCE (Jackson County Campus)

This program is designed to train an individual in the basic office skills necessary for employment in the business world. Intensive instruction will be given in modern classrooms with the latest equipment.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
ST 100	Typewriting . . . . .		5
ST 101	Gregg Shorthand or		
ST 102	ABC Stenoscript Shorthand . . . . .		4
ST 103	Business English . . . . .		3
ST 104	Office Machines . . . . .		2
ST 105	Secretarial Procedures . . . . .		2
ST 106	Business Mathematics . . . . .		1
ST 107	Secretarial Accounting . . . . .		<u>1</u>
(540 Clock Hours)		Total Semester Hours	18

## SECRETARIAL TRAINING—CLERICAL SEQUENCE OPTION

Individuals whose occupational objective does not require a need to know shorthand may elect to take the clerical option which includes all the courses outlined under the stenographic sequence with the exception of shorthand.

**ST 100—Typewriting.** This unit includes the keyboard; technique; work habits; letters; tabulation; outlines and manuscripts. One hundred fifty hours instruction. Five semester hours.

**ST 101—Gregg Shorthand.** Taught from the Diamond Jubilee series and includes: Theory; phrasing brief forms; dictation; transcriptions and letter placement. One hundred twenty hours instruction. Four semester hours.

**ST 102— ABC Stenoscript Shorthand.** A phonetic system of shorthand. Allows the student to master shorthand in the shortest possible time. One hundred twenty hours instruction. Four semester hours.

**ST 103—Business Communications.** Principles of letter writing and their application to inquiry, order, credit, collection, sales and application letters. Ninety hours instruction. Three semester hours.

**ST 104—Office Machines.** Ten key adding machine; full-key adding machine; printing calculator; manual and electric mimeo duplicator; manual and electric spirit duplicator. Sixty hours instruction. Two semester hours.

**ST 105—Secretarial Procedures.** Skill in handling office routines such as: handling mail; telephone technique; filing; transcription equipment; preparation for equipment. Sixty hours instruction. Two semester hours.

**ST 106—Business Mathematics.** Four basic mathematical operations including fractions and the use of decimal and applications such as reconciling bank balances. Thirty hours instruction. One semester hour.

**ST 107—Secretarial Accounting.** A basic understanding of the accounting cycle is developed including the special journals and periodic summary. Thirty hours instruction. One semester hour.

## TROWEL TRADES (Jefferson Davis Campus)

This program is designed to prepare an individual for gainful employment in the masonry trades, by providing him or her with the opportunity to acquire knowledge and develop skills in the limits of individual capabilities. This is to be achieved by the study of basic theory and modern techniques diffused with practical applications and experiences in varied live projects. Major emphasis will be placed on practical application and experiences to develop the skills needed for gainful employment in the masonry trade. Students will also receive related instruction pertaining to trowel trades.

MAJOR UNITS OF INSTRUCTION			SEMESTER HOURS
TT	100	History and Development of Brick and Concrete Block . . . . .	3
TT	101	Basic Brick and Concrete Blocklaying . . . .	4
TT	102	Masonry Materials . . . . .	3
TT	103	Residential and Commercial Construction .	4
RV	100	Blueprint Reading (Part I) . . . . .	2
RV	101	Applied Mathematics (Part I) . . . . .	2
TT	104	Masonry Techniques and Design . . . . .	3
TT	105	Concrete Construction . . . . .	4
TT	106	Masonry Seminar . . . . .	3
TT	107	Miscellaneous Masonry Construction . . . .	4
RV	102	Industrial Safety . . . . .	2
RV	103	Communicative Skills . . . . .	2
RE	100	Employability Skills	
RE	101, 102	Related Education	
(1080 Clock Hours) Total Semester Hours			36

**TT 100—History and Development of Brick and Concrete Block.** This course is designed to acquaint the student with the development of brick and concrete block from the earliest times to the present. Three semester hours. (90 hours instruction)



- TT 101—Basic Brick and Concrete Blocklaying.** This course is designed to give the fundamentals of brick and concrete blocklaying, masonry materials, tools and equipment. Four semester hours. (120 hours instruction)
- TT 102—Masonry Materials.** This course consists of properties and uses of brick concrete block, cement, concrete, stone and other masonry materials. Three semester hours (90 hours instruction)
- TT 103—Residential and Commercial Construction.** This course consists of laying out foundations, concrete footings, corner leads, piers, walls and scaffolding. Four semester hours. (120 hours instruction)
- TT 104—Masonry Techniques and Design.** This course consists of problems in masonry, physical properties and uses of sill in masonry construction, bonds, patterns and designs in masonry. Three semester hours. (90 hours instruction)
- TT 105—Concrete Construction.** This course consists of the fundamentals of quality concrete, tools for horizontal surfaces, constructing concrete flatwork, with emphasis on finishing and curing. Four semester hours. (120 hours instruction)
- TT 106—Masonry Seminar.** This course consists of studying practices, problems, philosophies, text and current literature pertinent to the field of masonry, with informal talks followed by questions and discussion. Three semester hours. (90 hours instruction)
- TT 107—Miscellaneous Masonry Construction.** This course consists of pastering, tile setting, gypsum and dry wall construction, manholes, paving, structural clay tile, stone, maintenance, repair and improvement. Four semester hours. (120 hours instruction)

See Related Schedule for description of related courses.

## **WELDING**

### **(Jackson County, Perkinson Campus 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 100	Shielded Metal Arc Welding . . . . .	4
WLD 101	Shielded Metal Arc Welding . . . . .	4
WLD 102	Shielded Metal Arc Welding . . . . .	4
WLD 103	Gas Metal Arc Welding . . . . .	5
WLD 110	Gas Tungsten Arc Welding . . . . .	5
WLD 111	Pipe Welding . . . . .	3
WLD 112	Pipe Welding . . . . .	3
WLD 113	Pipe Welding . . . . .	3
WLD 114	Metal Cutting . . . . .	2
WLD 116	Industrial Safety . . . . .	1
WLD 118	Blueprint Reading and Sketching . . . . .	2
(1080 Clock Hours) Total Semester Hours		36

**WLD 100—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 101—Shielded Arc Welding.** Tack welding techniques using E-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 102—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 103—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; plain carbon steels; low alloy steels; welding of aluminum alloys. One hundred fifty hours of instruction. Five semester hours.

**WLD 110—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; absorption of gases; contamination and pickup; weldability of metals; non ferrous alloys; trouble shooting. One hundred fifty hours instruction. Five semester hours.

**WLD 111—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 jiging pipe welding procedures and pipe welding procedures and pipe welder qualification.

Prerequisite: completion of WLD 102 or pass a pre-test. Ninety hours instruction. Three semester hours.

**WLD 112—Pipe Welding.** Pipe welding techniques using E-7018 electrode in the vertical fixed (2G) position and the horizontal fixed (5G) position.

**WLD 112—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 102 and WLD 111 or pass a pre-test. Ninety hours instruction. Three semester hours.

**WLD 113—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 110, WLD 111 and WLD 112. Ninety hours instruction. Three semester hours.

**WLD 114—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 116—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 materials of the trade; use of firefighting equipment, administering first aid. Thirty hours instruction. One semester hour.

**WLD 118—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.

## RELATED VOCATIONAL EDUCATION COURSES

**RV 100—Blueprint Reading (Part 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 uses. Two semester hours. (60 hours instruction)

**RV 101—Applied Mathematics (Part I).** This unit of instruction consists of addition, subtraction, multiplication and division of whole numbers, fractions, ratio and percentage. Introduction to basic equations. Two semester hours. (60 hours instruction)

**RV 102—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. Two semester hours.

**RV 103—Communicative Skills.** Techniques of business writing, fundamentals of speech, evaluation of technical materials, letters of introduction. Two semester hours. (60 hours instruction)

**RV 200—Blueprint Reading (Part II).** Design and construction of blueprints associated and related to the construction trades from a machine and mechanical standpoint. Two semester hours. (60 hours instruction)

**RV 201—Applied Mathematics (Part II).** Square root, powers of ten, introduction to linear equations, positive and negative numbers, algebraic functions, logarithms, trigonometric and geometric functions. Two semester hours. (60 hours instruction)

**RV 202—Cost Estimating.** Extracting of information from blueprints and specifications sheets to determine total time and materials required. Use of cost estimation forms, writing of total cost estimates, preparing bid sheets. Two semester hours. (60 hours instruction)

**RV 203—Small Business Management.** Procedures involved in the making of contractual agreements, administration techniques of managing business, steps involved in setting up a small business, forms required, tax laws, state laws and federal laws. Two semester hours. (60 hours instruction)

**RE 100—Employability Skills\*.** Learning experiences in applying for a job, job interviewing and employer-employee relations.

**RE 101—Related Education\*.** Learning experiences in communication skills both oral and written as applied to the occupation in which the student is enrolled.

**RE 102—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 101 and RE 102 if they have an academic functional grade level of ninth grade or above as determined by achievement tests administered during admission.

An "S" (satisfactory) 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.

## **EMERGENCY MEDICAL TECHNICIAN PROGRAM**

The Mississippi Gulf Coast Junior College, in cooperation with the Mississippi Vocational-Technical Education Division of the Department of Education, the Governor's Highway Safety Program, the Mississippi State Board of Health, and the American College of Surgeons - Mississippi Committee on Trauma, offers this course to prepare workers who transport persons in need of emergency assistance.

The program is designed to enable qualified students to write the National Registry Examination. It is eighty-one hours in length.

Programs are scheduled as follows:

Fall Semester	—	Jackson County Campus Perkinston Campus
Second Semester	—	Jefferson Davis Campus George County Center

Refresher Courses are offered as requested to meet the certification needs of the Emergency Medical Technicians in the area.

Applicants may contact the Vocational Directors for more detailed information.

## **ADULT OCCUPATIONAL EDUCATION**

Through its Division of Occupational Education, the college endeavors to meet the occupational training needs of the adults in the community with programs of adult occupational education. The following broad categories of adult programs are regularly offered to the adult population of the college community.

### **APPRENTICE SCHOOL OF RELATED INFORMATION**

The college systematically conducts an Apprentice School of Related instruction for those apprentices who are indentured and are serving their apprenticeship in the Mississippi Gulf Coast Junior College area. At the present, related instruction classes are being conducted for the following crafts:

**Boilermaker  
Machinist**

**Carpentry  
Pipefitter**

**Electrician  
Sheetmetal Work**

### **OCCUPATIONAL PREPARATORY PROGRAMS**

The college is continually striving to establish programs that will assist the adults of the community who for reasons of day employment or for whatever reason cannot attend classes during the day hours. Practically any occupational education and training program described in other parts of this catalog can be established at night provided there is sufficient demand.



## OCCUPATIONAL EXTENSION PROGRAMS

Another phase of adult occupational education is occupational extension classes which are designed to assist employed persons in keeping abreast of new developments in their occupations and to provide an opportunity for advancement. This college therefore offers short term specialized classes as a need for them is identified. Courses of this nature may be developed upon request of interested persons, providing sufficient enrollment makes such a class feasible. There are several occupational areas in which such classes could be developed: agriculture, distributive, home economics; business and office, technical and trades.

Contact the occupational education director of any of the three campuses for further details or request for classes.

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